



## **EMERGENCY ACTION PLAN (EAP)**

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Company Contact: Ken Mullinax

Business License/ Risk Management Administrator

### **Purpose:**

The purpose of this plan is to:

- Comply with OSHA Standard 1910.38.
- Outline the conditions under which all City of Anderson employees will leave their normal work stations to completely evacuate the facility or relocate to a safe assembly area.
- Plan the route(s) to be followed.
- Designate an assembly point for all employees for the purpose of safety and to ensure that all employees are accounted for during an emergency.

This plan is activated when conditions exist that may cause or potentially cause harm, danger or injury to employees or the general public while inside the confines of any City-owned building. These conditions include, but are not limited to a fire, explosion, flood, tornado, bomb threat, toxic material release, civil disturbance or any other condition that may cause or potentially cause harm, danger or injury to employees or the general public. This plan is to ensure rapid but orderly movement of all personnel within the building to a pre-designated assembly area.

The plan includes an audible alarm that shall readily be recognized as an immediate danger for personnel and shall be the signal to immediately relocate to a safe assembly area.

The plan further includes regular annual training and education of employees on the types of fire extinguishers and their use. This will include identification and location of fire extinguishers with regard to each work site. Further action will include regular drills and evaluations for proper execution during evacuation.

The plan will maintain regular inspections of fire extinguishers, fire exits, fire evacuation routes and identification of potential fire hazards. Immediate action will be taken to remove fire hazards or any condition that might impair or otherwise delay safe travel or movement of personnel during evacuation of any City facility.

### **Training:**

Employees will receive EAP training as follows:

- When the employee is assigned initially to a job;
- Annual refresher training;
- When the employee's responsibilities under the plan change; and
- When the plan is changed.

### **Authority to Execute Plan:**

The authority to execute the Emergency Evacuation Plan generally resides with the senior member of Management present in the immediate area of an identified emergency. However, any employee who becomes aware of an emergency situation that poses the threat of serious injury, harm or danger to occupants of any City building may execute the alarm to evacuate the building. The person responsible for initiating an evacuation must remain available to provide information to emergency personnel (Fire, Police, etc.) with all details surrounding the emergency.

### **MANAGEMENT EMERGENCY ACTION PLANNING**

#### **Supervisor's Role:**

Supervisors of each work area shall be directly responsible for:

1. Ensuring employees receive training on fire extinguisher use, fire evacuation route and safe assembly areas, and the City's Emergency Evacuation Plan. Training shall be conducted when the employee is initially assigned to a job and annually thereafter. Supervisors must keep training records on file.
2. Designating specific employees to inspect and/or operate fire extinguishers.
3. Designate Evacuation Monitors for each work area (see Evacuation Monitors responsibilities).
4. Posting emergency evacuation routes (primary and alternate) in a conspicuous place visible to all employees and the general public.
5. Ensuring that procedures are in place to control sources of ignition such as smoking, welding, ovens, stoves, space heaters and storage of flammable materials.
6. Ensuring that good housekeeping practices are followed and that no evacuation routes and corridors are blocked or restricted with any storage of materials.

### **EMERGENCY EVACUATION ALARM**

#### **City buildings:**

Buildings with eleven (11) or more employees in a particular workplace must have an employee alarm system. Buildings with ten (10) or fewer employees in a particular workplace can use direct voice communication as an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Such workplaces need not have a back-up system.

Department Heads shall explain to each employee the preferred means of reporting emergencies, such as manual pull box alarms, bells, sirens, public address systems, radio, telephones and other devices that can be distinguished above and apart from the normal sound level within the workplace. Department Heads are responsible for ensuring that all employees are aware of the location of the alarm system at each work station and that they understand how to initiate an emergency evacuation alarm. Employees must be warned that activating a "false alarm" will result in disciplinary action, which can include termination of employment.

Each department shall post emergency telephone numbers near telephones, or employee notice boards, and other conspicuous locations when telephones serve as a means of reporting emergencies.

A supervised (monitored) alarm system must be tested at least annually, and the testing must be documented. Any non-supervised (non-monitored) type employee alarm system used must be tested every two (2) months and the testing must be documented.

Some buildings may be equipped with local smoke alarms. If one of these alarms activate, the closest person(s) should investigate the cause of the activation to determine if evacuation is necessary.

