

## Organizational Policies and Procedures



### ***Emergency Preparedness***

**Status:** Current

**Created:** December 2001

**Reviewed/Revised:** April 2007

Safety of SELCO staff and any visitors to the SELCO office will be a primary concern.

SELCO will have supervisory staff onsite or readily available during business hours. In the event of an emergency, all supervisory staff not onsite will be notified as soon as possible and staff will implement appropriate procedures as outlined in the emergency action plan.

#### **A. Building Evacuation**

If events necessitate the evacuation of the SELCO building, all occupants must leave the building immediately and remain together at a designated assembly area so that they can be accounted for and given further instructions. Occupants include SELCO employees, visitors and guests, class attendees, and meeting participants. Appropriate authorities will determine if or when reentry is advisable.

Supervisory personnel will serve as emergency coordinators. They will monitor their respective area of the building to account for everyone who may be in the building. If possible, supervisors will conduct a sweep of their area to determine that everyone has been evacuated.

The building will be evacuated in the event that a dangerous situation develops within the building. Examples may include: fire; flood, noxious fumes, chemical spills, terroristic threats to the building or any of its occupants, unauthorized intruders, and/or failure of building climate, mechanical, environmental or emergency systems. The building will also be evacuated if SELCO is notified of similar threats or safety risks in the neighborhood, such as noxious or chemical fumes from a vehicle spill.

To facilitate building evacuation, employees must be familiar with the layout of the structure, location of all exits, and the location and operation of safety equipment and alarms. Although alarms may elicit the response of appropriate emergency agencies, a 911 call shall be placed after building evacuation, either by cell phone or requesting phone use from neighbors.

Meeting and conference rooms shall have an evacuation map posted near entrances/exits. Meetings and classes shall have roster lists to account for non-SELCO occupants.

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### B. Safety Equipment

To warn occupants of unsafe conditions and to facilitate building evacuation, numerous types of safety equipment are employed. These include:

- Audible fire alarm klaxons (three locations), with automatic notification of emergency response agencies. Tested periodically, as required
- Temperature-sensitive fire sprinkler system, with overhead sprinklers in rooms as required by code and tested annually as required by city fire code
- Emergency lighting with battery backup tested monthly
- Exit lighting (battery backup) at all exits and directional exit routing lights at appropriate traffic junctions
- Smoke detector (battery operated) in employee lunchroom tested monthly
- Portable fire extinguishers, inspected monthly
- Permanent mounted fire extinguishers, inspected annually by an outside agency
- Outdoor night lighting near exits (timer activated).

### C. First Aid Kit and Supplies and Work Related Equipment

SELCO maintains a well stocked First Aid Kit that is located on the countertop of the staff break room, #25, as well as a supply of disposable gloves and masks for staff handling dusty materials. SELCO provides back braces for staff working in delivery. Each SELCO vehicle is assigned a cellular phone and, as appropriate to job assignments, SELCO personnel may also have cellular phones provided for their use.

### D. Severe Weather

In the event of severe weather, all building occupants shall gather along the south wall of the main east-west hallway. This shear-wall has been deemed the safest location in the building in the event of severe weather. The designated area runs between room #13 and just beyond room #21. The designated area is indicated by a burgundy-colored stripe near the top and running the length of the wall. All building occupants shall go to this area in the event of a severe weather warning or confirmed tornado sighting, and shall remain in this area until an all clear is received.

In the event that the building incurs damage from severe weather, occupants shall remain in the designated area until it is safe to leave or events dictate other action. Upon exiting the building, occupants shall then follow building evacuation procedures (i.e., gather at assembly area, and account for occupants).

### E. Severe Weather Equipment

A severe weather warning radio, calibrated to the Rochester area, which automatically audibly activates in the event of a severe weather warning, is installed in the reception area. A test notification is conducted weekly.

### F. Intruder Alarm System

SELCO has installed a motion-activated intruder alarm system, which is activated manually after hours or when the building is unoccupied. In the event the alarm is tripped, the police are notified and a designated SELCO staff member is called. If an unauthorized entry is indicated, no employees shall enter the building until approved by the investigating agency.

Subsequent to re-entry approval, an inspection shall be conducted by qualified SELCO staff to verify proper operation of automation system computer equipment and/or assess other damage to the building and its equipment.

### G. Threatening Situations

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Any staff member who feels they are threatened by persons in the office may call for assistance by using the building PA system. If the situation is judged potentially dangerous staff will call 911.

### **H. Electrical, Plumbing, Mechanical and HVAC Equipment**

Failure of specific electric, plumbing, mechanical and HVAC equipment may necessitate the shutdown of major building systems to prevent damage to essential equipment or injury to occupants. In the event a system needs to be shut down, knowledge of appropriate shut off devices (valves, switches, electrical circuit-breakers) is necessary. Appropriate valves, switches and circuit breakers shall be identified and labeled, and appropriate personnel shall be trained in their location and function. Shutdown of any of these systems may make employee evacuation necessary. The conditions that necessitate system shutdowns shall be corrected as soon as possible by qualified personnel/outside contractors and inspected by the appropriate agency, if necessary.

### **I. Training**

SELCO will host an annual safety review workshop for staff. Sessions will include information about the organizational emergency action plan, including evacuation plans, alarm systems, reporting procedures for personnel, shutdown procedures, and types of potential emergencies or threatening situations. Training will also include practice drills for evacuation or severe weather and opportunities to practice using the safety equipment. Safety and evacuation procedures, and safety equipment operation and location shall be part of the employee handbook and addressed during orientation.