



CITY OF DENTON EMERGENCY ACTION PLAN (EAP), PART 1

Employee Training
2023



EMERGENCY ACTION PLAN (EAP)

Subject Matter Experts

Bob Martinez

Emergency Management Program
Manager

William “Shane” Tackett

Firefighter and Bomb Squad Member

Gina Whitson

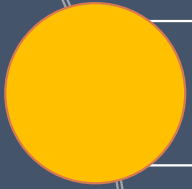
Police Officer and CRASE (Civilian
Response to Active Shooter Events)
Instructor

OBJECTIVES

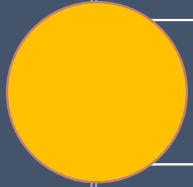
1. Introduce the Emergency Action Plan
 - Contents
 - Where located
2. Discuss response to emergency situations



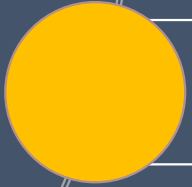
How



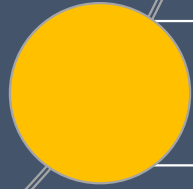
Is



The



Emergency Action Plan



Organized?

Parts

1. General Section
2. Building/Facility-Specific Appendix



Excellence in Occupational Health and Safety performance is the responsibility of every City employee and a core value for the City of Denton. The City is committed to completing operations in a safe manner and to protecting employees and the public while providing exceptional service to the residents and business owners in the community. The City aspires to be a recognized leader in health and safety performance in the eyes of employees, regulatory agencies and the public.

Send an email to Safety@CityofDenton.com if you have any questions or concerns

Safety Pages

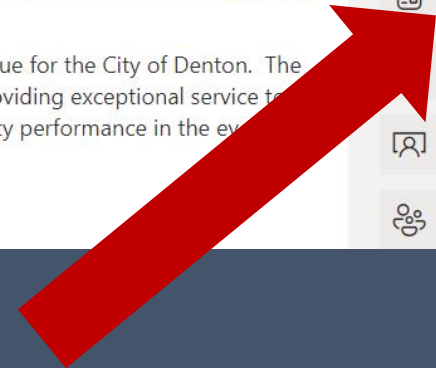
Citywide - Health & Safety Documents

Department - Health & Safety Documents

Emergency Action Plan Training

Safety Meetings

Safety Committees





Department Specific Health & Safety Documents

Animal Services

Hazard Communication Program

- [Workplace Chemical List - Animal Shelter](#)

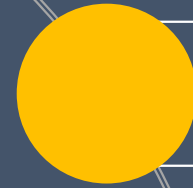
Denton Municipal

Hazard Communication Program

- [Workplace Chemical List - DSC](#)

Emergency Action Plan

- Appendix A - City Hall
- [Appendix B - Development Services Center \(DSC\)](#)
- Appendix C - Parks and Recreation



Roles & Responsibilities

Managers/Supervisors

- Ensure new employees are trained in the contents of the EAP.
- Identify Emergency Action Coordinator (EAC) for area/s.
- Minimum 1 staff meeting/yr. to review EAP.

Employees

- Compliance with EAP.
- Informing visitors and contractors.

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
- 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

Roles & Responsibilities

Emergency Contacts

Each building will have designated Emergency Action Coordinators (EACs) to assist with ongoing implementation and emergency execution of the EAP.

Trained

A representative number of EACs will be named to ensure all departments and personnel located in the building are covered

Roles & Responsibilities

Emergency Contacts

Emergency Action Coordinators



Emergency Notification

Call 911



Facility Evacuation

Facility Evacuation Requirements

- Alarm or Announcement
- Designated Assembly Areas - 2
- Evacuation Routes & Emergency Exits
- Shelter-In-Place
- Assistance with Employees with Disabilities
- Accounting for Employees →



Accounting for Employees

- **Assembly area**
 - Must be able to identify staff and visitors safely evacuated
 - Each department leader must maintain a list of department's personnel
- **Visitors to be assisted to assembly area by their host**
- **Everbridge – technology that can save lives**



Bob Martinez

City of Denton Emergency Manager

What Does it Do?

EMERGENCY NOTIFICATION

- Public Side
- Alert Denton
- Weather alerts
- Mass notification
- Self register

- City Side
- Mass notification
- Building specific
- Department specific
- Emergency Action Plan

