***Emergency Evacuation Plan****.*

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The following are attached to this Emergency Evacuation Plan for reference:

A - Emergency Telephone Numbers   
B - Personnel Evacuation Checklist

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***Emergency Evacuation Plan***

**1.0 PURPOSE**

The Town of Clinton is dedicated to the protection of its employees from any emergency. When emergencies do occur, our emergency evacuation plan (EAP) is initiated. The EAP is intended to address the issue of providing for the orderly evacuation of the facilities during emergency situations. Evacuations and procedures to be followed by employees in case of a workplace emergency are documented in this written plan to ensure employee safety during emergencies occurring both during regular hours and after hours.

The goals of the evacuation processes are the rapid and systematic, removal of all persons from potentially

hazardous areas to a safe area and the rapid accounting for all employees to assure that all employees are clear from the evacuated area.

This EAP explains policies and procedures for employees to follow during emergencies. This written plan is

available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

**2.0 SCOPE**

The Town policy is for all employees to evacuate in the event of an incident.

2.1 Emergency Conditions

The following potential emergencies might reasonably be expected at Town facilities and thus call for the implementation of this EAP:

**a)** Fires and Explosions;

**b)** Weather **and** Natural disasters (Thunderstorms, tornados, flooding, roof collapse);

c) Power outage;

d) Civil disturbance;

e) Hazardous materials releases;

f) Criminal & terrorist threats; (bomb threats, arson, robbery, shootings, or other random violence.)

2.1 Regulatory Standard

OSHA's Emergency Evacuation Plan standard requires the Town of Clinton to have a written emergency Evacuation plan (EAP). This written plan covers the requirements listed in the following Standards.

a**)**  29 CFR 1910.38 Emergency Plans and Fire Prevention Plans b) 29 CFR 1910.165 Employee Alarm Systems

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**3.0 GENERAL EVACUATION NOTIFICATION**

All evacuations will start with the announcing of the EVACUATION ORDER through a notification via the VOIP Phone system to all buildings & Departments.

3.1 Evacuation Instruction

Upon activation of the fire/evacuation alarm, all employees must leave the buildings and assemble in the safe zone at the gazebo.

All evacuation orders will include:

a) The reason for the evacuation,

b) The area or areas involved in the evacuation,

c) Any area or areas to be avoided in the evacuation,

d) Any evacuation requirements involving assembly areas or stay in place orders.

3.2 Reporting General Emergencies

3.2.1 If possible, the observer shall communicate the type of emergency and its location.

3.2.2 The PIC (person in charge) will call 911 from a safe location with this additional information,

3.2.3 All fire situations are handled by the West Clinton (or responding) Fire Department and other outside agencies as required.

3.2.4 Minor hazardous chemical leaks/spills are handled Town of Clinton's highway department.

3.2.5 Major hazardous chemical leaks/spills are handled only with lead and assistance from the West Clinton Fire Department, County HAZMAT team, and other outside agencies as required.

3.3 Reporting Injury, Illness, or Medical emergencies

3.3.1 In case of serious illness, injury or other medical emergency; Call 911.

3.3.2 Determine the emergency type and location using paging communication, or other appropriate methods, between PIC and the observer

3.3.3 Provide this information to the arriving emergency medical team.

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**4.0 ON SITE EMERGENCY Evacuation PLAN COORDINATORS**

Table A:

The PIC (person in charge) is/are as follows: Due to the nature of our town positions, begin with the first person on the list. If they are not on site, contact the second person, continuing down the list until an on site PIC is found.

1. **Town Supervisor**
2. **Town Highway Superintendent**
3. **Town Clerk**
4. **Supervisor’s Secretary**
5. **Highway Superintendent’s secretary**
6. **Deputy Town Clerk**
7. **Deputy Supervisor**

**5.0 ELEMENTS OF THE PLAN**

5.1 Evacuation Procedures

5.1.1 Upon hearing an emergency evacuation notification, all employees must immediately stop what they are doing and evacuate the building bringing the clipboard with the employee list with them. Employees shall evacuate immediately by means of the **nearest** available marked exit. Once an employee leaves the building, they may not re-enter until instructed to do so by the PIC or the Fire Department.

5.1.2 PIC will account for employees, using the employee lists provided in each building.

5.1.3 After evacuation and roll call the PIC will remain outside at the gazebo. The PIC shall remain in charge until the Fire Department arrives. The PIC will communicate with the Fire Department to determine the next step during the emergency.

