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CITY OF WACO EMERGENCY ACTION PLAN – CITY HALL

I. GENERAL PROGRAM

A. The City of Waco is dedicated to the protection of its employees and the citizens it serves during emergencies. When an emergency occurs at city hall, the City of Waco Emergency Action Plan – City Hall (EAP) is initiated. The EAP provides a written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

B. The city safety coordinator has overall responsibility and coordinates actions for the EAP. Responsibilities include:

1. Developing and maintaining a written EAP for City Hall.
2. Ensuring installed alarm systems are tested and serviced at least annually.
3. Coordinating training for employees to: report emergencies; locate safe exits; and evacuating, sheltering in place, or following directives of authorities as needed.
4. Evaluating the effectiveness of the EAP.
5. Coordinating training for fire extinguisher use and the application of CPR/First Aid & AED.
6. Coordinating facility assessments in accordance with the Incident Prevention Plan through each department's DSO to prevent certain workplace emergencies.
7. Reviewing and updating the EAP as needed.

C. The following potential emergencies might reasonably be expected at city hall and thus call for the initiation of the EAP. These employees can initiate the EAP when a perceived emergency exists. Departments should include this section during its training.

1. Fire – any employee.
2. Flood – supervisor.
3. Tornado – supervisor.
4. Acts of terrorism – supervisor.
5. Chemical release of any type – supervisor.

D. In general, the following actions are to be taken in the event of an emergency:

1. Fire – evacuate to each department’s designated location outside of city hall.
2. Flood – evacuate to a location away from rising waters or shelter in place by climbing the stairs to the fourth floor of city hall.
3. Tornado – shelter in place in the basement of city hall.
4. Acts of terrorism – follow the directions of authorities.
5. Chemical release of any type – follow the directions of authorities.

E. Each department within city hall needs to customize an EAP based on this program.

F. If improvements can be made to the EAP, please contact the city safety coordinator. All suggestions are welcomed.

II. EMERGENCY ACTION PLAN INITIATION

A. There are three established procedures to follow depending on the type of emergency: emergency evacuation, shelter in place, and following the directives of authorities. During any type of emergency, it’s important that department employees stay together to ensure accountability. **Employees should assist citizens to respond according to the emergency. In each case, at least one employee is assigned to quickly search the department’s immediate area to ensure all persons are aware of the emergency and what actions to take.**

1. **Emergency evacuation** – employees are notified of an emergency and a need to immediately evacuate city hall by activating the installed alarm system. 5 pull stations are located throughout city hall: one on each floor and in the basement. Upon activation of the audible emergency alarm:
 - a. Each department representative ensures departmental personnel are informed and begin evacuation to their designated location outside city hall.
 - b. Evacuate by using the stairs only.
 - c. Each department representative takes the departmental EAP to the designated location outside city hall.
 - d. An assigned employee takes any designated equipment (first aid kits, Automated External Defibrillator [AED], etc.) along with them before evacuating.
 - e. Department employees gather together within their designated location. Each department representative accounts for employees by using the listing in the departmental EAP. After accountability, each department representative will gather at the Cooper water fountain. One representative will be designated to report the status of each floor to the incident commander. Important items to report include:
 - A. Number of missing personnel and last known location.
 - B. If all personnel **are** present.
 - C. Location and nature of emergency.

- f. Immediately after accountability, respective departments proceed to the Development Center to take shelter away from the emergency.
- 2. **Shelter in place** – to “shelter in place” an email is sent to “ZZUsers” to explain the emergency and the actions to take.
 - a. Upon receipt of the email, any department employee may ensure all department personnel are informed of the emergency and what actions to take.
 - b. Immediately after all departmental personnel are informed – or during if possible – employees ensure neighboring departments are aware of the emergency and what actions to take.
 - c. As soon as a feasibly possible, each department representative accounts for all employees. After accountability and when it’s safe to do so, each department representative will gather at the 1st floor receptionist desk. One representative will be designated to report the status of each floor to the incident commander. Important items to report include:
 - A. Number of missing personnel and last known location.
 - B. If all personnel **are** present.
 - C. Location and nature of emergency.
- 3. **Follow directives of authorities** – Certain emergencies, such as an act of terrorism or a chemical release, require following the directions of authorities instead of automatically evacuating or sheltering in place. Always follow the directives given by authorities.

B. During an emergency evacuation, no employees or citizens may return to city hall until the emergency is over and authorities provide authorization.

III. EMERGENCY RESPONSE

- A.** Call 9-911 for all emergencies that require emergency response.
- B.** Be prepared to provide the following:
 - 1. Location of emergency.
 - 2. Nature of emergency.
 - 3. Name.
 - 4. Call back phone number if requested.

