



Policy #12.1

CITY OF NEW CASTLE

EMERGENCY ACTION PLAN

EMERGENCY CONTACTS

FIRE, POLICE, AMBULANCE	911
MAYOR'S OFFICE	(765) 529-7605
CLERK TREASURER	(765) 521-6803
BUILDING INSPECTOR.....	(765) 521-6823
STREET COMMISSIONER.....	(765) 521-6832
TRANSIT MANAGER	(765) 521-6847
WATER PLANT	(765) 521-6841
WASTEWATER PLANT	(765) 521-6836
UTILITY BILLING	(765) 521-6820
HUMAN RESOURCE (Insurance, Loss Control & Claims).....	(765) 529-7605

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PURPOSE

The purpose of an Emergency Action Plan is to protect City of New Castle (CONC) employees from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but is not limited to: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate municipal responders take over.

SCOPE

For the protection of CONC employees, an Emergency Action Plan (EAP) is a requirement of OSHA 1910.38. It is also necessary and prudent for the protection of our visitors. It is a requirement that the employer review with each employee upon their initial assignment or when the plan changes, those parts of the plan that the employee must know to protect her/ himself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation. The entire EAP will include the Building Specific EAP and evacuation maps.

STATEMENT OF LIMITATIONS

There is no guarantee implied or expressed by this document that a perfect response to an emergency or crisis situation is possible or practical. Building personnel will be provided information necessary to take actions to protect themselves during emergency incidents.

GENERAL PROCEDURES

This plan is a guide for employees to familiarize themselves with basic emergency planning, response and evaluation. This section provides basic guidance and general procedures to be used before, during, and after an emergency or crisis situation impacts building occupants.

Planning

As a requirement for the development of this EAP, preparation is required to facilitate both building evacuation and sheltering in place activities. This preparation may include but is not limited to the following:

1. Training employees to current protocols and standards for building safety with assistance from Emergency Management.
2. Informing employees on how to communicate in an emergency.
3. Assigning specific tasks and responsibilities to selected building staff to ensure there is a means to identify, accommodate, and move personnel from the building should an evacuation be required.
4. Developing, disseminating and maintaining an EAP for all building personnel.
5. Assisting in developing building specific drills and exercises.
6. Reviewing the plan annually and making it available to all building occupants
7. Working to ensure plan is maintained

8. Posting evacuation route maps throughout the building in visible locations. As a general rule, all building personnel should be able to identify two (2) evacuation routes from the building. These evacuation maps will contain:

- Emergency and accessible exits
- Clearly marked routes of evacuation
- Location of fire extinguishers
- Fire alarm/ pull-station locations
- Areas designated as safe locations for tornado sheltering
- Areas of rescue assistance—locations designated for persons with access and functional needs

Notification of Emergency Warning

In the event of an emergency or disaster, warning to building personnel may come from a variety of different sources, which includes but is not limited to the following:

- Radio or television
- Building smoke detection or sprinkler system
- Outdoor warning sirens
- New Castle Police Department (NCPD)
- Internet
- Social Media

ASSIGNMENTS AND RESPONSIBILITIES

In order to facilitate actions to be taken within a building during emergencies or crisis situations, each building has designated personnel with specific roles and responsibilities. These positions include the Mayor, Director of Public Works and Safety, Building Inspector/Manager, Emergency Service Chief's, Department Heads, and individuals tasked with assisting people with access and functional needs known as "Buddies."

In addition, there may also be assistants identified for all of the above, for each building. The entire complement of personnel who have specific assignments are known as the building Emergency Control Committee. There will be one (1) Building Manager per building, but the total number of Emergency Control Committee Members and Buddies will vary from one building to the next based upon the building's specific needs.