5.2 Evacuation Assembly Areas.

5.2.1 All employees shall assemble at the Gazebo

5.2.2 No employee, visitor, contractor or any other persons shall leave the property during an evacuation unless authorized by the PIC.

5.3 Egress Routes & Maps

Evacuation instructions and associated building layout diagrams are posted by each door and attached in Appendix A. This information is audited on an annual basis for accuracy and changes will be made as necessary.

5.4 Process for Accounting for Personnel

5.4.1 The PIC will use the daily employee schedules, and a roster of all employees to account for evacuated

personnel.

5.4.2 The PIC shall be responsible for accounting for all employees, visitors and contractors.

5.4.3 Visitors will be the escorting employee's responsibility for getting to the Assembly Area.

5.4.4 if someone is unaccounted for, the PIC must be notified.

5.5 Post-Evacuation Procedures

5.5.1 The PIC or Fire Department(s) are the only people that may declare the all clear and allow unprotected

employees to go back into the building. Once the "all clear is called, employees may re-enter the building.

6.1 Difficulties in Evacuation

6.1.1 If smoke and/or heat conditions are encountered while evacuating, remember to stay low to the floor and exit by a different door. Remain calm and shield yourself from the fire.

6.1.2 If you are unable to escape, stuff clothing, rags, or other available materials in, or around, all accessible cracks to help keep the smoke from entering your location.

6.1.3 Try to notify someone of your location. If the telephone is out of service and a radio is not available, try to get attention by yelling or making noises. ABOVE ALL, remain calm until help arrives.

6.3 Procedures for Severe Weather

6.3.1 When the national weather service issues a weather warning or a weather bulletin with information, the PIC or designee present will turn on a radio, or scanner and check the Internet to monitor the national weather service reports. Weather warnings are typically reported as either a warning or a watch.

6.3.2 A weather watch means that conditions are right for the type of event to occur. In the case of a watch, the PIC or designee present monitors emergency channels for more information and warnings.

6.3.3 A weather warning means that the type of event is occurring or will occur in the warning area, posing imminent danger to life and property. A warning usually means that you should take emergency Evacuations to safeguard the lives and health of employees.

6.3.4 Person in Charge or designee present will:

a) Notify management that a weather warning has been issued and that he wishes to set up observation   
 points

b) Notify safety Evacuation Plan Coordinators, supervisors, and management that observers are monitoring the radio because of the warning.

c) Establish a weather observer inside of the facility to visually observe the area while continuing to monitor the national weather service reports.

d) Direct supervisors to help keep employees calm while preparing for possible shutdown and evacuation   
 into the Severe Weather Safe Zones.

e***)*** When appropriate, announce an EVACUATION ORDER for all employees to evacuate to the Severe   
 Weather Safe Zone.

f) After the severe weather has passed, announce the clear weather signal

g) Be prepared to receive information about property damage and / or injured employees. This information   
 may be passed to outside agencies, proper authorities, and / or emergency responders, as needed

6.3.5 The Severe Weather Safe Zone is any interior space in the basement of all buildings

6.4 Stay-In-Place Emergency Procedures

Some emergencies require employees to stay indoors in a safe area. In these special emergencies, the Stay-In-  
Place procedure is used.

6.4.1 If the evacuation order is to **"stay in place",** employees will stay at their workstations, shut and lock office doors (if they have doors) and wait for further instructions.

6.4.2 If the evacuation order is to assemble in the" **internal safe zone",** employees will leave their workstations and assemble in the severe weather safe zone.

6.4.3 Nothing in these procedures overrides the PIC’s authority to determine whether employees should remain inside or evacuate.

6.4.4 Once the "all clear" is called, you may return to your workstation.

6.5 Procedure for Power Outages

6.5.1 When a power outage occurs, stop what you are doing, and DO NOT move around until the emergency lights come on.

6.5.2 All personnel, except those designated to handle equipment procedures during power failure, should stay in their work area and await further instructions.

6,5.3 The PIC should take a head count of their personnel to determine that all work area personnel are accounted for,

6.5.4 The PIC should then find out the extent of the power failure and issue assignments accordingly, depending

on the situation. The PIC may advise a public emergency announcement of "stay in place" or order personnel to the severe weather safe zone,

6.6 Procedures for a Bomb Threat

6.6.1 Upon receipt of a Bomb Threat: The individual receiving the threat must immediately inform the PIC.

6.6.2 If a suspicious object is found, do not disturb it. Notify your supervisor immediately.

6.6.3 Initiate evacuation procedures and inform the 911 center that the evacuation is because of a "Bomb threat".

6.6.4 Use standard evacuation procedures.

6.6.5 The PIC shall give all available information about the threat, including the degree of success of the evacuation, to emergency responders upon their arrival.

