



EMERGENCY ACTION PLAN *FOR CITY HALL*

EMERGENCY ACTION PLAN OVERVIEW

The City of New Hope is dedicated to protecting all employees who may be at risk from the hazards of fire, tornadoes, severe weather, bomb threats, etc. while occupying City Hall. This Emergency Action Plan establishes procedures and employee duties designed to minimize that risk.

Training will be provided on all procedures, and these procedures will be practiced in the form of drills, which may be random and/or without notice. It is important and expected that all employees will learn their assigned duties and participate in these drills.

This plan documents the following emergency action procedures:

- Evacuating the building
- Moving to a safe area inside the building
- Obtaining police assistance
- Obtaining medical assistance

Alarm System

There are multiple systems for alerting employees of the need to evacuate the building. They all use the overhead speakers throughout the building.

- Automatic fire sensing
- Intruder alert which is activated by pulls and buttons located throughout city hall offices and public spaces. Any employee that becomes aware of a situation should use this system if it does not put them in further danger and immediately take shelter or leave.
- Manually alerting employees which can be done from any desk phone.

This plan is intended to account for and protect city employees. It is not to be confused with other policies and procedures designed to ensure resident/public safety.

EVACUATING THE BUILDING

When employees and other occupants of the building hear an announcement to evacuate, they should evacuate the building immediately. The procedure is “Act Now - Ask Questions Later.”

Evacuation Procedure

All employees will evacuate the building in as orderly a manner as possible. Refer to Appendix A for evacuation routes.

When employees hear the evacuation alarm, they should:

1. Stop all work immediately.
2. Exit quickly – no stopping for personal belongings or to close public counter windows.
3. Close doors behind them.
4. If in a common area (conference room, restroom, lunchroom) take nearest evacuation route - do not return to normal work area.

Once outside the building, all employees must:

1. Move immediately to the West Metro Fire Station #3 - no one is permitted to go anywhere else until a headcount has been completed.
2. Check in with the person in charge of the evacuation site-City Manager or designated Department Director. A copy of the current employee list will be kept at the Fire Station.
3. Stay at the Fire Station until released by person in charge. That individual will release employees once police/fire personnel have advised that it is safe to re-enter.

Other evacuation rules to keep in mind:

- Excessive haste may cause serious injury. Walk calmly to the emergency exit.
- Do not use elevators during any evacuation.

The only exceptions to this evacuation procedure will be addressed in the Police Department Policies and Procedures Manual.

Employees who are off-site when emergency occurs

Once a headcount has been completed at the fire station, the person in charge will attempt to contact all off-site employees to ensure no one was left inside the building and advise them not to return to City Hall.

The person in charge will also notify all other City facilities that city hall has been evacuated: public works, aquatic park, ice arena and golf course.

Fire Emergency or Hazardous Material Release

If an employee discovers a fire, they should press/pull the intruder alert if one is nearby and exit the building immediately. Also, call 911 to describe the emergency, once able to do so safely.

If the fire is small (such as in a waste basket) a trained employee could attempt to extinguish the fire with a portable fire extinguisher - but only after first alerting another employee to press/pull the intruder alert or call 911.

Bomb Threat

An employee who receives a bomb threat should:

1. Record as much information as possible using the attached Bomb Threat Checklist.
2. Dial 911 and report that the threat is in progress.
3. If advised to do so by emergency personnel, press/pull the intruder alert system to initiate evacuation of the building.
4. Assist with Police investigation, recalling as much information as possible.

MOVING TO A SAFE AREA

Safe Area

The designated safe shelter area for city hall is the mechanical corridor where the staff restrooms are located. A severe weather safe shelter sign is posted. When time allows, employees will be escorted to the basement of the police station.

Emergency Supplies

First aid kits and current employee contact lists can be found in the police station garage and server room.

Notification

On-duty police officers monitor weather changes and keep police clerks informed of possible threatening conditions. In the event of a tornado or severe weather warning, a police clerk will alert all employees by using the phone paging system.

A watch means that conditions are favorable for a severe thunderstorm or tornado to develop. A warning means a severe thunderstorm or a tornado is approaching. If a warning siren is activated, the severe thunderstorm or tornado is imminent, and all employees and visitors must move to the safe area.

Police clerks are responsible only for advising others of the impending danger and the need to move to safe shelter. They are not responsible for conducting a walk-through to confirm that everyone was notified and followed the recommendation.

Procedure

When employees hear the warning siren or announcement, they should:

1. Stop all work immediately. Move quickly and carefully to the safe area - do not stop for personal belongings.
2. If in a common area (conference room, restroom, lunchroom) take nearest route to the safe area - do not return to normal work area.

Once in the safe shelter area, all employees must:

1. Check in with the person in charge of the safe area -- city manager or designated department director.
2. Stay in the safe area until released by the person in charge.

The only exceptions to this procedure will be addressed in the Police Department Policies and Procedures Manual.

Employees who are off-site during the warning

During a tornado (taken from <https://www.weather.gov/>)

Outside: Seek shelter inside a sturdy building immediately if a tornado is approaching. Sheds and storage facilities are not safe. Neither is a mobile home or tent. If you have time, get to a safe building.

In a vehicle: Being in a vehicle during a tornado is not safe. The best course of action is to drive to the closest shelter. If you are unable to make it to a safe shelter, either get down in your car and cover your head, or abandon your car and seek shelter in a low-lying area such as a ditch or ravine.

During a thunderstorm (taken from <https://www.weather.gov/>)

Outside: Go inside a sturdy building immediately if severe thunderstorms are approaching. Sheds and storage facilities are not safe. Taking shelter under a tree can be deadly. The tree may fall on you. Standing under a tree also put you at a greater risk of getting struck by lightning.

In a Vehicle: Being in a vehicle during severe thunderstorms is safer than being outside; however, drive to closest secure shelter if there is sufficient time.

Once the danger has passed, off-site employees should call or return to City Hall and check in with their supervisor.

INTRUDER ALERT

Intruder alerts/buttons are located throughout city hall. Be sure to familiarize yourself with the locations through discussion with your team.

The purpose of the panic alarm is to provide quick notification to the police personnel when trouble is occurring.

- Soft alert - dispatch is notified
- Hard alert - dispatch is notified, doors cannot be badged except by police personnel and an audible intruder alert sounds throughout city hall

Employees should use the panic alarm under the following circumstances:

- When any employee is threatened-verbally or physically
- When any disturbance between individuals is occurring
- If a long gun is displayed, a person carrying a handgun is insinuating or threatening use of a weapon, or the employee suspects or learns the person does not have a valid permit to carry a handgun
- Any time any employee feels threatened or witnesses an incident involving a threat toward another person

Once a hard alert is pulled, employees should immediately evacuate if able to do so. If not, shelter in place out of sight and behind as much protection as possible.

OBTAINING MEDICAL ASSISTANCE

For medical assistance, employees should dial 911 and inform the dispatcher that there is an emergency at City Hall. Calling the police department directly will only waste precious time.

Employees should not transport any person in their own vehicle. It is best to wait for the police or an ambulance to determine what course of action is needed.

Employees who are not trained to administer first aid as a job duty may offer first aid supplies, such as bandages or ice packs, to injured parties. Employees who are not required to administer first aid as a job duty should avoid exposures to blood and other bodily fluids.

Policy Maintenance

Approved by Captain Slawson and Director Johnson on 9/28/2022, effective immediately

Review cycle: Every 3 years – Next due 9/28/2025