

	<b>Policy:</b> Emergency Action Plan – City Hall	<b>Effective Date:</b> November 1, 2005
	<b>Policy Number:</b> HR- 47	<b>Page</b> 1 of 9
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**PURPOSE:**

The purpose of this plan is to outline the procedures used by the City of Monroe to protect its employees and occupants of City Hall during an emergency. These procedures are based on written requirements prescribed in the Occupational Safety and Health Administration (OSHA) standards for General Industry in North Carolina (29 CFR 1910.38).

This plan is designed to cover various emergencies including smoke & fires, bomb threats, bombings, tornadoes, civil disorders, and other natural or manmade emergencies.

This plan is designed to provide guidance during a local emergency at the City Hall building. Widespread, prolonged, or other emergencies that overwhelm the intent of this plan may require the activation of the City of Monroe’s Emergency Operations Plan. The decision to activate the City Emergency Operations Plan may be made by the Incident Commander, the City Emergency Management Coordinator, or the City Manager.

The Plan Administrator is the Safety & Risk Manager.

**DEFINITIONS:**

Acting Responsible Person - A Department Head, Supervisor, or person acting in their absence.

City Hall - The building located at 300 W. Crowell St., Monroe, N.C.

Department Supervisor - A person with first line supervision responsibility.

Department Director - The senior level staff member of a City department.

Emergency Action Plan - A plan for a workplace describing what procedures the employer and employees must take to ensure employee safety from fire and other emergencies.

Emergency Operations Plan - City wide emergency plan outlining procedures for city operations during an emergency or disaster.

Evacuation Staging Area - The upper City Hall parking lot located between Crowell Street, Charlotte Avenue, and Jefferson Street.

Incident Commander - The commanding officer of an incident.

OHSA - The Occupational Safety and Health Administration.

Unified Command - A structured incident command system utilizing input from various key personnel to form an overall goal in mitigating a situation.

29 CFR 1910.38 - Code of Federal Regulations from OSHA which applies to the establishment of Emergency Action Plans.

**EMERGENCY ESCAPE PROCEDURES AND ROUTES:**

Emergency exits are located throughout the building and are properly marked by red, “EXIT” signs. The first floor has two emergency exits on the Charlotte Avenue side, one exit on the Church Street side, and one exit on the Courthouse side of the building. The second floor has one exit on the Charlotte Avenue side, one exit on the Courthouse side, and two on the Crowell Street side.

Primary and secondary emergency escape routes are indicated on “Evacuation Plans” and are posted in each work area and in the hallways throughout the building.

Upon hearing the building evacuation/fire alarm activated, employees should remain calm and immediately proceed to the primary exit as indicated by the Evacuation Plan posted in their area. Doors and windows should be closed upon exiting. (Do not lock doors.) Should the primary evacuation route be blocked, due to smoke, fire, etc., the employees should proceed to the secondary exit as indicated on the Evacuation Plan.

Employees will be responsible for any visitors in their presence at the time of evacuation as outlined in the Personnel Accounting section of this plan.

If evacuation is required during a Council Meeting, the City Manager and City Clerk will be responsible for assuring that all persons are evacuated, and will report same to Incident Commander. For other functions in the Council Chambers, the senior-most City employee will be responsible for evacuation of the Chambers.

Upon exiting the building, employees should assemble at their individual staging area and report to the proper personnel as outlined in the Personnel Accounting section of this plan. If evacuation occurs during adverse weather, employees may be moved from the City Hall parking lot to the first floor of the eight-story Union County Courthouse (not the newer Justice Center) and assembled in the multi-purpose room, if available. (Assembly and accounting procedures will be conducted in the City Hall parking lot). After confirming that all employees are accounted for, the Incident Commander (IC) will make the decision for relocation to the Courthouse based on the situation.

The building evacuation signal for a fire will be a steady ringing bell and, when heard, all employees should evacuate the building. A severe weather alert signal will be communicated by phone to Directors and Supervisors. Employees should seek areas of safety as indicated on posted evacuation plans.

Department Responsible Party (or their designee) shall be responsible for ensuring that the department areas are clear of ALL personnel and visitors prior to exiting.

**OPERATION OF CRITICAL PLANT SYSTEMS:**

There are no systems or processes defined by 29 CFR 1910.38 as “Critical Plant Systems” located in the City Hall building; however, the following are situations that require special attention.

