



Emergency Action Plan – Water Department

Company Name:

City of Anderson – Water Department
Address: 314 Tribble Street
Anderson, SC 29625

Company Contact:

Name: Josh Haney
Title: Water Department Manager (Safety Coordinator)
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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 (smoke alarms) are located through-out the building. The back-up will be an air-horn (located in the front office), 3 successive blast (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 the front office) – 5 successive 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 a 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 been 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 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

Assembly:

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

- The overhang building in front of the loading dock (sign posted)

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 Water Dept. 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 – Men’s and Women’s bathroom
- Chemical, Biological, etc. – Men’s and Women’s bathroom

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

Division Safety Coordinator – Josh Haney

864 231-5232 (ext. 1422) office

864 437-4269

Risk Manager – Ken Mullinax

(864) 231 – 1955 (ext. 1450) office

(864) 844 – 1399 cell

Emergency Alert Type/Sequence

Fire: Automatic Fire Detection Alarm System (smoke alarm). 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. 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 blast (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** – Overhang building in front of loading dock (sign posted).
- **Shelter-in Place** – Men’s & Women’s Bathrooms.