

McClure Borough

Snyder County, Pennsylvania

McClure Borough Municipal Office: 1 North Forbes Street

Emergency Action Plan (EAP)

EMERGENCY PERSONNEL CONTACT INFORMATION

Company Contact(s):

Name: James Jones

Title: Director

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ALERTS

In the event of an emergency, employees are alerted by:

- A text alert
- A phone call
- An email notification
- Verbal communication by designated leader(s)

The emergency signal for each emergency will be as follows:

- Phone
- Internet
- Fire Alarm

ROUTES, ASSEMBLY, and ACCOUNTING

In the event of an emergency, employees shall evacuate: Exit on route 522. After an emergency evacuation, employees will gather: McClure Fire Hall. The procedure for accounting for all employees after an emergency evacuation will be: Head count.

MEDICAL EMERGENCY

Call medical emergency personnel:

- Paramedics
- Ambulance
- Fire Department
- Other

Provide the following information:

- Nature of medical emergency,
- Location of the emergency (address, building, room number), and
- Your name and phone number from which you are calling.

Do not move victims unless necessary. Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: McClure EMS

Phone Number: 911

FIRE EMERGENCY

When the fire is discovered:

If a fire is reported, pull the fire alarm, (if available and not already activated) to warn occupants to evacuate. Then Dial 911 to alert the fire department. Provide the following information:

- Business name and street address
- Nature of fire
- Fire location (building and floor)
- Type of fire alarm (detector, pull station, sprinkler waterflow)
- Location of fire alarm (building and floor)
- Name of person reporting fire
- Telephone number for return call

Fight the fire ONLY if:

- The fire department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.

Fire Extinguisher Policy

Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area: McClure Fire Hall.
- Remain outside until the competent authority announces that it is safe to re-enter.

Evacuation Procedures

- Evacuate building along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire.
- Prohibit use of elevators.
- Evacuation team to account for all employees and visitors at the Assembly Area.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek shelter inside. 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 the head and neck.
- Remain sheltered until the tornado threat is announced to be over.

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.
- Help individuals with disabilities find a safe place.
- Evacuate as instructed by the emergency coordinator and/or the designated official.

Flood:

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.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- Abandon your car immediately if it stalls and climb to a higher ground.

Hurricane:

The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch will be issued when a hurricane becomes a threat to a coastal area. Typically, a hurricane watch will be 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.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the emergency coordinator or the designated official.

- Continue to monitor local TV and radio stations for instructions.
- Secure the building by moving all loose items indoors and boarding up windows and openings.

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.

EXTENDED POWER LOSS

In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing.
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and the water is turned back on.

ACTIVE SHOOTER AND WORKPLACE VIOLENCE

Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically using firearms.

How to respond when an Active Shooter is in your vicinity:

- 1) Evacuate
 - a) Have an escape route and plan in mind
 - b) Leave your belongings behind
- 2) Hide out
 - a) Act with physical aggression and throw items at the active shooter
 - b) Block entry to your hiding place and lock doors
- 3) Take action
 - a) As a last resort and only when your life is in imminent danger, attempt to incapacitate the active shooter
 - b) Block entry to your hiding place and lock doors

*****CALL 911 WHEN IT IS SAFE TO DO SO*****

How you should react when law enforcement arrives:

- Remain calm and follow officers' instructions
- Immediately raise hands and spread fingers
- Avoid making quick movements towards officers such as attempting to hold on to them for safety
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or directions when evacuating. Just proceed in the direction from which the officers entered the premises.

Information you should provide to law enforcement:

- Location of active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapon(s)
- Number of potential victims at the location

BOMB THREATS

Phone Bomb Threat

- Stay calm - do not alarm others.
- Notify your supervisor who will report the threat to law enforcement by **CALLING 911**. Make the call if the supervisor is not present.
- Decisions to evacuate the building will be made by law enforcement personnel.

Written Bomb Threat

- Remain calm and leave the message where it is found.

- Do not handle the document any more than necessary to preserve fingerprints and other evidence.
- Do not alarm others.
- Notify your supervisor who will report the threat to law enforcement by **CALLING 911**. Make the call if the supervisor is not present.
- Do not give information to anyone except a supervisor and law enforcement personnel.

INTERIM (BUSINESS) GUIDANCE FOR COVID-19 RESPONSE

Reduce transmission among employees

- Employees who have symptoms of COVID-19 (i.e. fever, cough, and/or shortness of breath) should notify their supervisor and stay home.
- Follow [CDC-recommended steps](#) if you are sick. Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
- Employees should notify their supervisor and follow [CDC recommended precautions](#) if they are well but have a sick family member at home.

Separate sick employees

- Employees who appear to have [symptoms](#) (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for [symptoms](#) (i.e., fever, cough, or shortness of breath).

Perform routine environmental cleaning and disinfection

- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- When possible, employees are discouraged from using other workers' phones, desks, offices, or other work tools and equipment. If necessary, clean and disinfect them before and after use.

PERSONS WITH DISABILITIES

Employee and Supervisor Responsibilities

If you are an employee with a disability, there are critical steps you should take to help ensure that you will be safe during an emergency. First, inform your supervisor if you require assistance in the

event of an evacuation. Second, work with your supervisor to develop a plan to ensure your safe evacuation in the event of an emergency. If you do not wish to share your needs with your supervisor, you should review the procedures to be followed in an emergency situation affecting your assigned facility and familiarize yourself with your evacuation route and assembly area.

If you are a supervisor, you are responsible for reviewing your facility's EAP with all employees under your supervision, including those with disabilities, to ensure that each employee clearly understands procedures that must be followed during an emergency event. Be proactive in developing emergency plans to meet the needs of employees with a disability. You should also include your employees with disabilities in the decision-making process when selecting special equipment and developing evacuation procedures in collaboration with your building managers.

Procedures

Options for disability evacuation include:

- **Shelter in Place**—Take immediate shelter at the designated location.
- **Evacuation Chair or Other Assistive Device**—An evacuation chair or escape chair is a lightweight wheelchair used to evacuate a physically disabled person from an area of danger, such as a burning building. The chair is designed to allow an attendant to transfer the person downstairs more safely than could be done with a normal wheelchair. Such chairs may be folded to a small size and stowed in much the same manner as other firefighting equipment such as fire hoses and fire extinguishers.
- **Two-person Carry**—This is a way to carry a person to safety with the assistance of a partner. The two assistants link arms to form a backrest and grip wrists to form a seat.

Please remember, when making decisions regarding the best way to evacuate individuals with disabilities from your building, you should work closely with your local emergency response personnel and their safety specialists.

CRITICAL OPERATIONS

Critical operations shutdown procedures are not required because no employees are authorized to delay evacuation for this purpose.