

Town of Windham

Emergency Action Plan

Location: Social Services

I. Purpose

The purpose of this plan is to establish emergency procedures at Social Services.

II. Application

This program applies to all Social Services employees that have the potential for emergency situations, including building evacuations, severe weather conditions and medical emergencies.

III. Governance

OSHA standard 29 CFR 1910.38, requires the employer to establish a plan to address emergencies that the employer may reasonably expect in the workplace. The standard identifies specific practices designed to protect employees from injury and to develop plans to prevent fire and other controllable emergencies.

IV. Definitions

Emergency: Any unplanned event that can cause death or injury to employees, customers or the public or that can shut down a business, disrupt operations or cause physical or environmental damage.

Evacuation Route: The shortest path from an affected area of safety or a designated location out of the building.

V. Responsibilities

The Program Administrator is the Assistant Town Manager or his/her designee.

This person is responsible for

- issuing and administering this program and making sure that it satisfies all applicable federal, state and local requirements;
- maintaining all emergency call lists;
- providing for initial and periodic safety awareness training on the Emergency Action Plan to employees;
- scheduling and coordinating all emergency drills; and
- auditing and updating the Emergency Action Plan to assure its continued effectiveness.

Evacuation Leaders-

Position Title	Department	Location
General Assistance Administrator	Social Services	Social Services Building

This person is responsible for

- knowing and understanding the appropriate emergency response at Social Services;
- understanding specific actions to be taken at their location in response to various emergencies, including equipment shutdowns;
- assuring that employees in their location know what to do in case of emergencies;
- accounting for employees during evacuations; and
- directing employees to proper evacuation routes and exits.

Emergency Medical Team - Town of Windham Fire Rescue Personnel

These people are responsible for

- responding to medical emergencies at Social Services and providing initial emergency First Aid or CPR;
- assessing the need for emergency transport;
- contacting outside emergency responders and directing them to the accident scene at Social Services; and
- complying with the Town's bloodborne pathogen program.

Department Heads

These people are responsible for

- assuring that employees in their department are trained on the correct actions to take in the event of an emergency;
- accounting for their employees during an evacuation (head-count method) at the designated outside area (See Department Head Evacuation Assignment List form); and
- initiating Workers' Comp First Reports for employees who sustain injuries or illnesses while on the job (this pertains to anyone in a supervisory position).

Employees

These people are responsible for

- knowing what to do in case of an emergency (no matter where they might be in the building);
- participating in all emergency training and drills; and
- reporting to Evacuation Leader at designated evacuation area.

Employees are not expected to put out fires.

Emergency Drills

- Drills that simulate evacuation of employees due to fire will be conducted at Social Services a minimum of once each year.
- Written documentation of the performance of each drill will be sent to the Town Manager, by the Program Administrator.

Evacuation Process

- Exits and evacuation routes will be established for each building location.
- Locations of exits and evacuation routes will be maintained on the Social Services preparedness maps.

Designated Evacuation Areas

The following sites have been designated as areas where employees will meet their Department Head:

The parking lot – all Social Services staff.

Alarm Systems

- Notification of building emergencies will be communicated via fire alarms and strobe lights.
- The building fire alarm will be activated during the fire drills, pulled alarms, or when there is smoke or fire.

Fire Protection System

- The building alarm system will be inspected annually according to insurance company recommendations.
- Fire extinguishers are located on each floor and will be inspected monthly.

Fire Prevention

- The Department Head/Town Manager will identify fire hazards within their departments and take appropriate preventive actions.
- All employees are responsible for reporting fire hazards to the Department Head or the maintenance department immediately.
- The Maintenance Supervisor will correct any hazards as soon as administratively possible.

Training

- All employees shall be oriented to the appropriate emergency response at time of hire.
- All employees shall participate in periodic training (i.e. fire drills).

- Emergency coordinators and evacuation leaders shall be trained annually on appropriate responses within the workplace.

APPROVED:  Date: 10/29/2020

Barry A. Tibbetts
Town Manager

August 15, 2013 (Approved)
August 15, 2014 (Reviewed)
August 21, 2015 (Reviewed)
August 19, 2016 (Reviewed)
August 18, 2017 (Reviewed)
August 16, 2018 (Reviewed)
September 20, 2019 (Reviewed)
October 27, 2020 (Reviewed)

Severe Weather:

Step	Action
1	Stay away from windows or outside doors.
2	Shut down equipment as necessary.
3	Stay away from building areas with large roof spans, such as the upstairs conference area.
4	Account for people in the building.
5	Be aware of potential hazards from downed electrical lines and structural damage.

