



Emergency Action Plan- Municipal Business Center

Company Name:

City of Anderson – **Municipal Business Center**

Address: 601 S. Main Street

Anderson, SC 29624

Company Contact:

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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 the back door and the River Street 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 air horn 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 areas common areas are evacuated. The Floor Evacuation Monitors will then report the occupancy status report to onsite emergency personnel.

First Floor Evacuation Monitor: Municipal Business Center Security Team

Second Floor Evacuation Monitor: Building & Codes (Front Desk)

Assembly:

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

- Municipal Business Center Evacuation Assembly Area – Grassy area on the side of the building (sign is posted)

Accounting:

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

Evacuation Monitors from each department will account for employees from their department at the Evacuation Assembly Area. 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 - Basement
- Chemical, Biological, etc. - 2nd Floor Conference 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

Emergency Alert Type/Sequence

Fire: Automatic fire detection alarm system and manual pull alarm system (located by the back door and the River Street 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** - Grassy area on the side of the building (sign is posted)
- **Shelter-in Place** - Tornado Warning & Severe Weather - Basement
Chemical, Biological, etc. - 2nd Floor Conference Room.