

Town of Kernersville Safety and Health Policy and Procedure Manual	Emergency Action Plan Section 0200	Created 08/04/22	Revised 08/25
---	---	-----------------------------	--------------------------

Introduction

These Emergency Procedures were developed as an operational document to ensure that all Town personnel follow the same guidelines in the event of an emergency.

I. Fire Emergency

The primary consideration in the event of a fire emergency is life safety of the building occupants. Secondary considerations for the protection of property should be made prior to an emergency consideration. In the event of a fire emergency, all Town personnel are to completely evacuate the building(s) involved and take instructions from the Public Safety Personnel on the scene. When the Fire Department arrives, they will have primary responsibility, and the Police Department will assist them with crowd control and limiting access as required. Failure to obey public safety officials at the scene of an emergency is a violation of North Carolina Law and this policy.

II. Standard

North Carolina State Building Code, Volume V, "The State Fire Code", North Carolina Department of Insurance.

III. Procedures

- A. In the event of a fire, or if you smell smoke, close the doors to isolate the fire and begin to exit the building.
- B. Activate the buildings fire alarm system on your way out of the building. If you occupy a smaller building that does not have a central fire alarm system, yell "fire" to alert other occupants of the danger. Upon activation of the alarm occupants are to leave the building immediately. The only exception is during a scheduled fire drill, when the alarm is activated for one minute or less, see Section IX of this policy.
- C. Once safely outside the building call 911 to report the emergency.
- D. Remain outside the building, a safe distance away, to provide information to the authorities as they arrive. Departments should gather outside the building at their designated location to ensure that all personnel have left the building.
- E. In the event of a fire emergency at a remote location, employees should inform Police Communication by radio. Under no circumstances should an employee attempt to control a fire emergency unless they have been specifically trained to do so or the fire is located between the employee and the exit.

Town of Kernersville Safety and Health Policy and Procedure Manual	Emergency Action Plan Section 0200	Created 08/04/22	Revised 08/25
---	---	-----------------------------	--------------------------

IV. Training

Each employee shall be informed of these Fire Emergency Procedures during new employee orientation and specific departmental instructions are required to be communicated by the Supervisor or designee.

V. Fire Extinguisher Use

Fire extinguishers are to be used only by personnel specifically trained to do so or in a life emergency. This training must be approved and documented through the Safety Administrator. If a fire extinguisher has been discharged, employees should notify their supervisor and/or the Safety Administrator to have it replaced.

VI. Means of Egress

- A. Each building will have evacuation routes posted to allow occupants to become familiar with possible escape routes prior to an emergency. In the event of an emergency, occupants should exit by the closest routes possible. Elevators shall not be used for evacuation. They can quickly become uninhabitable from smoke and are not designed for use during a fire.
- B. **No person shall place, store or keep any materials in a manner that obstructs a means of egress or which would render it hazardous.** All means of egress shall be maintained so as to provide free and unobstructed egress from all parts of the building at all times. All means of egress shall be available for full instant use in case of fire or other emergency.

VII. Fire Emergency Equipment

A. Fire Alarms

Tampering with fire alarms is a violation of state law and this policy. Maintenance of systems will be performed by the departmental designate or contractors hired by them.

B. Fire Extinguishers

Tampering with or removing fire extinguishers is a violation of state law and this policy. Fire extinguishers are serviced annually. If a discharged extinguisher is discovered, it should be reported to a supervisor and/or the Safety Administrator to facilitate replacement

Town of Kernersville Safety and Health Policy and Procedure Manual	Emergency Action Plan Section 0200	Created 08/04/22	Revised 08/25
---	---	-----------------------------	--------------------------

VIII. Notification of Loss

In accordance with Town Policy losses from fire must be reported promptly to the Safety Administrator to begin attempts at replacement.

