

EMERGENCY ACTION PLAN

Town of North Yarmouth

I. EMERGENCY PHONE NUMBERS

Fire Emergencies:

- Report the fire to the Communications Center at **911**
- Pull the nearest fire alarm

II. ALL OTHER EMERGENCIES: 911

III. CUMBERLAND COUNTY SHERIFFS OFFICE: 207-774-1444

North Yarmouth Fire Department: 207-829-3025

Town Hall: 207-829-3705

IV. EMERGENCY FLOOR WARDENS

Fire Station	Fire Rescue Chief Gregory Payson	207-829-3025
Town Hall	Assistant Town Manager Debbie Allen Grover	207-829-3705
Public Works	Public Works Director Clark Baston	207-829-3274

Floor Wardens will have emergency contact information for all personnel on their assigned floor so they can make head counts and make calls to the emergency contacts if necessary.

Floor Wardens should be made aware of employees who are absent, leaving early, or arriving late. Copies of leave requests will be given to Floor Wardens, otherwise employees should contact their floor warden if they will be out of the office for any period of time.

This is being done to ensure we have an actual accounting of personnel in the event of an emergency.

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V. PLAN OBJECTIVE

The emergency plan for the Town of North Yarmouth was created to define the responsibilities and procedures to be followed by staff in effectively responding to an emergency.

VI. OVERVIEW

This plan was developed for staff located within town facilities. A copy of this plan, as well as any future updates, will be made available to all personnel. New hires will be provided with this document as part of their employee orientation session.

All personnel should be aware of the following:

- Evacuation maps are posted inside each office next to the door into the hallway.

- The assembly area on the side of the station at the Flag Pole.

- Staff members have been designated as the Floor Wardens. Their primary task is to assist in the safe and orderly evacuation of their assigned units including the following:
 - Ensures everybody from their assigned floor vacates the building
 - Accounts for all personnel from their assigned duties following the evacuation
 - Communicates with the Town Manager, and other emergency personnel as needed

VII. EVACUATION PLAN & ROUTE

A. GENERAL CONSIDERATIONS

Circumstances which might necessitate evacuation:

- Fire

- Bomb threat

- Earthquake with significant structural damage (evacuate only after shaking stops)

- Other situations which would mandate evacuation to avoid injuries to staff

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People with Disabilities:

- Persons with disabilities shall proceed if possible to nearest stairwell and await assistance
- North Yarmouth Fire Rescue personnel will also help

B. Procedure:

- All personnel should evacuate according to posted evacuation routes unless conditions make routes inaccessible
- When evacuating the Fire & Rescue building report to the Flag Pole
- When evacuating the Town Hall, report to the evacuation point by the sharp house in the parking lot
- When evacuating the Public Works Department, report to the evacuation point in the parking lot across from the facility
- Be sure to report to the person in charge and the first arriving Fire Company

VIII. EMERGENCY CONDITIONS

A. FIRE

Procedure:

If you discover a fire –

- Call: 911
- Give your name
- Give your phone number
- Give the exact nature and location of the fire
- Pull the nearest manual fire alarm
- Remove person(s) from affected area if immediately threatened. Close the door to the fire.

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- Confine the fire by closing doors around smoke and fire in adjacent areas.

After reporting the fire, you may attempt to fight the fire by using an extinguisher ONLY if:

- You have been trained
- You think it is safe
- The fire is small and able to be contained

Fire extinguishers are located in the center of the first and second floors, mounted to the wall on the restroom side of the hall

If you hear the fire alarm and evacuation is necessary –

- Follow the instructions given by the Fire Department Officers.
- Feel all doors for heat prior to opening them. If a door is hot, proceed to another exit.
- If smoke is present, stay low and crawl with body against the wall. The clearest air is near the floor. If forced to make a dash through smoke or flame, hold your breath and cover your nose and mouth.
- Do not return for personal belongings.