Building Manager

Building Managers are city employees who work for various departments and represent each building. They have been chosen to play an important role in the implementation of the city's emergency preparedness program by assuming the following key responsibilities:

- Coordinate the development, maintenance and implementation of building EAPs, which are used for the safety and security of staff using city buildings.
- Serve as an essential contact for each building in the event that emergency information must be distributed in a timely manner to building occupants.
- Participate in training exercises to test evacuation plan and other EAP procedures.
- Maintain building EAP and for making it available for all building occupants—either electronic or hard copy.
- Use and apply guidance materials (e.g., EAP template documents, pre-developed training presentations, job aids, sample action checklists, call-down trees, etc.) developed and provided by CONC.
- Identify and select Emergency Control Committee Members.
- Develop method of monitoring for emergency situations and maintain list of trained employees.
- Attend Building Manager training and other trainings, as necessary for the position.
- Verify that building maps are accurate and updated annually.
- During building emergencies where evacuation is required, Building Managers should proceed to the ground floor and instruct all persons leaving the building to move to the predetermined Emergency Assembly Point.
- During an emergency the Building Manager, Emergency Control Committee Members, Buddies and any assisting staff should meet outside of the building to determine if personnel still remain in the building and where they might be located. This information should then be relayed to the public safety personnel responding to the incident.
- For incidents requiring shelter-in-place or moving personnel to a designated safe location within the building, Building Managers should work with each Emergency Control Committee Member and Buddy to determine if personnel remain in areas potentially unsafe and then move those individuals to the designated safe locations.
- In any emergency situation, the Building Manager or Emergency Control Committee Chairperson present shall have initial authority to coordinate procedures, and amend, modify or supersede any provisions of this plan in order to ensure employee safety. They have the authority to do all the of the following:
 - Obtain volunteers to carry out specific actions
 - Develop system to assist persons who need assistance
 - Order evacuation, if deemed necessary
 - Take any other action necessary to protect life
- Following any incident or drill, conduct an evaluation with Emergency Control Committee Members, Buddies, CONC, and Insurance, Loss Control and Claims (INLOCC).

Emergency Control Committee Members

Emergency Control Committee Members are individuals who assist the Building Managers with emergency preparedness and response for buildings. While the Building Manager is responsible for an entire building, an Emergency Control Committee Member may be tasked to coordinate the emergency efforts of a single floor and performs the following:

- Assist the Building Manager in activating the EAP for their building. Their primary purpose is to accomplish a full evacuation of their floor, if possible or practical.
- Assist the Building Manager in identifying and selecting personnel to serve as Buddies who may assist building personnel with access and functional needs.
- May be called upon to participate in the planning, execution and evaluation of emergency-based exercises and drills.
- Should know the location of all exits on their assigned floor; the location of all fire alarms/pull-stations; fire extinguishers; designated safe areas; and areas of rescue assistance.
- If an evacuation is being conducted, Emergency Control Committee Members should meet the Building Manager outside of the building and communicate if and where personnel still remain in the building.

NOTE: Emergency Control Committee Members are not expected to place themselves at risk by attempting to extinguish a fire or by moving into areas of a building that may be potentially dangerous.

Buddies

Buddies are building personnel who have been identified to provide assistance and support to people with disabilities or other access and functional needs during building emergencies. In this role, Buddies should also take on the following responsibilities:

- Buddies should be familiar with their building EAP, especially the section marked “Assisting People with Access and Functional Needs.”
- Buddies should be familiar with the particular needs of the people for which they are providing assistance.
- Buddies should know their designated evacuation routes, location of the nearest stairwell or those areas of rescue assistance where person with access and functional needs can wait safely to be rescued during an evacuation.
- Buddies may assist persons with disabilities out of the building to safety, to a safe stairwell or to an area of rescue assistance. The choice as to which of these actions will be selected will depend upon the precise nature of the incident, the specific needs of the individual being evacuated, and the time required to move people from the building.
- Buddies are not required to stay inside the building with the person they are assisting but should report to their Emergency Control Committee Member and Building Manager the exact location inside the building

ASSISTING PEOPLE WITH ACCESS & FUNCTIONAL NEEDS

In an emergency, each person has different skills and abilities. Prior to any emergency or crisis situation, individuals with access and functional needs should discuss their emergency needs with their supervisor. A discussion of the building EAP should follow and should include information about the location of exits, stairwells, areas of refuge and other pertinent data that will assist persons with access and functional needs. The supervisor will then communicate those needs to the Building Manager in order to integrate this information into the EAP. This information, however, is considered sensitive and will only be released to the person's supervisor, the Building Manager, and CONC.

The individuals should become acquainted with the availability of the Buddy system and encouraged to take advantage of this assistance. Since using the Buddy system is optional, no one should be pressured in any way to utilize a Buddy as a means of evacuating from a building. It is important not to assume that persons with obvious disabilities need assistance, or to assume what type of assistance they may need.

