

Facility Emergency Plan

1.0 GENERAL

1.1 Purpose and Scope

This publication prescribes minimum requirements, rules and procedures considered essential to provide adequate emergency planning protection for property and personnel of the Department of Emergency & Military Affairs (DEMA). It is applicable to all units, organizations and activities, either temporary or permanent, and regardless of the nature of tenancy.

1.2 Fire Consciousness

Because of the age and character of the buildings occupied by DEMA, the importance of fire consciousness by all personnel must be emphasized. The plan prescribes actions which must be taken to avoid, report and combat fires. Facility Emergency Managers, Unit/Activity Emergency Coordinators and supervisors will bring applicable sections of this plan to the attention of personnel under their control. A copy of this plan will be on file with the Facility Emergency Manager.

1.3 Responsibilities

It is the individual responsibility of every person, whether military, civilian or contractor, to become familiar with all portions of this plan, and to actively participate in implementing the emergency plan. Commanding officers and responsible department heads will take steps to ensure that individuals in their respective organizations receive instruction on safety plans, fire drills and evacuations. All personnel must be familiar with the procedure for obtaining emergency assistance.

1.4 Reporting Violations

All personnel are encouraged to report life/safety hazards and any violation of safety practices to appropriate management personnel.

1.5 Loss Control Coordinator

The Loss Control Coordinator is assigned to the Office of Resource Management and is responsible for the organization and coordination of emergency planning activities. He/she will execute all phases of the emergency program which includes:

- a. Coordinating with Facility Emergency Managers at each location.
- b. Developing and scheduling periodic fire prevention/safety inspections of buildings, equipment and areas.
- c. Periodically conducting maintenance inspections of fire/ life/safety devices.
- d. Conducting technical investigations of each emergency situation to determine cause, contributing factors, deficiencies of personnel or equipment and corrective actions required to prevent similar incidents.
- e. Making recommendations to appropriate management personnel for necessary projects to improve safety.
- f. Assisting in fire prevention, fire protection and first aid education.
- g. Formulating prearranged emergency plans in all buildings.

1.6 Facility Emergency Manager

Each location will have a Facility Emergency Manager who will:

- a. Appoint and maintain an accurate list of Unit/Activity Emergency Coordinators, if required.
- b. Participate in all fire prevention/safety inspections scheduled by the Loss Control Coordinator. May conduct inspections if necessary.
- c. Prepare a fire evacuation plan for the building(s) or area.
- d. Inform the Loss Control Coordinator of all changes in plans and personnel.
- e. Act as the single point of contact with emergency personnel. Orders or suggestions originating from DEMA personnel will be given directly to fire fighters.

Unit/Activity Emergency Coordinators

Unit/Activity Emergency Coordinators will be designated by the Facility Emergency Manager as needed. Duties and responsibilities include:

- a. Participating in all fire prevention/safety inspections scheduled by the Loss Control Coordinator and Facility Emergency Manager.
- b. Identifying, stocking and posting the location of each first aid kit in their building.
- c. Completion of the first aid course offered by DOA Risk Management Loss Control or its equivalent. Participation can be scheduled through DEMA-RMA. Any training must include CPR techniques. Additional personnel should be trained in first aid/CPR techniques as opportunities permit.
- d. During any safety inspection, the Unit/Activity Emergency Coordinator will take steps to correct any condition which constitutes a hazard. Correction will be made immediately by local personnel "on the spot" where practicable. Hazards which cannot be eliminated locally will be reported immediately to the FMO by work order.
- e. The following are examples of potential fire hazards: dangerous electric lights, power wiring and use of unauthorized fuses in electric circuits. Unserviceable, unprotected or improperly installed heating equipment. Improper handling, storage or use of flammable liquids such as gasoline, paint, varnish, lacquer, thinner, etc. Dangerous storage or improper disposal of oily and dirty rags. Lack of enforcement of "No Smoking" regulation in locations where smoking should be prohibited. Poor "housekeeping" such as accumulation of trash, waste paper, etc.

When performing the monthly inspection of fire extinguishers, Unit/Activity Emergency Coordinators will:

- a. Determine whether extinguisher are fully charged.
- b. Examine extinguisher tag for proper marking and dates. Mark the tag with date of inspection and initial. If no tag is present, attach a new tag properly dated and initialed.
- c. Make sure hose and nozzle are serviceable.

1 July 1994

- d. Ensure that each extinguisher is the correct type for the hazard involved.
- e. Ensure that each extinguisher is in the proper location, not hidden from view, readily accessible and the area is properly marked.
- f. Take action to correct any deficiencies found.

