



EMERGENCY ACTION PLAN

DIRECTIONS: Please review this sheet as a group or individually and return with signatures.

The information below is taken from the City's Emergency Action Plan found in its entirety on the HUB under Safety, OSHA Programs.

FIRE DRILL MEETING POINT

City Hall

Maple Parking Lot across 5th Avenue

City Operations

Upper parking lot behind building

Water Treatment Plant

Flagpole

Wastewater Treatment Plant

Flagpole

Fire Station #1

Memorial Flagpole

Fire Station #2

Grassy area by gate to warehouse

125 5th Avenue West

Parking lot across 5th Avenue

SEVERE WEATHER SHELTER

City Hall

Stairwell B, first floor

City Operations

Hallway 1

Water Treatment Plant

Restroom 1st floor; secondary, Pipe Gallery

Wastewater Treatment Plant

Coat/Equipment Room

Fire Station #1

Restrooms in Bay

Fire Station #2

Central Bathroom

125 5th Avenue West

Back of Public Restroom

This plan applies to emergencies that could be reasonably expected in our workplace such as fire/smoke, tornadoes, bomb threats, active shooter, leaks, etc.

All emergencies shall be reported by calling 911.

FIRE. Employees should review escape procedures and routes in their work areas. Please talk to your supervisor if you have questions. Take note of the closest fire alarm and fire extinguisher in your area.

- Upon hearing alarm, employees shall exit the building by the nearest outside exit in an orderly manner and go to your designated assembly point.
- The Designated Safety Person will assist in evacuation and is in complete charge of the evacuation.
- 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.
- 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.
- Dispatchers are expected to stay at their job unless in immediate danger from the fire. If that is the case, Henderson County will handle 911 calls and the employee will leave.

Each facility has Designated Safety Person(s). They will follow behind to check that the areas are clear and close all doors.

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 in that building shall immediately report to the designated Severe Weather Shelter Area. Stay in this area until given the all-clear.

Employees in the field should pay attention to weather conditions and forecasts. The safest place during a thunderstorm is in a well constructed building with electricity or plumbing to ground the lightning. Shelters that are unsafe include covered picnic shelters, carports, tents, baseball dugouts, etc.

The next best place to shelter is an enclosed car, truck or van. When inside a vehicle, roll up the windows, sit with your hands in your lap. Don't touch any part of the metal frame including the steering wheel or a plugged-in cellphone. A direct strike to the vehicle will flow through the frame and tires.

Rescue and Medical Duties. The Hendersonville Fire Department will provide such duties as they are properly trained and equipped to carry out rescue and medical functions properly and safely.

It is not part of any employee or management's responsibility to treat injuries. It is ultimately the employee's decision whether to provide "Good Samaritan" assistance.

In the event of an active shooter, 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 ahead for different escape routes.