7.1 PIC

A PIC or person in charge is the person in charge of executing the evacuation plan. There may be more than one

person trained as PIC. However, only one individual can be in the role during an evacuation. They have been trained to the level of their responsibility, which includes the ability to:

7.1.1 Safely evacuate the area promptly upon notification of an evacuation alarm based upon established evacuation procedures.

7.1.2 Ensure that all personnel are clear of their respective areas

7.1.3 Promptly receive and coordinate the accounting of all associates and non-associates from Area Safety Evacuation Plan Coordinators.

7.1.4 Coordinate communication with emergency responders. Remain outside the main entrance until the

local fire department arrives and prepare to receive information from area safety Evacuation Plan Coordinators upon the completion of their evacuation.

7.1.5 Remain in charge until the local fire department arrives.

7.1.6 Signal 'all-clear' when advised by authorized emergency personnel.

7.1.7 Observe hazardous conditions, or information regarding persons in need of physical or medical assistance.

7.1.8 Know the location of all safety zone assembly areas, evacuation categories, routes (inside, outside, off-site), and plans; the types of alarm activation; and the locations of all exits.

7.1.9 Communicate areas of concern to first responders.

7.2 Employee Responsibilities

Upon receipt of an evacuation order, all employees shall exit the work area via the nearest unaffected exit. They shall proceed to the designated evacuation assembly area or safe zone for the area they were in at the time of the evacuation order. They may, upon request, aid the safety Officer in taking roll or by being a runner. They must know the location of all safety zone assembly areas, evacuation categories, routes (inside, outside, off-site), and plans; the types of alarm activation; and the locations of all exits.

7.2.1 Exit Routes. All employees must become familiar with the location of all posted exit routes from the facility areas that they frequent and shall know the primary and secondary exit routes from their work area.

7.2.2 Evacuation Assembly Areas. All employees must become familiar with the marked evacuation assembly area and know the primary evacuation assembly area of the facility areas that they frequent and for their work area. No one will leave an evacuation assembly area without the express permission of the Safety Officer present.

7.2.3 "Stay-In-Place". Stay-In-Place means that employees remain at their workstations. Upon the

announcement of a "stay-in-place" emergency order, employees are to stop what they're doing and return to their office or workstation until further instruction can be given.

7.2.4 Severe Weather Safe Zones. All employees must become familiar with the location of the Severe Weather Safe Zone.

7.2.5 Arrival Evacuations, Upon arrival at an evacuation assembly point, each employee must seek out the PIC present to assure that they have been accounted for.

7.2.6 Visitor Escorts. All visitors to this facility must be escorted by a Town employee. The escort will ensure that their visitor is escorted to an evacuation assembly area or safe zone as required. Upon arrival at an   
evacuation assembly point, the visitor's name will be forwarded to the safety Officer in charge.

7.4 Supervisor Responsibilities

Supervisors must be aware of the locations of their employees during the day. This includes those employees who are away from the premises on business. In addition, Supervisors must be aware of suppliers, customers, and   
other non-employees on the premises. Accounting for employees and non-employees will aid local responding fire/rescue departments in determining whether rescue efforts are necessary.

7.4.1 Supervisors shall assist employees in making a quick egress of the area and direct them to the assigned evacuation assembly areas.

7.4.2 Head count results will be given by the Person in Charge to the responding Fire

Department upon their arrival. Supervisors must assure that all of their employees are accounted for by

submitting a list of any employees missing and/or additional persons located at their evacuation assembly area to the Safety Evacuation Plan Coordinators present.

7.5 Visitor's Responsibilities

7.5.1 Company Escorts. The evacuation of a visitor is the responsibility of the Town escort. All visitors will be briefed that a Town employee must escort them at all times in the facility during an emergency.

7.5.2 Evacuation Assembly Areas. All visitors shall be briefed, prior to entering, on the safety rules and

regulations at the facility. Upon notification of an evacuation, the escort will ensure that the visitor is

immediately escorted out of the building, through the nearest exit, to the nearest evacuation assembly area.

Once there, the escort must ensure that the visitor report to the safety Officer in that evacuation assembly area. No one will leave evacuation assembly area without the express permission of the safety Officer present.