Personnel working in the Customer Service division should immediately, upon hearing an evacuation alarm or severe weather alarm, or being notified of a civil disturbance, place all money in the safe and secure it before leaving their area.

**ACCOUNTING FOR PERSONNEL:**

Employees, Department Supervisors, Department Heads (or Acting Responsible Persons), and the Incident Commander (IC) in charge of the incident, have responsibilities for personnel accounting of employees and visitors during emergencies as outlined in this section.

Each employee is responsible for the evacuation of any visitors in their presence at the time of a building evacuation due to an emergency. The employee should escort the visitors out of the building and to the evacuation staging area; the main parking lot and the senior staff parking lot along Charlotte Ave.

Employees should report to their Department’s Acting Responsible Person upon arriving at the individual staging area, letting the Department’s Acting Responsible Person know that they are out of the building and inform them on any visitor information.

Each supervisor should report to their Department Head upon arriving at the evacuation staging area, informing them whether or not all their personnel are accounted for.

The Department Heads, City Manager, Safety & Risk Manager, and the Incident Commander will assemble at the first entrance to the City Hall parking lot.

Each Department Head should report to the Incident Commander (IC) informing him whether or not all their personnel and visitors are accounted for. Each Department Head should provide all available information as to number of missing persons, possible locations, special conditions, etc. Any employees leaving the evacuation staging area for any reason should notify their Department’s Acting Responsible Person.

The Incident Commander will direct search and rescue teams as necessary for any missing employees or visitors. Primary and secondary searches of the building will be conducted under the direction of the Incident Commander, regardless of the personnel accounting status reports.

Accountability for Fire personnel conducting search and rescue operations and other functions during the emergency will be within the guidelines of the Fire Departments Policies and Procedures for accountability at emergency scenes.

If inclement weather or extended evacuation times exist, the evacuation staging area may be moved at the direction of the Incident Commander to the first floor of the Union County Courthouse (not the newer Justice Center). The multi-purpose room will be utilized if available. If the multi-purpose room is not available, personnel will stage in the corridors.

In the event of building collapse due to natural or man made disasters, the Incident Commander (IC) will be responsible for search, rescue, and personnel accounting.

The IC will provide updates concerning personnel accounting to the City Manager and Safety & Risk Manager.

Employees should re-enter the building only after being cleared to do so by the IC.

**EMS PROCEDURES:**

If emergency medical treatment is needed for anyone, County Communications should be contacted by dialing 911. County Communications will dispatch Monroe Firefighters and Union County Emergency Medical Services to all incidents.

City employees are trained at various levels of medical care including basic first aid, Cardiopulmonary Resuscitation (CPR), and Emergency Medical Technician (EMT). Employees should take immediate action as necessary, within the guidelines of their individual training, to provide emergency care for the individual in need.

If further medical care is needed, a City employee may be transported to Union Family Practice or Union Regional Medical Center by City vehicle, or may receive advanced life support by Union County Paramedics and be transported to Union Regional Medical Center by ambulance. If further medical care is needed for a visitor, they may seek additional care of their choice or receive advanced life support by Union County Paramedics and be transported by ambulance to a medical facility of their choice.

The employee should notify the Department Supervisor, the Supervisor should notify the Department Head, and the Department Head should notify the Safety & Risk Manager Director for all Emergency Medical situations arising. Any work related injury should be reported according to the City’s Accident Reporting Policy.

In the event of a fire or other emergency at City Hall that warrants an EMS unit, according to Monroe Fire Department’s Policies and Procedures, Union County EMS will be requested by County Communications to respond and standby at the scene.

An EMS staging area will be set up on the east side of the City Hall Parking Lot.

**REPORTING OF AN EMERGENCY:**

County Communications, the Department Supervisor, and the Safety & Risk Manager should be notified for all emergencies. They may be contacted as follows:

- |                                 |                             |
|---------------------------------|-----------------------------|
| County Communications “C. Comm” | By phone at 911             |
| Department Supervisor           | By phone or Nextel          |
| Safety & Risk Manager           | By phone at extension 4597. |
|                                 | By cell phone at 226-2429.  |

The timing of these notifications will be based on the urgency of the emergency and the availability of the Supervisors and Safety & Risk Manager. County Communications should be the priority when reporting an emergency.