IV. EMERGENCY EVACUATION SPECIFIC TO THE FOURTH FLOOR

- A.** In the event persons on the fourth floor are unable to evacuate using the stairs, go to the fourth floor conference room (Safe Room) and wait for emergency responders. Once in the safe room, place a rolled up towel – or similar material – at the base of each door to block harmful smoke, fumes, etc.
- B.** As a third means of escape, employees and citizens may climb the interior ladder that leads to the roof of city hall. Then wait for emergency responders.
- C.** Call 911 to inform emergency responders of employees’ and citizens’ location(s).

V. BASIC LIFE SUPPORT

- A.** Personnel may provide basic life support as needed by using provided training, first aid kits, and/or AED's.
- B.** Personnel should immediately inform emergency responders of any injury that threatens life, limb, or sight.
- C.** Allow higher trained emergency responders to administer care when appropriate.

VI. TRAINING

- A.** Each department is responsible to review with respective employees, those parts of the EAP that employees must know in the event of an emergency.
- B.** Provide training at the following times:
 - 1. Initially when the EAP is developed.
 - 2. Whenever a new employee is hired.
 - 3. Whenever an employee's responsibilities or designated actions under the EAP change.
 - 4. Whenever the layout or design of the facility changes.
 - 5. Whenever the EAP is changed.
- C.** Training topics include:
 - 1. Types of emergencies as detailed in I.C of the EAP.
 - 2. EAP initiation as detailed in II.A of the EAP.
 - a) Emergency evacuation.
 - b) Shelter in place.
 - c) Following the directives of authorities.
 - 3. Response procedures as detailed in section VII of the EAP.
 - a) Dialing 9-911 for emergency response in accordance with section III of the EAP.
 - b) Emergency evacuation – evacuation routes.
 - c) Shelter in place – safe locations depending on type of emergency.
 - d) Following the directives of authorities.
 - e) Informing citizens inside city hall how to respond to the emergency.
 - 4. Emergency evacuation specific to the fourth floor in accordance with section IV of the EAP.
 - 5. Location of each alarm pull station.
 - 6. Location and use of common emergency equipment.
 - a) First aid kit.
 - b) Fire extinguishers.
 - c) Automated External Defibrillator (AED).
 - 7. The importance of staying with the respective department to ensure accountability.

D. The city safety coordinator coordinates no more than two drills per year with the City Manager's Office.

VII. DEPARTMENT SPECIFIC EAP

A. The success of the EAP is dependent upon each employee's understanding of how the EAP affects his or her department. Therefore, each department needs to complete the following template to finalize the EAP.

B. The following persons are responsible for these tasks during an emergency.

1. Taking and using the department EAP during an emergency.
 - a) Primary
 - b) Alternate
 - c) Alternate
2. Searching the department's immediate area(s) to ensure everyone is taking appropriate action. Look primarily in each office, closet, and restroom.
 - a) Primary
 - b) Alternate
 - c) Alternate
3. Taking attendance using the EAP, gathering at the designated location with other departments' representatives, and reporting to emergency responders as appropriate.
 - a) Primary
 - b) Alternate
 - c) Alternate
4. Taking a first aid kit.
 - a) Primary
 - b) Alternate
 - c) Alternate
5. Taking the AED. (Delete if your department isn't responsible for an AED)
 - a) Primary
 - b) Alternate
 - c) Alternate

C. DEPARTMENT personnel meet in the designated location under the trellis across 3rd St from city hall during an emergency evacuation. See figure 1 below.

1. Employees use the following routes to evacuate city hall.
 - a) Primary
 - b) Alternate
2. In the event the primary and alternate routes are unusable, employees should do the following:
 - a) Primary
 - b) Alternate

D. During a shelter in place, **DEPARTMENT** personnel take shelter away from windows in a safe location toward the center of the building (floor, basement, etc.)

1. The following locations within the department are considered to be safe during a shelter in place.
 - a) **Primary**
 - b) **Alternate**
 - c) **Alternate**

