

Erie County Board of Mental Retardation and Developmental Disabilities

Health and Safety

April 2005

Facility Emergency Plan

I. Purpose:

The purpose of this policy is to train staff and provide guidelines for disaster preparedness in order to maintain a safe work environment in the event of a natural or man made disaster.

II. Policy:

The Erie County Board of MR/DD shall comply with all applicable state and federal health and safety requirements for fire, tornado, bomb, rapid dismissal, and other emergencies. A copy of the Erie County Board of MRDD "Emergency Procedures Guide" is posted throughout both facilities.

III. Facility Emergency Procedure:

A. General Notification of an Emergency

1. Activation of the fire alarm.
2. A general announcement shall also be made over the P.A. system with further instructions, if necessary.
3. Any supervisor and/or employee discovering the emergency or fire will immediately:
 - a. Contact supervisor and/or superintendent and sound facility alarm.
 - b. Call Fire Dept. or other appropriate emergency service by dialing 9-911.

B. Emergency evacuation procedure

1. Emergency exit maps are posted throughout both facilities.
2. Emergency exits are marked with emergency exit lights and signs.
3. At the sound of the fire alarm staff will assist enrollees/students to immediately exit the building in a brisk, quiet, and orderly manner.
4. Staff will close all windows and doors in your area. On the way out, staff will insure total evacuation of area.
5. Each class or group shall proceed to a pre-determined point (at least 50 feet away from the building) outside the building and remain there while a check is made to see that all are accounted.
6. Teachers and Supervisors will be responsible for taking attendance and to make sure all are present and/or accounted for.
7. The program nurse will carry with her a first aid kit
8. The Safety Director or the Maintenance Supervisor will be responsible for the accountability of all evacuated personnel and securing the building. .
9. The Fire, Police, or EMS will be notified immediately of any missing personnel.
10. No one is to re-enter the building until on "ALL CLEAR" signal is given to re-enter building.
11. When the evacuation is expected to last MORE THAN five minutes staff will follow guidelines listed above except for the following:

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12. The Betty Rinderle/ Kaleidoscope occupants will evacuate the building and move promptly to the workshop lunchroom until the problem has been solved, building cleared for re-occupancy or sent home.
13. The Double S Industries occupants will evacuate the building and move promptly to the school's gym until the problem has been solved, building cleared for re-occupancy or sent home.
- C. Emergency Rapid Dismissal - an emergency rapid dismissal is defined as exiting quickly out a designated door and loading directly onto buses or vehicles.
 1. Rapid dismissals will be announced over the loud speaker.
 2. A designated exit will be announced. Staff will be advised to assist enrollees/students to the designated exit in a brisk, quiet, and orderly manner. They will continue to a pre-determined area.
 3. All staff and enrollees/students will remain at the pre-determined area until an "ALL CLEAR" is announced.
- D. Fire Emergency Procedure:

In the event of a fire:

 1. Pull the fire alarm for the evacuation of the building. Note: pulling the fire alarm automatically notifies the Perkins Fire Department.
 2. Assembly point is the south parking lot and approximately 50 feet away from the building.
 3. Call 9-911 and give:
 - a. name
 - b. address
 - c. location of fire
 4. Evacuate immediately (see above "Emergency Evacuation Procedure")
 5. Only the Fire Department official at the scene will give the order to return to the building.
 6. Only the superintendent and/or his designee shall direct employees to "GO HOME".
- E. Fire Alarm Pull Stations
 1. Pull stations are single action, Autocall Type 4050 (General Alarm). Manually pulling handle down will cause all general alarms to sound. At this time the handle locks in the down position, providing indication that the station has been operated. To re-set the pull station:

Loosen screw in the faceplate, open the station, and then manually re-set the alarm switch.
 2. Location of Pull Stations
 - a. BETTY RINDERLE/ KALEIDOSCOPE
 1. Gym south wall exit door
 2. North kitchen doors