B. EARTHQUAKE PROCEDURES

During an earthquake –

- **IF YOU ARE INDOORS – *Stay indoors***
Take cover under a sturdy table or desk or brace yourself in a doorway or on a corner. Stay clear of windows, bookcases, cabinets, and other heavy objects. Watch out for falling plaster or objects.
- **IF YOU ARE OUTDOORS –**
Move to an open area away from power lines, power poles, trees, walls, and chimneys
- **IF YOU ARE IN YOUR CAR –**
 - Pull to the side of the road and stop the car
 - Do not park under bridges or overpasses or overhead wires
 - Stay in your car until the shaking has stopped
 - Stay in your car if electrical wires have fallen across your vehicle
 - Do not attempt to cross bridges or overpasses that may have damage

After the earthquake –

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- If able, report your status to the Fire Rescue Chief or person in charge
- If you see or suspect:
 - Fire
Activate the fire alarm and call 911. Close the door to the fire.
 - Electrical Hazard
If you observe frayed wires, sparks, or the smell of hot insulation, call 911.
 - Water Leak
If Emergency shut off in station cannot be turned off, contact the Yarmouth Water District.

C. BOMB THREAT

In the event of a bomb threat, the person receiving the call should –

- Listen – do not interrupt the caller.
- Do not risk breaking the phone connection by attempting to transfer the call to another party
- Be observant of any identifying traits of the caller and note any background noises
- Attempt to get the attention of another person and give him/her a note saying “ 911 – BOMB THREAT”
- Ask the caller
 - WHEN WILL IT GO OFF?
 - WHERE HAS IT BEEN PLACED?
 - WHAT DOES IT LOOK LIKE?
 - WHY ARE YOU DOING THIS?
 - WHO ARE YOU?
 - HOW WILL IT GO OFF?
- Forward all information to the Cumberland County Sheriff’s Department @ 911

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- Notify the Fire Rescue Chief and the Town Manager

D. ALARM SOUNDING

If you hear an alarm and are able to determine what type it is, i.e. fire, carbon monoxide, smoke detector, call 9-1-1 and tell the dispatcher what type of alarm is sounding. If you are unable to tell, just notify the dispatcher that you have an unknown alarm sounding.

Notify both floors, especially floor wardens, so that the building can be evacuated until the proper authorities have arrived and determined that it is safe to return to the building.

X. EMERGENCY FIRST AID

Procedure:

For a life threatening medical emergency call 911, report the nature of the injury and give the location where the incident occurred.

Do not move the injured person.

Please refer to the Worker's Compensation and Accident Investigation sections of the Safety Orientation and Safety Manual for further instructions on necessary paperwork for employees.

XI. EMERGENCY ACTION PLAN TRAINING

At the time of an emergency, employees should know what type of evacuation is necessary and their role in carrying out the plan. In cases where the emergency is very grave, total and immediate evacuation of all employees is necessary.

This document is not one for which casual reading is intended, or will suffice in getting the message across. If passed out as a statement to be read, some employees will choose not to read it, or will not understand the plan's importance. In addition OSHA requires training on the plan's content.

We believe the best method of communicating the emergency action plan is to give all employees a thorough briefing and demonstration followed by a drill. There will be at least two fire alarm drills annually. One planned and one unplanned. There will also be at least one unannounced bomb threat enactment annually with the employee called being selected at random.

XII. EMERGENCY ACTION PLAN RESPONSIBILITIES

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XIII. FIRE RESCUE CHIEF: GREGORY PAYSON

- Will develop a written emergency action plan
- Will distribute the emergency action plan to all current employees through a training
- Will distribute the emergency action plan to all new employees as a part of their orientation
- Will review the plan at least annually and distribute any changes
- Will conduct drills to acquaint employees with the emergency procedures and judge the effectiveness of each plan
- Will schedule fire extinguisher training

XIV. FLOOR WARDENS

Staff members have been designated as the Floor Wardens. Their primary task is to assist in the safe and orderly evacuation of their assigned units including the following:

- Ensure everybody from their assigned floor vacates the building
- Accounts for all personnel from their assigned floor following the evacuation

XV. EMPLOYEES

- Will attend all trainings
- Will participate in all drills
- Will follow the direction of their Floor Warden(s)
- Will make suggestions to improve the plan
- Will follow the plan including reporting times away from the building to their floor warden

Emergency Action Plan

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