Town of Windham

Social Services

EMERGENCY DRILL EVALUATION REPORT

Type of drill: _____

Date of drill: _____

Time drill started: _____

Time drill concluded: _____

If drill was to simulate an evacuation, how long did the evacuation take?

Time when alarm sounded _____

Time when all employees cleared the building and were accounted for _____

Total evacuation time _____

If the drill was for a non-evacuation, describe the purpose of the drill:

Give a narrative to assess the drill including what went well and what needs improvement:

Completed by: _____

Date: _____

NOTE: Give copy of report to Safety Compliance Officer

Town of Windham

Social Services

EMERGENCY PREPAREDNESS TRAINING RECORD

By my signature below, I acknowledge that I have received information and training regarding:

- Emergency drills
- Emergency response
- Designated evacuation areas
- Fire prevention
- Evacuation routes and exits
- Potential emergencies
- Alarm systems

Employee Name <i>(please print)</i>	Department <i>(please print)</i>	Date	Employee Signature

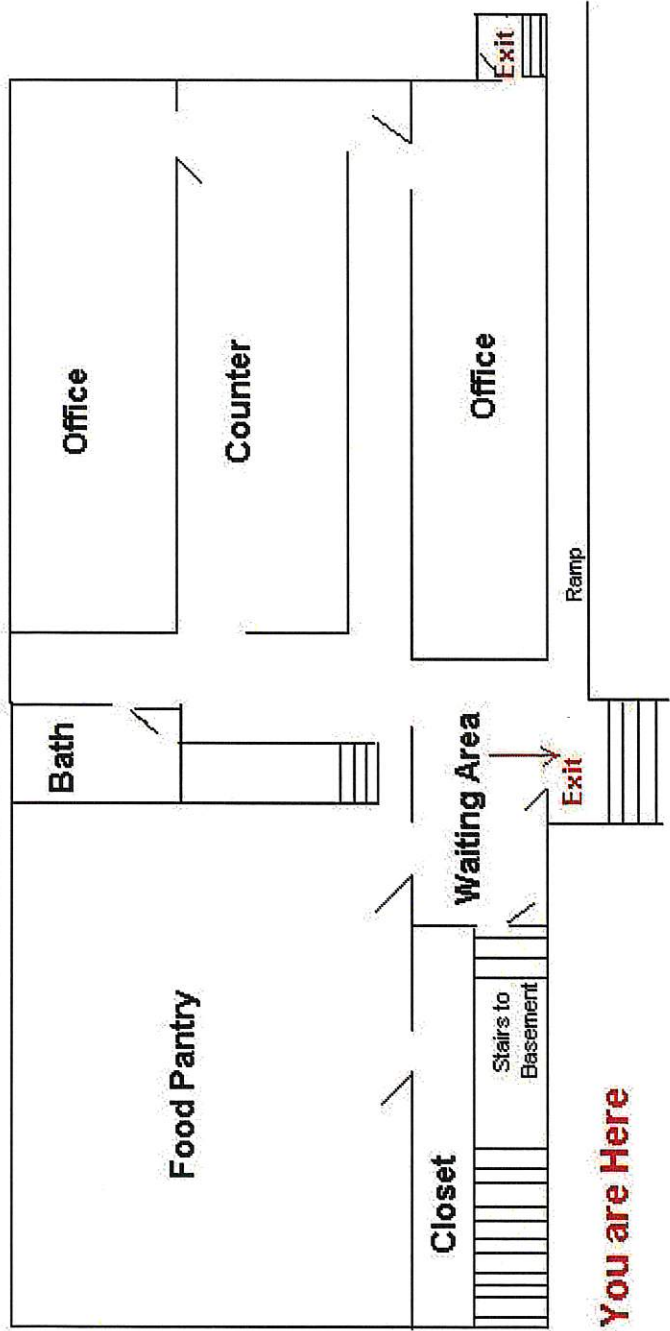
Signature of Trainer: _____

Date: _____

EMERGENCY ACTION PLAN ROSTER

	FIRST NAME	LAST NAME	DEPARTMENT	PRESENT
SOCIAL SERVICES	RENE	DANIEL	SOCIAL SVCS	_____
	COLETTE	GAGNON	SOCIAL SVCS	_____
(evening - SS & Lib)	CHRISTOPHER	HODGDON	PUBLIC WORKS	_____

Emergency Evacuation Plan



*** You are Here**

Social Services Building - Basement Level Evacuation Plan