7.5.3 Severe Weather Safe Zones. Visitors shall be escorted to the nearest Severe Weather Safe Zone upon notification to take-cover and give their name to the safety Officer present in the Safe Zone.

8.0 EMERGENCY EQUIPMENT AND SUPPORT

Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival on site. The Town provides the following equipment and support for use by these trained personnel during emergencies:

a) Maps of the location,

b) Monitoring & communication equipment,

c) First-aid supplies,

d) Fire extinguishers.

8.1 Alarms. Town of Clinton has established an employee alarm system that complies with 29 CFR 1910.165. Town of Clinton and the Fire Department use ? Alarm security system. This system monitors the Fire Panel, When the fire alarm is activated, it notifies Emergency Dispatch. Other alarms do not automatically notify Emergency Dispatch.

8.2 Communication. Because we use a communication system as an alarm system, all emergency messages have priority over all non-emergency messages.

9.0 TRAINING

Effective implementation of this program requires support from all levels of management within this facility. It

encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. The training is designed to establish clear roles and expectations and the proper protocol during the evacuation of this facility in the event of an emergency.

9.1 The EAP will be reviewed for training purposes with all employees on an annual basis.

9.2 All employees selected as PIC will be trained to perform this task on an annual basis.

9.3 The Safety coordinator reviews this Emergency Evacuation Plan with each of our employees at the following times:

9.3.1 Whenever the plan is changed.

9.3.2 Whenever a new employee is hired,

9.3,3 Whenever an employee's responsibilities or designated Evacuations under the plan change.

9.3.4 Whenever new equipment, materials, or processes are introduced into the workplace that affect the plan.

9.3.5 Whenever the layout or design of the facility changes

9.4 At least one (1) emergency evacuation drill will be conducted each year. The contents of this plan are also communicated during the drill. The PIC will notify the responding Fire Department of the planned drills and if they should respond.

9.4.1 After a drill,PIC will judge the effectiveness of the plan and review any employee input concerning the drill. Employees performing the drill may identify something that did not follow procedure or was ineffective. Process improvements identified during drills are critical and need to be addressed before a real emergency.

9.4.2 The Supervisor’s office must inform all outside contractors of the contents of this Emergency

Evacuation before any work starts in the building. The Maintenance Department must account for all contractors on the premises during any evacuation.

10.0 ADMINISTRATIVE DUTIES

The Town Board has overall responsibility for developing and implementing this plan. The board designee is reposnsible for the maintenance of this plan.

10.1 Responsibilities of the EAP administrator include:

10.1.1 Developing and maintaining the written Emergency Evacuation Plan for regular and after hours work conditions;

10.1.2 Notifying rescue and law enforcement authorities, in the event of an emergency affecting the facility;

10.1.3 Taking security measures to protect employees during an evacuation;

10.1.4 Integrating the Emergency Evacuation Plan into other emergency and security plans;

10.1.5 Distributing procedures for reporting emergencies, and identifying safe exits and evacuation routes to each employee;

10.1.6 Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan;

10.1.7 Training designated employees in emergency response procedures such as equipment shutdown, the use of fire extinguishers and the application of first aid;

10.1.8 Ensuring that our facility meets fire codes, building codes, and state and federal regulations.

10.2 Copies of the plan. Physical copies are maintained in the Supervisor’s Office.

***Emergency Evacuation Plan***

**Appendices**

Appendix A - Emergency Telephone Numbers

These telephone numbers include:

CONTACT: OFFICE CELL: TITLE:

WC Fire Chief

EC Fire Chief

DC Sherrif’s Dept. 845-486-3800

NYS Troopers 845-677-7300

Mike Whitton 845-266-5853 646-824-6913 Supervisor

Eliot Werner 845-663-5435 Deputy Supervisor

Todd Martin 845-266-5853 845-332-2412 Highway Superintendent

**Emergency Evacuation Plan**

**Appendix B - Personnel Evacuation Checklist**

PERSONNEL EVACUATION CHECKLIST

Time of Alarm: Date:

Time all Personnel Accounted For:

**Areas to be Counted** **"X" When Accounted for:** **Comments**

1. Buildings:

a. Town Hall

b. Schoolhouse

c. Masonic Hall

d. Highway Garage

e. Library

**Cause of alarms:**

**Additional Comments:**

**Town of Clinton** **Policies & Procedures Manual**

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APPENDIX G

REVISION HISTORY

REVISION NO DATE BY

000 Initial issue as a controlled document