## **EVACUATION PLAN**

### **General Purpose:**

When the emergency evacuation alarm is activated, all employees will initiate immediate evacuation in a prompt and orderly manner and exit the building by pre-designated routes to a pre-designated Evacuation Assembly Area. Upon arrival in the Evacuation Assembly Area, all employees who were in a particular area of the building shall be accounted for. In the event that an employee or visitor is unaccounted for, immediate notice shall be given to the nearest Fire Department personnel. Give the Fire Department the full name (if known) and the last known location of any unaccounted for person. Employees and visitors are to remain in the Evacuation Assembly Area until released by the Fire Department. At no time shall employees interfere, delay or otherwise hamper the efforts of Fire personnel in the performance of their duties.

### **Elevators:**

***DO NOT USE ELEVATORS IN THE EVENT OF A FIRE OR EMERGENCY  
EVACUATION FOR ANY REASON!***

It should be noted that activation of the alarm system will recall the elevator to the ground floor. Therefore, a “buddy system” should be in place to assist a handicap individual with getting him/her to an Evacuation Assembly Area.

### **Evacuation Routes:**

If the direction of travel to the exit or exit discharge is not immediately apparent, signs must be posted along the exit access indicating the direction of travel to the nearest exit and exit discharge. Additionally, the line-of-sight to an exit sign must clearly be visible at all times.

Each work area required to have an evacuation floor plan shall have a minimum of two (2) evacuation routes (PRIMARY and ALTERNATE).

The PRIMARY route must be the most direct avenue of travel to the closest exit from the building. This route should be carefully planned to provide safe corridors with minimum travel time and use of stairs. Special consideration shall be given to evacuation of employees and visitors with physical impairments. Attention should be given to access ramps, handrails and other such provisions.

The ALTERNATE or secondary route shall also be designated. This route should provide an opposite means of travel in the event that fire or other hazards prohibit safe travel through the Primary route. All considerations for safe travel will apply for both the Primary and Alternate Route.

Employees shall be trained annually on both evacuation routes. The primary route will be the standard route and the Alternate route will be taken when hazards prohibit travel on the Primary route. A diagram of each route shall be clearly distinguished and posted in an area of high visibility for employees and visitors.

## **BASIC FIRE PLAN**

### **Fire Extinguisher Program**

#### **Training**

All Anderson City employees are required to participate in annual Fire Extinguisher training. Employees that are not trained to use a fire extinguisher should follow the emergency procedures outlined in this plan and should **NOT** attempt to use a fire extinguisher to extinguish a fire. It is the responsibility of every Department Head to ensure that this training is scheduled and all employees are trained. Supervisors must keep training records on file to ensure compliance. Training will include identification, use and maintenance of fire extinguishers.

#### **Inspection and Maintenance**

OSHA requires that all portable fire extinguishers – including those in vehicles – be inspected monthly to determine that the extinguishers appear to be ready for use. Departments should appoint responsible individual(s) to conduct this inspection and document on the tag affixed to the extinguisher. The tag on the extinguisher should be initialed by the person conducting the inspection with the month and year.

OSHA requires that a certified inspector inspect all extinguishers annually. Individuals assigned to perform monthly inspections should contact the City Building Maintenance Department to report any extinguishers that have not received an annual inspection.

## **IN THE EVENT OF FIRE**

#### **Employee Duties:**

In case of fire, the person discovering the fire shall:

1. Alert employees in the **immediate** area of potential danger to begin evacuating the building.
2. Activate the nearest fire alarm box or other predetermined evacuation alarm, (all employees must be trained in the location of the fire alarm boxes in their normal work areas).
3. Dial 9-1-1 to report the fire.
4. Employees trained to use a fire extinguisher should only 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.

Employees in the immediate area of the fire shall:

1. Begin evacuation procedures immediately.
2. Close all doors and windows while exiting the area.
3. Move promptly and orderly following the pre-designated evacuation route to the designated external Evacuation Assembly Area.
4. Dial 9-1-1 from an available phone (including cell) to report the fire.

### EVACUATION ASSEMBLY AREAS

The Evacuation Assembly Area is the final and only stopping point during an emergency evacuation. This is an area safely removed from danger and interference with firefighting or other rescue personnel. Each work area should designate an area within the Evacuation Assembly Area to make a quick employee check to ensure that all employees from that work area have successfully completed evacuation. In the event an employee or visitor fails to arrive at the Evacuation Assembly Area, the nearest authority shall be notified, giving the name, location and evacuation route taken. At no time shall an employee return to his/her work area until the proper Police or Fire authority has approved a return to work. Employees are not to leave the assembly area for any reason without giving proper notice to others from their immediate work area. Employees are not to stop along the evacuation route except to assist others in proceeding to the assembly area.

