



## Division of Public Works Emergency Action Plan

### Address:

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### Contact:

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### Alerts:

In the event of an emergency, employees are alerted by:  
*The Sounding of an alarm*

- Fire - Automatic fire detection alarm system. Everyone should evacuate to the designated Evacuation Assembly Area.
- General Evacuation (Bomb Threat, etc.) - Air horn blast. One, 10 second continuous blast. Everyone should evacuate to the designated Evacuation Assembly Area.
- Shelter-in-Place - Emergency Warning 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.

Assembly:

After an emergency evacuation, employees are to gather in the following location(s):  
Public Works Complex: Behind flagpole at main entrance. (Spot marked Evacuation Assembly Area)

Accounting:

After an emergency evacuation, the procedure for accounting for all employees is:  
Each department will ensure that all employees from their department reached the Evacuation Assembly Area, and provide a status report to emergency responders.

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