

Town of Kernersville Safety and Health Policy and Procedure Manual	Town Hall Emergency Action Plan Section 0070	Date 04/05	Revised 03/22
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To: All Town Hall Employees

A safe building depends on proper preparation. When procedures have been established in advance and every employee knows what is expected, emergencies are less likely to occur and our safety can be protected. The Town Hall Safety Committee in conjunction with Forsyth County Emergency Management has developed an Emergency Action plan for Town Hall.

The plans are designed to ensure our safety and the safety of any visitors in the event of an emergency situation.

Each employee who works in Town Hall is responsible for the information contained in the plans and should receive a personal copy. All new employees within the building will be given a copy of the plan in addition to training. Additional copies may be obtained from the Safety Administrator.

In the event of a fire or fire drill, all employees will evacuate the building according to the evacuation routes contained within this plan, assemble in designated areas, and remain out of the building until it is clear to return.

Should a tornado warning be announced over the telephone intercom system, each person should seek shelter in the designated safety areas included in the tornado plan and remain there until the danger has passed.

Disasters can be devastating if we are not prepared. It is important that we make every reasonable effort to prepare before disaster strikes. With your cooperation we can accomplish this goal.

Sincerely,

Curtis Swisher
Town Manager

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Town of Kernersville

Emergency Action Plan Coordinators (EAPC)

Department	Coordinator	Alternate
Human Resources	Angie Whitley	Crystal Tanner
Finance	Samuel Johnson	Franz Ader
Community Development	Jennifer Tanner	Catherine Garner
Administration	Beth Price	Keith Hooker
Police	Amy Clewis	Eric Pittman
Information Systems	Adam Hutchins	Daniel Brooks
Facilities Maintenance	Aaron Turner	Rusty Quesenberry

“EAPC” Responsibilities

EAPC duties are critical to employee safety. Steps taken before an emergency often prevents disorder and confusion from occurring. Proper steps taken during and immediately following an emergency will help prevent injuries and even deaths.

The EAPC will assist to:

- 1) See that all persons in their area are safely evacuated in the event of an emergency. Each Town Hall EAPC will get a head count for his/her department/division to ensure that all employees are safely evacuated. If personnel are unaccounted for the EAPC shall find out the employee’s last known location.
- 2) Review the emergency plan to determine it is feasible for your area.
- 3) See that all employees have a copy of the emergency procedures and are trained –this includes new employees and transfers.
- 4) Keep Supervisors informed of changes in the emergency procedures.

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- 5) KNOW: the emergency procedures and plans
the method for reporting fires
the fire warning
the emergency escape routes and alternate routes
the emergency shutdown procedures.
- 6) Review the plan with their department/division before drills or an emergency.
- 7) Ensure adequate provisions are made for handicapped employees in the area.
- 8) Advise employees to:
 - Periodically review work areas for fire hazards, proper materials handling, storage procedures, potential ignition sources and their control.
 - Report any unsafe conditions.
 - Have emergency numbers posted near telephones.
 - NOT TO RE-ENTER THE BUILDING UNTIL IT IS CLEAR TO DO SO-After the building is evacuated no one is to go back in to retrieve personal belongings or other employees. Rescue is to be performed by the Fire Department.
 - Not to use elevators during a fire emergency.
 - Not to use fire extinguishing equipment unless you have been trained or the fire is blocking your exit.
 - Not to attempt to extinguish any fires except small fires such as smoking containers, trash cans or small appliances.
 - Be aware of the type of fire extinguishing equipment or system in their area and the locations, maintenance and use of the equipment.
 - Be sure fire protection is available and readily accessible.
 - Make sure fire doors are closed.

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Emergency Action Plan - Town Hall

134 East Mountain Street Kernersville, NC 27284

Fire Plan

In the event of a fire or if you see smoke:

- Yell “FIRE” to alert others around you.
- Close doors to isolate the fire.
- Begin to exit the building and activate the nearest fire alarm.
- Ensure all employees and visitors leave the building immediately. (Fire Drill is an exception).
- Once safely outside the building, call 911 to report the emergency.
- Move to your designated assembly areas:

Town Hall Upstairs – Upper parking lot near Allegacy Credit Union (East side)
Town Hall Downstairs – Lower Parking Lot (East side)

- Remain outside of the building a safe distance away, to provide information to the authorities as they arrive.
- Do not reenter the building until instructed to safely do so.

In the event of a fire DRILL:

- Move to your designated assembly areas.
- Remain outside of the building in your designated area until instructed to return inside.

Tornado Procedures

A ***tornado watch*** means weather conditions are such that a tornado may develop.

A ***tornado warning*** means a tornado has formed and been sighted or has been indicated on radar. The tornado plan becomes operative upon notification a “***tornado warning call to action***” is in effect. Act immediately.

Current advances with Doppler radar and cell phone technologies have enabled us to receive notifications well enough in advance to seek shelter from a storm producing a tornado. All Town Hall employees should move to the Police Department Training Room in advance of a tornado threat. Use the stairs only. **Do not attempt to use the elevator.** If radar or notifications indicate you will not have time to safely do so, 2nd floor employees will need to shelter in their designated upstairs areas.

