



## **Emergency Action Plan – Police Department**

### **Company Name:**

City of Anderson – **Police Department, June 15, 2016**

Address: 401 S. Main Street

Anderson, SC 29624

### **Company Contact:**

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Title: Safety Coordinators

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**This Emergency Action Plan has been created for civilian personnel within the Anderson Police Department. Police and Detention Personnel are to refer to General Order 2036 when encountering Emergency Occurrences.**

### **Alerts:**

In the event of an emergency, civilian 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 (Pull alarms are located in the patrol shift office hallway, in the kitchen near the patrol shift office hallway, and in back booking near the sally port entrance). The back-up alert will be an airhorn (Located in Front Booking), 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 (Located in Front Booking) – 5 successive siren blasts (1 second each), followed by verbal “Code Black”. 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. 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 civilian 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 civilian employees are authorized to delay evacuation for this purpose.

**Duties:**

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

**Evacuation Monitor:**

*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. Evacuation Monitors will then report the occupancy status report to onsite emergency personnel.

*Front Office's Evacuation Monitor:* Person or Persons at the Front Desk  
*Nurses Office, and Kitchen Evacuation Monitor:* Back Booking Personnel  
*Investigations Room Monitor:* Front Booking Personnel

Note: Front Booking Personnel will also check restrooms and inmate visitation rooms.

**Assembly:**

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

- Market Street parking lot (sign)

**Accounting:**

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

Evacuation Monitors will ensure that all civilian employees from the pre-determined locations within the police department have reached the Evacuation Assembly Area. 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

## 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.

**General Evacuation (Bomb threat, etc.):** Bullhorn – 5 successive siren blasts (1 second each), followed by a verbal “**Code Black**”. This sequence will be repeated a minimum of **2** times.

**Shelter-in-Place:** Bullhorn Siren – One, 10 second continuous blast followed by audible instructions. This sequence will be repeated a minimum of **2** times.

### Backup Alerts:

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

- Fire Alarm System Backup – 3 successive airhorn 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.

**\*Note: The Airhorn will be located in Front Booking Area of the Detention Center which is located in the center of the first floor behind the front office. It can also be reached by going to the middle of the Market St entrance hallway. It is the approximate 10 ft x 16 ft room with two doors and a large curved glass window in front of it.**

**Responsibility in sounding the Airhorn will be that of the Front Booking Officer. However, any person may activate the airhorn upon observation of an emergency that would necessitate it.**