- **Assign a designated area for persons who may need assistance when evacuating**, (e.g. hearing, mobility, vision or speech impaired, the elderly and children). The area for rescue assistance will have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route remain. Examples in this building:
 1. One-hour fire-resistive hallway adjacent to an exit;
 2. Vestibule located next to an exit enclosure;
 3. Portion of a balcony located near an exit stairway;
 4. Stairway landing within a smoke proof enclosure. Position the person so they do not obstruct the exit.
- Department heads should discuss with individual employees who have obvious disabilities, those who have informed them of any special needs, and all newly hired, what assistance they may need and determine how they will communicate. (For further information go to: <http://www.eeoc.gov/facts/evacuation/html>)
- If a person requests a Buddy, one should be appointed by the Emergency Control Committee Member and at least one Buddy (two would be better) should meet with the person with special needs to discuss evacuation procedures. The Buddy should assist the person to whom they are assigned at the time of exit drills. A discussion should follow each drill to allow input from both parties and to allow the fine tuning of the EAP.
- If a person remains in an area to await rescue, then he/she must inform evacuating building occupants of his/her location.
- Emergency Control Committee Members and Buddies should be vigilant when there are guests with special needs or new people in their area. Emergency Control Committee Members should make these persons aware of evacuation procedures. Persons trained to assist those with special needs should do so.

TRAININGS & EXERCISES

All Building Managers and Emergency Control Committee Members will participate in a BIMT Training Session and any other trainings that may be beneficial.

Community Emergency Response Training (CERT) training is basic emergency response training and is an excellent course for Building Managers and Emergency Control Committee members to attend. The course is 21 hours long and includes basic emergency preparedness, fire prevention/suppression, disaster medical operations, search & rescue, CERT organization, disaster psychology and terrorism awareness. Contact CONC for more information.

Building Managers and Emergency Control Committee Members are also encouraged to go through the Introduction to the Incident Command System for Higher Education (IS-100.HE) and National Incident Management System (NIMS), an Introduction (IS-700.a). Both courses are offered by the Federal Emergency Management Agency's (FEMA) Emergency Management Institute (EMI). These are free web-based courses that can be found at <http://training.fema.gov/IS/NIMS.asp>.

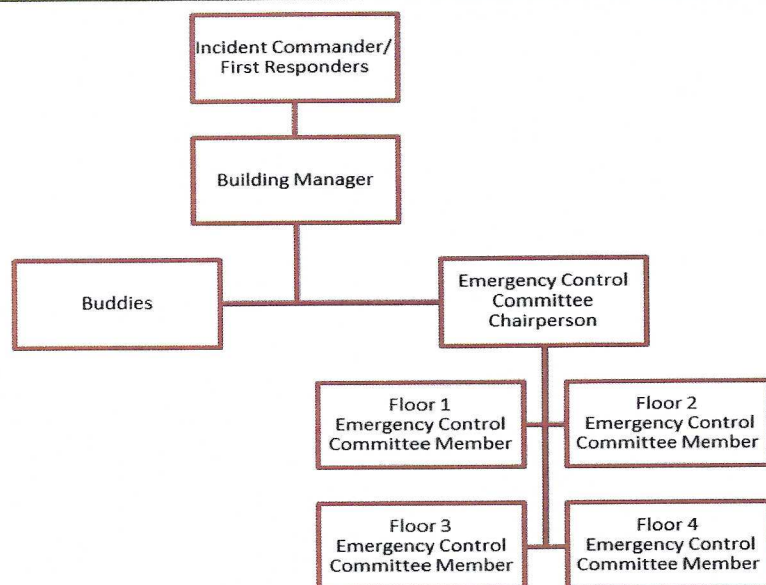
EVACUATION ROUTES & EMERGENCY ASSEMBLY POINTS

Every building should contain a number of evacuation maps or signs posted in visible locations on all floors, which display the routes to the nearest exits as well as the locations of emergency equipment such as fire extinguishers, fire alarm pull-stations, tornado safe areas, and automated external defibrillators (AEDs).

The Building Manager shall verify that the signs are in place and up to date annually.

