



DOCUMENT: PLAN	DOCUMENT NUMBER: HS/PLN/09.01R0
TITLE: EMERGENCY ACTION PLAN	REVISION DATE: 08/30/2022

This is the General Emergency Action Plan for City buildings. Department-specific procedures depend on the type of emergency and location within the building. Department-specific procedures are separated into Appendices.

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APPENDICES

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1. PURPOSE

This Emergency Action Plan is designed to prepare and protect employees during emergency situations that may result from fires, severe weather, bomb threats, workplace violence situations, or other emergency situations at or impacting the immediate health and safety of City of Denton (City) personnel.

2. OBJECTIVE

To prevent serious injury or death in the event of any emergency.

3. APPLICABILITY

This plan applies to City employees, permanent or temporary, and contractors who work onsite.

4. ACCOUNTABILITY

4.1 Emergency Management Program Manager

The Emergency Management Program Manager is the City's designated representative to oversee this Plan. The Emergency Management Program Manager will:

- Ensure personnel are trained in the instructions in this plan and the instructions are implemented in a timely manner once the emergency becomes apparent.
- Assist with communications to emergency response agencies.
- Manage the Everbridge mass notification emergency management platform.
- Work with the Public Information Officer for communications to the media/press.
- Review the Emergency Action Plan, at least annually, and update as appropriate.

4.2 Director of Safety

The Director of Safety will:

- Ensure the Emergency Action Plan (EAP) is reviewed annually, at a minimum, and input is sought from Fire Department, Police Department, and other relevant departments.
- Work with the Emergency Management Program Manager to disseminate any revisions to the Emergency Action Plan.
- Maintain records of drills.

4.3 Emergency Action Coordinator (EAC)

Emergency Action Coordinators will:

- Complete emergency response training as required.
- Review relevant emergency procedures with contractors working in the building.
- Assist with maintaining employee list for emergency notifications.

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- Attend regularly scheduled EAC meetings to discuss drills, incidents and any issues.
- Train new employees on the requirements of the Emergency Action Plan.

4.4 Manager/Supervisor

Managers/Supervisors will:

- Ensure that employees are trained in the Emergency Action Plan for their areas of responsibility upon hire.
- Ensure an EAC is identified for his/her area of responsibility to assist with execution of this EAP.
- Have at least 1 meeting with staff each year to review the Emergency Action Plan and department specific procedures.

4.5 Employees

Employees are responsible for:

- Compliance with this Plan, knowing emergency notification and evacuation procedures, and following established procedures and training.
- Informing their visitors and contractors, if applicable, of emergency procedures.

5. ABBREVIATIONS

ALERTT	Advanced Law Enforcement Rapid Response Training
EAC	Emergency Action Coordinator
EAP	Emergency Action Plan
EPA	Environmental Protection Agency
LEPC	Local Emergency Planning Committee
OSHA	Occupational Safety and Health Administration
PIC	Person-In-Charge
PPE	Personal Protective Equipment
SERC	State Emergency Response Commission
SDS	Safety Data Sheet
TCEQ	Texas Commission on Environmental Quality

6. EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

- Emergency Management Program Office, Robert Martinez
 - 940-349-8836 office
 - 940-230-1892 cell
- Fire Department, 911
- Police Department, 911
- Human Resources, Sarah Kuechler – 940-349-8356 office
- Risk Management, Deby Skawinski – 940-349-7810 office
- Safety, Misti Jefferson, 940-783-1618 cell

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- Environmental Services & Sustainability, Michael Gange, 940-349-7165 office, 817-879-7209 cell
- Public Information Officer, Stuart Birdseye, 940-312-8326 cell

Facilities Management

- Facilities Technician Dispatch - 940-349-7200

Utility Company Contacts – For City Use ONLY

- Utilities Dispatch (Electrical, Water, Wastewater, & Stormwater), 940-349-7000
- Gas – Atmos Emergency Number, 866-322-8667

The priority in all emergencies is to call for help and then communicate the type and extent of the emergency to other City employees if safe to do so.

If 911 is called to report an emergency, the emergency dispatcher should be provided with the following information:

- The building or area name where the emergency response is required.
- The location within the building or area.
- A brief description of the emergency.
- The name of the caller.

Unless there is a risk to safety, the caller should remain on the telephone until told otherwise by the emergency dispatcher.

Do not attempt to handle emergency duties such as fire fighting for which you do not have training. Remain calm, notify others, and respond to the emergency as appropriate.

7. EMERGENCY REPORTING TO OUTSIDE PARTIES

Employees shall report all incidents (injury, workplace illness, environmental (oil/chemical) spill that enter navigable waters) to their supervisor.

All reporting to state and federal agencies will be communicated by the Emergency Management Program Manager, Risk Management Department, Environmental Services & Sustainability Department, or Safety Department, as appropriate.

7.1 State and Federal Agencies

7.1.1 Work-Related Chemical Exposure or Asphyxiation

Any incident that involves a hazardous chemical exposure or asphyxiation and is fatal to one or more employees or results in the hospitalization of five or more employees must be reported to the Texas Department of State Health Services, Division for Regulatory Services, Policy, Standards & Quality Assurance Unit, Environmental

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Hazards Group within 48 hours after occurrence, refer to City policy #410.03. Notifications will be made either orally or in writing to:

Texas Department of State Health Services
Consumer Protection Division
Policy, Standards, & Quality Assurance Section
Environmental Hazards Unit
Hazard Communication Program
PO Box 149347, MC 1987
Austin, TX 78714-9347
Phone: (512) 834-6787
Fax: (512) 834-6726

7.1.2 Environmental Spill/Release

- Environmental Protection Agency (EPA) – National Response Center at 1-800-424-8802.
- EPA Region 6 Main Office at 1-800-887-6063.
- State of Texas Spill-Reporting Hotline and the State Emergency Response Commission (SERC): 1-800-832-8224—24 hours a day.
- Texas Commission on Environmental Quality (TCEQ) Region 4 at 817-588-5800.

7.2 Local Agencies

- Denton Fire Department at 911.
- Local Emergency Planning Committee (LEPC), Denton, TX at 940-349-2840.

8. EMERGENCY ACTION COORDINATOR

Each building will have designated EACs to assist with ongoing implementation and emergency execution of the EAP. A representative number of EACs will be named to ensure all departments and personnel located in the building are covered.

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9. EMERGENCY NOTIFICATION AND FACILITY EVACUATION

In case of a fire or any other emergency that poses immediate danger to people or property, employees should call 911. Employees should follow their building/facility's emergency evacuation procedures (see Appendix).

9.1 Facility Evacuation Requirements

9.1.1 Alarm or Announcement

Employees who suspect or have knowledge of impending danger or threat of danger due to smoke or fire in any municipal building should call 911, sound the fire alarm at the nearest fire alarm pull station if available and safe to do so, and then calmly exit the building using the designated exit or closest available exit.

Whenever an alarm sounds, employees should immediately evacuate the facility, closing all doors behind them to confine and reduce the fire as well as reduce oxygen. Employees should not stop for personal or other items when evacuating the facility. Once all personnel have cleared an area, the last person leaving should close any opened doors but NOT LOCK them.

9.1.2 Designated Assembly Areas (2)

Following evacuation, except in an active shooter event, employees shall meet in a designated area outside the facility to be accounted for. Employees should relocate to secondary designated assembly area if the area they are in is downwind of smoke generated by a fire. Employees shall remain at the designated assembly area until told where to go by emergency personnel or the department's person-in-charge (PIC).

- In the event an individual is trapped in a building during a fire and a window is available and accessible for a responder, an article of clothing (shirt, coat, etc.) should be placed outside the window as a marker for emergency response crews.

Employees may not re-enter a facility until emergency personnel give clearance.

9.1.3 Evacuation Routes, Emergency Exits & Meeting Areas

Each department shall have posted designated routes of evacuation (floor plans and/or illuminated EXIT signs). It is the responsibility of the managers, supervisors and employees to ensure that they are aware of these routes. In the event of an evacuation, visitors may need assistance in following the designated routes. Stairs, rather than elevators, shall be used to evacuate from multiple-floor buildings.

Emergency exits must be properly marked or identified by emergency exit lighting or signage, if applicable and always kept accessible. Aisles and paths to emergency exits must be kept open and free of debris and materials that might impede or trip persons

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attempting to exit. Emergency exits must NEVER be locked using chains or hasps that prevent them from opening from the inside. Illuminated emergency exit signs should be checked periodically and lamps replaced when necessary.

Blocking, or intentionally locking, emergency exits and paths to emergency exits are a serious safety violation and subject to disciplinary action.

9.1.4 Accounting for Employees

Each department shall establish a system to account for all their personnel that have exited the building to determine if all employees safely evacuated.

Each manager/supervisor should maintain an employee recall list with phone numbers. This list will be used to contact staff members who are unaccounted for and determine their location.

9.2 Shelter-In-Place

If the emergency is outside and evacuating the building is not feasible or not advised, an announcement will be made verbally for all personnel to Shelter-In-Place. For buildings that do not have a storm shelter, departments shall identify selected areas to accommodate personnel in the event of Shelter-In-Place. See American Red Cross Fact Sheet: (https://www.redcross.org/content/dam/redcross/atg/PDF_s/Preparedness_Disaster_Recovery/Disaster_Preparedness/Terrorism/shelterinplace.pdf).

9.3 Assistance to Employee with Disabilities

Employees with a disability should inform their supervisor of the disability that may require special accommodations when carrying out emergency evacuation plans. The supervisor is responsible for working with the employee to identify accommodation needs. The supervisor will work with the employee and Human Resources, as appropriate, to establish a plan. In some cases, designated assistants will be assigned to help the employee to the nearest exit that leads outside the building or to a designated area of rescue until an all-clear message is received or they are assisted from the building by emergency response personnel.

It is recommended that designated areas of rescue have:

- A communication device.
- A closing door and supplies for blocking smoke from entering the room.
- A window, if feasible, and way to alert rescuers such as a sign.
- A device for moving the individual downstairs, if needed.

Because visitors with disabilities will not have assistants assigned to them, the host employee should assume the role of designated assistant.

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10. EMERGENCY RESPONSE PROCEDURES

General procedures for responding to specific types of emergencies are described below. Building/facility-specific procedures are found in the Appendices.

10.1 Medical Emergency

For a medical emergency, call 911 and then the PIC should be notified of incident. The following information should be provided:

1. Nature of medical emergency,
2. Location of the emergency (address, building, location), and
3. Your name and phone number from which you are calling.
4. Do not move victim unless necessary.

First aid should **ONLY** be provided if trained. If rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment (PPE).

10.2 Fire Emergency

If you see a fire or smoke, take the following steps:

1. Activate the alarm and/or notify occupants to begin evacuating the building.
2. If you are not in immediate danger, call 911 to report the fire.
3. Provide the following information:
 - Location of the emergency (address, building, area)
 - The size and type of fire (if known).
 - Your name and phone number from which you are calling.
4. If you can, confine the fire to a small area by closing doors and openings. Be sure you have an unobstructed path to escape.

Note: If you are formally trained in firefighting techniques and are not in imminent danger, you may attempt to fight a fire that is small and controllable using a portable fire extinguisher. Do not place yourself or others in unnecessary danger.

Upon being notified about the fire emergency, personnel must follow the building/facility's EAP evacuation procedures; see Appendices.

10.3 Severe Weather Emergency

City of Denton facilities are subject to weather emergencies, including but not limited to:

- Tornadoes and High Winds.
- Lightning.

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- Winter Weather and Freezing Temperatures.
- Flooding.

10.3.1 Tornados and High Winds

A tornado watch is issued when weather conditions are ideal for a tornado to form. A tornado warning is issued when a tornado is identified in the immediate vicinity.

The only time to take immediate action and move into a tornado shelter is during a tornado warning. Warning will go out via Alert Denton, cell phone warning service, any weather apps, and the outdoor sirens.

- Follow instructions from management.
- Leave your workstation and seek shelter in a designated area.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

The Denton system does not give an “all clear”. Staff should monitor news, internet for when the warning is expired. Emergency management would also send an email/Teams message to all Directors.

Note: If you are caught outside – or in a vehicle – during a tornado or high winds, abandon the vehicle, if applicable, and seek shelter in a ditch or other low-lying area. Do not try to outride a tornado. Highway overpasses offer little to no protection during a tornado.

10.3.2 Lightning

In the event of a severe thunderstorm, follow department specific procedures, if applicable, and instructions from management.

In the absence of specific procedures/instructions, it is recommended the 30/30 lightning safety rule should be followed when thunderstorms threaten the immediate area. It is time to go indoors when, after seeing lightning, you cannot count to 30 before hearing thunder. Stay inside for 30 minutes after hearing the last clap of thunder. Do not prematurely resume outdoor activities as the storm moves away.

If indoors:

- You may be instructed to shut down your computer. Lightning can travel through electrical systems and radio and television reception systems.
- Avoid using corded phones. Corded phones are NOT safe to use during a thunderstorm. However, cordless or cellular phones are safe to use during a storm.

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- Stay clear of metal objects, such as pipes and electrical appliances. Lightning can also travel through any metal wires or bars in concrete walls or flooring.
- Remain in the building until lightning storm has stopped, following the 30/30 lightning safety rule described above.

If outside:

- Immediately get off elevated areas such as hills, mountain ridges, or peaks.
- Never lie flat on the ground. Crouch down in a ball-like position with your head tucked and hands over your ears so that you are down low with minimal contact with the ground.
- Never shelter under an isolated tree.
- Immediately get out of and away from ponds, lakes, and other bodies of water.
- Stay away from objects that conduct electricity (such as metal fences, power lines, flagpoles).
- Avoid open structures such as porches, gazebos, baseball dugouts, and sports arenas.
- Stay away from tall structures, such as telephone poles and trees; lightning tends to strike the tallest object around.

Safe shelters include homes, offices, shopping centers, and hard-top vehicles with the windows rolled up.

10.3.3 Winter Weather and Freezing Temperatures

Never assume City offices or facilities are closed due to severe winter weather. All instructions regarding the delayed opening or closing of City offices or facilities will be issued by the City Manager or their designee. City closures are announced via City social media.

In the event City offices or facilities are not closed due to inclement weather, use your judgment in determining whether you can safely report to work. If you feel you cannot safely report to work and City offices or facilities remain open, follow your department's call-in procedures and discuss options for accounting for your absence with your supervisor. Options, based upon supervisor approval, may include use of vacation time, flex time, etc. For more information, refer to the City's Inclement Weather policy #110.03.

Extended Freezing Temperatures

In the event of extended freezing temperatures, the Facilities Department will activate their Extreme Weather Preparation while the Denton Municipal Electric department has their own protocol.

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10.3.4 Flooding

If indoors:

- Be ready to evacuate as directed by your supervisor and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.
- Close all valves to all tanks.
- Avoid electrical equipment and lines/wires on or near the ground or where electricity can pass through a conductive medium (water, metal, etc.) or arc through the air to you.

10.4 Bomb Threat

Bomb threats are delivered in a variety of ways. Most threats are called in to the target. Occasionally these calls are through a third party. Sometimes a threat is communicated in writing, via e-mail, or by a recording.

The caller's goal may be to create an atmosphere of anxiety and panic. It is important to stay calm. In the event of a bomb threat, call 911 when possible. The police that arrive on the scene will make the determine if the Bomb Squad should be called.

10.4.1 Telephone Threat

Be calm, courteous and listen.

Do not interrupt the caller.

Write down, if possible, information about the caller:

- Any number, name or other information showing on the caller ID.
- Time of the call.
- Speech characteristics, accent and language.
- Mannerisms.
- Background noises.
- Gender and approximate age.
- Did caller indicate knowledge of the facility?

Try to keep the caller talking. Ask the following questions:

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- What time is bomb set to explode?
- Where is the bomb located?
- What kind of bomb? (Will you describe?)

When possible, call 911.

10.4.2 Threat by Email

Any employee who receives a bomb threat by e-mail should:

- Leave the message on the computer screen. It may be possible to track the sender.
- Call 911.

10.4.3 Written Threat

Any employee who has received a threat by mail, delivery person, or any other written means should:

- Not handle the note or the packaging unnecessarily.
- Treat all materials as evidence.
- Call 911.

10.4.4 Suspicious Package or Object

Any employee who receives a suspicious package, suspicious letter, or discovers other suspicious objects on the premises, indoors or outdoors should:

- Not touch a suspicious package, letter, or object.
- Ask questions such as: Is it unusual? Is it out of place? Is it suspicious? Only the people working in an area familiar to them will know this. If the answer is “yes” to all three questions, **DO NOT MOVE OR TOUCH THE PACKAGE OR OBJECT.**
- Make sure the damaged or suspicious package(s) is isolated, and the immediate area access is restricted.
- Call 911.
- If you suspect that the mail piece or package is contaminated:
 - Ensure that all persons who have touched the mail piece wash their hands with soap and water.
 - List all persons who have touched the mail piece. Obtain contact information and have this information available for authorities.
 - Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for law enforcement agents.

For a bomb threat evacuation, follow instructions provided by the police department.

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10.5 Hazardous Materials Incident

In the event of a hazardous materials release, it is important to follow instructions carefully. Listen to the instructions of authorities. Depending on the substance that is released, evacuation may be requested, or you may be asked to shelter-in-place. Remember, some toxic materials may be odorless so don't go outside unless instructed by authorities to do so.

- Turn off all equipment if safe to do so.
- Do not walk into or touch any spilled liquids, airborne mist, dust, condensed solid chemical deposits, etc. Do not inhale gases, fumes, dust, and smoke. If possible, cover mouth and nose with a clean cloth while leaving the area.
- Stay away from accident victims until the material has been identified. Consult the Safety Data Sheet (SDS) if the hazardous material is known and wear the appropriate personal protective equipment, if appropriate.

If outside, stay upstream, uphill, or upwind at a safe distance as directed by fire department personnel.

See building/facility-specific procedures in the Appendices.

10.6 Workplace Violence

It is important to remember that even the most respectful environment can experience incidents of workplace violence. The environment may not always be the stressor that leads to the occurrence of an incident. An employee may be experiencing psychological problems, be under the influence of alcohol or drugs, or suffering from familial stress. The employee may have developed a "romantic" obsession for another employee, feeling abandoned and humiliated by their rejection; or the employee may be feeling overlooked in not receiving a desired promotion.

Below are suggestions for how to de-escalate potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, disengage and notify your supervisor. If there is immediate danger to safety, call 911.

Do	Do not
<input type="checkbox"/> Project calmness, move and speak slowly, quietly and confidently. Use I statements instead of "you" statements (e.g., I would like the wrench placed on the ground instead of you need to put the wrench down)	<input type="checkbox"/> Use styles of communication, which generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules or giving the run-around.
<input type="checkbox"/> Be an empathic listener. Encourage the person to talk and listen patiently.	<input type="checkbox"/> Reject all a client's demands from the start.

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Do	Do not
<input type="checkbox"/> Focus your attention on the other person to let him/her know you are interested in what he/she has to say.	<input type="checkbox"/> Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger pointing or long periods of fixed eye contact.
<input type="checkbox"/> Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person.	<input type="checkbox"/> Make sudden movements, which can be threatening. Notice the tone, volume and rate of your speech.
<input type="checkbox"/> Acknowledge the person's feelings. Indicate that you can see he/she is upset.	<input type="checkbox"/> Challenge, threaten or dare the individual. Never belittle the person or make him/her feel foolish.
<input type="checkbox"/> Ask for small, specific favors such as asking the person to move to a quieter area.	<input type="checkbox"/> Criticize or act impatiently toward the agitated individual.
<input type="checkbox"/> Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.	<input type="checkbox"/> Attempt to bargain with a threatening individual.
<input type="checkbox"/> Use delaying tactics, which will give the person time to calm down. For example, offer a drink of water (in a disposable cup).	<input type="checkbox"/> Try to make the situation seem less serious than it is.
<input type="checkbox"/> Be reassuring and point out choices. Break big problems into smaller, more manageable problems.	<input type="checkbox"/> Make false statements or promises you cannot keep.
<input type="checkbox"/> Accept criticism in a positive way. When a complaint might be true, use statements like "You are probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions.	<input type="checkbox"/> Try to impart a lot of technical or complicated information when emotions are high.
<input type="checkbox"/> Ask for his/her recommendations. Repeat back to him/her what you feel he/she is requesting of you.	<input type="checkbox"/> Take sides or agree with distortions.
<input type="checkbox"/> Arrange yourself so that a visitor cannot block your access to an exit.	<input type="checkbox"/> Invade the individual's personal space. Make sure there is a space of three to six feet between you and the person.

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For any situation that has the potential for immediate danger to the safety of an employee or any other person, you should call 911 or report to law enforcement as soon as possible.

Any dangerous or potentially dangerous situation must also be reported immediately to a department supervisor or to Human Resources if a supervisor is not available.

For more information on Workplace Violence Prevention, refer to City policy #108.05.

10.7 Active Attacker/Threat

Active Attack/Threat is defined as a person/intruder who is a violent (or unknown) threat inside the building, in the vicinity outside the building, or has explicitly threatened an attack/assault on an individual or the building as a whole. In some situations (particularly involving a person who is a threat inside the building) the employee will be required to use their best judgment in determining whether they can best escape the threat by evacuating or by going into lockdown. Below is a brief explanation of the “Avoid, Deny, Defend” decision making process, as defined by Advanced Law Enforcement Rapid Response Training (ALERTT):

1. Avoid:

If the employee believes that they can safely evacuate to avoid the threat, then the employee should do so. The employee should get out of the building as quickly as possible, using the closest emergency exit (to include windows), and run to the most convenient, safe location. Once in a safe location, the employee should call 911.

2. Deny:

If the employee determines that they risk injury or death by evacuating, the employee should employ lockdown to minimize risk to the employee.

