

APPLETON PERSONNEL POLICIES	TITLE: Emergency and Evacuation Procedures- City Hall	
ISSUE DATE: July 1995	LAST UPDATE: February 2007 August 2012	SECTION: Safety
POLICY SOURCE: Human Resources Department	POLICY AUDIENCE: All City Hall Employees & Volunteers	TOTAL PAGES: 6
Reviewed by Attorney's Office Date: December 2000 April 2007 October 2012	Committee Approval Date: December 14, 2000 June 13, 2007 December 10, 2012	Council Approval Date: December 20, 2000 June 20, 2007 December 19, 2012

I PURPOSE

The purpose of this policy is to ensure that all City Hall employees and volunteers are properly trained, ~~and~~ aware of procedures and have the Emergency Procedures Guide at individual work stations so they can safely respond to emergency situations ~~evacuate the City Center building.~~

II POLICY

All City Hall employees and volunteers shall be properly trained in the event of a fire, tornado, bomb threat, hazardous leak or any other threatening disaster or situation. Violations of this policy will be subject to disciplinary action, up to and including discharge.

III DISCUSSION

The policy defines what procedures City Hall employees will follow relating to evacuation and emergency situations.

IV DEFINITIONS

- A. Assembly Point: Specific point for each department outside the building where roll call is taken.
- B. Command Post: Position from which commands relating to the evacuation are given.
- C. Tornado Watch: Thunderstorms and the possibility of severe weather is in the area.
- D. Tornado Warning: Tornado has been sighted or indicated by weather radar and it is time to seek shelter.
- E. Primary Exit: The route that a department is assigned for evacuation.
- F. Secondary Exit: An alternate route assigned for evacuation.
- G. City Hall Emergency Procedures: A pamphlet that contains more detailed information relating to most types of emergency/evacuation procedures.

V PROCEDURES

A. General Responsibilities

1. Fire Safety

- a. Know where fire extinguishers are located on your floor.
- b. Dial 911, which is the Appleton/County Emergency Dispatch to report a fire or any other emergency. (note: you do not need to dial “9” to reach an outside line when dialing 911)
- c. Respond and evacuate when-to all fire alarms sound.

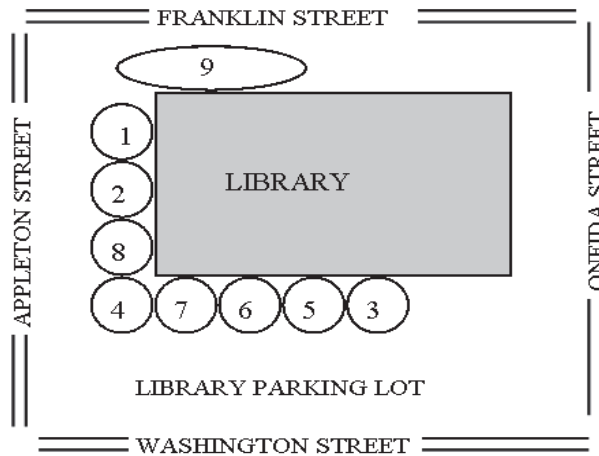
2. Fire Extinguishers

- a. Remember the RACE procedure
 - **R**escue anyone in the immediate area.
 - **A**ctivate the Alarm (call 9-1-1).
 - **C**onfine the fire (close doors to prevent spread).
 - **E**xtinguish the fire (if safe use a fire extinguisher to extinguish).
- b. Remember the following simple instructions (PASS):
 - Pull the pin.
 - Aim the discharge nozzle.
 - Squeeze the operating handle that discharges the extinguisher contents.
 - Sweep the spray nozzle back and forth spraying at the base of the fire.

3. Evacuation

- a. During normal business hours Human Resources will call 911 and lock out the elevators for fifth and sixth floors if circumstances allow.
- b. All employees must:
 - Move calmly but quickly to the exit assigned to your area.
 - Do not use elevators for evacuation.
 - Report to department contact person once outside. Department locations are (see below):
 - Personnel located near the restrooms and conference rooms should quickly check these areas. If visitors are present please lead them to the proper evacuation route.

This chart will be revised to match the changes in the brochure



Department Identification

- 1 - Community & Economic Development
- 2 - Assessor
- 3 - Mayor and City Attorney
- 4 - Health
- 5 - Human Resources
- 6 - Finance
- 7 - Clerk
- 8 - Information Technology
- 9 - DPW

- c. Department Head/designated person shall ensure that all employees:
 - Receive evacuation training as part of department's new employee orientation program (first week of employment).
 - Evacuate in a timely and orderly manner to all fire alarms.
 - Lock the department door, but not individual office doors. Keys should be made available at the Command Post for Police/Fire entry if needed.
 - Are accounted for at roll call.
- d. Departmental Safety representative must:
 - Wear emergency vest on all evacuations.
 - Report employees present and absent to the command post.
 - Bring a flashlight for tornado evacuations.
- 4. Tornado Awareness/Severe Weather
 - a. Information for all:
 - Human Resources will consult with the ~~DTN W~~ weather radar service located at the Municipal Services Building for up-to-date information on weather changes.
 - An emergency radio located in Human Resources department is also equipped to receive weather alerts.
 - The decision to evacuate to the lower level (basement) will be made by the Mayor or the Director of Human Resources/designee.
 - Use the north stairwell to go to the lower level. City Hall employees will meet in the main hallway of the basement outside the elevators.
- 5. Telephone Threat
 - a. Remain calm.
 - b. Listen carefully. Be polite. Try to keep the caller talking so that you can gather more information.
 - c. Write down as many details as you can remember. Check and write down the caller ID number that appears in the display window. Another option is to dial *69 before making any other calls on the phone. This will allow