IX. Fire Drill Procedures

- A. Fire drills are required by the North Carolina State Building Code, Volume V, "State Fire Code" Section 809.3. The Code further requires that records of these drills be maintained and made available for the fire inspector. Town buildings are classified as business occupancies under the fire code.

Business occupancies that have fire alarms shall have a fire drill at least annually. In business occupancies evacuation is not required, if it is not practicable. The primary purpose of these drills is to familiarize the occupants of the building with the sound of the alarm and remind them of the appropriate action to take in the event of an emergency. Employees, except those identified by Department Heads as exempt, must exit the building and move to their designated safe location. Occupants who are exempt from evacuation, will be notified by the Department Head or designee about the drill and evacuation procedures for emergencies. The Fire Department will contribute staff time to activate the fire alarms at the appropriate times. A brief report including the time and date of the drill will be completed by the officer and kept on file by the Safety Administrator.

X. Smoking in Areas with Flammable Liquids

Smoking is prohibited in areas where flammable liquids are dispensed, used or stored. In outdoor locations smoking shall be prohibited within twenty feet of the flammable liquid. The Safety Administrator and/or the Fire Department will assist as requested with determining special precautions. In addition, "Danger, No Smoking" signs will be posted in these areas. This will be the responsibility of the department using or storing the flammable liquids.

XI. Department Assembly Locations

Town Hall (Upstairs)	Upper parking lot adjacent to Allegacy lot (East side of Town Hall)
Town Hall (Police Dept.)	Lower parking lot (East side of Town Hall)
P.S. Admin	Public Services yard across the street

Town of Kernersville Safety and Health Policy and Procedure Manual	Emergency Action Plan Section 0200	Created 08/04/22	Revised 08/25
---	---	-----------------------------	--------------------------

P.S. Garage	Administration building across the street
P.S. Street and Solid Waste	Public Services yard across the street
Recreation Admin	Parking lot across gravel cut through road
Recreation Maintenance	Parking lot at soccer field

I. Severe Weather Emergency

II. Introduction

Severe weather can occur at any time from March through November. Most storms reach a severe status in the Spring and Summer months and changes can occur rapidly. 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.

III. Definitions

Severe Thunderstorm - A thunderstorm that produces a tornado, winds of at least 58 mph and/or hail at least 1" in diameter.

A ***Severe Thunderstorm Watch*** means that conditions are just conducive for the development of severe weather, and DOES NOT indicate that severe weather has been reported. While no immediate action on the part of the general public is required for the issuance of a watch, you should keep up to date on the current weather situation and be prepared to seek shelter if necessary.

A ***Severe Thunderstorm Warning*** indicates that severe weather is imminent in your area or is already occurring (based on either human observation or doppler radar). Although these storms can also be associated with dangerous cloud to ground lightning or heavy rainfall that is capable of causing flash flooding, neither of these two items serve as criteria for a severe thunderstorm warning being issued.

Town of Kernersville Safety and Health Policy and Procedure Manual	Emergency Action Plan Section 0200	Created 08/04/22	Revised 08/25
---	---	-----------------------------	--------------------------

Tornado - A violently rotating column of air, usually pendant to a cumulonimbus, with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise. On a local scale, it is the most destructive of all atmospheric phenomena.

Tornado watch - this DOES NOT mean a tornado has been seen or even indicated by radar, it just means that conditions are favorable for the formation of tornadoes in thunderstorms.

Tornado warning - means a tornado has formed and been sighted or has been indicated on radar. You should seek shelter immediately!

Tornado drill – practice simulations launched throughout the year to prepare employees for the threat of a tornado and understand what to do if a real emergency occurs. Employees are notified this is a drill and not a real call to action threat.

IV. General Procedures

- A. In the event of a severe thunderstorm or tornado watch, all employees should remain aware of any changing weather conditions and be prepared to act quickly should a watch turn into a warning.
- B. Supervisors of employees who primarily work outside, will notify employees to remain weather alert.
- C. Should a storm approach and lightning occur, employees who are outside will cease work immediately and seek shelter in their vehicle or a building until the lightning threat has passed.

