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I. PURPOSE

The purpose of an Emergency Action Plan is to protect the employees from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but is not limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate public safety or city responders take over.

II. SCOPE

For the protection of employees, an Emergency Action Plan is a requirement of OSHA 1910.38. It is also necessary and prudent for the protection of our employees and visitors.

It is a requirement that the supervisors review with each employee upon their initial assignment or when the plan changes, those parts of the plan that the employee must know to protect her/himself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation.

III. GENERAL PROCEDURES

It is impossible to provide specific information for all situations. There is no guarantee implied by this plan that a perfect response to disaster emergency incidents will be practical or possible. Therefore, this plan is a guide for employees to familiarize themselves with basic emergency planning, response and evaluation.

A. Pre-planning

Preparation will increase the margin of safety in an emergency. To evacuate successfully:

1. Train employees in ways of assisting others.
2. Inform employees how to communicate in an emergency.
3. Assign specific tasks.
4. Identify employees with specific needs.
5. Provide a building specific plan.

6. Evacuation route maps are posted in the building. Employees should know at least two evacuation routes. The following information is marked on the maps.

- Emergency and accessible exits
- Evacuation routes
- Location of fire extinguishers
- Fire alarm pull station location
- Tornado shelter
- Areas first searched

B. **Notification of Emergency Warning**

In the event of a disaster, the warning may come from any of the following sources: commercial radio or television, NOAA radio, building smoke detection or sprinkler system, emergency siren, web/internet, private citizen, or Northeast Communications Center (NECC). It is recommended that several sources be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances. A person receiving notification of a possible disaster or a building emergency should immediately sound the alarm to notify employees and NECC. (e.g. Yell “Fire!”, pull building alarm, call other offices, etc.) Next, inform immediate supervisor who will continue notification up the Chain of Command. The building *emergency alarm system is reserved for total evacuation of the building.*

C. **Emergency Alarms and Advisories**

1. Sprinkler Alarm – Smoke Detection – Fire Alarm

In the event of a fire, sprinkler and/or HVAC smoke detection systems activate the alarm automatically. The fire alarm monitoring company will notify the NECC once alarm is activated. Manual alarms, pull station or break glass models, are located on each floor.

2. Hamilton County Emergency Sirens

When you hear a **steady wail** it means that a **tornado** has been sighted in Hamilton County or the National Weather Service has issued a **Tornado Warning**. When you hear a **wavering wail** it means that a **severe thunderstorm** has been sighted in Hamilton County or the National Weather Service has issued a **Severe Thunderstorm Warning**. The siren can only be

heard outside and is not overtly loud. Take cover immediately. Tune to local cable TV or radio stations.

3. National Terrorism Advisory System

The National Terrorism Advisory System, or NTAS, communicates information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overreaching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

Alert Announcements

NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

Via the official DHS NTAS webpage – <http://www.dhs.gov/alerts>

Via email signup at – <http://www.dhs.gov/alerts>

Via social media

Facebook – <http://facebook.com/NTASAlerts>

Twitter – <http://www.twitter.com/NTASAlerts>

Via data feeds, web widgets and graphics- <http://www.dhs.gov/alerts>

The public can also expect to see alerts in places, both public and private, such as transit hubs, airports and government buildings.

IV. EMERGENCY OPERATIONS CENTER

If a situation is severe, emergency actions may be coordinated from the Emergency Operations Center in the basement of the Safety Center at 126 S. Lebanon Road.

V. EVACUATION ROUTES & MEETING PLACES

- A. A map of evacuation routes will be displayed in hallways and departments. Each map will show the way to an exit, depending on where employees are located in the building. It will be the responsibility of the supervisor to inform employees of these evacuation routes. The Public Works Director shall verify that the signs are in place and up to date.
- B. The supervisor will establish a procedure to account for employees in each department.
- C. The supervisor will establish a procedure for reporting to emergency personnel any missing, trapped or injured occupants.
- D. Meeting places will be established to account for individuals.

1.Primary meeting place: **FLAG POLE**

2.Inclement weather meeting place: **MAIL ROOM**

3. Stay on the phone with the dispatcher and provide additional information as changes in the situation occur until the first police officer arrives at your location.