When immediate evacuation of the building is necessary, such as in case of fire, the person reporting the emergency should pull the fire alarm while immediately exiting the building. (Fire alarm pull stations are located in the corridors near exit doors.)

The employee reporting the emergency should provide the following basic information to County Communications: Name of person reporting, location of emergency, and type of emergency. The reporting person should also provide any additional special information regarding the number of persons involved, any trapped or injured persons, etc.

**NAMES / TITLES / JOB DESCRIPTIONS:**

City Manager - Meet with Incident Commander at evacuation staging area and serve as part of a unified command structure.

Fire Chief - Serves as the IC of the incident or serves within the Command Structure.

Police Chief - Meet with IC at evacuation staging area and serve as part of a Command Structure.

Assistant City Manager - Meet with IC at evacuation staging area and serve as part of a unified command structure; serve as the Public Information Officer for the incident.

Assistant Fire Chief - Serves as IC of the incident or serves within the Command Structure.

Asst. Police Chief - Serves as IC of the incident or serves within the Command Structure. Also, reports on personnel in CIB, Drug Div. and Patrol.

Safety & Risk Manager - Meet with IC at evacuation staging area and serve as part of a Command Structure.

Division Chief - Report to IC at the evacuation staging area as to the status of his/her personnel; serve in the incident command system as directed by the IC.

Engineering Dept. Director - Report to IC at evacuation staging area as to status of his/her personnel.

Human Resources Director - Report to IC at evacuation staging area.

MIS Director - Report to IC at evacuation staging as to the status of his/her personnel.

Finance Director – Report to IC at evacuation staging area.

Accounting Manager - Report to Finance Director at evacuation staging area as to status of accounting personnel.

Customer Service Manager - Report to Finance Director at evacuation staging area.

Utility Billing Supervisor - Report to Finance Director at evacuation staging area.

Building Standards Director – Report to IC at evacuation staging area.

Planning Director – Report to IC at evacuation staging as to the status of his/her personnel.

Property Maintenance Supervisor - Report to IC at evacuation staging area as to status of his/her employees. Maintain MSDS on all chemicals.

**LIFE SAFETY, INCIDENT STABILIZATION, PROPERTY CONSERVATION:**

The safety of human life, whether employees or visitors, is the number one priority for the City of Monroe. Life Safety will take priority regardless of the type of incident that may occur. The Monroe Fire and Police Departments are charged with the responsibility of providing Fire and Police protection for all citizens and visitors in the City of Monroe, and have the primary life safety responsibilities for this building during an emergency. Additional resources will be requested as needed by the Incident Commander.

Number of occupants can vary from four to one hundred persons with no prior known special needs or rescue situations.

The second priority for this building will be the stabilization of the incident utilizing procedures and resources as necessary to accomplish this goal. The Monroe Fire and Police Departments have the responsibility for stabilizing any incident that may occur.

The third priority will be property conservation during and after the emergency. This responsibility will be directed by Public Safety utilizing resources as necessary.

Special consideration should be given to critical records located in the building. These areas include the vault in the Accounting Division, Clerks Office, Human Resources Department, Utility Billing Division, Engineering Department and Customer Service Division.

The control of City Hall utilities will be directed by the Incident Commander.

**HAZARDOUS MATERIALS:**

There are a limited amount of hazardous materials stored and used at City Hall. These materials are used primarily for cleaning and maintenance of the building and are stored in very small amounts.

These hazardous materials are stored in the Property Maintenance storage room on the first floor.

Material Safety Data Sheets, (MSDS), are maintained on these products and copies are kept in the following locations: One copy in the Property Maintenance storage room on the first floor and one copy in the Safety & Risk Manager’s office on the second floor.

**FIRE PROTECTION:**

The City Hall building is equipped with an automatic fire alarm system. Upon activation, an audible alarm will sound throughout the building. The fire alarm can be manually activated by someone for the alarm to sound. Fire alarm “Pull Stations” are red boxes mounted on the walls in exit corridors near the

exit doors. To activate the alarm, pull the handle marked, “Pull in Case of Fire”. The alarm control panel is located in Monroe Fire Station 1 on the first floor. Once activated, the alarm will sound until it is reset at the control panel.

The fire alarm system is serviced and tested annually by Simplex/Grinnell Alarm Systems.

