

## **EMERGENCY ACTION PLAN**

### **1.0 PURPOSE:**

The purpose of an Emergency Action Plan is to outline the procedures and guidelines for employees at the City of Wilson to follow in case of an emergency. An emergency is defined as any situation where the health and safety of an employee is in danger, such as fire, smoke, acid, gas leak, bomb threat, etc.

### **2.0 SCOPE**

This Plan applies to all members of the City of Wilson and visiting contractors working throughout the City of Wilson.

### **3.0 EMPLOYEE TRAINING**

#### **3.1 General**

All employees are to be trained and become familiar with the Emergency Action Plan. It is the responsibility of each Division Head to ensure this training is conducted for their particular area. All new hires will be trained on their initial assignment into their areas. If at any time the Emergency Action Plan, or any of the Facilities responsibilities or designate actions under this plan change, all associated are to be notified.

#### **3.2 Types of Training**

All employees will be trained in various aspects of the Emergency Action Plan. This training will include:

- 3.2.1 Emergency Procedures.
- 3.2.2 Location of Hazardous Chemicals Stored on Site.
- 3.2.3 Location of Overhead Hazardous Chemical Lines.
- 3.2.4 Primary Means of Egress (from work areas within buildings).
- 3.2.5 Gathering Points Outside After Evacuation.
- 3.2.6 Written Emergency Action Plan.

### **4.0 EMERGENCY REPORTING/EVACUATION PROCEDURE**

#### **4.1 Reporting Procedures:**

Any employee who believes an emergency exists will first call 911 and report the emergency. The employee will then notify his/her supervisor as soon as possible. A list of names and telephone numbers will be located in designated areas.

#### **4.2 Evacuation Decision:**

Once notified of a potential emergency, the Division Head/Supervisor will determine if an emergency exists and when to evacuate. If a potential emergency arises after normal hours,

the highest level of management present will make the decision. Once the evacuation decision is made, evacuation procedures will take place as outlined below.

#### 4.3 **Emergency Evacuation Procedures:**

4.3.1 The Division Head or designated personnel will notify all employees of an emergency through the use of the site fire alarm system, telephone (intercom), or verbal alert. All employees will evacuate according to the posted evacuation routes in each area.

4.3.2 The Division Head or designated personnel will assess the situation and forward assessment information to Wilson Emergency Communications through calling **911**.

4.3.3 After all employees are outside and in no risk of any danger, each supervisor will account for all employees in their area by performing a roll call and determine if employees are present and/or accountable.

4.3.4 If the head count is short of what is believed to be actually present at work, the supervisor will immediately notify the officials in charge (Fire Captain, Police, EMT, etc.). This will enable proper rescue procedures to take place. **In no case will an employee re-enter any building to perform ANY rescue duties.**

4.3.5 **Employees will stay in their respective groups until told to leave by a member of management or supervisor. AT NO TIME WILL ANY EMPLOYEE LEAVE or GO HOME WITHOUT PERMISSION.**

4.3.6 Once the threat of an emergency is over, management, supervision, and/or emergency personnel will give permission to reenter the building.

#### 4.4 **Response Procedures in Remote Locations:**

4.4.1 The reporting and evacuation procedures listed in this policy apply.

4.4.2 Employees will notify emergency response by calling 911 to that remote location and notify their supervisor immediately afterwards.

4.4.3 For locations with possible flammable atmospheres, employees will withdraw to a safe distance for safety. Employees will also alert bystanders and clear area to a safe distance.

#### 4.5 **Emergency Response Team:**

Employee emergency response teams are not authorized due to the minimal availability of resources and the fast response time of City of Wilson's Division of Fire.

### 5.0 **MEDICAL TREATMENT**

All employees working at the City of Wilson will be trained in CPR/First Aid. Only qualified personnel will provide treatment until the Emergency Medical Service (EMS) arrives

## 6.0 **RESPONSIBILITIES**

### 6.1 **Employee Responsibilities**

The following procedure shall be followed to evacuate the building:

At the activation of an alarm, all employees are to:

- 6.1.1 Immediately stop activities, "log-off" computers,
- 6.1.2 Secure important documents, money and other valuables,
- 6.1.3 Simultaneously examine the work area to note the presence and location of any suspicious packages or items. Collect purses, briefcases, etc. and bring these items with you before exiting the building, and
- 6.1.4 Evacuate the building, using the designated or the shortest, safe exit route to the designated assembly areas. Make sure that all visitors and customers accompany City personnel.

**NOTE:** Corridors, stairways, and other passageways containing heavy smoke, fire or other blockage should be avoided.

6.1.4.1 Elevators should not be used.

6.1.4.2 Handicapped individuals shall be helped by others, as needed.

### 6.2 **Supervisor Responsibilities**

At the activation of an alarm, each supervisor shall:

- 6.2.1 Immediately stop activities, "log-off" computers,
- 6.2.2 Secure important documents, money, and other valuables,
- 6.2.3 Ensure that everyone within the work area has exited the building and close all doors as you leave to ensure the integrity of the building,
- 6.2.4 Simultaneously examine the work area to note the presence and location of any suspicious packages or items. Collect purses, briefcases, etc. and bring these items with you before exiting the building, and
- 6.2.5 Check all unoccupied areas to include designated rest rooms, closets, etc.

