

# Emergency Action Plan

Plainsboro Fire District 1  
405 Plainsboro Road  
Plainsboro, NJ 08536  
June 2011



Purpose:

The purpose of this Emergency Action Plan is to establish procedures for safely and effectively managing an emergency event for the **Plainsboro Fire District**. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and consumers are protected from any further harm during an emergency situation.

**Authority:**

OSHA Standard on Emergency Action Plan, 29 CFR 1910.38

**Scope:**

This Emergency Action Plan covers those designated actions managers and employees must take to ensure employee and consumer safety from fire and other emergencies. This plan includes: emergency escape procedures and emergency escape route assignments; procedures for employees who have to stay to operate critical plant operations before they evacuate (if applicable); procedures to account for employees after emergency evacuation has been completed; rescue and medical duties for those employees who are to perform them; the preferred means of reporting fires and other emergencies; and individuals who can be contacted for further information about the plan.

**I. Responsibility**

**A. Person responsible for emergency planning and information is:**

**The Chief of the Plainsboro Volunteer Fire Co. #1**

**B. Responsibilities of the Emergency Response Team**

The goal of the Emergency Response Team is to assist in the orderly evacuation of employees and consumers from a building or area during an emergency or assist with shelter in place procedures if warranted. The duties of the Response Team are as follows:

- Be familiar with the content of this plan.
- Alert staff of emergency situations.
- Ensure that staff and consumers are appropriately evacuating the facility or area based on the escape route assignments (see diagrams in attachment A).
- Assist in the evacuation of consumers and staff with disabilities that preclude them from using elevators during emergency situations, or altering security, fire, and police personnel of the last known location of the individuals.
- Perform medical duties as necessary to employees and consumers during emergency situations.

- Extinguish small fires with the use of a fire extinguisher.
- If instructed, account for all employees and consumers at the designated meeting location(s).

### C. Training

Emergency Response Team members will be trained and made aware of their duties so that they can assist in the safe and orderly emergency evacuation of employees. They shall be made aware of their responsibilities under this plan:

- Initially when the plan is developed;
- Whenever the employee's responsibility under the plan changes, and
- Whenever the plan is changed

### D. Responsibilities of the Employees

The success of this Emergency Action Plan in times of emergencies hinges on employees knowing the procedures outlined in this plan and acting upon them in an appropriate manner.

Before an emergency, employees shall:

- Become familiar with the contents of this plan to include who to report emergencies to, the assigned evacuation routes for the facility, and the designated meeting locations.
- Actively participate in emergency drills and treat them as if they are real.

During an emergency:

- Assist an Emergency Response Team member if asked.
- Listen and wait for directions on how and when to evacuate the facility from emergency response team members, security, police, or fire personnel.
- Report any emergencies such as a bomb threat or threats of violence to your supervisor first and immediately.
- Follow the assigned escape route procedures to avoid crowding at the exits.
- Report immediately to your designated meeting location upon evacuating the facility. Do not take any side trips.
- Never go back into the facility to retrieve personal belongings.

## II. Reporting Emergencies

- A. Report fire or other emergencies immediately, first to your supervisor, then to the responsible person(s) listed above. When warranted, call 911. Be prepared to provide the responder with the nature and location of the emergency. Our address is:

Plainsboro Fire Company  
405 Plainsboro Road  
Plainsboro, NJ 08536

## III. Employee Alarm Systems

The employee alarm system for this facility provides warning so that employees can escape safely from the workplace or the immediate work area.

The employee alarm system that has been established for this facility is as follows:

### **Building wide fire alarm system**

## IV. Evacuation Route and Assembly Area Map/First Aid Kits

### A. Evacuation Routes and Maps

The evacuation routes and assembly area maps are posted by every main exit. Employees are to become familiar with all evacuation routes and their assembly point. See attachment A for evacuation maps for each floor(s) of this facility.

### B. Location of First Aid Kits

As noted on the evacuation maps, the First Aid Kits are located on fire apparatus.

### C. Designated Meeting Locations

Once employees have evacuated the facility, they **must** meet at the Plainsboro Fire District message sign to check in with the responsible party who will be accounting for individuals. Those employees who do not show up to the designated meeting location will be presumed to still be in the building and fire and police personnel shall be notified of their absence immediately.

#### D. Procedures for Critical Plant Operations

The operation of this facility does not require individuals to block, isolate, or secure contents that may result in further harm to the occupants of the facility. Therefore procedures are not necessary for those who may need to operate critical plant operations during an evacuation.

#### V. Fire Emergency Procedures

- a. Remove anyone in immediate danger.
- b. Once an employee is alerted to the fire danger, he/she will go to the nearest exit, activate the fire alarm (if present), exit the building according to the emergency action plan, and proceed directly to the designated assembly point.
- c. Confine the fire to the room/area by closing the door to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.
- d. Attempt to extinguish the fire only if you have received training on the use of portable fire extinguishers, the fire is in its beginning stage, and it can be extinguished safely.
- e. Disabled and non-ambulatory (unable to walk personnel) should request assistance from those nearest to them. Advise the Fire Department of personnel trapped who may require assistance to evacuate.