Safety Guidelines for Armed Subjects, Active Shooter Situations

Introduction: An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides employees and staff who may be caught in an active shooter situation, and describes what to expect from responding police officers.

Guidance to employees: In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- If an active shooter is outside your building, proceed to a room that can be locked. Close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, gives the “all clear”. Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- If an active shooter is in the same building as you are, determine if you can safely escape from the building. If you cannot escape, determine if the room you are in can be locked. If so, lock the door and barricade it with any heavy objects you can move in front of it. Stay away from the door and windows and remain concealed. Call 911.
- If an active shooter enters your office, try to remain calm. If possible, dial 911 and alert police. If you cannot speak, leave the line open so the dispatcher can listen to what is taking place. It may be possible for the dispatcher to determine the location of the 911 call. If there is no opportunity for escape, it may be possible to distract and then overpower the shooter depending on how many people are in the room. It

IX. PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATIONS

An emergency shutdown of the building can be ordered by the fire department, the police department, or the public works director. No employee should risk any type of injury. However, if time permits, personnel should perform the following duties:

- A. **An emergency shutdown of computers** should be accomplished in the event of a severe electrical storm. If time permits, exit the program and shut off the computer power supply.
- B. **Utility Controls** will be shut off by the fire department or public works.
- C. **Critical Operations** will be shut down by assigned personnel. Designated personnel involved in critical operations may remain on the site.

Assignments:

Work Area	Name	Job Title	Assignment
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1. If emergency situation will not permit any of the personnel to remain, contact the following offices:

Name: Dave Kennedy

Phone: 513-707-1454

Name: Tom Smith

Phone: 513-583-3020

X. CBRNE THREAT (CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, EXPLOSIVE)

The threat that a bomb/ CBRNE has been planted is usually made via the telephone. In the majority of cases, these threats have been proven to be false and no device or material was located. However, the potential for loss of human life and property is so great that each situation must be pursued and evaluated. For more information, refer to Bomb/Bio-Chemical Threat policy.

- A. **Telephone Threat:** The person receiving a telephone bomb/ CBRNE threat should remain calm and obtain as much information as possible by completing the following checklist at the end of this section. If your phone is equipped with caller identification, write down the number that is on the display screen. After the caller hangs up, **immediately call 9-1-1**. Give all available information to the dispatcher. Notify immediate supervisor. A CBRNE Threat Call Taker Checklist is included in Addendum I
- B. **Written Threat:** Written threats can come in the form of a note, letter or fax, through the U.S mail or interoffice mail. Any document will become evidence at the trial of any perpetrator. It may, in fact, be critical to a successful prosecution and positive identification of the perpetrator. It therefore is extremely important.
1. **DO NOT** handle the envelope or letter/note any more than is necessary and limit the number of persons who touch these items. Know who the people are that have touched these items so elimination fingerprints can be obtained. Once proper notification has been made to police/security personnel, place the item(s) in a folder or large envelope to protect them and tell others not to handle them.
 2. Immediately call 9-1-1 to notify the police.
 3. Safeguard the received material until it is given to the proper authority.
- C. **Suspicious Package:** If a suspicious package or device is found, **immediately** notify the police. **Do not touch or handle** any suspicious item! **Do NOT use the fire alarm**. Request all persons to leave the room the package is in.

If the package is a suspected bio-hazard (e.g. Anthrax): It is unlikely that any threat of exposure to a bio-hazard, such as anthrax, will be found, but the potential exists. All such threats should be taken seriously.

1 **Appearance**

- a. Powdery substance felt through or appearing on the package or envelope.
- b. Oily stains, discoloration, or odor.
- c. Lopsided or uneven envelope.
- d. Excessive packaging material such as masking tape, string, etc.
- e. Excessive weight.

