

Town of Ellington

Emergency Action Plan (EAP)

Town Hall, 55 Main Street

1. **OBJECTIVE:** The objective of the Town's Emergency Action Plan (EAP) is to comply with the 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, 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 Town Hall, 55 Main Street, Ellington.

2. **ASSIGNMENT OF RESPONSIBILITY:** Emergency & Risk Management Director serves as the Emergency Plan Manager. The Emergency & Risk Management Director will manage the EAP for the Town. The Emergency & Risk Management Director and the Human Resources Coordinator will also maintain all training records pertaining to this plan. The Emergency & Risk Management Director is responsible for scheduling routine tests of the Town's emergency notification system with the appropriate authorities.

The Emergency & Risk Management Director will also coordinate with local public resources such as the Ellington Volunteer Fire Department, Crystal Lake Fire Department and Ellington Volunteer Ambulance Corps to ensure that they are prepared to respond as detailed in this plan. This includes allowing emergency responders to perform a walkthrough of the facility to familiarize themselves with the layout of the structure, types, and volume of hazardous chemical storage and other hazards they might encounter when responding to an emergency. Emergency responder input will be incorporated into this EAP.

3. PLAN IMPLEMENTATION

- A. **Reporting Fire and Other Emergency Situations:** Any individual with knowledge of a fire or other emergency may then contact emergency responders by calling 911 and following the instructions of the dispatcher. Generally, no employee will attempt to fight a fire, nor will any employee attempt to enter a burning building to conduct search and rescue. These actions should be left to emergency services professionals who have the necessary training, equipment, and experience to do so.

Contact information for the emergency response personnel for the Town:

Type of Emergency Responder	Contact Information
Fire	Ellington Volunteer Fire Department (860) 870-3190 Crystal Lake Fire Department (860) 870-3174
Police	Resident State Troopers Office (860) 875-1522
Ambulance/EMS	Ellington Volunteer Ambulance Corps (860) 870-3170

- B. **Informing Town Employees of Fires and Other Emergency After Business Hours:** If a fire or other emergency occurs the Emergency & Risk Management Director or designee (Department Head) will contact all employees not on shift to provide future work status, depending on the nature of the situation.
- C. **Press and Public Information:** All public announcements should be coordinated with the Emergency and Risk Management Director. The Emergency & Risk Management Director will contact the First Selectman, Town Administrator, Emergency Services Chiefs, and the Executive Assistant/ Communications Coordinator as soon as possible if media coverage of the situation is expected.
- D. **Reporting Injuries and Property Damage:** Emergency & Risk Management Director will contact the First Selectman and the Executive Assistant/Communications Coordinator as soon as possible with information on employee injuries or loss of life, or property damage.
- E. **Employee Emergency Contact Information:** The Human Resources Coordinator will maintain a list of all employees' personal emergency contact information in the Payroll System. Access to this information will be available via the internet on the payroll system website.
- F. **Evacuation Routes:** Emergency evacuation escape route plans are posted in 1st floor, 2nd floor, and basement hallways in Town Hall. If a fire or emergency alarm is sounded or instructions for evacuation are given by the Emergency & Risk Management Director, all employees must immediately exit the building at the nearest safe exit and must meet on the sidewalk along the Center School fence line in the rear parking lot as soon as possible. Employees with offices must close the doors (unlocked) as they exit the area. If you are not in your office space, do not go back to attempt to shut the door.

Mobility-impaired employees and visitors who cannot exit the building on their own or with assistance, shall be directed to the closest stairwell within the building to ensure safe evacuation.

