

I. Introduction

This document is a plan to prepare for workplace emergencies. By auditing the workplace, training employees, obtaining and maintaining the necessary equipment, and by assigning responsibilities, human life and company resources will be preserved. The intent of this plan is to ensure all employees a safe and healthful workplace. Those employees assigned specific duties under this plan will be provided the necessary training to ensure their safety. This plan applies to emergencies that could be reasonably expected in our workplace such as fire/smoke, tornadoes, bomb threats, active shooter, leaks, etc.

II. Preferred Means of reporting Fires and Other Emergencies

<u>Type of Emergency</u>	<u>Report By</u>
Fire	Telephone (911)
Explosion	Telephone (911)
Tornado/Weather	Telephone (911)
Bomb Threat	Telephone (911)
Chemical Spill/Leak	Telephone (911)
Workplace Violence	Telephone (911)
Medical	Telephone (911)

III. Elements

A. Alarm System

Alarm systems vary between City facilities including:

- Pull alarms
- Smoke Detectors
- Voice Alarm by Employees
- Handheld alarms

B. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been posted in each work area. Supervisors shall review the escape procedures and routes with each employee.

C. Employee Accountability in case of evacuations

1. Upon hearing alarm, employees shall exit the building by the nearest outside exit in an orderly manner. Go to your designated assembly point and report to your supervisor, see Appendix A.
2. The Designated Safety Person will assist in evacuation and is in complete charge of the evacuation.
3. Employees shall remain outside the building at the designated rally point away from incoming and outgoing traffic. At no point shall employees return to the building until Fire or Police personnel have given authorization.
4. When instructed to return to the building, do so in a safe manner and be aware of traffic that may occur during a fire drill/actual emergency.
5. Dispatchers shall evacuate and use a cell phone to contact County 911 to advise them to stop transferring our 911 calls until we return to the center or get our command post activated. The dispatcher may also relay any obvious conditions of the fire for first responders. Note: If a fire drill is scheduled a supervisor may inform the dispatcher that a test is occurring and to stay at

their post. In this case the supervisor will standby with the dispatcher until the alarm is activated, to make sure it is a test.

6. Employees of Payment Window (currently on 3rd floor) will check (3 floor) and escort customers to designated meeting location. Once the City Hall and City Operation buildings renovations are complete, EAP will be amended.

Each facility will have a Designated Safety Person(s). Appendix B provides a current list of Designated Safety Persons.

The responsibilities of the Designated Safety Person are:

- Have complete knowledge of the work area,
- Assist public not familiar with building to exits,
- Have knowledge of any special needs' employee in area of coverage,
- Before leaving the building floor, (IF SAFETY PERMITS), check rooms and other enclosed areas for employees or citizens who may be trapped or otherwise unable to evacuate area, closing all doors
- After the evacuation is complete, account for or otherwise verify that all employees are in safe areas. Be prepared to advise incoming fire officials that your floor is clear. Also advise incoming officials of any injured personnel,
- Have knowledge of any hazardous materials in the workplace, and
- Instruct the employees and citizens under his/her charge of routes for a safe return to the building.

The employees who have been assigned the role of Designed Safety Person have received special instructions and training to ensure their safety in carrying out the designated assignments. This training shall be documented.

IV. Severe Weather

In the event of a severe weather emergency, employees will be notified thru City e-mail and the City's Regroup Communication System. When a hazardous weather alert is made, all employees shall immediately report to the designated Severe Weather Shelter Area, see Appendix A. Stay in this area until given the all-clear sign through the Regroup System.

Employees in the field should pay attention to weather conditions and forecasts. The safest place to be during a thunderstorm is in a well-constructed building meaning electricity or plumbing is present to ground the lightning. Shelters that are unsafe include covered picnic shelters, carports, tents, baseball dugouts as well as other small non-metal buildings.

The next best place for shelter is an enclosed car, truck, or van, NOT a tractor, golf cart, topless or soft-top vehicle. When inside a vehicle during a lightning storm, roll up the windows, sit with your hands in your lap and wait out the storm. Don't touch any part of the metal frame including the steering wheel or plugged-in cell phone. A direct strike to the vehicle will flow through the frame of the vehicle through the tires to reach the ground.