E. The following employees have been certified in CPR/First Aid/AED use.

1. **Name**
2. **List all employees certified.**

F. The following employees are currently assigned to **DEPARTMENT**.

1. **Name**
2. **List all employees assigned.**

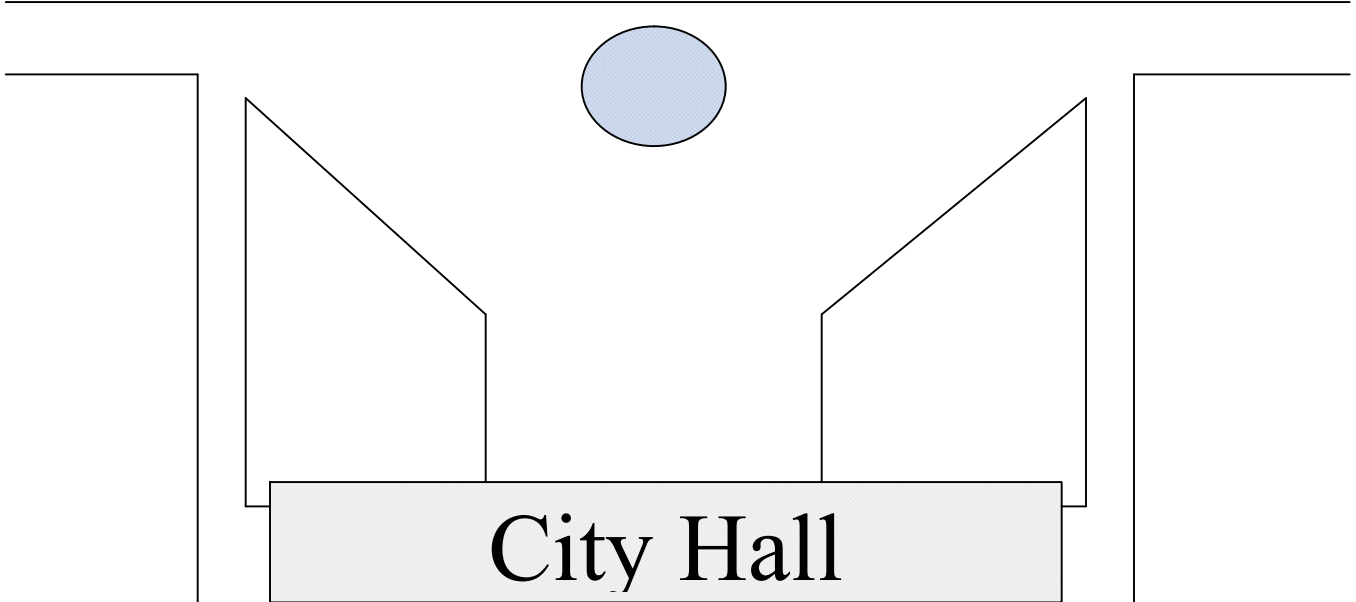
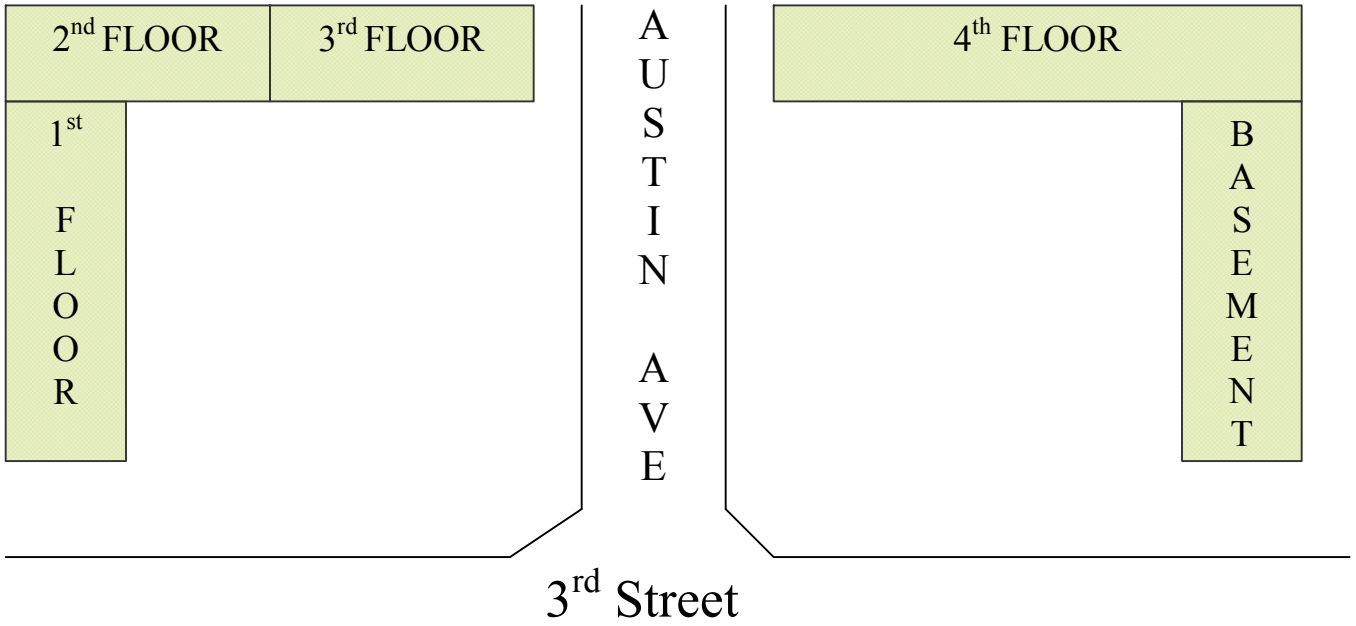


Figure 1