

# Emergency Action Plan

## I. POLICY

It is the policy of Gloucester Township Fire District #4 and Blackwood Fire Company to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

## II. EMERGENCY PLAN COORDINATOR

The fire chief is responsible for making sure this emergency action plan is kept up to date, practiced, and reviewed periodically.

The Emergency Plan Coordinator can be reached at 856-227-7037 or by email at [firechief@blackwoodfire.org](mailto:firechief@blackwoodfire.org).

## III. REPORTING PROCEDURES

<b><u>Type of Emergency</u></b>	<b><u>How to Report</u></b>
<b>Fire</b>	<b>Notify Camden County Communications via 911 and proceed I.A.W. OG 6.7.1</b>
<b>Explosion</b>	<b>Activate evacuation alarm and proceed I.A.W. OG 6.7.1</b>
<b>Bomb threat</b>	<b>If deemed necessary, activate the evacuation alarm to initiate evacuation of the building. Notify the Gloucester Township Police Department of the threat through the most expeditious manner. If necessary call 911 and report the threat. Provide the Camden County Communications Center with an updated report. In the event the fire alarm system was activated to evacuate the building ensure you communicate that the purpose of the alarm activation was to evacuate the building and to have all dispatched apparatus remain in quarters.</b>

<b>Chemical Spill/Leak</b>	<b>If deemed necessary, activate the evacuation alarm system to initiate evacuation of the building. Notify the Camden County Communications Center of the situation through the most expeditious manner. If necessary call 911 and report the situation to the Gloucester Township Police Department and provide them with an updated report. In this event ensure you communicate that they need to notify the Camden County Communications Center of this situation.</b>
<b>Violence</b>	<b>Notify G.T.P.D. via 911</b>
<b>Medical</b>	<b>Notify Camden County Communications via 911</b>
<b>Industrial entrapment</b>	<b>Notify Camden County Communications via 911</b>

Reporting procedures are posted in apparatus rooms of both stations at the watch desk telephone.

#### **IV. EVACUATION PROCEDURES**

##### **A. Emergency Escape Procedures and Routes**

Emergency escape route assignments have been posted in each work area, and all employees have been trained in the correct procedures to follow. New employees are trained when assigned to a work area. In the event the building requires evacuation all occupants are to be notified through the most expeditious manner possible (see section D of this document). All occupants of the building are to be directed to leave the building and re-assemble at the “C-D” corner of the property. A personal accountability report will be conducted and the results will be communicated to the emergency evacuation coordinator (IC or ranking member). A sample escape route sheet of the type posted in work areas is included with this plan.

##### **B. Procedure for Employees Who Remain at Critical Operational Positions**

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

The following lists these employees and their duties:

<b>Name</b>	<b>Title</b>	<b>Work Area</b>	<b>Special Assignment</b>
<b>N/A</b>	<b>Authorized drivers</b>	<b>Apparatus room</b>	<b>Remove apparatus from the building and close all bay doors</b>
<b>N/A</b>	<b>Appropriately trained/certified HazMat personnel</b>	<b>All</b>	<b>Address situation pursuant to level of training/certification.</b>
<b>N/A</b>	<b>Appropriately trained/certified extrication and/or EMS personnel</b>	<b>All</b>	<b>Address situation pursuant to level of training/certification.</b>

The preceding individuals have received special instructions and training to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained in the individual's personnel file located in the office of the Board of Fire Commissioners, Gloucester Township Fire District #4.

### **C. Employee Accountability Procedures after Evacuations**

Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator (IC or ranking member). A summary of the evacuation rally points, together with the identities of supervisors and assigned employees who must report to each, is included as follows:

1. Rally points have been established for all evacuation routes and procedures. These points are designated on each posted work area escape route.
2. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
3. Each employee is responsible for reporting to his or her supervisor so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the Emergency Evacuation Coordinator.
4. The Emergency Evacuation Coordinator (IC or ranking member) will be located at one of the following locations:
  - A. Primary Location: The "C-D" corner of the property.
  - B. Secondary Location: Command post, normally located on the "A" division of the property
5. The Emergency Evacuation Coordinator (IC or ranking member) will determine the method to be utilized to locate missing personnel in each situation.

## D. Alarm System

Alarm systems for notifying all employees in case of an emergency are:

Action to be taken	Alarm system
Evacuate building	Phone paging system by depressing *0 and announcing instructions.
Shelter in Place	Direct voice/contact
All other emergency situations not listed	Phone paging system by depressing *0 and announcing instructions.
In the presence of any sight or audible disables persons	Direct voice/contact
All other emergency situations not listed	Phone paging system by depressing *0 and announcing instructions.
Shelter in Place	Direct voice/contact
In the presence of any sight or audible disables persons	Direct voice/contact
In the event of any failure of the electronic systems	Direct voice/contact

## E. Sheltering in Place

The term, Shelter-in-Place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Shelter-in-Place should only be used when an evacuation is not safe. Certain events may necessitate the initiation of the Gloucester Township Fire District #4 / Blackwood Fire Company Shelter-in-Place Protocol. The decision to Shelter-in-Place will be made by the ranking officer or member as determined by and in accordance with Gloucester Township Fire District #4 Operational Organizational Structure, Fire and Emergency Scene Chain of Command.

Once the decision to shelter in place has been made, all building occupants will be notified I.A.W. section D of this document.

Examples of instances when the Shelter-in-Place protocol may be used are:

Shelter-in-Place (hazardous incident) Recommendations

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to Shelter-in-Place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

- Move to rooms with no windows that can open or are open
- Rooms that have little or no ventilation are preferred
- Close any open windows and doors if you cannot move
- Only come out when you are told that it is safe by the ranking member

### Shelter-in-Place (violent person) Procedures

In the event of the presence of a person or persons deemed by Gloucester Township Police to be a threat to persons present in a Gloucester Township Fire District #4 / Blackwood Fire Company building, a decision to Shelter-in-Place would be made by the ranking member in consultation with the Gloucester Township Police, if available. This is the preferred method of keeping people out of harm's way, through controlling pedestrian traffic in the area, and controlling access to buildings.

Upon receiving notification to Shelter-in-Place:

- Lock the doors, cover the door window, pull down the blinds, turn off the lights and stay calm.
- Stay away from the windows.
- Monitor the police radio, local television news and/or KYW news radio for updates.
- Report any suspicious activity, sounds or smells to Gloucester Township Police (856-228-4500) or 911.
- Only come out when you recognize the authority directing you to do so.

### Shelter-in-Place (weather) Recommendation

A severe weather event such as a hurricane, tornado or wind event may necessitate you Shelter-in-Place until the threat of bad weather has passed.

It is recommended that you:

- Move to an interior room with no windows, or a hallway on the lowest floor possible.
- Move to an interior stairwell if all rooms have windows.
- Stay in the center of the room away from doors and windows.
- Stay in place until the danger has passed.

### Procedures for Sheltering in Place

1. If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately. Do not drive or walk outdoors.
2. Unless there is an imminent threat, ask employees, and visitors to call their emergency contact to let them know where they are and that they are safe.
3. Quickly lock exterior doors and close windows, and air vents. Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems, and clothes dryers. Some systems automatically provide for exchange of inside air with outside air. These systems, in particular, need to be turned off, sealed, or disabled.
4. If you are told there is danger of explosion, close the window shades, blinds, or curtains.

5. Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
6. Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
7. It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
8. Take your emergency supplies and go into the room you have designated. Seal all windows, doors, and vents with plastic sheeting and duct tape or anything else you have on hand.
9. Consider precutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits.
10. Write down the names of everyone in the room, and notify the appropriate authority available (fire chief, E.O.C. etc.).
11. Listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe or to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

## **F. Training**

All Blackwood Fire Company personnel have been trained to assist in the safe and orderly emergency evacuation of other employees.

Training is provided for employees:

1. When the plan was initiated
2. When responsibilities change
3. When new employees are hired or transferred
4. At least annually

## V. FIRE EXTINGUISHERS

All Blackwood Fire Company personnel certified to NJ Division of Fire Safety Firefighter #1 are authorized to make the determination if the use of a portable fire extinguisher is appropriate, and safe. Use of a portable fire extinguisher will only be employed after the fire has been reported and assistance has been summoned.

## 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. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely.

Name	Location Assignment	Special Assignment	Training Provided
<b>Appropriately trained/certified extrication and/or EMS personnel</b>	<b>All</b>	<b>Triage, treat and extricate pursuant to level of training/certification</b>	<b>See individual personnel file</b>

The preceding individuals have received specialized training to prepare them for carrying out the designated assignments. A training record describing the instructions provided is maintained in the individual's personnel file located in the office of the Board of Fire Commissioners, Gloucester Township Fire District #4.

### Special Instructions and Procedures

All personnel performing emergency rescue and medical duties must follow these instructions:

1. Operate within their scope of training

## VII. CONTACTS

For more information about this plan, contact the Emergency Action Coordinator.