- G. **Securing Property and Equipment:** No employees are authorized to remain in the building to secure property and equipment. No employees are authorized to remain behind to shut down critical systems or utilities.
- H. **Advanced Medical Care:** Under no circumstances may an employee provide advanced medical care and treatment. These situations must be left to emergency services professionals who have the necessary training, equipment, and experience. AED (Automated External Defibrillator) may only be used by those certified to use one or as directed by the 911 operator.
- I. **Accounting for Employees/Visitors After Evacuation:** Once an evacuation has occurred, the Emergency & Risk Management Director (or designee) will account for each employee or visitor assigned to them at the assembly area. Each employee is responsible for reporting to the appropriate Emergency & Risk Management Director (or designee) so an accurate head count can be made.
- J. **Re-entry:** Once the building has been evacuated, no one may re-enter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). All employees must remain at the assembly area until the fire department or other emergency response agency notifies the Emergency & Risk Management Director (or designee) that either:
1. the building is safe for re-entry, in which case personnel will return to their workstations; or
 2. the building or assembly area is not safe, in which case the Emergency & Risk Management Director (or designee) will instruct personnel how or when to vacate the premises.
- K. **Minor Medical Care**
1. The medical kit is in the Employee Break Room located on the top floor.
 2. Reporting a minor medical incident:
 - a. **Employee:** If an employee is injured at work, the employee must **immediately report the incident to their supervisor. The supervisor will** follow the established CIRMA injury reporting protocol online at <https://cirma.ccm-ct.org/submit-a-claim/>. This process must be followed whether the employee does or does not seek medical care.
 - b. **Non-Employee:** If a visitor is injured at a Town office or on Town property, the incident must be immediately reported to the supervisor of the office/facility in which the incident occurred. The supervisor will follow the established CIRMA injury reporting protocol online at <https://cirma.ccm-ct.org/submit-a-claim/>. This process must be followed whether the non-employee does or does not seek medical care.

- L. **Reporting a major medical emergency:** Call 911 and follow the directions of the 911 operator to the best of your ability. Provide the 911 operator with your name, location, the nature of the emergency, any other information that is requested and stay on the phone until the 911 operator has all information.
- M. **Elevator (Applicable Buildings)**
1. DO NOT USE THE ELEVATOR IN THE EVENT OF A FIRE OR ELECTRICAL EMERGENCY.
 2. Responding to the elevator alarm; the elevator has two buttons that a person can use when trapped in the elevator. The silver button next to the telephone symbol which does not have an audible ring tone will contact the dispatcher at Tolland County Mutual Aid. The person trapped in the elevator will be able to communicate with the dispatcher and summon help. The red button labeled “alarm” is just a bell. If an employee hears this bell, they should try to **communicate with the person(s) in the elevator and alert authorities.**
- N. **Sheltering in Place**
1. If chemical, biological, or radiological contaminants are released into the environment in such quantity or proximity to the Town, authorities and/or Emergency & Risk Management Director (or designee) or fire officials might determine that is safer to remain indoors rather than evacuate. The Emergency Action Plan Manager will announce shelter-in-place status by public address system, verbal communication, or other means of immediate notification available at worksite.
 2. The Emergency & Risk Management Director (or designee) will immediately close the building(s). If employees or visitors are in the building, they will be advised to stay in the building for their safety.
 3. The Town Administrator, First Selectman or the Emergency & Risk Management Director may instruct the Executive Assistant/ Communications Coordinator to turn on call-forwarding. The recording for voice mail or automated attendant will be changed to indicate that the business is closed, and that staff and visitors will be remaining in the building until authorities advise that it is safe to leave.
 4. The Department Head (or designee) will write down the names of everyone in the building and will report to the responding Emergency Services Chief or designee who is in the building, and their affiliations with said building (employee, visitor, client, resident).
 5. Emergency & Risk Management Director and the Executive Assistant/ Communications Coordinator will monitor telephone, radio, television and internet reports for further instructions from authorities to determine when it is safe to leave the building. All will be responsible to stay until advised it is safe to leave the building.

