



## Emergency Action Plan – Economic Development

### Company Name:

City of Anderson – **Economic Development, June 6, 2016**

Address: 102 N. Murray Avenue

Anderson, SC 29624

### Company Contact:

Name: Ken Mullinax

Title: Risk Manager

Phone: 864 231-2213

Cell: 864 844-1399

Email: kmullinax@cityofandersonsc.com

### 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 at exit doors). The back-up alert will be a verbal communication. Everyone should evacuate to the designated Evacuation Assembly Area – Anderson County Courthouse parking lot @ the corner of N. Murray Av. & Whitner St. (sign posted).
- *General Evacuation (Bomb Threat, etc.)* – Verbal communication (“**Code Black**” for bomb threat). Everyone should evacuate to the designated Evacuation Assembly Area – **Anderson County Courthouse parking lot @ the corner of N. Murray Av. & Whitner St. (sign posted).**
- *Shelter-in-Place* - Verbal communication. Everyone should report to the designated shelter-in-place location for additional instructions - **Interior Corridor.**

### 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:**

*Evacuation Monitor* – This is the person responsible for covering the front desk. The Evacuation Monitor will make a final check to ensure all employees and visitors have evacuated their area. The Evacuation Monitors will then report the occupancy status report to onsite emergency personnel.

### **Assembly:**

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

- Economic Development – Anderson County Courthouse Parking Lot at the corner of N. Murray Ave & Whitner St. (sign is posted)

### **Accounting:**

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

Evacuation Monitor will ensure that all employees from their building have reached the Evacuation Assembly Area, and provide 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 – Interior Corridor
- Chemical, Biological, etc. – Interior Corridor

## **Emergency Contacts**

	<u>City Office Phones</u>	<u>Other Phones</u>
• Fire Emergency	<b><u>Dial 9</u></b> , then 911	911
• Police Emergency	<b><u>Dial 9</u></b> , then 911	911
• Emergency Medical Services	<b><u>Dial 9</u></b> , 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 at exit doors). Verbal communication. Everyone should evacuate to the designated Evacuation Assembly Area – Anderson County Courthouse parking lot @ the corner of N. Murray Av. & Whitner St. (sign posted).

**General Evacuation (Bomb threat, etc.):** Verbal communication (“**Code Black**” for bomb threat). Everyone should evacuate to the designated Evacuation Assembly Area – **Anderson County Courthouse parking lot @ the corner of N. Murray Av. & Whitner St. (sign posted).**

**Shelter-in-Place:** Verbal communication shelter-in-place. Everyone should report to the designated shelter-in-place location for additional instructions – **Interior Corridor.**

## **Assembly**

**Evacuation Assembly Area** - Anderson County Courthouse parking lot @ the corner of N. Murray Av. & Whitner St. (sign posted).

**Shelter-in-Place** – Interior Corridor.