

 <p style="text-align: center;">INTEROFFICE PROCEDURE</p>	INTEROFFICE PROCEDURE APPLICATION: All Employees		
TITLE: Emergency Action Plan	EFFECTIVE DATE 01/19/2017	SUPERCEDE 0920/2012	POLICY NUMBER IO-07

DIRECTIVE

The objective of the Washtenaw County Road Commission’s (WCRC) Emergency Action Plan is to comply with Occupational Safety and Health Administration’s (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at the WCRC.

ASSIGNMENT OF RESPONSIBILITY

- A. The Human Resources Manager shall manage the Emergency Action Plan.
- B. Emergency Plan Coordinators are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency. The Emergency Plan Coordinators and their alternatives are as follows:
 - 1. Main Yard – Director of Operations/Human Resources Manager
 - 2. Shop – Equipment Maintenance Supervisor/Group Leader
 - 3. SESC – District 2 Foreman/Group Leader
 - 4. Chelsea Yard – District 3 Foreman/Group Leader
 - 5. Manchester Yard – District 4 Foreman/Group Leader
 - 6. NESC – District 6 Foreman/Group Leader
- C. Supervisors shall follow and ensure that their employees are trained in the procedures outlined in this plan.
- D. Employees are responsible for following the procedures outlined in this plan.

REPORTING EMERGENCIES

- A. When warranted, call 911 and then notify the appropriate Emergency Plan Coordinator immediately. Be prepared to provide the responder with the nature and location of the emergency.

- B. The Emergency Plan Coordinator should notify their department director when an emergency is reported. The department director will then notify the other directors.

EMERGENCY CONTACT INFORMATION

- A. The Human Resources Manager shall maintain a list of employee's personal emergency contact information.

EVACUATION PLAN

- A. In the event that a fire alarm/emergency alarm is sounded or instructions for evacuation are given by an Emergency Plan Coordinator or emergency personnel, all employees shall immediately exit the building(s) at the nearest exits as shown in the escape route plans and shall meet as soon as possible at the designated assembly areas listed below:

1. Main Yard/Shop – Front lawn near sidewalk, east of main gates.
2. SESC – Near the front main gate.
3. Chelsea Yard – Near the main gate.
4. Manchester Yard – Near the main gate.
5. NESC – Near the main gate.

TRAINING

- A. All employees shall receive training on the Emergency Action Plan as part of their new hire orientation with their supervisor or when the plan is updated.
- B. Fire/evacuation drills shall be conducted annually and shall be conducted in coordination with local police and fire departments. Additional drills shall be conducted if physical properties change, processes change, or as otherwise deemed necessary.
- C. The Human Resources Manager shall maintain all training records pertaining to this plan.

ACTIVE SHOOTER

In an encounter with an angry or hostile individual or an active shooter situation, each individual must quickly determine the most reasonable way to protect themselves. The

following recommendations are all options to be considered and should not be thought as sequential. Select the best course of action according to the situation.

A. **Run.** If there is an accessible escape path, attempt to evacuate the premises.

1. Have an escape route and plan in mind.
2. Evacuate regardless of whether others agree to follow.
3. Leave belongings behind.
4. Help others evacuate if possible.
5. Try to prevent others from entering the danger zone.
6. Follow the instructions of any police officers.
7. Do not attempt to move wounded people unless it is a life or death situation.
8. Call 911 when safe.

B. **Hide.** If evacuation is not possible, find a place to hide.

1. Turn out lights, close window blinds/curtains, lock doors if possible and silence cell phone.
2. When possible barricade doors and windows with furniture and other objects.
3. Stay low to the ground but don't sit down; be prepared to move.
4. Identify other methods of evacuation should the opportunity to escape occur (other doors, stairwells or windows).
5. If safe to do so, call 911. If shooter is in the area, call and keep the line open for dispatchers to listen.