V. Tornado Procedures

- A. In the event a tornado warning is issued, Safety staff with Police Communications will determine the location and direction of the tornado's path. If a tornado will not impact the immediate area of the Town or its employees, employees will be notified there is no danger indicated for our area. They should remain aware of any changing weather conditions and be prepared to act quickly should conditions change.
- B. Should the tornado path pose imminent danger to the immediate area, a ***“tornado warning call to action”*** is in effect and all personnel shall act immediately.

Town of Kernersville Safety and Health Policy and Procedure Manual	Emergency Action Plan Section 0200	Created 08/04/22	Revised 08/25
---	---	-----------------------------	--------------------------

- Safety staff and Police personnel will notify staff in all facilities the tornado plan is in effect.
- C. Employees will hear the following message broadcasted over the phone intercom systems:
- “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.”**
- D. Employees will move quickly to their **designated** safe area. Use the stairs only. **Do not attempt to use elevators.** If radar or notifications indicate you will not have time to safely do so, 2nd floor employees will need to shelter in their **secondary** designated upstairs interior areas.
- E. 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. **Do not leave the building.**
- F. Once the danger has passed, Safety or Police Department personnel will notify occupants of the building it is safe to return to their work area.
- G. The emergency action plan coordinator (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.

VI. Training

Each employee shall be informed of these Severe Weather Emergency Procedures during new employee orientation and specific departmental instructions are required to be communicated by the Supervisor or designee.

I. Bomb Threat

II. Introduction

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.

Town of Kernersville Safety and Health Policy and Procedure Manual	Emergency Action Plan Section 0200	Created 08/04/22	Revised 08/25
---	---	-----------------------------	--------------------------

III. Procedures

- A. 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 on a land line. Wait for instructions from the 911 operators.
- B. Supervisors will notify impacted employees of the threat. Employees are to exit the building calmly and move to their designated fire safety area. 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.
- C. Employees will not be allowed to re-enter the building until the Police Department or other official agency has given the all clear signal.
- D. If a suspicious object is found, it should be reported immediately to 911 on a land line. Identify the location of the object to the 911 operator and leave the building. Do not touch, move, or jar the object -- or anything attached to it. Employees will follow the same procedures as outlined in steps A – C above.

(Bomb Threat Checklist – next page)

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

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

Approximate Age:

- | | | | |
|----------------------------------|-----------------------------------|--|-------------------------------------|
| ☐ Calm | ☐ Loud | ☐ Distinct | ☐ Nasal |
| ☐ Angry | ☐ Laughing | ☐ Slurred | ☐ Stuttering |
| ☐ Excited | ☐ Crying | ☐ Lisp | ☐ Cracking |
| ☐ Slow | ☐ Normal | ☐ Raspy | ☐ Disguised |
| ☐ Rapid | ☐ Deep | ☐ Clearing Throat | ☐ Accent |
| ☐ Soft | ☐ Ragged | ☐ Deep Breathing | ☐ Familiar |

If voice is familiar, who did it sound like?

b) Background Noises:

- | | | |
|--|---|--|
| ☐ Street Noises | ☐ Music | ☐ Local |
| ☐ Restaurant | ☐ Household Noises | ☐ Long Distance |
| ☐ Factory Machinery | ☐ Animal Noises | ☐ Clear |
| ☐ PA System | ☐ Motor | ☐ Static |
| ☐ Office Machinery | ☐ Voices | ☐ Other |

c) Threat Language:

- | | | |
|--------------------------------------|-------------------------------------|---------------------------------------|
| ☐ Well spoken | ☐ Incoherent | ☐ Irrational |
| ☐ Foul | ☐ Taped | ☐ Message read |

d) Other Details:

Remarks:

Phone number where threat was received:

Time of Threat:

Date of Threat:

Your Name:

Position: