

STATE OF OKLAHOMA

COUNCIL ON LAW ENFORCEMENT EDUCATION & TRAINING



Emergency Action Plan

Employee and Management Procedures

Employee and Management Procedures

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Section I Administration

I.1 Policy Statement

The purpose of this Emergency Action Plan is to assist employees and management in making quality decisions during times of crisis. This plan contains guidance in determining the appropriate actions to take to prevent injury and property loss from the occurrence of emergency incidents.

The plan will also assist facility management in ensuring the survivability of the various business activities provided by CLEET in the event of an incident.

The plan will meet the applicable requirements of federal regulations, including 29 CFR 1910.38(a), as well as state and local regulations regarding emergency action planning. When an emergency situation occurs at the facility, the safety of employees and visitors will be coordinated by the Agency Emergency Control Manager (ECM)

I.2 Scope of Plan

It is the intent of CLEET to prevent all foreseeable emergency situations that might impact the safety of employees and visitors through the implementation of a facility safety and health program and the regular training of personnel in emergency procedures. However, it is recognized that emergency situations are not totally preventable. Therefore this plan has been developed to achieve the following objective:

Provide employees with procedures to follow for effective and safe actions during an emergency situation, including evacuation.

This plan will serve as the emergency action guide for employees and visitors in the event of an emergency. The plan is divided into six separate action guides based on the nature of the emergency. The six areas of concern are these: 1) Emergency Medical Situations, 2) Fires, 3) Severe Weather, 4) Bomb Threats, 5) Chemical Releases and 6) Power Failures. The contents pages will enable the user to quickly find the appropriate section during an emergency incident. While no plan can take into consideration all possible emergency situations, the guidelines included in this plan should assist you in making proper decisions.

I.3 Legal Compliance

This plan will comply with the following federal regulation:

29 CFR 1910.38(a) Employee Emergency Plans and Fire Prevention Plans

As regulations are revised, the plan should reflect these changes as necessary. Plan updates will be completed as described in Section I.6 Plan Updating Procedures.

I.4 Authority Statement

The management of CLEET recognizes that during emergency situations special procedures must be followed to control and mitigate an emergency. Therefore management, by the acceptance of this Emergency Action Plan, grants authority to those responsible individuals and/or positions named or unnamed in

these procedures to implement and carry out the Plan to the termination of the emergency situation. Management also recognizes that those individuals authorized to respond to emergency situations shall be properly trained in those procedures and emergency techniques, such as evacuation, first aid, use of fire extinguishers, and other areas as determined by their duties and responsibilities.

I.5 Plan Distribution

The Emergency Action Plan will be distributed to all departments with a master copy being maintained by the ECM. The plan will be available for review by all.

I.5.1 Location and Plan Identification Numbers

All copies of the plan will be identified with a copy number on the binder spine. The following is a list of the plan copies by number and their locations in each division.

Plan Number Department Location

EAP-1 Executive Office Director
EAP-2 Executive Office Director of Administration
EAP-3 Executive Office Director of Operations
EAP-4 Safety Manager
EAP-5 Training Manager
EAP-6 Maintenance Supervisor
EAP-7 Executive office of Legal

I.5.2 Plan Information and Contact Person

Information concerning the plan can be obtained from department supervisors, the ECM or the Director.

I.6 Plan Updating Procedures

The Emergency Action Plan will be reviewed at least annually by the facility safety committee with recommendations for changes and/or modifications. These recommendations will be forwarded in writing to the ECM who, in conjunction with the Director, will implement changes to the plan as necessary. The ECM will keep the Director advised of any changes that may be necessary based on changes to federal, state, and/or local regulations and requirements.

I.6.1 Revision Notation

- a) When revisions are made to the plan, the page(s) affected by the revision will be provided with a date of issue and version number.
- b) Each person/division identified in I.5.1 will receive a copy of the changes. Along with the changes, a Notification of Change form will be provided which must be signed by each responsible party indicating that the party has received a copy of the changes and that the copy of the plan assigned to that party has been updated. This form is to then be submitted to the ECM.

I.7 Plan Training

To ensure that the plan is properly followed during facility emergencies a training program shall be provided to employees. The objectives of the training program shall be as follows:

- a) To ensure that personnel are knowledgeable of their roles and responsibilities concerning the plan.
- b) To ensure that personnel are knowledgeable of the plan's procedures to effect a safe response to facility emergency situations.
- c) To ensure that personnel are knowledgeable of the evacuation procedures to effect a safe and expedient evacuation of the appropriate areas of the facility impacted by an emergency situation.