Emergency Control Committee Members should work with all departments within their designated areas to ensure they know where these maps are located and that all staff have an understanding of where to go if they are asked to take shelter or leave the building.

ORGANIZATIONAL CHART



GUIDANCE FOR EMERGENCY SHUTDOWN OF OPERATIONS

An emergency shutdown of the Building can be ordered by the Building Manager or Emergency Control Committee Chairperson in concert with: facility services, law enforcement, INLOCC or the local fire department. No employee should take any unnecessary risks when ordered to evacuate. However, if time permits, personnel may perform the following duties:

- **An emergency shutdown of computers** should be accomplished in the event of a severe electrical storm. If time permits, exit the program and shut off the computer power supply.
- **Utility Controls** will be shut off by maintenance personnel who will know the location and operation of the main controls of gas, steam and electrical supply leading into the building. For utility or building service emergencies, call (765) 529-7605
- **Critical Operations** will be shut down by assigned personnel.

WORKPLACE HAZARDS

Employee Responsibility

It is the responsibility of all city employees to work toward maintaining a safe and healthy working environment. For all buildings, the following general guidelines apply to fire and workplace hazard prevention:

- Follow the general guidelines listed in this plan.
- Smoking is not allowed on City property. Extinguish all cigarettes in proper receptacles.
- All employees should be familiar with the workplace evacuation routes and areas of safety within their buildings.

Suspicious Activity

It is the responsibility of all city employees to be on the lookout for any suspicious activities or behaviors. The eight signs of terrorism are listed on the next page. If any employee notices anything out of the ordinary they should notify their supervisors or local law enforcement immediately. If you see something, say something!

Keep in mind the following with reporting suspicious activity:

- Activity (Describe exactly what they are doing)
- Location (Provide exact location)
- Size (The number of people, ages, gender, and physical descriptions of each individual involved)
- Time (Provide date, time, and duration of activity)
- Equipment (Describe vehicle, color, make, license plate, guns, camera, etc.)

If you see something, say something! In case of an emergency, please call 911 or local law enforcement first.

The 8 Signs of Terrorism:

1. *Surveillance*

Terrorists will likely observe a chosen target during the planning phase of an operation. Suspicious actions during this phase may include someone recording or monitoring activities, drawing diagrams or making notes on maps, using vision-enhancing devices, or having possession of floor plans or blue prints of important buildings.

2. *Inquiries*

This entails attempting to gain information about a place, person or operation pertaining to the target. Terrorists may attempt to elicit about critical infrastructure by making unusual inquiries. They may also attempt to place people in legitimate employment to monitor day-to-day activities and operations.

3. *Tests of Security*

Terrorists may also test a target's security to gather data. To do this, they may drive by the target, moving into sensitive areas and observing security or law enforcement response. Terrorists may also attempt to penetrate physical security barriers in order to assess strengths and weaknesses.

4. *Fundraising*

Terrorists are very creative in raising, transferring, and spending money they come in contact with. Some scenarios to look for include: (1) credit card fraud, (2) defrauding the elderly, (3) people asking for donations to legitimate organizations but in peculiar ways, and (4) very large amounts of cash used in business transactions.

5. *Acquiring Supplies*

Terrorists may purchase or steal explosives, weapons, ammunition, or attempt to store harmful chemical equipment. In order to gain easier entrance to a secured area, they may also try to acquire uniforms, identification or equipment. If they are unable to steal these things, they may attempt to create counterfeit copies.

6. *Suspicious/Out-of-Place Behavior*

Sometimes suspicious people just "don't belong" or a behavior seems out of place. This may include a person in a workplace, building, neighborhood or business establishment that does not fit in because of demeanor, language usage or unusual questions they ask.

7. *Dry Runs*

Before executing the final operation or plan, terrorists may engage in a practice session, or "dry run," to work out flaws or unanticipated problems. A "dry run" may be the heart of the planning stage of a terrorist act. Terrorists may monitor police radio frequencies and record emergency response times.

8. *Deploying Assets/Getting into Position*

The deployment assets or getting into position stage is an individual's last chance to alert authorities before the terrorist act occurs.

NOTE: For more information on terrorism, visit the Indiana Intelligence Fusion Center (IIFC) website at <http://www.in.gov/iifc> or call 1-877-226-1026

Common Workplace Hazards

Fire

Call INLOCC at (765) 529-7605, with specific fire/safety questions.