V. Workplace Violence

Workplace violence is violence or the threat of violence against workers. It can occur at or outside of the workplace and can range from threats and verbal abuse to physical assaults and homicide. In the event of an active shooter or other individual actively engaged in killing or attempting to kill people, employees are instructed to use the Run, Hide, Fight training.

RUN. If there is considerable distance between you and the gunfire/armed person, quickly move away and exit the building. Call 911 once safety away from the situation.

HIDE. If the shooter is close and you cannot leave, hide in an area out of the armed person's view. Lock and barricade if possible. Remain in place until you receive an "all clear" signal law enforcement personnel.

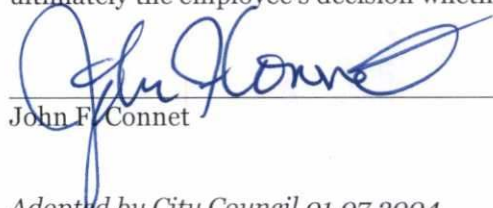
FIGHT. As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action to incapacitate or disrupt the actions of the shooter.

Employees should plan for different escape routes.

VI. Rescue and Medical Duties

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first aid treatment. The Hendersonville Fire Department will provide such duties since they have been properly trained and equipped to carry out such functions properly and safely.

It is not part of any employee or management's responsibility to treat another's injuries. It is the employee's responsibility to report all accidents including first aid cases to their supervisor. It is ultimately the employee's decision whether to provide "Good Samaritan" assistance.



John F. Connet

5-10-24

Date of Approval

Adopted by City Council 01.07.2004

Reviewed by the Safety Committee 03.01.2016, 02.20.2020

Reviewed by HR Coordinator 03.10.2017, 09.14.2018, 10.03.2019, 3.1.2022, 5_10_2024

City of Hendersonville
Meeting and Shelter Areas
Appendix A

<i>Facility</i>	<i>Fire Drill/Emergency Meeting Location</i>
City Hall	Maple Parking Lot across 5 th Avenue
City Operations Center	Upper parking lot behind building near railroad tracks
Water Treatment Plant	Flagpole in front of building
Wastewater Treatment Plant	Flagpole in front of building
Fire Station #1	TBD (under construction)
Fire Station #2	Grassy area by gate to warehouse
125 5 th Avenue West	Parking lot across the street
Police Department	Parking lot inside of fence (rear of building)
PW Maintenance Building	Across greenway

<i>Facility</i>	<i>Severe Weather Shelter Area</i>
City Hall	Stairwell B, first floor
City Operations Center	Hallway 1
Water Treatment Plant	Restroom 1 st Floor: secondary point Pipe Gallery
Wastewater Treatment Plant	Coat Equipment Room
Fire Station #1	TBD (under construction)
Fire Station #2	Central Bathroom
Police Department	Interior hallways on 1 st floor away from any windows
PW Maintenance Building	Interior restrooms

The Motor Pool Staff should make every effort to come to City Operations in the event of severe weather. If they cannot, they should take shelter in the restroom.

*City of Hendersonville
 Designated Safety Persons
 Appendix B*

Facility	Areas	Designated Safety Person
City Hall	First Floor Second Floor Third Floor Fourth Floor	(Under Construction) Brian Pahle/Allison Justus On Duty Customer Service Representative/ John Buchanan Steve Alverson/Lu Ann Welter
City Operations Center	First Floor Second Floor	Tammy Ledford, Rhonda Wiggins, Richard Shook
City Garage	Garage/fleet areas	Andy Brogden
Water Treatment Plant	First Shift Second Shift Third Shift	Ricky Levi Water Treatment Operator (on duty) 828-891-7779 for 2 nd & 3 rd shift
Wastewater Treatment Plant	First Shift Second Shift	Plant Superintendent 2 nd Shift Superintendent
Fire Station #1	Fire Station	Battalion Chief on Shift
Fire Station #2	Fire Station	Battalion Chief on Shift
PW Maintenance Building	PW Maintenance Building	Grounds Maintenance Supervisor Building Maintenance Supervisor
Police Department	1 st Floor 2 nd Floor	Records Specialist Administrative Assistant