Union County Public Schools

Facilities Department

# Emergency Action Plan

## Purpose

This written plan has been developed in accordance with OSHA standard 1910.38. The intent of this plan is to ensure all employees have a safe and healthy workplace and is written specifically for 201 Venus Street. This plan applies to emergencies that could be reasonably expected at this location. The basic emergency procedures outlined in this program are designed to attempt to protect life and property. Emergencies may include fire, natural disaster, or chemical spill.

It is recognized that the specific actions implemented will be dependent on the nature and the severity of the situation. Since emergencies may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. An emergency or natural disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

## Emergency Contact Information

### Key UCPS Staff

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| David Burnett, Director of Facilities | 704-218-1716 |
| Danny McManus, Assistant Director of Facilities | 980-521-0016 |
| Jarrod McCraw, Director of Safety and Security | 704-320-3537 |

### Emergency

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| Fire, Police, Medic | 911 |
| Poison Control | 1-800-222-1222 |

### Utility

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| City of Monroe Electric | 704-282-4600 |
| Gas Lines (any provider) | 911 (cut lines, leaks, etc.) |
| City of Monroe Water & Sewer | 704-282-4601 |
| Union County Public Works | 704-296-4210 |

# Reporting and Response

## Fires

All fires and emergencies will be reported by following means, as appropriate:

1. Activate the nearest fire alarm immediately.
2. Notify the local fire department by dialing 911.
3. Immediately notify key UCPS personnel.

Upon being notified about a fire emergency, building occupants must:

1. Evacuate the building immediately in an orderly fashion using designated escape routes as posted throughout the building.
2. Assemble in the nearest designated assembly point that is a safe distance from the building and report to your supervisor. A head count should be taken by management at the assembly point to ensure all employees can be accounted for.
3. Remain in the designated area until it is announced that the building is safe to reenter or until further instructions are given by authorized authorities.

Employees of the UCPS Facilities Department undergo annual training on the use of portable fire extinguishers. Portable fire extinguishers are located throughout the building and are inspected in accordance with OSHA regulations. Employees are not expected to utilize portable fire extinguishers if:

1. The fire is large and spreading; and/or
2. Exit routes are in danger of being compromised.

Employees who are on location at a school in the event of a fire shall follow school drill procedures as specified in the administrative handbook. In the event of a fire at any UCPS location, facilities department employees who are working at that location shall, as soon as it is safe to do so, text message his/her immediate supervisor.

## Severe Weather and Natural Disaster

Severe Thunderstorm/Tornado – Severe thunderstorms and tornados can occur rather suddenly. When a tornado watch or warning is issued, the Safety and Security Director will utilize the Informacast system to alert all central services staff via telephone of the situation. In the event of an actual tornado:

1. Take shelter immediately in tornado shelter areas in accordance with the tornado shelter plan.
2. Ensure all doors, interior and exterior, are closed.

3. Kneel on the floor facing a wall, bend over and place hands on the back of head while facing the floor, do not kneel in doorways.
4. Wait for the all-clear signal to be given by management.

Employees who are on location at a school shall follow school administrative guidelines for severe weather procedures.

Earthquake – When movement in the earth's crust causes buildings and the ground to shake in an earthquake, the Safety and Security Director will utilize the Informacast system to alert all central services staff over the telephone to the situation. In the event of an earthquake:

1. Duck, cover, and hold. Drop under a desk or table, hold on, and protect your eyes by pressing your face against your arm. If there is no desk or table, sit on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you.
2. Stay where you are and do not run outside.
3. If outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground. Do not enter the building.
4. Be prepared for aftershocks. Each time an aftershock is felt, duck, cover and hold.
5. Give first aid to injured persons.
6. Do not use the phone except to report emergencies.
7. Wait for and follow instructions from Emergency Personnel or other authorized authorities.

Employees who are on location at a school shall follow school administrative guidelines for earthquake procedures. In the event of severe weather or natural disaster during working hours, facilities department employees who are working on location and not in the 201 Venus Street building shall, as soon as it is safe to do so, text message his/her immediate supervisor.

**Chemical Spill**

It is UCPS protocol to alert the Safety and Security Director to chemical spills over 35 gallons. Spills less than that amount shall be promptly cleaned in accordance with the chemical label and/or SDS.

When reporting a spill, be specific about the nature of the chemical and the exact location. If possible, the affected area should be sealed off to prevent further contamination and other employees shall be kept away from the site of the spill. If the nature of the spill threatens other building occupants, activate the building alarm system to signal an evacuation. Emergency evacuation routes and designated assembling

points shall be adhered to for a prompt assessment of the situation and head count. An alternate assembly point may be needed in the event of a chemical spill and shall be determined by management or the appropriate authority.

Do not return to the evacuated building until told to do so by designated officials.

Employees who are on location in a school in the event of a chemical spill shall follow school administrative guidelines for dealing with chemical spills.

**Train Derailment**

Although not likely, due to the close location of commercial train tracks to the Venus Street facility, an emergency action plan has been developed for emergencies related to train derailment. Commercial trains often carry hazardous materials that could leak into the atmosphere if the train were to derail, which could also lead to explosions and fire. In the event of a commercial train derailment in close proximity to the Venus Street facility that requires officials to evacuate the building, employees shall:

1. Evacuate the building immediately in an orderly fashion using designated escape routes as posted throughout the building.
2. Leave the premises in a calm, orderly manner and go directly to the designated alternate assembly point.
3. Notify key UCPS personnel if they are not already part of the building evacuation procedures.
4. Remain at the designated assembly point until a head count is taken by management and further instructions are given.

Emergency evacuation routes and designated assembling points shall be adhered to for a prompt assessment of the situation and head count. An alternate assembly point may be needed in the event of a train derailment and shall be determined by the appropriate authority.

Do not return to the evacuated building until told to do so by designated officials.

## Evacuation Procedures

In any emergency situation where the building must be evacuated, it must be done so in a calm, orderly fashion to ensure there are no further injuries to personnel. Emergency exit routes are posted in strategic locations throughout the building. Employees shall assemble in designated locations for a head count and await further instructions. It is imperative that each employee is accounted for in an emergency situation. Fire fighters and rescue personnel are trained to put their lives in danger in order to find and rescue others. An orderly evacuation and accurate head count will protect UCPS employees as well as fire fighters and rescue crews.

In the event of an emergency requiring an evacuation of the Venus Street facility, employees are to assemble in the gravel parking lot away from the building near the furthest set of double gates by the road. Assembly points for emergencies requiring off-site evacuations will be decided at that time in accordance with the severity of the emergency. Authorized emergency response personnel will give instructions at that time.

Under no circumstances is an employee to leave the worksite or assembly point unless instructed to do so by management or other authority.

Once evacuated, no one shall re-enter the building. Once the fire department or other responsible agency has notified management that the building is safe to re-enter, employees may return to their work areas. If re-entry is not permissible, employees will be given further instructions by management.

## Training

All Facilities Department employees will be trained on primary and secondary evacuation routes for each type of emergency, as well as storm/tornado shelter locations and whether employees should shelter-in-place or in some other area of the worksite.