The building is equipped with portable fire extinguishers located throughout the building that are serviced annually. Employees should be trained in the use of portable extinguishers for use on small fires.

The first floor of the building is Monroe Fire Department Station 1. This floor houses one Fire Engine, one Ladder Apparatus, one Rescue Apparatus, one Brush Unit, one Mobile Command Unit, one Rescue Boat, and one Utility Vehicle. These vehicles are equipped with various equipment for fire suppression activities and will be operated by Firefighters during an emergency.

Water supply for fire protection is provided by the City’s water distribution system which supplies water for domestic use and fire protection. Three primary hydrants, which will provide sufficient fire flow for the building, are located as follows: Crowell St. near the front entrance of the building, intersection of Charlotte Ave. and Church St., and the intersection of Charlotte Ave. and Crowell St.

The City conducts fire drills to familiarize the occupants and building personnel with emergency procedures.

Fire drills will be held at least annually for this building.

Fire drills will include complete evacuation of all persons from the building. The building fire alarm shall be operated during the drill to familiarize all personnel with the distinctive sound of the fire alarm.

Severe weather drills will be conducted annually. The severe weather alarm shall be operated during the drill to familiarize all personnel with the distinctive sound of the severe weather alarm.

### **STAGING OF EMERGENCY EQUIPMENT:**

Staging of emergency equipment for an incident at City Hall will be the responsibility of the Monroe Fire Department and will be conducted as follows for fire related incidents:

#### **Level I Staging for initial response apparatus:**

- Engine 1 - will stage at the front entrance on Crowell St.
- Ladder 1 - will stage on the apron in front of Station 1.
- Engine 3 - will stage at the intersection of Charlotte Avenue and Church St.
- Quint 2 - will stage at the intersection of Charlotte Avenue and Crowell St.

#### **Level 2 Staging for additional alarm apparatus:**

All additional alarm apparatus will stage in the Union County Courthouse lower parking lot. All Level 2 staging activities will be coordinated by the IC.

Staging of emergency equipment for other type incidents will be at the discretion of the IC.

The EMS staging area will be on the east side of the City Hall Parking Lot.

**FIRE BRIGADE INFORMATION:**

The Monroe Fire Department operates as a unit of the City of Monroe Government with the responsibility of providing fire and rescue service for the City. The Monroe Fire Department is composed of 67 members, which are trained and certified at various levels, to standards set by the State of North Carolina to provide police, fire, and rescue services.

**SPECIFIC HAZARDS:**

This plan is designed to provide direction for all hazards and emergencies. The following are guides related to specific emergencies that may occur:

Fire or Smoke

- Sound building alarm;
- Evacuate Building (Go to designated area);
- Notify Supervisor;
- Notify Safety & Risk Manager;
- Follow procedures outlined in the Accountability Section.

Bomb Threat

- Listen closely to caller to gain as much information as possible;
- Notify County Communications (911);
- Notify Supervisor;
- Notify Safety & Risk Manager;
- Remain in place until directed to evacuate. Search of the building will be performed by the Monroe Police Department.
- If suspicious object or bomb is found:
  - Do NOT touch;
  - Evacuate Immediate Area.

The staging area will be moved to the Union County Courthouse Courtyard or inside the Courthouse after accountability has been accomplished.

Civil Disturbance

- Notify County Communications;
- Secure doors and windows;
- Notify Supervisor on duty;
- Stay away from doors and windows;
- Secure vaults, safes, etc.

Severe Weather

- DO NOT evacuate the building, move to designated safety area;
- Prepare to move to a place of safety within the building;
- Stay away from large windows;
- Stay tuned to weather reports;
- Stand by for further instructions;
- City Emergency Alert System will go into effect.

**FIRE/SAFETY INSPECTIONS:**

Joint fire and safety inspections are conducted annually by Monroe Fire Department Fire Inspectors and the Safety & Risk Manager. These inspections are in accordance with Volume V of the North Carolina State Fire Prevention Code. Any violations found during inspections will be corrected as soon as possible. Copies of these reports are on file in the Fire Prevention and the Safety & Risk Manager's office.

**REVIEWS AND UPDATES**

Department Heads will be responsible for initial training related to this plan for all new employees or employees reassigned to a new position within their Department.

This plan will be reviewed and updated periodically or anytime there are significant personnel or structural changes.