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3. North door in room #211
4. North playground doors by room #211
5. West end of main hallway
6. Main entrance at sliding doors
7. East doors to playground
8. North doors in room #101
9. North doors in room #102
10. North doors in room #103
11. South doors in room #104
12. West doors by conference room
13. Main entrance at center
- b. DOUBLE S INDUSTRIES
 1. Main entrance way
 2. Exit door in room #128
 3. Loading dock exit door
 4. North exit door on main work floor
 5. The Breezeway exit door
 6. West exit doors in back production area
 7. Maintenance Building
 8. North entrance door
- F. Fire Fighting
 1. Fire fighting is the responsibility of the Perkins Fire department and staff are not encouraged to engage in fire fighting activities.
 2. As a matter of safety all employees at ECBMRDD will be offered annual fire extinguisher training through the Perkins Fire Department.
 3. The following is a list of personnel and assignments during an evacuation; if the situation becomes unsafe these personnel will also evacuate building.
 - a. Safety Director- Ensure the evacuation is complete and secures all fire doors as he is leaving building. Write up summary on the incident.
 - b. Maintenance Supervisor- Ensure evacuation is complete and assist Maintenance Person as needed.
 - c. Maintenance Person- Secure (close) main gas valve and any electrical service, if possible.
- G. Tornado (or Severe Thunderstorm) procedure:
 1. The weather alert radios located in the reception area at the workshop and in the maintenance supervisor's office will be monitored as well as local radio stations (WLEC 1450 AM & WCPZ 102.7 FM), for weather conditions and report them to the superintendent (or his/her designee).
 2. To ensure all staff/employees are aware of actions and procedures to be taken in the event of a tornado or severe storm drills will be conducted during the months of March through October. In addition, designated tornado safe areas

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will be posted on the building evacuation/emergency plans throughout the Board's facilities.

3. A Tornado (or severe thunderstorm) watch is a forecast that means conditions are favorable for producing a particular weather event, but that it has not formed yet. Staff should continue their normal activities. A watch just alerts the public that these conditions do exist.
4. Tornado Warning means that a tornado has been sighted and may be approaching.
 - a. If a tornado is sighted, or a warning is issued for the immediate area:
 - b. Call the superintendent (or senior management personnel in his absence)
 - c. If a tornado warning is broadcast for a large area (two or more counties), the maintenance supervisor will monitor the weather situation and/or local weather radar and advise of the developments.
 - d. Announce the warning to all staff/employees.
Activate the tornado warning system.
 - e. If in immediate area, evacuate to designated areas (posted on emergency exit maps). Staff will assist enrollees/students to the designated areas in a brisk, quiet, and orderly manner.
 - f. Staff will assist enrollees/students into the "tornado position" as able. (The "tornado position" is with the knees on the floor toward the wall and head lowered and covered by hands.)
 - g. All staff/enrollees/students will remain in the designated area until an "ALL CLEAR" is announced.
5. Severe Thunderstorm Warning means that a severe thunderstorm has been detected and may be approaching. When a severe thunderstorm warning occurs all staff/employees will be advised to take appropriate measures to safeguard personnel and equipment.

H. Bomb Threat Procedure

In the event of a bomb threat:

1. The person receiving the call/threat should KEEP CALM!
2. Attempt to delay the caller to obtain as much information as possible, particularly and try to identify:
 - a. The location of bomb
 - b. What does it look like?
 - c. What is it made of?
 - d. The time of detonation
 - e. The identification of caller or any other identifying characteristics like their sex, accent, grammar, and any background noises.

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3. Utilize the “BOMB THREAT PLACARD” on the back of the “Emergency Procedures Guide” to notify other nearby workers of the situation and to inform proper personnel.
 4. Immediately notify Superintendent (or senior management person)
 5. The superintendent or designee will call 9-911.
 6. If time permits, the superintendent or designee will notify department heads and advise them of the situation;
 7. Evacuation
 - a. A fire drill will be announced. (Do Not use Fire Alarm system.)
Emergency evacuation procedure will be followed. Attendance will be taken to insure all staff, enrollees, and/or students are accounted for.
 - b. NO announcement of reason should be given.
 - c. Employees should remain outside until authorized to return to the building.
 - d. Building Inspection
 - e. Do Not Touch or Move Any Suspicious Packages!
 - f. Report any suspicious items to Superintendent (or Senior Management person).
- I. Medical Emergency Procedures (see” Medical Emergency” Policy and Procedure)
- J. Utility Emergency (Power Failure/Gas Leak/Water Main Break) Procedure (see “Emergency Procedure Guide”)
1. In the event of a utility emergency the superintendent or most senior management staff at the scene shall assess the situation and determine if evacuation is necessary.
 2. In the event of a power failure, all alarm systems and emergency lighting systems are connected to a back up battery system and will continue to function.
 3. If non-emergency lighting and/or the HVAC system is affected by a power failure, the Board Program emergency closure will be determined as stated in section 9 of this Facility Emergency Procedure.
- K. Natural Disaster Emergency Procedure
1. In the event of a Natural Disaster, the ECBMRDD will be notified and/or directed by the Erie County Emergency Management Director. If the ECBMRDD must initiate communication concerning a natural disaster, the Superintendent and/or designee shall contact the local emergency agency (9-911) who will forward the information to the Erie County Sheriff Department and the Erie County Emergency Management Agency.
 2. Floods/Earthquakes (see “Emergency Procedure Guide”)