I.7.1 Training Program

Facility personnel will receive training in the plan appropriate to the level of their expected involvement. The specific lesson plans and training topics are to be maintained by the ECM. The following is the general training program for each of the identified groups:

I.7.1.1 Employees

a) Training frequency

Employees will receive training during initial employment orientation and refresher training at least quarterly during safety meetings. When employees change areas or departments in which they work, they will receive from their department supervisor appropriate training in their responsibilities and actions as required by the plan for their new area. All employees will be trained whenever the plan is changed.

b) Training level

Employees will receive training in the general plan procedures and specific departmental procedures related to the plan. Training should cover evacuation procedures, incident discovery, notifications, fire extinguishers, and first aid.

c) Supervisor training

All supervisors will receive additional training, beyond that received by employees, dealing with actions that are necessary to provide for the safety of personnel and visitors, and the protection of facility assets.

d) Agency Emergency Control Manager training

All Agency ECMs will receive additional training on the specific duties, actions, and responsibilities of their position during an emergency situation as identified in the emergency action plan.

e) Emergency response team member training

All emergency response team members shall receive specialized training for the response to and handling of emergency situations that could occur at the facility.

I.8 Plan Drills and Exercises

To ensure that the plan will meet current conditions and that all involved individuals will respond properly, the plan will be tested on a regular basis.

I.8.1 Frequency of Drills/Exercise

The plan will be exercised at least monthly. Specific areas to be evaluated during the monthly exercise will include the following:

- a) Evacuation and accountability of personnel
- b) Proper functioning of alarm system
- c) Special procedures for evacuation of personnel with special disabilities or impairments
- d) Response time of emergency response personnel to emergency situation
- e) Adherence to plan procedures

I.8.2 Exercise Documentation

All drills and exercises of the plan will be documented, indicating the results of the exercise and any problems that were encountered, along with recommendations for plan modifications. The ECM will complete an Emergency Action Plan Exercise Evaluation Form and maintain copies for review by the Safety Committee. The ECM shall submit a report to the Director indicating results of an exercise and changes necessitated by the exercise.

Section II General Information

II.1 Description of Facility and Operations

The facility is protected by a modern fire protection system, including automatic sprinklers in all areas of the facility buildings, and a fire alarm system. There are no special or highly hazardous processes taking place at the facility.

II.2 Emergency Recognition and Prevention

Through the use of regularly scheduled safety meetings, employee orientations, safety procedures, training programs, and operational procedures, facility employees will be trained in identifying conditions that might lead to a facility emergency condition. Employees are instructed, as part of their training and orientation, in the steps to take to prevent and report facility emergency situations when these conditions are found to exist. Regular safety training, covering actions of employees, will be provided as identified in I.7.1 of this plan.

II.2.1 Fire Prevention

Listed below are specific procedures that shall be addressed by the facility to minimize the occurrence of and impact from a fire emergency. There are no unusual fire hazards present at this facility. Special emphasis is placed on housekeeping and storage practices in the maintenance, and general office areas because flammable and combustible materials may be used and stored there.

- a) The facility is committed to preventing the occurrence of fires and situations that may promote a fire at the facility.
- b) Fire prevention is the responsibility of all facility personnel. Employees should follow safe practices to minimize fire hazards, and supervisors must ensure that safe practices are followed on a daily basis. Supervisors shall check their work areas daily for fire prevention problems and report these problems promptly to the ECM for corrective action.
- c) All fire protection equipment will be inspected monthly by the Facility Emergency Coordinator or designee. Results of inspection will be recorded on the Fire and Safety Equipment Monthly Inspection Form, and the results will be reviewed by the Safety Committee. Results of these inspections will be provided to the Director.

1) Equipment to be inspected will include the following:

- Fire extinguishers
- Smoke detectors
- Fire alarm system
- Fire sprinkler system
- Emergency lighting

- Emergency generators
- 2) All areas in the facility will be inspected to check for the following unsafe conditions:
- Blocked or locked fire exits
 - Poor housekeeping procedures
 - Smoking in non-designated areas
 - Flammable/combustible materials not stored properly
 - Obstructed access to electrical rooms and panels

II.3 Organization and Personnel Responsibilities

During an emergency situation, the Agency Emergency Control Manager (ECM) will have the responsibility for ensuring that proper actions are taken to ensure the safety of employees and visitors to the facility. Management grants the ECM the authority to carry out those tasks and functions identified in the plan that provides for the safety of personnel. In the event that the primary ECM is not available, the next alternate in the order listed will assume the responsibilities of ECM.

Agency Emergency Control Manager

Skipper Williams

239-5175 Office

2395158 Home

210-887-7547 Cell Phone

Alternate Agency Emergency Control Directors (In Order)

The Maintenance Manager will serve as the alternate ECM. In the event that the Alternate Emergency Control Manager is unavailable or unable to function as the ECM, the first on-scene emergency response team member will function as the ECM. The alternate ECM will notify the primary, Emergency Control Manager as needed, based on the severity of the situation. Upon arrival, the primary ECM will assume the duties and responsibility of the Agency Emergency Control Director, as needed.

II.3.1 Key Facility Personnel and Phone Numbers

The following is a list of individuals and groups that may be needed during a facility emergency. The list is separated into two parts: facility or onsite personnel and offsite or community organizations and services.

• Facility personnel

This would include facility employees who may be needed during an emergency situation.

• Organizations

This would include local, state, and federal organizations that may be needed to assist in providing services to the facility during an emergency situation. The list provides phone numbers (facility and home) and pager numbers when available. This list is to be verified every six months and updated whenever an employee or organization advises that a change has occurred.

II.3.2 Onsite Personnel

Key facility personnel who may need to be contacted in the event of an emergency include:

Larry Birney, Executive Director

239-5151 Office

210-508-6288 Home

795-9310 Cell

Steve Emmons, Assistant Director of Operations

405-239-5153 Office

Home

405-226-0331 Cell

Kimberley Richey, Associate Director of Administration

405-239-5114 Office

361-548-7338 Home

405-277-3796 Cell

A list of all onsite employees is contained in the Appendix.

II.3.3 Local and State Organizations and Services

Organization Emergency Number Administrative Number

Emergency # 9-911

Ada Fire Department 405-436-8076

Pontatoc County Sheriff's Office 580-332-4169

EMS 580-332-1334

Highway Patrol 580-436-1166

Power Company

Telephone

Natural Gas

Ada Water Department 580-436-8140

Ada Sewer Department 580-436-6300

II.3.4 Miscellaneous Services

Organization Number

Truck Rental

Storage Facility

Heating, Ventilation, and Air Conditioning

Telephone – System

Elevator

Portable Rest Rooms

Bottled Water

Fire Alarm Service

Water Removal

Equipment Rental

II.4 Media Relations Policy

CLEET recognizes that it is essential to present accurate information to the news media concerning an emergency situation involving our facility. In the event of an emergency involving CLEET, the Director or his/her designees are the only authorized individuals who may speak with the media on behalf of the agency. Any requests for information concerning the facility, employees, or visitors will be referred to the Commissioner or designee for handling.

II.5 Emergency Alerting Procedures

In order to provide for the safety of employees and visitors, it is essential that early warning of emergency situations be made so that evacuation procedures can be implemented and emergency response organizations notified of the situation.

The K. O. Rayburn facility uses a state-of-the-art incident reporting and notification system. When an incident is reported by means of a fire alarm pull station or activation of the fire protection system, the location of the alarm is transmitted by means of a computer and a report is transmitted by alarm over the facility. Emergency alerting procedures shall be tested as part of the monthly drills as identified in I.8 of this plan and as part of the monthly emergency equipment inspection as identified in II.2 of this plan.

II.5.1 Notification for Small Area-Specific Incidents

Incidents such as individual medical emergencies will generally not require the notification of the entire facility.

- **Preferred means of notification**

The telephone will be the preferred means of reporting such emergencies. Reports of emergency situations will be reported to the front desk. When available, the hand-held portable radios may be used to make notification of an emergency situation.

- **Secondary means of notification**

A runner will be sent to the front desk for a verbal notification of the situation.

II.5.2 Notification of Serious or Facility wide Emergency Situation

Facility wide emergency situations include incidents such as a fire or explosion, which require that all or the majority of the facility be notified.

- **Preferred means of notification**

The preferred means of notification is the activation of the fire alarm pull station.

- **Secondary means of notification**

The secondary means of notification is by telephone from an area not involved in the emergency situation or by hand-held portable radio if available.

II.6 Evacuation and Personnel Accountability

Evacuation of employees and visitors from the facility is of the utmost importance. Most emergency situations will require the evacuation of all or part of the facility. In order to achieve a safe and timely evacuation, it is critical that an early warning of the emergency situation be communicated to personnel and action implemented to remove personnel from the hazard area. The following procedures will be applicable for all evacuations called for under the specific emergency situations of the plan outlined in Section IV.

II.6.1 Management Responsibility

The management of CLEET has the responsibility to ensure a safe workplace for its personnel and visitors to its facility. As part of this responsibility, each supervisor and employee has a responsibility to ensure that all personnel are evacuated in a timely and safe manner from the facility and that all personnel are accounted for following evacuation. The following will outline the responsibility of each level of facility management during an evacuation:

II.6.1.1 Agency Emergency Control Manager

- a) Ensures that facility personnel are trained in proper evacuation methods through facility safety training and evacuation drills.

- b) Ensures that alarms are sounded in a timely manner when an emergency situation is encountered.

- c) Determines that all personnel onsite have been accounted for following an evacuation.

- d) Reports status of evacuation to the fire department upon its arrival.

II.6.1.2 Division Managers and Supervisors

- a) Will be familiar with the requirements of the plan and their responsibilities during an evacuation of their assigned area(s).

- b) Ensure that personnel assigned to their area(s) are trained in the requirements of the plan as it relates to them and procedures to following during an evacuation.

- c) Determine any special evacuation needs or assistance that personnel within their assigned area(s) might have.

- d) Account for all personnel assigned to their areas following an evacuation and report this information to the Facility Emergency Control Manager.

II.6.1.3 Employees

- a) Will be familiar with their responsibilities during an evacuation of their

assigned work area(s).

b) Assist their department supervisor as needed in the evacuation of other employees and visitors to a safe area.

II.6.2 Evacuation Points

Each area of the facility has designated primary and secondary evacuation points. In the event of an emergency requiring the evacuation of the facility, all persons are to immediately leave the facility by the designated route and report to their assigned evacuation point. Should the primary evacuation point be in a hazardous area, employees, students and visitors will then proceed to the designated secondary evacuation point for their assigned area. On arrival at your designated evacuation point, report to a supervisor. Supervisors will notify the ECM as to the status of personnel assigned to them. A document shall be maintained that reports the following:

- All accounted for, or
- Names of missing personnel and location last seen

II.6.2.1 Primary Evacuation Points

Administration Building 1	-North Employee Parking Lot
Barracks Floors 1-2	- West Student Parking Lot
Classroom building	- North Employee Parking Lot
Cafeteria and Multi-Purpose Room	-South Parking Lot
LEDT Facility	-South Parking Lot
Firearms Facility	-North East Parking Lot

II.6.2.2 Secondary Evacuation Points

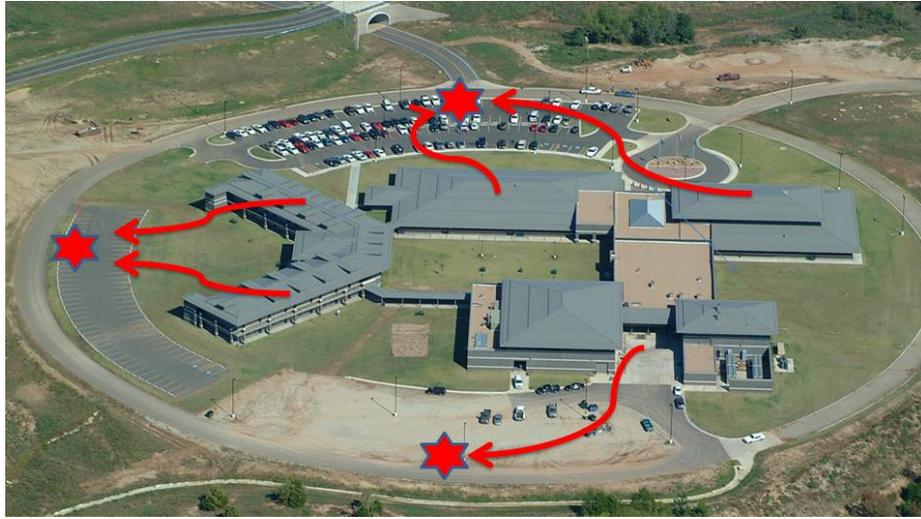
Will be dictated as the situation requires.

Section III Maps and Diagrams of the

Facility

The following maps and diagrams are included with this plan to assist those who have a need to use this document, but who may not be familiar with the layout of the CLEET facility. More detailed versions of the facility layout and control points are available from the Maintenance Supervisor

III.1 Map of Facility and Designated Evacuation Meeting Points



Main Campus
Primary Evacuation Points ★



Firing Range
Primary Evacuation Point 



Garage Area
Primary Evacuation Point 

Section IV Emergency Procedures

The following are instructions for facility personnel about proper actions to be taken for personal safety, and the procedures that are to be implemented to help guide management efforts during an emergency situation.

IV.1 Emergency Medical Situations

IV.1.1 Employee Procedures for Medical Emergency

- a) Dial 911 for Dispatcher.
- b) Inform dispatcher of the nature of problem.
- c) Inform dispatcher of your exact location.
- d) Inform dispatcher of the severity of the problem.
- e) Render first aid if you have been trained to do so.
- f) If enough personnel are present, send another employee or bystander to the building entrance to direct the emergency response team members.
- g) Notify ECM and management when possible

IV.1.2 ECM Procedures for Medical Emergency

- a) Upon receipt of call immediately respond to the location.
- b) ECM will provide updated information if available.
- c) The ECM will obtain give an initial assessment of the situation.
- d) Advise the front desk of any additional resources required.
- e) Render first aid as appropriate.

IV.2 Fires

IV.2.1 Employee Procedures for Fires

a) *Fire discovered by employee*

- 1) Clear the area of all other personnel and visitors. Instruct all personnel to evacuate the facility.
- 2) Confine the fire by closing the door to the area.
- 3) Activate the fire alarm pull station.

- 4) Send one person, if available, to meet the ECM and lead the team to the fire.
- 5) Advise the ECM on arrival if all personnel are accounted for. If an employee or visitor is missing, advise ECM as to the last known location of the individual.
- 6) Provide assistance to the ECM as requested.

b) Fire alarm activation - employee procedures

- 1) On hearing the fire alarm, employees, students and visitors will evacuate the building using the closest exit route. Once employees, students, or visitors have left the building, they may not go back in until instructed to do so by their supervisors.
- 2) Employees will assist visitors with evacuation as they exit the facility.
- 3) Employees will report to their supervisors in the designated evacuation areas for their buildings.

IV.2.2 Agency Emergency Control Manager Procedures for Fires

- a)** Respond to all reported fires and direct the actions of the facility employees.
- b)** Ensure that necessary actions, such as evacuation, accountability of personnel, fire suppression of incipient fires, etc., are initiated.
- c)** Advise the fire officer in charge as to present conditions in the building (location of fire, missing personnel, chemicals involved, etc.).
- d)** Advise the fire officer in charge of the available assistance CLEET personnel can provide (utility shut down, floor plan layout, contents of facility, hazardous materials storage, etc.) via the Emergency Action Plan.
- e)** Relocate employees and visitors to an area of safe refuge, if necessary.
- f)** Establish a telephone communication capability to allow employees and visitors to notify relatives/friends of their whereabouts and status.
- g)** Establish a telephone response line for incoming questions from employee and visitor relatives concerning site activities. Security will be assigned this task.
- h)** Assess damage impact and determine which areas of building cannot be reoccupied.

i) Once the fire department returns control of the building to CLEET management, the ECM shall assess whether temporary repair work can feasibly be performed by employees to minimize further damage. Such work might include covering ventilation openings made by the firefighters, securing doors that were forced open during rescue operations, and shutting down any unnecessary utilities to prevent further incident.

IV.3 Severe Weather/Natural Disasters

Severe weather can take many forms, including tornado, hurricane, earthquake, flood, or winter storm. All of these situations can impact the facility. Most severe weather situations provide some degree of warning or buildup, which will allow for necessary preparations to be implemented. Of the types of severe weather listed above, a tornado is the most likely to impact the CLEET facility.

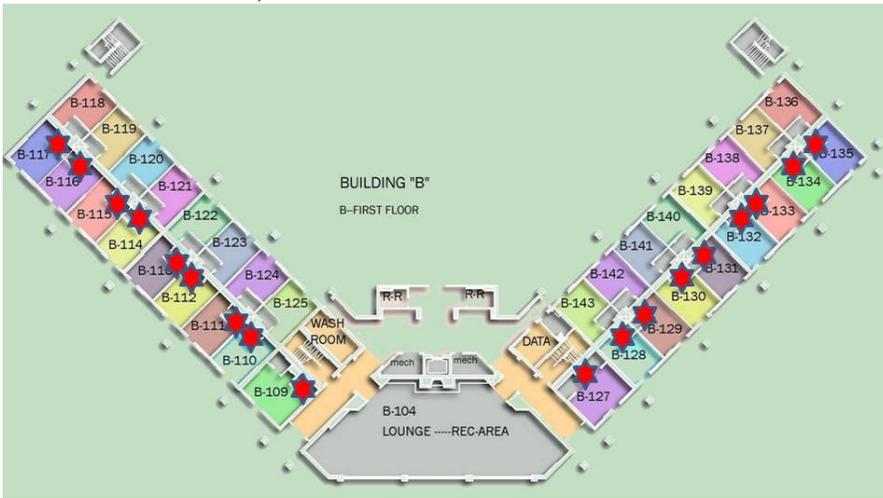
IV.3.1 Employee Procedures for Severe Weather

a) Tornado Watch

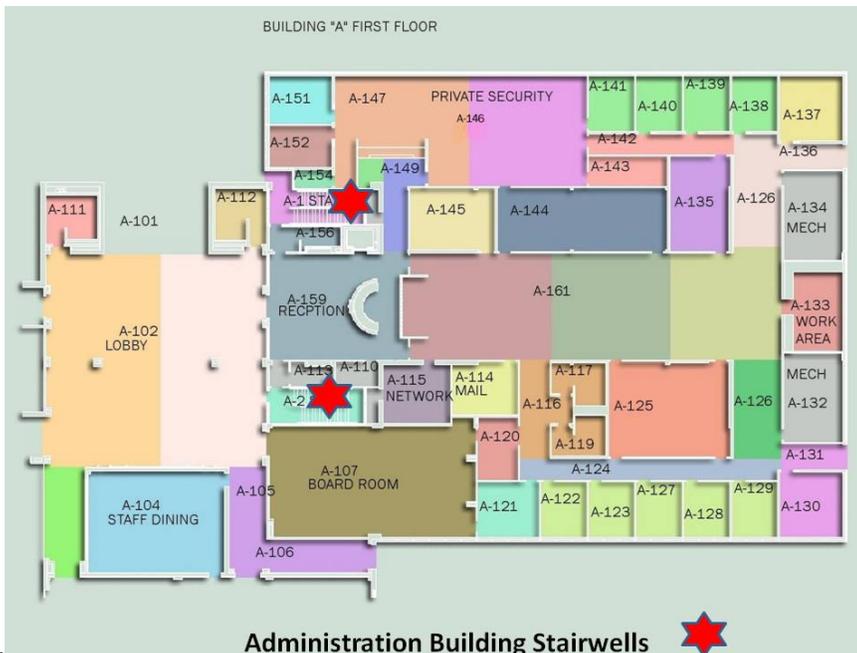
- 1) Keep outdoor activities to a minimum. If outdoors, be observant for revolving, funnel-shaped clouds.
- 2) Listen to the facility radio for weather updates.
- 3) If a tornado is sighted, immediately take shelter and notify CLEET Staff

b) Tornado Warning

1) Immediately take shelter. (Your best protection is a reinforced concrete or steel-framed)



**Bottom floors of the barracks (126 Persons)
7 to a room, 3 in the shower stall and 4 in the commode area.
B127-B135
B109-B177**



Administration Building Stairwells 



**Firing Range
Concrete Bunker on Right of Firing Line** ★



**Garage Area
Under Stairwell** ★

- 2) Take action to protect yourself from being blown away or struck by falling or flying objects.
- 3) Stay away from windows to avoid flying debris.
- 4) If a tornado is rapidly approaching and you cannot reach a safe shelter, lie flat in the nearest depression or ditch and cover your head with your arms.

IV.3.2 Agency Emergency Control Manager Procedures for Severe Weather

- a) Respond to and direct the actions of the Emergency Response Team and facility employees in securing the facility in preparation for severe weather conditions and in response to such occurrences.
- b) Ensure those necessary actions such as evacuation, accountability of personnel, and securing of facility property are initiated.
- c) Relocate employees and visitors to an area of safe refuge, if necessary.
- d) Establish a telephone communication capability to allow employees and visitors to notify their relatives/friends of their whereabouts and status.
- e) Establish a telephone response line for incoming questions from employee and visitor relatives concerning site activities. Security will be assigned this task.
- f) Assess damage impact, areas of building that cannot be re-occupied.
- g) Assess whether temporary repair work by employees to minimize further damage is feasible.

IV.4 Chemical Releases

Chemical releases can be classified into two distinct categories: *incidental releases* and *emergency releases*.

• Incidental Releases

Incidental releases are small isolated releases of chemicals, such as cleaning solvents, that do not present or have the potential to cause injuries or require evacuation other than from the immediate release area. Incidental spills can be cleaned up by personnel who have received proper training under the OSHA Hazard Communication Standard 29 CFR 1910.1200 and have the proper safety equipment. This type of incident would not require the response of the facility ECM or local fire department.

• Emergency Releases

Emergency releases are those incidents that involve large quantities of chemicals and/or have the potential to cause injuries. A release that requires the response of the ECM and/or local fire department would be considered an emergency release. For the purpose of this Emergency Action Plan, only emergency releases will be addressed. Incidental releases of chemicals are covered in the CLEET Hazard Communication Program.

IV.4.1 Employee Procedures for Chemical Releases

- a)** Clear the area of all personnel and visitors. Instruct personnel to evacuate the facility.
- b)** Confine the release by closing the door to the area.
- c)** Dial 911 Dispatcher.
 - 1) Inform dispatcher of the nature of the problem.
 - 2) Inform dispatcher of the exact location of the chemical release.
- d)** If the situation appears to be a serious release, activate the fire alarm pull station and begin evacuation of the involved building.
- e)** If possible, send one person to meet the Emergency Response Team and lead them to the incident area.
- f)** Advise the ECM on their arrival whether all personnel are accounted for. If an employee or visitor is missing, inform response team of the last known location of the individual.
- g)** Provide assistance to the ECM as requested.

IV.4.2 Agency Emergency Control Manager Procedures for Chemical Releases

- a)** Respond to all reported chemical releases and direct the actions of the emergency response team and facility employees.
- b)** Ensure that necessary actions such as evacuation, locating and accounting for personnel, and restricting access to hazards area are initiated.
- c)** Advise the fire officer in charge as to present conditions in the building (location of chemical release, missing personnel, chemicals involved, etc.).
- d)** Provide a copy of material safety data sheets for chemical(s) involved to the fire officer in charge.
- e)** Advise the fire officer in charge of any assistance that facility personnel can provide (utility shutdown, floor plan layout, contents of facility, hazardous materials storage, etc.) via the Emergency Action Plan.
- f)** Relocate employees and visitors to an area of safe refuge, if necessary.
- g)** Establish a telephone communication capability to allow employees and visitors to notify their relatives/friends of their whereabouts and status.

- h)** Establish a telephone response line for incoming questions concerning site activities from employee and visitor relatives. Security will be assigned this task.
- i)** Provide for the proper cleanup and removal of chemical materials.
- j)** Assess damage impact and determine areas of building that cannot be reoccupied.
- k)** Once the fire department returns control of the building to CLEET management, the Emergency Coordinator will assess whether temporary repair work to minimize further damage can feasibly be performed by employees.

IV.5 Bomb Threats

IV.5.1 Employee Procedures for Bomb Threats

- a)** If you receive a telephone call from an individual reporting a bomb threat, try to ask the following questions:
 1. When is the bomb going to explode?
 2. Where is the bomb?
 3. What does it look like?
 4. What kind of bomb is it?
 5. What will cause it to explode?
 6. Did you place the bomb?
 7. Where are you calling from?
 8. What is your name?
- b)** Immediately following the completion of the call, notify 911 Dispatcher. **DO NOT USE A RADIO TO REPORT THE PROBLEM.**
Radio transmissions can detonate an explosive device.
- c)** If you discover an explosive device do not touch it or move it in any way. Immediately notify ECM and your supervisor.

IV.5.2 Agency Emergency Control Manager Procedures for Bomb Threats

- a)** Coordinate activities of facility personnel to control the situation as necessitated by the emergency.
- b)** Ensure that all personnel and visitors have been evacuated from the involved area(s).
- c)** Provide assistance to Ada Police, and Sheriff's Department as necessary.

IV.6 Power Outages

IV.6.1 Employee Procedures for Power Outages

- a)** Unless there is another related problem, such as a fire, remain in your designated work area until directed to do differently by a supervisor.

- b) Assist visitors as necessary.
- c) Use flashlights where available.
- d) DO NOT use candles or other types of flame or heat-producing devices for illumination.
- e) Assigned personnel should place emergency generator on line to provide essential power to critical areas of the facility.

IV.6.2 Agency Emergency Control Manager Procedures for Power Outages

- a) Attempt to determine the cause and extent of problem.
 - 1) Problem is restricted to facility.
 - 2) Problem is area-wide.
- b) Verify that facility emergency generator(s) are operating.
- c) Provide portable lighting as needed.

Section V Terminating the Emergency

This section of the Emergency Action Plan will deal with those activities necessary to support employees during and following an emergency situation and those activities necessary to restore operations at the K.O. Rayburn Training Center.

V.1 Recovery of Operations

The recovery of facility operations and services will depend on the extent of damage suffered by the facility. The ECM will need to prioritize activities that can be accomplished with available staff and resources. Immediately following the emergency phase of the incident, the Agency Emergency Control Manager and facility management will begin the implementation of the facility business recovery plan.

V.2 Documentation

Documentation of emergency activities is of critical importance following the emergency situation. All records and forms used during the incident to document activities must be retained for future reference.

V.2.1 Responsibility for Incident Documentation

- a) Following an emergency situation, the ECM will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims, and potential legal actions.
- b) ECM must prepare a report documenting activities that took place during the emergency situation.
- c) The report of the ECM and all related documentation will be submitted to the Director for review and necessary follow-up actions.

V.3 Incident Investigation

The emergency situation must be investigated as soon as possible following its occurrence. The investigation is designed to determine why the incident occurred and what precautions can be taken to prevent a recurrence. In general, the local governmental authorities will conduct investigations related to fires and explosions.

The local fire and police department will generally solicit input and assistance from facility personnel during the investigation process. The ECM will lead the investigation for CLEET, at least during the initial phases.

V.3.1 Investigation Responsibilities

The ECM is responsible for ensuring that an incident investigation is conducted following all emergency situations that occur at the facility.

a) Small Incidents

For small incidents, the investigation will normally be conducted by the area

supervisor. The ECM will provide assistance as needed in conducting the investigation.

b) Large Incidents

For large incidents, especially those involving loss of life, local, state, and federal authorities will generally be involved in conducting the investigation. The ECM and the Director will assist the authorities as needed.

V.4 Damage Assessment

Following the incident, an assessment of damage that has occurred to facility properties and equipment must be conducted. The major goal of this assessment will be to determine the extent damage to facilities, safety hazards resulting from the incident, and repairs that must be initiated to minimize further damage and restore the facility for operational use.

V.4.1 Responsibility for Damage Assessment

The ECM will have the primary responsibility for conducting the damage assessment following an incident. Assistance will be obtained as needed from facility personnel and outside organizations, such as structural engineering firms and local government.

V.5 Post-Emergency Activities

Post-emergency activities are those that tend to the welfare of facility personnel and provide for a review of facility actions during the incident.

V.5.1 Incident Debriefing

The purpose of incident debriefing is to inform personnel about any hazards that may still remain on the facility property following the incident and to identify unsafe conditions that may still exist. Some employees may be profoundly impacted by the events surrounding the incident, especially those involving injuries or loss of life. It may be necessary to provide critical-incident stress debriefing sessions following such incidents. The Commissioner shall make arrangements for counseling services as needed following an emergency situation.

V.5.2 Critique

The critique of the incident is a review of what actions took place during the incident, both good and bad. A critique is not designed to place blame, but rather to allow for the flow of ideas and recommendations to improve the emergency action plan and the facility policies and procedures.

Appendix Documents

K.O. Rayburn Center Bomb Threat Checklist

Exact time of call _____

Exact words of caller _____

Questions to Ask

1. When is bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

Caller's Voice (Circle as many as appropriate)

Calm Disguised Nasal Angry Broken

Stutter Slow Sincere Lisp Rapid

Giggling Deep Crying Squeaky Excited

Stressed Accent Loud Slurred Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks

Person receiving call _____

Telephone number call received at _____ Date _____

K.O. Rayburn Center Emergency Action Plan Exercise Evaluation Form

Facility _____

Date of Drill ____ / ____ / ____

Time of Drill _____

Type of Drill Conducted

- Fire
- Severe Weather
- Medical Emergency
- Chemical Release
- Bomb Threat
- Power Failure

Length of time required to complete all exercise activities _____

List any problems encountered during the drill _____

List any recommendations for improvement to the plan _____

Signature of exercise evaluator _____

Send copy of completed form Agency Emergency Control Manager.