Employees who use lockdown should:

- Secure themselves behind locked doors & barricade the door as much as possible.
- Turn out the lights.
- Lower or close blinds and take whatever steps are necessary to conceal himself/herself (i.e., hiding under or behind a desk).
- IF SAFE TO DO SO, text or call 911, without making noise or giving away hiding place.
- Do not leave the position until you are instructed by emergency response personnel!

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- Do not assume that the sounding of a fire alarm means that there is an actual fire! Pulling of the fire alarms can be a ploy meant to draw people from their secure hiding places.

3. Defend:

If the employee cannot barricade themselves or others in a safe place and/or are faced directly with the attacker/threat, the employee must understand that they may protect themselves or others with force/violence to preserve innocent lives.

- You have a right to protect yourself.
- Be aggressive and committed to your actions.
- Don't fight fair.

11. FIRE/POLICE DEPARTMENT AND PRESS COMMUNICATIONS

The most senior employee or designee shall meet the first responding unit from the fire/police department as they arrive. This person should communicate the nature, location, and extent of the emergency within the building. Other information, such as the location of the storage of any hazardous chemicals, process equipment, etc., shall be communicated to the responding fire/police department official. Speculation regarding any employees unaccounted for, the extent of the damage, or cause of the emergency should never be offered.

Only one of the Public Information Officers or CMO shall speak to a reporter from any radio, television, or newspaper organization that responds to the emergency scene before fire/police personnel arrive.

12. POST INCIDENT

A post-incident investigation into the cause and extent of the emergency shall be conducted by Emergency Management Program Manager as soon as practical following the restoration of a safe environment. Lessons learned and suggestions for improvements should be documented and communicated to affected employees.

13. DRILLS

A drill is an exercise by which building occupants are familiarized with and/or practice the procedures for safe, orderly and expeditious sheltering in place, lockdown, or partial or full evacuation, in accordance with the EAP, and to evaluate the efficiency and effectiveness of the implementation of such plan.

EAP drills will be conducted at least on an annual basis. Drills may be a full scenario (facility evacuation, shelter-in-place, etc.) or tabletop exercise.

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A written record of EAP drills will be forwarded to Safety for review and filing. Drill records will be made available upon request to any department employee. The following information will be recorded:

- The name of the person conducting the drill.
- Date and time of the drill.
- Name and title of the EAP staff assisting in the conduct of the drill.
- Number of occupants participating in the drill.
- Evaluation of effectiveness of the drill, including any delays and deficiencies.
- If evacuation was conducted, time required to accomplish evacuation.

Lessons learned and suggestions for improvements should be documented and communicated to affected employees.

14. TRAINING REQUIREMENTS

Employees shall be instructed on the locations of emergency exits, fire extinguishers, fire alarm systems, automatic external defibrillators, first aid kits, storm shelters, stairs, if applicable, evacuation routes, and emergency procedures upon hire. All City employees will be provided a copy of the EAP for review upon request. Contractors will also be oriented on emergency procedures and applicable evacuation, assembly, rescue, and sheltering locations.

Retraining of employees will be conducted by their supervisor or designee in the event there are changes to the EAP, at a minimum. This training will be recorded in the City's Learning Management System.

15. RECORDS

- EAP Training
- EAP Drill with Lessons Learned
- Post Incident Investigation with Lessons Learned

16. REFERENCES

- Policy No. 108.05 Workplace Violence Prevention
- Policy No. 110.03 Inclement Weather
- Policy No. 410.03 Hazard Communication Directive

17. REVIEW

This Plan shall be reviewed annually. Records shall be maintained for a minimum of 3 years.

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18. REVISION HISTORY

Current Version Approval Record

Role	Name	Position	Revision Description	Date
Initiator	Misti Jefferson	Safety Director	Initial version	08-26-2022
Reviewer	Sarah Kuechler	Director of Human Resources		
Reviewer	Carri Byrd	HR Business Partner Supervisor		
Reviewer	Emily Loiselle	Deputy Building Official		
Reviewer	Gina Whitson	Police Officer		
Reviewer	Michael Tucker	Fire Captain and Bomb Squad Commander		
Reviewer	Michael Gange	Director of Environmental Services & Sustainability		
Reviewer	Stuart Birdseye	Deputy Director of CS and Public Affairs		
Reviewer	Susan Keller	Deputy City Attorney		
Approver	Bob Martinez	Emergency Management Program Manager		

Revision History Record

Rev#	Revision Date	Modification Reason	Modification Description	Section/ Paragraph
0	08-26-2022	Initial version		

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APPENDICES

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