



## Emergency Action Plan – City Hall

### Company Name:

City of Anderson - **City Hall, June 6, 2016**  
Address: 401 S. Main Street  
Anderson, SC 29624

### Company Contact:

Name: Ken Mullinax  
Title: Risk Manager  
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### Alerts:

In the event of an emergency, employees are alerted by:

- The Sounding of an alarm
- Verbal Announcement

Identify the emergency signal for each emergency situation (i.e. earthquake, fire, general evacuation):

- *Fire* - Automatic fire detection alarm system and manual pull alarm system (located by each direct exit door). The back-up alert will be an air horn, 3 successive blasts (1 second each). This sequence will be repeated a minimum of 2 times. Everyone should evacuate to the designated Evacuation Assembly Area.
- *General Evacuation (Bomb Threat, etc.)* - Bullhorn – 5 successive siren blasts (1 second each), followed by verbal instructions (“Code Black” for bomb threat). This sequence will be repeated a minimum of 2 times. The back-up alert will be an air horn blast with the same sequence as the bullhorn siren. Amplified audible instructions may not be available. Everyone should evacuate to the designated Evacuation Assembly Area.
- *Shelter-in-Place* - Bullhorn Siren – One, 10 second continuous blast followed by audible instructions. This sequence will be repeated a minimum of 2 times. The back-up alert will be an airhorn blast with the same sequence as the bullhorn siren. Everyone should report to the designated shelter-in-place location for additional instructions.

### Policy:

In the event of fire or other emergency, ALL employees shall evacuate immediately.

### Routes:

In the event of an emergency, employees shall evacuate by means of the *nearest* available marked exit.

### Extinguishers:

In the event of a fire, the following individuals are authorized to use portable fire extinguishers to attempt to extinguish fires before evacuating:

- Only employees trained to use a fire extinguisher should attempt to suppress a fire if it is a small “incipient” fire (only if the employee is comfortable doing so), or to clear a path to safety.

"Incipient" infers a fire that has just begun and is of such size that poor visibility, smoke inhalation, and high temperatures have not reached the degree to require the use of breathing apparatus.

### **Operations:**

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

### **Duties:**

No employees are assigned to perform medical or rescue duties during emergency evacuation situations

#### *Evacuation Monitors:*

*Department Evacuation Monitor* – This is the person responsible for covering the front desk in each department. The Department Evacuation Monitor will make a final check to ensure all employees and visitors have evacuated their area. The Department Evacuation Monitor will then report their department’s occupancy status to the Floor Evacuation Monitor and assist in the final evacuation.

*Floor Evacuation Monitor* – This person is responsible for evacuating employees and visitors from their area, and making sure the restrooms, conference rooms, and other common areas are evacuated. The Floor Evacuation Monitors will then report the occupancy status report to onsite emergency personnel.

*Main Level First Floor Evacuation Monitor:* City Hall Security Team

*Second Level Floor Evacuation Monitor:* Human Resources (Front Desk)

### **Assembly:**

After an emergency evacuation, employees are to gather in the following location(s):

- City Hall Admin – John Street Parking Lot (sign is posted)

### **Accounting:**

After an emergency evacuation, the procedure for accounting for all employees is:

Evacuation Monitors from each department will ensure that all employees from their department reached the Evacuation Assembly Area, and provide a status report to the Floor Evacuation Monitors. Floor Evacuation Monitors will give a building occupancy status report to onsite emergency personnel.

### **Additional Evacuation Plan and Procedures:**

#### **"Shelter-in-Place"**

"Shelter-in-Place" means selecting an interior room or rooms within a facility, or ones with no or few windows, and taking refuge there. Employees should go to a “Shelter-in-Place” within the building when it is safer to remain indoors rather than to evacuate.

- Tornado Warning & Severe Weather – Council Chambers
- Chemical, Biological, etc. - 2nd Floor Conference Room / Break Room

## Emergency Contacts

|                              | <u>City Office Phones</u> | <u>Other Phones</u> |
|------------------------------|---------------------------|---------------------|
| • Fire Emergency             | <u>Dial 9</u> , then 911  | 911                 |
| • Police Emergency           | <u>Dial 9</u> , then 911  | 911                 |
| • Emergency Medical Services | <u>Dial 9</u> , then 911  | 911                 |

Risk Manager – Ken Mullinax  
(864) 231-1955 (ext. 1450) office  
(864) 844-1399 cell

## Emergency Alert Type/Sequence

**Fire:** Automatic fire detection alarm system and manual pull alarm system (located by each direct exit door). Everyone should evacuate to the designated Evacuation Assembly Area.

**General Evacuation (Bomb threat, etc.):** Bullhorn – 5 successive siren blasts (1 second each), followed by a verbal instructions (“**Code Black**” for bomb threat). This sequence will be repeated a minimum of 2 times. Everyone should evacuate to the designated Evacuation Assembly Area.

**Shelter-in-Place:** Bullhorn Siren – One, 10 second continuous blast followed by audible instructions. This sequence will be repeated a minimum of 2 times. Everyone should report to the designated shelter-in-place location for additional instructions.

### Backup Alerts:

In the event that the primary alert system malfunctions, an **Air horn** alert system will be used. Amplified audible instructions may not be available.

- Fire Alarm System Backup – 3 successive air horn blasts (1 second each). This sequence will be repeated a minimum of 2 times. Everyone should evacuate to the designated Evacuation Assembly Area.
- General Evacuation (non-fire event) – 5 successive blasts (1 second each). This sequence will be repeated a minimum of 2 times. Everyone should evacuate to the designated Evacuation Assembly Area.
- Shelter-in-Place – One, 10 second continuous blast. This sequence will be repeated a minimum of 2 times. Everyone should report to the designated shelter-in-place location for additional instructions.

### Assembly

- **Evacuation Assembly Area** – John Street Parking Lot (sign posted)
- **Shelter-in Place** – Council Chambers / Second Floor Breakroom /Conference Room.