Employees are to be extremely careful exiting the building and be especially watchful for arriving emergency personnel or other hazards along the evacuation route.

### VISITOR CONTROL

Visitors in any City Facility shall be immediately notified upon activation of the emergency evacuation alarm and shall be directed along the prescribed evacuation route to the Evacuation Assembly Area. Employees will assist handicap individuals that need evacuation assistance. The full application of this plan is intended to cover visitors at all City facilities. At no time should a visitor be excused from leaving the evacuation route until accounted for in the Evacuation Assembly Area. Each Department is responsible for evacuation of visitors from each work area.

### EVACUATION MONITORS

An Evacuation Monitor is a person designated to ensure an orderly and proper evacuation of employees and visitors from an area. The Monitor is responsible for final checks to ensure that all personnel have evacuated an area, to include restrooms. A quick check should be made to ensure windows and doors are closed. When the last person has begun the evacuation, the Monitor will guide and assist personnel along the evacuation route to the Evacuation Assembly Area. The Monitor further ensures that all personnel arrive and remain in the safe area until released by proper authorities. The Monitor is responsible for giving emergency personnel a building occupancy status report when they arrive on scene.

Department Heads are responsible for appointing Evacuation Monitors and alternates for their respective departments. A designated Evacuation Monitor should be in the building all times during working hours.

## **SEVERE WEATHER ALERTS**

Every attempt will be made to notify City employees of severe weather conditions in the area via alarm system, e-mail, radio or telephone. Department supervisors should monitor any alerts received and notify employees in the field of severe weather warnings.

Employees working in field operations that are caught outdoors during severe weather (e.g. tornado warning, severe thunderstorm, etc.) should attempt to get to a safe shelter or a nearby sturdy building. Employees will receive additional information on the best known severe weather safety practices in the event that a shelter is not available.

### **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 (e.g. tornado warning, chemical spill, or other environmental hazard). Local authorities will issue advice to shelter-in-place via TV, radio or internet. A shelter-in-place location will be identified in this plan for City buildings with City employees.

## **EMERGENCY CONTACTS**

Fire Emergency	911
Police Emergency	911
Emergency Medical Services	911
Risk Manager – Ken Mullinax	864 231-1955 (ext. 1450) 864 844-1399 cell

## **Evacuation Assembly Area/Shelter-in-Place Locations**

<b><u>Location</u></b>	<b><u>External Evacuation Assembly Area</u></b>	<b><u>Shelter-in-Place Assembly Area</u></b>
Cemetery Main Building, 1901 White St.	Area outside of the main building (no sign)	Main Building
Cemetery Maintenance Shop, 440 E. Shockley Ferry Rd.	Outside gate near walk-way fencing (sign)	Main Building on White Street
City Hall Admin., 401 S. Main St.	John Street parking lot (sign)	Council Chambers
City Hall Police, 401 S. Main St.	Market Street parking lot (sign)	Back Booking/Council Chambers
Economic Development, 102 N. Murray Ave.	Anderson County Courthouse parking lot @ the corner of N. Murray Ave & Whitner St. (sign)	Interior Corridor
Fire Station #1, 400 S. McDuffie St.	John Street parking lot (sign)	Hallway 1 <sup>st</sup> floor
Fire Station #2, 2411 N. Main St.	Grassy area rear parking lot (sign)	Storage room next to compressor
Fire Station #3, Simpson Rd.	Grassy area across from rear parking lot (sign)	Laundry room in truck bay
Generostee WWTP, 800 Hillhouse Rd.	Area outside the main gate (sign)	Digester
Jim Ed Rice Center, 403 S. Jefferson Ave.	* No employees at this time	
Municipal Business Center, 601 S. Main St.	Grassy area in the rear of the building (sign)	Basement
Public Works Admin/Garage, 1100 Southwood St.	Flagpole area	Administration Building Hallway
Recreation Building, 1107 N. Murray Ave.	Multipurpose field in front of the building (sign)	Downstairs locker rooms
Recreation Maintenance, 402 Bleckley St.	Behind building near loading dock fence (sign)	Hallway
Recreation Maintenance, 523 W. Market St.	Parking area near picnic tables (sign)	Basement
Rocky River WWTP, 309 Kirkwood Dr.	Area around mailbox (sign)	Digester Building
Water Operations, 314 Tribble St.	Over-hang building	Break room