2 **Handling Suspected Packages or Envelopes**

- a. Do not shake or empty the contents of any suspicious package or envelope.
- b. Do not carry the package or envelope, show it to others or allow others to examine it.
- c. Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
- d. Alert others in the area. Leave the area. Close any doors and assemble outside the room's entrance. Take actions to prevent others from entering the area.
- e. WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.
- f. Notify The Loveland Police Department, by calling 9-1-1, and your supervisor.
- g. If possible, create a list of persons who were in the room or area when the suspicious letter or package was recognized and a list of persons who also may have handled it.
- h. Await arrival of assistance.

D. **Bomb/CBRNE Threat Evacuation:**

A bomb/CBRNE threat evacuation is entirely different from a fire evacuation. The use of fire alarms is not recommended since it does not allow for a controlled evacuation. Upon locating or being advised of a bomb/CBRNE threat, the building manager will cordon off the area, wait until the LPD arrives. If a decision to evacuate is made, a uniformed police officer going room-to-room, will notify occupants of the decision to evacuate. If evacuation takes place, do not reenter until the building has been searched and declared safe by the authority having jurisdiction. **Primary evacuation routes must be searched prior to ordering an evacuation** unless the on-scene police officer determines otherwise

XI. HAZARDOUS SUBSTANCE

The following are the locations of:

Spill Containment and Security Equipment: N/A

Personal Protective Equipment (PPE): N/A

Material Safety Data Sheet (MSDS): Janitorial closet (Blue Folder, Second Shelf)

Chemical Spill

Introduction: The **HAZardous Waste OPerations and Emergency Response** (HAZWOPER) standard, 29 CFR 1910.120 Paragraph (q) covers:

“Emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard.”

“Hazardous substances” includes substances that have the potential to cause either acute or chronic health problems due to chemical or physical properties. **“Location”** means any place in a city facility where chemicals are being used or stored.

Releases are either incidental or emergency response situations.

A. Incidental Release

An incidental release is a release of a hazardous substance which does not pose a significant safety or health hazard (i.e., fire, explosion, or chemical exposure) to employees in the immediate vicinity or to the employee cleaning up the released hazardous substance. In addition, an incidental release does not have the potential to become an emergency within a short time frame. Incidental releases are limited in quantity, exposure potential, and toxicity and present minor safety or health hazards to employees in the immediate work area or those assigned to the clean up. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise be safely controlled at the time of release by the employee in the immediate release area are not considered to be emergency response within the scope of this standard.

All employees that work with hazardous substances must be trained to protect themselves in handling incidental releases per the training requirements of the Hazard Communication standard (29 CFR 1910.1200) or the OSHA Lab Standard (29 CFR 1910.1450).

Response to a release of this nature does not require full Hazardous Waste Operations & Emergency Response (HAZWOPER) training, this will be covered in the next section.

B. Emergency Response Situation

A release that requires an emergency response regardless of the circumstances is defined by the situation and requires full HAZWOPER training. An emergency response includes the following situations:

1. The response comes from outside the immediate area of the release. (This includes in-plant personnel who are outside the immediately affected area but respond to the release.)
2. The release requires evacuation of employees in the area.
3. The release poses, or has the potential to pose Immediately Dangerous to Life and Health (IDLH) conditions.
4. The release requires immediate attention because of imminent danger.
5. The release may cause high levels of exposure to toxic chemicals.
6. One is uncertain as to whether the employee in the work area can handle the severity of hazard considering the Personal Protective Equipment (PPE) and equipment provided.
7. The situation is unclear or data are lacking on important factors. Whether a situation is incidental or requires an emergency response must be determined on a case-by-case basis. However, the prime component is knowledge and understanding of the chemical, its

hazards, and proper handling procedures. Other factors that play a role in this determination are the quantity released, ventilation considerations, confined space considerations, and personal protective equipment available.

Essentially, one must determine what the circumstances are, then determine the capabilities of the personnel available, and lastly determine whether the release is incidental or warrants an emergency response.

There is a possibility of an emergency response situation in any area that contains hazardous substances. The principal investigator (or supervisor) for each area is responsible for determining if such a HAZWOPER emergency response situation could occur under a worst-case scenario. All HAZWOPER emergency response would require evacuation of personnel. The principal investigator (or supervisor) must designate employees who have training and competency as a HAZWOPER *First Responder* to decide if other employees need to be evacuated under 29 CFR 1910.38 (a), Emergency Action Plans. As in the past, OEHS will provide an advisory role to incidental spill response if assistance is needed.