### 6.3 **Additionally Supervisors will:**

- 6.3.1 Direct employees in their work area to the safe evacuation routes.
- 6.3.2 Maintain a head count of all employees at designated meeting locations.

6.3.3 Train all employees in their work area of the primary and secondary routes of evacuation.

6.4 **Division Heads**

6.4.1 Ensure that all Supervisors train their employees on this plan.

6.4.2 Communicating with Supervisors at the meeting areas and determine if any employees are not accounted for after evacuation.

6.4.3 Develop and implement a plan describing the primary and secondary emergency evacuation routes for their immediate work place and work sites throughout the City under their control.

6.5 **Fire Inspector**

6.5.1 Establish Fire Prevention Programs

6.5.2 Coordinate training for Emergency Evacuation procedures

6.5.3 Coordinate the Fire Inspection Programs

6.5.4 Help maintain records

7.0 **FIRE DRILLS**

7.1 Fire drills for all areas of the City of Wilson facilities will be performed at least **annually** by the use of the fire alarm in conjunction with the intercom alarm sounding system.

7.2 Personnel will be trained in the recognition of tone alarm soundings and alarm indicators throughout the building.

7.3 The drills will be evaluated by City of Wilson management and staff or representatives of Wilson's Division of Fire to determine success or failure.

7.4 If determined by management or fire personnel that the fire drill was a failure, a remedial fire drill for the site will be performed within four (4) weeks of the failed fire drill. A remedial fire drill will be planned and executed again and again until an acceptable fire drill has been performed.

7.5 All fire drill results will be reproduced and made available to employees of their respective work areas, posted on bulletin boards, fliers, etc.

8.0 **BOMB THREAT CALLS**

8.1 **Bomb Threat Response**

If a bomb threat is received by telephone, the recipient should, if possible:

- 8.1.1 Obtain from the individual, and record information including:
  - 8.1.1.1 Location of device.
  - 8.1.1.2 Description of device.
  - 8.1.1.3 Predicted time of explosion.
  - 8.1.1.4 Type of device.
  - 8.1.1.5 Detonation method.
  - 8.1.1.6 Name, address, and pertinent information of the caller; voice accent, sex, age, location of call, emotional state, and any background noise.
- 8.1.2 Contact Wilson Emergency Communications Center by dialing 911. They will, in turn, notify the appropriate Public Safety personnel. Do not make additional calls to Wilson Emergency Communications (911) unless you have more information to provide.
- 8.1.3 Notify your immediate, on-site supervisor of the situation. Do not inform other employees or the public of the situation. Do not panic, it is the number one cause of injuries in emergency situations.
- 8.1.4 The appropriate authorities are acting upon the information you provide and are evaluating the situation and **do not initiate any type of evacuation**.
- 8.1.5 When Alarms activate, follow normal evacuation procedures outlined in this plan under Employee and Supervisor Responsibilities. This does not mean a bomb or a hazardous device has been located or that you are in immediate danger. It only means that Management personnel have decided to evacuate in an effort to facilitate a more effective search of the premises and for your safety.
- 8.1.6 If there is no alarm, the situation has been resolved by the appropriate personnel. A management representative will call you back.

## 8.2 Locating a Suspicious Package

- 8.2.1 Should a suspicious package be located, the Police Communications Supervisor should be contacted immediately from a phone not located in the immediate area, by dialing 911 and provided with the following information if possible:
  - 8.2.1.1 Location of the device.
  - 8.2.1.2 Physical description.
  - 8.2.1.3 Any noise/sound coming from device.
- 8.2.2 Do not touch or examine the device in any way.

- 8.2.3 Immediately evacuate the area.
- 8.2.4 Leave lights, doors, computers and everything just as they are.
- 8.2.5 Again, *under no circumstances* should the devices be approached or handled. Explosive devices will only be handled, moved and/or transported by personnel trained as EOD Technicians.
- 8.2.6 If nothing suspicious is found and all personnel have departed:
  - 8.2.6.1 Join your employees and customers in the designated assembly areas, and
  - 8.2.6.2 Do not allow anyone to reenter the building until instructed by Public Safety personnel.

### 8.3 **Bomb Threat Checklist**

A copy of the Bomb Threat Checklist written for the General Services Emergency Evacuation Plan has been placed at the end of this chapter. Employees are encouraged to make copies of this page and place them under phones in the work place.

## 9.0 **SEVERE WEATHER**

In the event of a severe weather warning, the following procedure will be followed. The objective will be to ensure the safety of all employees with a minimal amount of confusion and panic. The following steps are to be taken when severe weather occurs:

- 9.1 When threatening weather is suspected, an employee will be designated to monitor the radio for any weather reports.
- 9.2 Employees will be directed to stay inside buildings or seek shelter when outside.
- 9.3 If threatening weather exists, get all employees away from windows, stairwells, etc. and into the centermost part of buildings. Also seek the lower levels of buildings.
- 9.4 Severe weather reports will be monitored by management.
- 9.5 In the event of personal injury or damage, appropriate police, fire, or medical emergency services will be notified by calling 911.
- 9.6 All employees will stay within shelter until notified by management through intercom, telephone or runner