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In the event of a tornado warning with a likely or immediate threat to Kernersville:

- Employees will hear the following message broadcasted over the phone intercom system:

“Tornado warning call to action! There is an immediate threat to Kernersville. Move to your designated safe area now. This is not a drill. Repeat, this is a tornado warning call to action.”

Immediate Safe Areas Upstairs

- Community Development GIS Analyst Office
- Men/Women Restroom (near Break Room)

Immediate Safe Areas Downstairs

- Police Training Room

In the event of a tornado DRILL:

- You will hear the following message broadcasted over the phone intercom system:

“Attention please. This is a tornado drill. Move quickly to the Police Department training room.”

Front Desk Police Officer Action

The Town Hall Front Desk Police Officer will assist with monitoring storm location via PD Communications and radio contact. Upon receipt of a verified “tornado warning” posing an immediate threat to Kernersville, the Officer will make the **“tornado warning call to action”** announcement. The message will be announced once.

Know How to Act

- Move quickly, without running, to your designated safety area.
- Bring any visitors, guests, or vendors who wish to accompany you to the safe areas.
- If you are unable to make it to a safe area, find the closest stairwell inside the building and remain there until the warning has been canceled. **Do not leave the building.**
- All employees must use the stairwells to enter the Police Department. **The elevator should not be used under any circumstances.**

Once the danger has passed, Police Department personnel will notify occupants of the building it is safe to return to their work area.

The EAPC for each department will be responsible for monitoring test drills and the actual movement of persons in case of a tornado warning call to action. They will also be responsible for assisting employees to their safe areas.

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Cooperation with this policy is mandatory and will help to ensure employee safety. Any comments/concerns regarding changes in the policy are welcomed. Please contact any Town Hall EAPC or the Safety & Risk Manager with your ideas.

Bomb Threat

Bombs and bomb threats, whether real or implied, must be taken seriously and treated with the utmost concern. Any threat, whether presented in menacing or humorous language, must be given serious attention.

If a bomb threat is received by telephone, the information should be recorded on the Telephone Bomb Threat Checklist provided in this plan. The information must be immediately reported by calling 911. Wait for instructions from the 911 operators.

If a suspicious object is found, it should be reported immediately. Do not touch, move, or jar the object -- or anything attached to it. After a bomb threat has been announced, leave all lights in their current position - on/off. Do not activate the fire alarm. The device may be connected to it or be initiated by the activation of the fire alarm. Leave all doors in the position that they are in. Bombs may be initiated by turning on or off a light or by opening or closing a door. After receiving notification of a bomb threat, do not use two-way radios or cell phones. Their use may initiate the device as well.

(Bomb Threat Checklist – next page)

Bomb Threat Checklist Place this list near your telephone for easy reference.

<p>Exact wording of the threat:</p> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	
1.	<p>Remain calm and keep the caller on the line as long as possible. Ask to have the message repeated.</p> <p>Ask the caller:</p> <p>There are a lot of people who could be injured. What can you tell me?</p> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
2.	<p>When is the bomb going to explode?</p> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <p>Where is the bomb right now?</p> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <p>What kind of bomb is it?</p> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <p>What will cause it to explode?</p> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <p>Did you place the bomb?</p> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <p>Why?</p> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <p>What is your address?</p> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <p>What is your name?</p> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
3.	<p>Report the threat immediately to 911 and your supervisor. Wait for further instructions.</p>
4.	<p>Be prepared to describe the threat in as much detail as possible to the police. Record information here:</p> <p>a) Voice characteristics:</p> <p>Sex of Threat maker: <input type="text"/></p> <p>Approximate Age: <input type="text"/></p> <p> <input type="checkbox"/> Calm <input type="checkbox"/> Loud <input type="checkbox"/> Distinct <input type="checkbox"/> Nasal </p>

- | | | | |
|----------------------------------|-----------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Angry | <input type="checkbox"/> Laughing | <input type="checkbox"/> Slurred | <input type="checkbox"/> Stuttering |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Crying | <input type="checkbox"/> Lisp | <input type="checkbox"/> Cracking |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Normal | <input type="checkbox"/> Raspy | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Familiar |

If voice is familiar, who did it sound like?

b) Background Noises:

- | | | |
|--|---|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Household Noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Motor | <input type="checkbox"/> Static |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Voices | <input type="checkbox"/> Other |

c) Threat Language:

- | | | |
|--------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Well spoken | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped | <input type="checkbox"/> Message read |

d) Other Details:

Remarks:

Phone number where threat was received:

Time of Threat:

Date of Threat:

Your Name :

Position:

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APPENDIX – A **Phone Paging Instructions**

Town Hall Building

Police Department Communication Process

Make broadcast from the Town Hall Front Desk Police Officer’s phone:

Dial #4920 and broadcast message below (Upstairs)

Dial #4960 and broadcast message below (Downstairs)

If a tornado call to action is needed, say:

“Tornado warning call to action! There is an immediate threat to Kernersville. Move to your designated safe area now. This is not a drill. Repeat, this is a tornado warning call to action.”

If a tornado drill is activated, say:

“Attention please. This is a tornado drill. Move quickly to the Police Department training room.”

If the Front Desk Police Officer is not available, the Safety Administrator or HR Director will make the tornado warning call to action announcement.