- you to hear the number that originated the call.
- d. Do not discuss the threat with staff other than your supervisor or ~~D~~epartment ~~D~~irector (if they are not available contact the Director or Deputy Director of Human Resources).
 - e. The ~~D~~epartment ~~D~~irector will notify the Director or Deputy Director of Human Resources.
 - f. Once the Director or Deputy Director has assessed the situation, he/she will decide what steps to take.
 - g. If evacuation is ordered, follow the **Employee Evacuation Procedure** outlined in this policy under section A.3.

6. Bomb Threat

If you receive a written threat or suspicious parcel, or if you find a suspicious object on the premises:

- a. Keep others from handling it or going near it. The object may be dangerous. In addition, preservation is important as evidence for law enforcement. Do not use a cell phone or radio in the vicinity of a suspicious parcel or object.
- b. Call 911.
- c. Promptly write down everything you can remember about receiving the written threat or parcel, or if you find a suspicious object. Police interviewers will need this information. Use the Bomb Threat Checklist which can be found on the City Intranet – Internal Forms – Human Resources – Bomb Threat Checklist. A small version of this document is also pictured in the Emergency Guide for City Employees.

7. Direct Threats

Be aware of the possibility of an incident occurring here at the City. Here are some actions you should take:

- a. All threats of violence must be taken seriously.
- b. Report any threats to your supervisor immediately, who will then relay to the ~~D~~epartment ~~D~~irector.
- c. The ~~D~~epartment ~~D~~irector will confer with the Director of Human Resources or designee to make a determination as to the next course of action. The Director of Human Resources or designee will confer with Police personnel to determine the course of action such as everyone staying where they are or evacuating the building.
- d. Do exactly what you are told – no more and no less. Do not do anything to surprise the individual.
- e. If there is an alarm in your area, do not jeopardize your safety by setting it off – wait until it is safe to do so.
- f. If an intruder is witnessed/suspected and an employee can safely notify others via the internal paging system, please follow the steps listed below.

INTERNAL PAGING THROUGH PHONES

Lift handset and dial *37
Dial 3 for the primary City Hall group
The phones in the primary group will make an audible tone
Make the necessary announcement
Return handset to cradle

Lift handset and dial *37
Dial 4 for the secondary City Hall group
The phones in the secondary group will make an audible tone
Make the necessary announcement
Return handset to cradle

g. Refer to the **Workplace Violence Policy** for more detailed information.

8. Medical Emergency: Staff

If a staff member is seriously ill or injured:

- a. Either you or another employee that may be standing nearby should call 911 immediately. If the staff member is injured versus being ill, also contact Human Resources at 6458. If no answer, press “0”. (where does this go??)
- b. Give 911 operator the location, name and type of emergency.
- c. Unless it is life-threatening situation or you are qualified to provide first aid treatment, do not render first aid until a qualified individual arrives.
- d. Do not attempt to move a person who has fallen.
- e. Obtain from the ill or injured employee his/her name, department, and a brief statement of what he/she believe happened.
- f. After the ill or injured employee has been cared for and the incident is over, the supervisor, employee and witnesses will complete the City of Appleton Investigation report.

Note: The investigation report can be found on the City Intranet under Forms – Human Resources – Accident Investigation Form.

9. Medical Emergencies: Visitors

If you observe a visitor who appears to be seriously ill or injured:

- a. Dial 911 immediately. Give the 911 operator the location, name and type of emergency.
- b. Call Human Resources at 6458. If no answer, press “0”. (where does this go??)
- c. Unless it is a life-threatening situation or you are qualified to provide care and treatment, do not render first aid until a qualified individual arrives.
- d. Do not attempt to move a person who has fallen.
- e. Obtain from the injured person (if possible), his/her name, phone number, address, date of birth and a brief description of what happened.
- f. Avoid unnecessary conversation with, or about, the ill or injured visitor, or members of his/her party.

- g. Do not offer possible cause of an accident or any conditions that may have contributed to the cause.
- h. Under no circumstances, discuss any insurance information or accept responsibility for an accident with members of the public.
- i. Complete the City Patron Accident/Injury Report and bring to the Risk Manager in Human Resources. This form can be found on the City Intranet under Forms - Human Resources - Patron Accident Report.

10. Elevator Emergency

In an emergency do the following:

- a. If there is a power failure, there is a light in the elevator powered by the generator.
- b. Do not try to force the elevator open.
- c. Open the telephone panel door located on the wall in the elevator.
- d. Press the button that alerts Otis Emergency Service. It acts as a two-way communication vehicle with their emergency staff. The button also identifies where the elevator is located.
- e. When Otis Emergency Staff or answering service responds, identify where you are and what is wrong. They have the ability to hand crank the elevator to the next available floor. Equipment is then utilized to evacuate those stranded in the elevator.

11. Hazardous Leak

- a. If a hazardous substance is leaked or spilled near City Hall:
 - Call 911, do not touch the substance.
 - The Fire Department Emergency Management and Outagamie Emergency Management will assess the situation.
 - Personnel will remain at work unless notified otherwise by the Fire Department or Outagamie Emergency Government.