#### VI. SEVERE WEATHER AND NATURAL DISASTERS Emergency Procedures

##### *a. Tornado:*

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

##### *b. Earthquake:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.

- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
  - Assist people with disabilities in finding a safe place.
  - Evacuate as instructed by the Emergency Coordinator and/or the designated official.
- c. *Flood:*
- d. *If indoors:*
- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
  - Follow the recommended primary or secondary evacuation routes.
- e. *If outdoors:*
- Climb to high ground and stay there.
  - Avoid walking or driving through flood water.
  - If car stalls, abandon it immediately and climb to a higher ground.
- f. *Hurricane:*
- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.
- g. *Once a hurricane watch has been issued:*
- Stay calm and await instructions from the Emergency Coordinator or the designated official.
  - Moor any boats securely, or move to a safe place if time allows.
  - Continue to monitor local TV and radio stations for instructions.
  - Move early out of low-lying areas or from the coast, at the request of officials.
  - If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
  - Collect drinking water in appropriate containers.
- h. *Once a hurricane warning has been issued:*
- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
  - Leave areas that might be affected by storm tide or stream flooding.
- i. *During a hurricane:*
- Remain indoors and consider the following:
    - Small interior rooms on the lowest floor and without windows,

- Hallways on the lowest floor away from doors and windows, and
- Rooms constructed with reinforced concrete, brick, or block with no windows.

*j. Blizzard:*

*k. If indoors:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

*l. If outdoors:*

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

*m. If stranded in a car or truck:*

*n. •Stay in the vehicle!*

*o. •Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.*

- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.

Exercise to keep blood circulating and to keep warm.

## VII. Evacuation of the Disabled

- a. Disabled persons should evacuate the building with the rest of the occupants, if they are able.
- b. If assistance is not immediately available, disabled persons should stay in the exit corridor. An Emergency Responder will advise the Fire Department personnel of the location of the disabled person(s) in the event all other actions fail.

## **VIII. Serious Injury**

- a. Check the scene and the victim to determine the danger potential and the extent of the injury. Do not move a seriously injured victim unless there is an immediate danger such as fire, flood, or poisonous gas. If you must move the victim, do it as quickly and carefully as possible. If there is no immediate danger, do not move the victim and advise the bystanders the victim is not to be moved.
- b. Call 911 or use the radio to notify Mercer County Central Communications immediately if the victim is unconscious. Additionally, you should call for an ambulance if the victim has trouble breathing or is breathing in a strange way; has pressure or pain in the chest or abdomen; is bleeding severely; has slurred speech; appears to have been poisoned; has injuries to the head, neck, or back; or has possible broken bones.
- c. Keep the victim calm and as comfortable as possible. Administer CPR or First Aid if you have been trained in those areas (A list of these employees is included at the end of this document). A First Aid kit should be used and precautions should be taken to minimize exposure to blood and other bodily fluids. Remain with the victim until emergency services personnel arrive.

## **IX. Hazardous Materials**

- a. A hazardous material is a substance that presents a physical or health hazard. A health hazard refers to a substance for which there is significant evidence that health effects may occur for exposed employees.
- b. A Material Safety Data Sheet (MSDS) is required for all hazardous substances in use within the department. Employees will be provided with training on the safe use of all chemicals they will be exposed to.
- c. In the event of a hazardous material emergency:
  - i. Evacuate the area, securing access to the area when possible.
  - ii. Immediately call 911 and inform the operator of the emergency. Provide as much information as possible to the operator and refer to the MSDS.
- D. The MSDS binder is located on the engine room wall near the radio room window.

## X. Bomb Threats

- a. If you receive a bomb threat or discover a possible bomb or suspicious object(s), immediately notify your supervisor, Mercer County Central Communications Central at 609-799-0110, and Plainsboro Police at 609-799-2333. The supervisor shall immediately notify the department head of the situation.
- b. In the event of a bomb threat by telephone:
  - i. Get someone's attention and convey the nature of the call. Have them make the above notifications.
  - ii. Get as much information as possible from the caller. Ask the following questions:
    1. Where is the bomb?
    2. When is it going to explode?
    3. What does it look like?
    4. What kind of bomb is it?
    5. What is the person's name or organization?
  - iii. Record the following information:
    1. Date and time of call
    2. Exact words of caller
    3. Age, sex, adult, or child
    4. Any speech pattern or accent
    5. Background noises
- c. For bomb threats by mail or for suspicious objects discovered:
  - i. Do not handle the letter, envelope, or package any further.
  - ii. Immediately notify Plainsboro Police, 609-799-2333.
  - iii. Notify Mercer County Central Communications at 609-799-0110.
  - iv. Notify your immediate supervisor or department head.
  - v. Evacuate the immediate area if instructed to do so.

# TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

<p style="text-align: center; margin: 0;"><b>VOICE CHARACTERISTICS</b></p> <p>___ Loud                      ___ Soft          ___ High Pitch            ___ Deep          ___ Raspy                   ___ Pleasant          ___ Intoxicated           ___ Other</p> <p style="text-align: center; margin: 10px 0 0 0;"><b>ACCENT</b></p> <p>___ Local                    ___ Not Local          ___ Foreign                ___ Region          ___ Race</p>	<p style="text-align: center; margin: 0;"><b>SPEECH</b></p> <p>___ Fast                     ___ Slow          ___ Distinct               ___ Distorted          ___ Stutter                ___ Nasal          ___ Slurred                ___ Other</p> <p style="text-align: center; margin: 10px 0 0 0;"><b>MANNER</b></p> <p>___ Calm                    ___ Angry          ___ Rational               ___ Irrational          ___ Coherent              ___ Incoherent          ___ Deliberate            ___ Emotional          ___ Righteous             ___ Laughing</p>	<p style="text-align: center; margin: 0;"><b>LANGUAGE</b></p> <p>___ Excellent              ___ Good          ___ Fair                    ___ Poor          ___ Foul                    ___ Other</p> <p style="text-align: center; margin: 10px 0 0 0;"><b>BACKGROUND NOISES</b></p> <p>___ Factory                ___ Trains          ___ Machines              ___ Animals          ___ Music                   ___ Quiet          ___ Office                  ___ Voices          ___ Machines              ___ Airplanes          ___ Street                  ___ Party          ___ Traffic                  ___ Atmosphere</p>
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## BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.