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L. Lockdown

1. "Code Lockdown" will be announced
2. Staff will lock classroom/office doors and close blinds
3. Staff/students/clients will go to the furthest corner of the room out of view of any windows/doors.
4. Attendance should be taken to insure all staff/students/clients are present and accounted for.
5. Staff/students/clients should remain as quiet as possible and stay in classroom/office until it is deemed safe by appropriate law enforcement (or designated staff during drills) and an announcement is made over the PA system.
6. Drills will be conducted at least one time per calendar year before the month of December

M. Emergency Closing of Board Programs

In case of power failures, natural disasters, including but not limited to, earthquakes, severe weather, or other "acts of God", a determination will be made by administrative staff regarding the need to close Board programs/facilities. When programs or facilities are closed, the Inclement Weather Procedures shall be followed. Staff/students/clients engaged in work/activities outside the facility will be notified of program closings by phone when possible or, as identified in the Inclement Weather Procedures, by radio and television.

N. Drills/Training

1. Emergency drills will be planned and conducted by Maintenance/Custodial Supervisor for each facility building.
2. The Maintenance/Custodial Supervisor (or his/her designee) will be responsible for completing the drills. This will include but not limited to:
 - a. activating the alarm
 - b. timing the drill
 - c. noting any special observations/recommendations
 - d. notify the fire department of the drill
 - e. notify the security/alarm company of the drill
 - f. notify the local emergency system (9-911) of the drill
 - g. preparing a written analysis of the drill and submit it to the superintendent (or his designee)
3. Frequency of drills
 - a. Fire exit drills will be conducted at least once a month in both facilities. At least two fire exit drills will be conducted at the school during the first two weeks of a school term.

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- b. Tornado drills will be conducted at least once a month during the tornado season (March through October)
 4. Written Analysis
A written analysis of the conduct and effectiveness of each drill will be submitted to the superintendent (or his designee).
 5. First Aid/CPR
All staff will be trained in basic first aid and CPR and can and are expected to administer first aid or CPR if needed until professional assistance arrives.
 6. Safety Committee Review
Any concerns regarding drills, accidents or injuries may be submitted to the Safety Committee for review and recommendations. A recommendation report will be submitted to the superintendent (or his designee) for implementation and/or correction.
 7. Training
Safety training will be provided to all staff during their new staff orientation and annually there after. Safety training shall include but is not limited to:
 - a. First Aid and CPR
 - b. Location of fire alarm pull station
 - c. How to activate the alarm system
 - d. Location of nearest fire extinguisher
 - e. How to use extinguisher (for small fires)
 - f. Correct evacuation route and secondary routes from work area
- O. Documentation of Facility Emergencies
 1. All accidents and injuries shall be reported within 24 hours of occurrence. (See Policy/Procedure "Incident Reporting".)
 2. Documentation of any Facility Emergency will be completed and maintained by the Maintenance Supervisor and will include recommendations for prevention at a future time.
 3. Information concerning health and special job considerations shall be communicated to appropriate supervisory personnel.
- P. Prevention of Emergencies
 1. All hallways, entrances, ramps, and corridors shall be kept clear and unobstructed at all times
 2. All power equipment, whether fixed or portable, shall include operating safeguards as required by the Division of Safety and Hygiene and the Bureau of Workers Compensation.
 3. Safety concerns should be reported immediately to Maintenance/Custodial Supervisor or Administration for immediate intervention.

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