- O. **Severe Weather:** The Emergency & Risk Management Director (or designee) will announce severe weather alerts through the Everbridge Notification System, email and all other communication avenues available at the time. All employees and visitors will immediately retreat to an interior part of the facility away from windows until the threat of severe weather has passed as communicated by the Emergency & Risk Management Director (or designee).
- P. **Responsibility of All Employees:** In case of emergency, the cooperation of everyone inside the building(s) is needed. Below are some helpful hints to make the evacuation procedures go as calmly and smoothly as possible.
1. Become acquainted with the nearest exits and fire alarm pull station.
 2. Walk quickly. Do not run.
 3. Remain calm.
 4. If exposed to heat or smoke, stay low, near the floor.
 5. Do not open doors that feel hot.
 6. Close all doors behind you.
 7. Do not attempt to fight fire.
 8. Do not return to your workstation for personal property or any other reason.
 9. Identify two means of escape from your workstation.
 10. Do not prop open stairwell doors or permit doors to remain open.
 11. Assist all visitors assigned to you in safely exiting the building.
 12. Always report to your assigned assembly area once outside the building
 13. Everyone in the building must evacuate when the fire alarm horns and strobes activate.
- Q. **Duties of the Emergency Coordinator and Alternate:** Each building will have a person assigned as the Emergency Coordinator and another person to serve as the alternate. These individuals will be responsible to:
1. Report all incidents, bomb threats, personal injury, fire, smoke or other similar emergencies to 911.
 2. Be familiar with the sight/sound of the fire alarm system horns and strobes.
 3. If the Emergency Coordinator and/or back-up staff will be absent, assign a responsible person to assist in the emergency.
 4. Supervise all persons in your building during an emergency.
 5. Ensure that everyone has exited the building. Upon arrival at the point of assembly, outside the building, contact the Fire Department to verify complete evacuation.

Anyone with questions or requiring additional instructions regarding these procedures, please contact the Emergency Coordinator for your building (see below).

4. TRAINING

A. **Employee Training:** All employees will receive instruction on this Emergency Action Plan as part of new-employee orientation. Additional training must be provided:

1. when there are any changes to the plan or facility;
2. when an employee's responsibilities change; and
3. annually, as refresher training.

Items for review during the training include:

1. proper housekeeping;
2. fire-prevention practices;
3. fire extinguisher locations;
4. threats, hazards, and protective actions;
5. means of reporting fires and other emergencies;
6. names of Emergency & Risk Management Director (or designee) who serve as Emergency Action Plan manager and coordinators.
7. individual responsibilities.
8. alarm systems.
9. escape routes and procedures.
10. emergency shut-down procedures.
11. procedures for accounting for employees and visitors.
12. closing doors.
13. sheltering in place.
14. severe weather procedures; and
15. Emergency Action Plan availability.

B. **Fire/Evacuation Drills:** Fire/evacuation drills must be conducted at least annually and in coordination with local police and fire departments. Additional drills will be conducted if the physical properties of the business change, processes change, or it is otherwise deemed necessary.

C. **Training Records:** Human Resources will document all training pertaining to this plan and will maintain records at Human Resources Office.

5. **PLAN EVALUATION:** This Emergency Action Plan must be reviewed annually, or as needed if changes to the worksite are made, by the Emergency & Risk Management Director. Following each fire drill, the Emergency & Risk Management Director and the Fire Marshal's Office will evaluate the drill's effectiveness and any weaknesses in the plan and will implement improvements.

Ellington Town Hall, 55 Main Street

Below are the locations of the **fire alarm pull stations** in the Town Hall:

- Next to the elevator and outside the Human Resources Office in the Basement
- Next to the elevator and outside the Town Clerks Office on the 1st floor.
- Next to the elevator and at the top of the front stairwell

Below are the locations of the **fire extinguishers** in the Town Hall:

- Basement, outside Commission Room A
- Basement, boiler room
- 1st Floor, next to elevator
- 2nd Floor, next to Men's Room
- 2nd Floor, kitchen

Below are the locations of the **Automated External Defibrillators (AEDs)** in the Town Hall

- Next to elevator on the 1st floor, 2nd floor, and basement.