The custodian and/or occupant of each building or portion of a building is responsible for the presence and condition of fire extinguisher. The Unit/Activity Emergency Coordinator will advise custodians or occupants to take defective extinguisher to the appropriate location for repair or service.

In the course of each inspection, the Unit/Activity Emergency Coordinator will question a sufficient number of personnel to determine the degree of knowledge concerning prevention and safety measures. This knowledge should include the following:

- a. How to place a call for emergency assistance
- b. When and where to report safety/fire hazards
- c. Location of emergency exits
- d. What to do in the event of an emergency

Reports: The Unit/Activity Emergency Coordinator shall provide an annual report through the Facility Emergency Manager to the Loss Control Coordinator regarding the results of inspections.

2.0 ACTION IN CASE OF AN EMERGENCY

It is the duty of any individual who discovers an emergency situation to immediately notify the local authorities. The Emergency Procedures Card for how to respond to an emergency will be posted in each office.

2.1 Fire Response Procedures

In all cases of fire, the following actions are to be taken:

- a. Call 9-911. Give your name, address, type of facility and any other requested information.
- b. Close and lock classified files.
- c. Close doors and windows (do not lock).
- d. Turn off coolers, heater, fans, etc.
- e. Evacuate building. (See paragraph 2.1.3)
- f. Ensure someone is outside to direct the fire department.

In the event of a controllable fire, utilize available fire extinguishers and fire hoses. To safely and effectively take fire fighting measures a basic understanding of the classes of fire and the proper extinguishing agent are required. The information required for combating fires are as follows:

- a. Select the proper type fire extinguisher.
- b. If in doubt, briefly check the operating instructions on the label.
- c. Advance to the fire, operating extinguisher according to instructions on the label.
- d. Stay low, out of the head of the smoke. Aim nozzle at the base of the fire.
- e. Keep near a door for escape.

1 July 1994

- f. Stay outside of confined areas.
- g. If unable to control the fire, evacuate the facility.

2.1.3 In the event of a facility evacuation, all personnel will proceed to the parking lot and gather by section. Supervisors are responsible for reporting to section managers accountability of all employees. The names of employees not accounted for will be submitted to the Loss Control Coordinator.

2.2 Medical Emergency Reporting Procedures

- a. Call 9-911. Give your name, facility address and any additional requested information.
- b. Ensure the individual is comfortable, but avoid moving them if possible.
- c. Refer to the Emergency Procedures Card. The card will include the emergency phone number, location of first aid kits and the name of the first aid responders for that location.

2.3 Emergency Response

When notified of an emergency situation, the Loss Control Coordinator, or his/her designee, will:

- a. Proceed in the most available transportation to the scene of the emergency.
- b. Coordinate the work of emergency responders, utilities and salvage crews.
- c. In the event of a fire, if it appears that there is danger of the fire getting out of control and spreading to other buildings, or if there is a need to remove property from the scene of the fire, transmit, or cause to be transmitted, a general alarm.
- d. The Loss Control Coordinator or the Facility Emergency Manager will notify personnel when the fire is extinguished and under control.

3.0 TESTS, DRILLS AND MAINTENANCE

Fire drills will be scheduled and conducted annually in all state facilities. The facility will be evacuated. (See paragraph 2.1.3)

Hand Fire Extinguishers

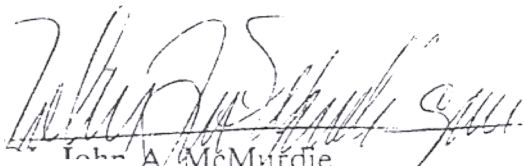
Hand extinguishers of all types (except vehicle) will be recharged and tested annually. Dates of charging, testing and inspecting will be recorded on the fire extinguisher tag. In no case will tags be removed without the authority of the fire inspector. All using agencies will take necessary precautionary measures to prevent first aid fire fighting equipment from becoming inoperative and/or damaged. Unit/Activity Emergency Coordinators will be responsible for placing dates on tags when extinguisher are visually inspected on a monthly basis. Hand fire extinguishers in buildings represent permanent fire protection for building in which located. Extinguishers will not be removed without the authority of the Loss Control Coordinator or the Safety Officer.

Tests and Drills

- a. The Loss Control Coordinator will make annual fire/safety inspections of all facilities.
- b. Unit/Activity Emergency Coordinators will hold semi-annual drills for the purpose of orienting all personnel in evacuation of buildings and proper handling of first aid/fire fighting equipment.
- c. Unit/Activity Emergency Coordinators will provide an informational memo through the Facility Emergency Manager to the Loss Control Officer within five (5) working days of each test or drill indicating that the semi-annual requirement has been met.

BY ORDER OF THE GOVERNOR:

THE ADJUTANT GENERAL



John A. McMurdie