XII. FIRE PREVENTION AND WORKPLACE HAZARDS

A. Employee Responsibility

It is the responsibility of all employees to prevent any type of fire in the building. Listed below are general items to accomplish this objective:

1. Follow general guidelines listed in this plan. You may also refer to the Emergency Procedures Handbook.
2. Smoking is not allowed in any City of Loveland buildings. Extinguish all cigarettes in proper receptacles.
3. Laboratory work is done under the supervision of qualified instructors.
4. Hot work being done by maintenance personnel falls under the City of Loveland Hot Work Program. Hot work procedures

involve notifying the Public Works Director whenever hot work is being done and following the guidelines listed on the permit. Fire extinguishers should be readily available to personnel trained in their use when performing hot work.

5. Do not put any type of hot object, such as cigarette butts, in trash cans.
6. All employees will know the evacuation routes and exits, and will proceed to them when instructed.

B. Listing of Typical Fire and Workplace Hazards

1. **Electrical circuits**, wiring and extension cords worn and frayed.
2. **Electrical Appliances**, such as, coffee pots, microwaves and portable heaters left unattended or on at the end of the day.
3. **Flammable Solvents**, such as, gasoline, paint thinner or degreaser, in amounts greater than maintenance quantities.
4. **Flammables & Combustible liquids** not stored in a designated area or storage cabinet. (Refer to laboratory safety standards.)
5. **Impaired Fire Controls**
 - a. Fire and smoke doors blocked open.
 - b. Storage and trash in stairways and hallways.
 - c. Storage closer than 18 inches to sprinkler heads.
6. **Oil-soaked Rags**. Store dirty rags in a metal container with a lid.

C. Building Descriptions and Occupancy Hazards

Low Hazard: A situation where the amount of combustibles or flammable liquids present is such that fires of small size may be expected. These may include offices, assembly halls, etc.

Ordinary Hazard: A situation where the amount of combustibles or flammable liquids present is such that fires of moderate size may be expected. These may include mercantile, storage and display, parking garages, light manufacturing, warehousing not classified as high hazard, school shop areas and similar business or educational facilities.

High Hazard: A situation where the amount of combustibles or flammable liquids present is such that fires of severe magnitude may be expected. These may include woodworking, auto repair, warehousing, chemical storage, laboratories, and processes such as flammable liquid handling, painting, dipping, etc. are performed.

D. **Housekeeping**

Good housekeeping will be the responsibility of **ALL** employees.

1. Waste materials are to be discarded in their proper places.
2. Heat producing equipment shall be maintained in good working order and a minimum of 36 inches from combustible items.
3. Personnel are responsible to keep their work areas neat and orderly.
4. All aisles and exits will be kept clear.
5. Access areas to fire extinguishers will be kept clear.
6. Emergency telephone number, **911**, will be posted on all house telephones.
7. Each supervisor will be responsible to properly train their employees who are required to handle, store and maintain hazardous materials.
8. All fire/smoke doors are to remain closed and unobstructed from their intended function of retarding the spread of fire and smoke.

E Maintenance of Fire Equipment and Systems

Refer questions and problems regarding the fire sprinkler and/or smoke detector systems, fire extinguishers and their locations to the Public Works Director

XIII. NEWS INFORMATION

Information to the news media will only be released through the Public Information Officer

XIV. POST-EMERGENCY EVALUATION

Following any emergency, a post-emergency evaluation will be conducted to evaluate the cause, employee and outside department actions, and to determine what corrective or preventative actions are necessary.

EMERGENCY ACTION PLAN ADDENDUM

(Building Name)

Following is a list of individuals with special needs, either temporary or permanent, who indicate they may need assistance in evacuation of the building. This list is confidential and will be available only to the individual's immediate supervisor.

It is NOT to be published as part of this building's Emergency Action Plan.

NAME _____

BUILDING FLOOR AND ROOM # _____

1. _____
2. _____
3. _____
4. _____
5. _____