C. **Fight.** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

1. Throw objects at the shooter's head – aim for the eyes.
2. Work together as a team if others are present.

3. Upon use of a distraction device, immediately attempt to escape or take down the shooter.
4. Remove the weapon from the shooter's reach and safely hide it – do not handle it as law enforcement may perceive this to be a threat.
5. If taking down the shooter, immobilize all limbs (arms, legs, head) until law enforcement arrives.

BOMB THREAT

A bomb threat is any communication that threatens or warns of intention to detonate explosive, incendiary, or hazardous-material devices intended to cause property damage, injuries, or death. If a threat is received via phone, e-mail, mail, or voicemail, take the following actions:

- A. If the threat is via phone, remain on the phone and stay calm.
- B. Assume that the threat is real and take the caller seriously.
- C. Record as much information about the threat as possible.
- D. Avoid using cell phones, two-way radios, and other wireless communication devices to avoid triggering any possible device.
- E. Call 911 or have someone nearby call 911. Avoid using the phone that received the bomb threat so that law enforcement has a chance to trace the call.
- F. If the bomb threat is a letter, voicemail, or e-mail, notify an Emergency Plan Coordinator.
- G. If authorities determine all visitors and employees should evacuate the building(s) use the evacuation plan within this plan.

FIRE

In the event of a fire, take the following actions:

- A. If the fire is small (wastebasket sized or smaller) and the employee feels comfortable using a fire extinguisher, they may attempt to extinguish the fire.
- B. To use a fire extinguisher, remember the acronym PASS:

Pull the pin

Aim the extinguisher at the base of the fire

Squeeze the handle

Sweep the extinguisher from side to side.

- C. Inform people in the immediate area to evacuate.
- D. Activate the nearest building fire alarm.
- E. Call 911 if safe to do so. Otherwise, evacuate the building and call 911 from outside the building.
- F. On the way out, warn others nearby to evacuate.
- G. Move away from fire and smoke. Close doors and windows if time permits.
- H. Touch closed doors; do not open them if they are hot.
- I. If doors are hot, place a wet cloth at the base to keep smoke from entering.
- J. Use stairs only. Do not use elevators.
- K. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

MEDICAL EMERGENCY

In the event of medical emergencies, take the following actions:

- A. If a serious injury or other medical emergency occurs, immediately call 911. It is best to have the person calling 911 to physically be with the patient at the time the call is made if at all possible. Be sure that the following information is provided to the dispatcher:
 - 1. The age and gender of the patient. If you are unsure of the patient's age, estimate.
 - 2. The location of the patient.
 - 3. The nature of the medical emergency and whether or not the patient is conscious and breathing.
 - 4. Any other pertinent information, such as events leading up to the emergency or known past medical history of the patient.
- B. Ensure that the scene is safe prior to approaching the patient and reassure the patient that help is on the way.

- C. If the patient is inside a building or a remote location, send someone to meet and direct the emergency responders to the location, if possible.
- D. Do not move the patient unless absolutely necessary.
- E. If you are trained in first aid, you may provide care per your level of training until medical professionals arrive.
- F. Upon arrival of the emergency responders, remain and provide any specific information about the patient and their condition that you are aware of.

SEVERE WEATHER

In the event that severe weather has been sighted and is moving toward the area, notification will be received via the county's radio system (Emergency Management). Emergency Management will sound the alarm and then follow it with a voice message giving details about any sighting, which may be a threat. In the event a tornado warning is given, the following plan should be activated:

A. Employees in a building should:

1. Notify all departments within the building by using the phone paging system. Use the 800MHz radio system to notify all employees in the field.
2. Take shelter in the basement of the building. If no basement is available go to an inner hallway or a smaller inner room or closet.
3. Monitor all radio traffic from Emergency Management and wait for the "all clear" before leaving shelter.

B. Employees in the field should:

1. Get inside a building as quickly as possible and find a small, protected space away from windows. If unable to find a building, crouch for protection next to a strong structure. Cover head and neck with arms or a jacket, if possible.

C. Employees driving should:

1. Drive away from the tornado if safe to do so.
2. Take shelter in a sturdy structure if able to do so. If no building is available, pull over, stop the car (but leave running so the air bags will work), and crouch down below the windows.