- **Electrical circuits**, wiring and extension cords, which may be worn and frayed.
- **Electrical appliances**, such as, coffee pots, microwaves and portable heaters left unattended or on at the end of a work day.
- **Flammable solvents**, such as, gasoline, paint thinner or degreaser, in amounts greater than maintenance quantities.
- **Flammables & Combustible liquids** not stored in a designated area or storage locker.
- Restricted access to and from working environments such as the following should be corrected:
 - Fire doors and/or emergency exits blocked or held open
 - Storage and trash in stairwells and hallways
 - Storage containers closer than 18 inches to sprinkler heads
 - Walk-ways in office areas or hallways less than 36 inches wide

Maintenance of Fire Equipment and Systems

Refer questions and problems regarding the fire sprinkler and/or smoke detector systems, fire extinguishers and their locations to City Building Inspector or Fire Chief.

Housekeeping

Good workspace tidiness will be the responsibility of **ALL** employees.

- Waste materials are to be discarded in the proper place.
- Heat producing equipment shall be maintained in good working order and kept at a minimum of 36 inches from any combustible items.
- All aisles and exits will be kept clear of boxes, equipment, personnel belongings and other materials.
- Access to fire extinguishers, fire alarm pull stations, and AEDs will be kept clear.
- Each supervisor will ensure their employees have the appropriate level of training as required to handle, store and maintain hazardous materials.

Severe Weather

Severe Thunderstorm Watch - Severe thunderstorms are possible, continue normal activities and monitor.

Severe Thunderstorm Warning - Severe thunderstorms are occurring. Keep people indoors and away from windows until storm passes.

Tornado Watch - Tornadoes are possible, continue normal activities and monitor.

Tornado Warning - Tornadoes are probable or have been seen in the area. Seek shelter in a windowless, interior wall or office.

NEWS INFORMATION

Information to the news media will only be released through the Office of the Mayor for Public Affairs and Government Relations: (765) 529-7605..

ACRONYMS

AED	Automated External Defibrillator
BIMT	Building Incident Management Training
BTFD	Bloomington Township Fire Department
Buddies	See page 6
Building Manager	See page 5
CPR	Cardiopulmonary resuscitation
CONC	City of New Castle
EAP	Emergency Action Plan
Emergency Assembly Point	Designated safe area for gathering groups of people during an emergency. Contingent on the type of emergency, may be indoor or outdoor.
Emergency Control Committee Member	See page 6
EMI	Emergency Management Institute
EMS	Emergency Medical Service
FEMA	Federal Emergency Management Agency
Hazardous Substances	Includes every known chemical
IDHS	Indiana Department of Homeland Security
IIFC	Indiana Intelligence Fusion Center
INLOCC	Insurance, Loss Control and Claims
MSDS	Material Safety Data Sheet
NCPD	New Castle Police Department
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Association
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment.

EMERGENCY ACTION PLAN APPENDIX A

List of Building Personnel with Access and Functional Needs

Following is a list of individuals with special needs, either temporary or permanent, who indicate they may need assistance in evacuating the building.

RESTRICTED ACCESS– This appendix may not be distributed with the rest of the EAP and may only be viewed by authorized personnel only. It is not to be posted to the internet or shared with any other person other than those listed below:


- Individual employee's immediate supervisor
- Building Manager
- Emergency Management and Continuity


NAME	BUILDING/ FLOOR & ROOM #
REQUIRED NEEDS	
BUDDY ASSIGNED YES <input type="checkbox"/> NO <input type="checkbox"/>	BUDDY NAME/ PHONE #:

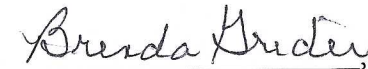
NAME	BUILDING/ FLOOR & ROOM #
REQUIRED NEEDS	
BUDDY ASSIGNED YES <input type="checkbox"/> NO <input type="checkbox"/>	BUDDY NAME/ PHONE #:

Reviewed and approved by the Board of Public Works and Safety this 7 day of
December, 2020.

 , Greg York, Mayor

 , Dave Barker, Director of Public Works

 , Joel Harvey, City Attorney

 , ATTEST
Brenda Grider, Clerk Treasurer