EMERGENCY ACTION PLAN

Building specific plan

Fire

Power outage

Bomb threat

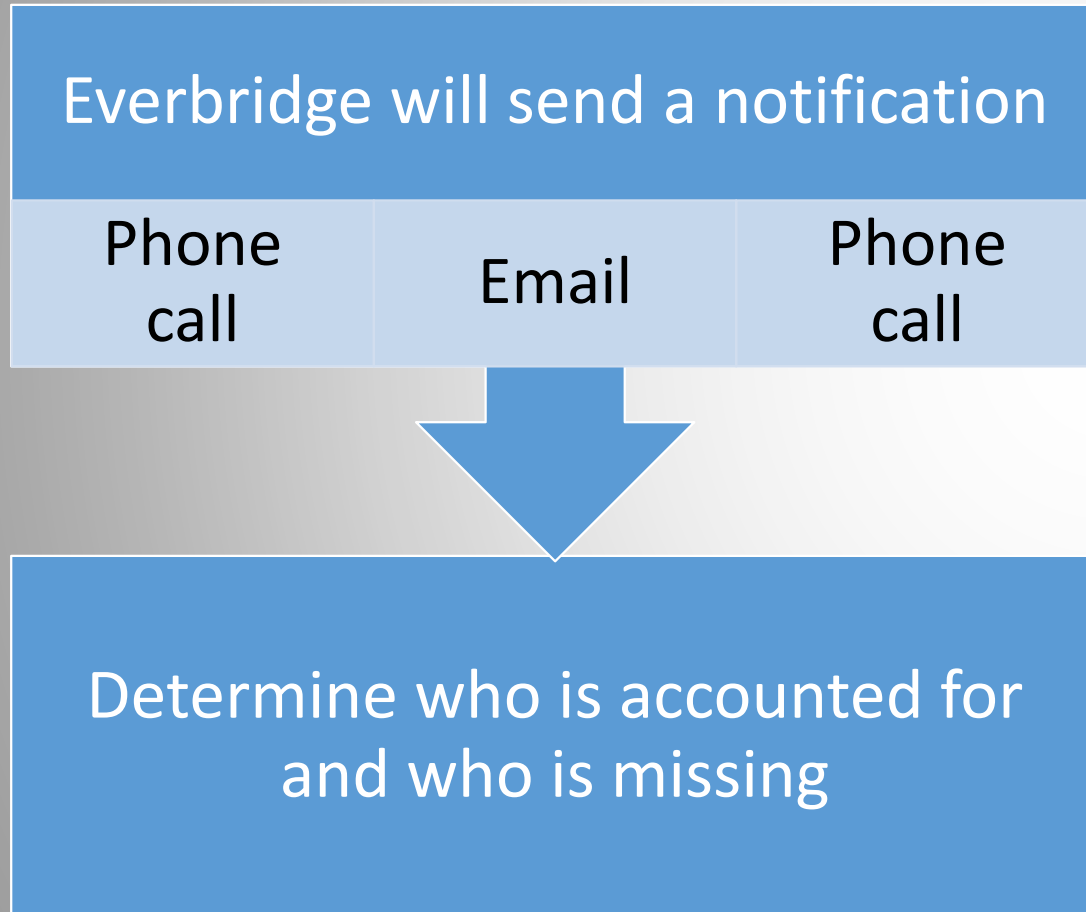
Active shooter

- How do we notify staff?



STAFF ACCOUNTABILITY

100 % Accountability



WHAT WE NEED FROM YOU

Name

Cell Phone Number

Email

Building/Facility

You will receive a link from Safety to provide your contact information for Everbridge.



Roles & Responsibilities

Emergency Contacts

Emergency Action Coordinators

Emergency Notification & Facility Evacuation

Emergency Procedures

Communication, Review, and Preparedness



Fire/Police Department and Press



Post-Incident Investigation



Drills and Tabletop Exercises



Training / Communication (Visitors, Contractors)

A blurred background image showing a group of people in a classroom or meeting. Several individuals have their hands raised, indicating an interactive session or a Q&A period. The focus is on the hands and arms, with the faces and bodies of the people being out of focus.

Questions?



Emergency Procedures

**MEDICAL
EMERGENCY**

CALL 911



Possible Hazardous Material Incidents

- **Train Derailment**
- **Natural Gas**
- **Hazardous Chemicals**
- **Hazardous material (HAZMAT) incidents**
 - Evacuation, or
 - Shelter in place.
- HAZMAT team determines the best action depending on chemical and amount spilled.
- **Natural gas leak inside building**
 - Evacuate immediately if safe to do so
 - Beware of ignition sources
 - Follow EAC instructions

Fire Emergency

- **Threat from Smoke or Fire**
 - Sound alarm (if there is one in your building)
 - Call 911 when safe to do so
 - Calmly exit the building
 - Don't waste time for personal or other items
 - Close doors (do not lock) to help confine the fire



Severe Weather

- **Tornados and High Winds**
 - Warning will go out via Alert Denton, cell phone warning service, any weather apps, and the outdoor sirens.
 - Know where your **Shelter-in-Place** is located
- **Lightning**
 - 30/30 Lightning Safety Rule or Department Specific Procedures
- **Winter Weather and Freezing Temperatures**
 - City closures are announced via City social media.
- **Flooding**

Part 2 – Location Specific

Emergency Exits

Evacuation Routes

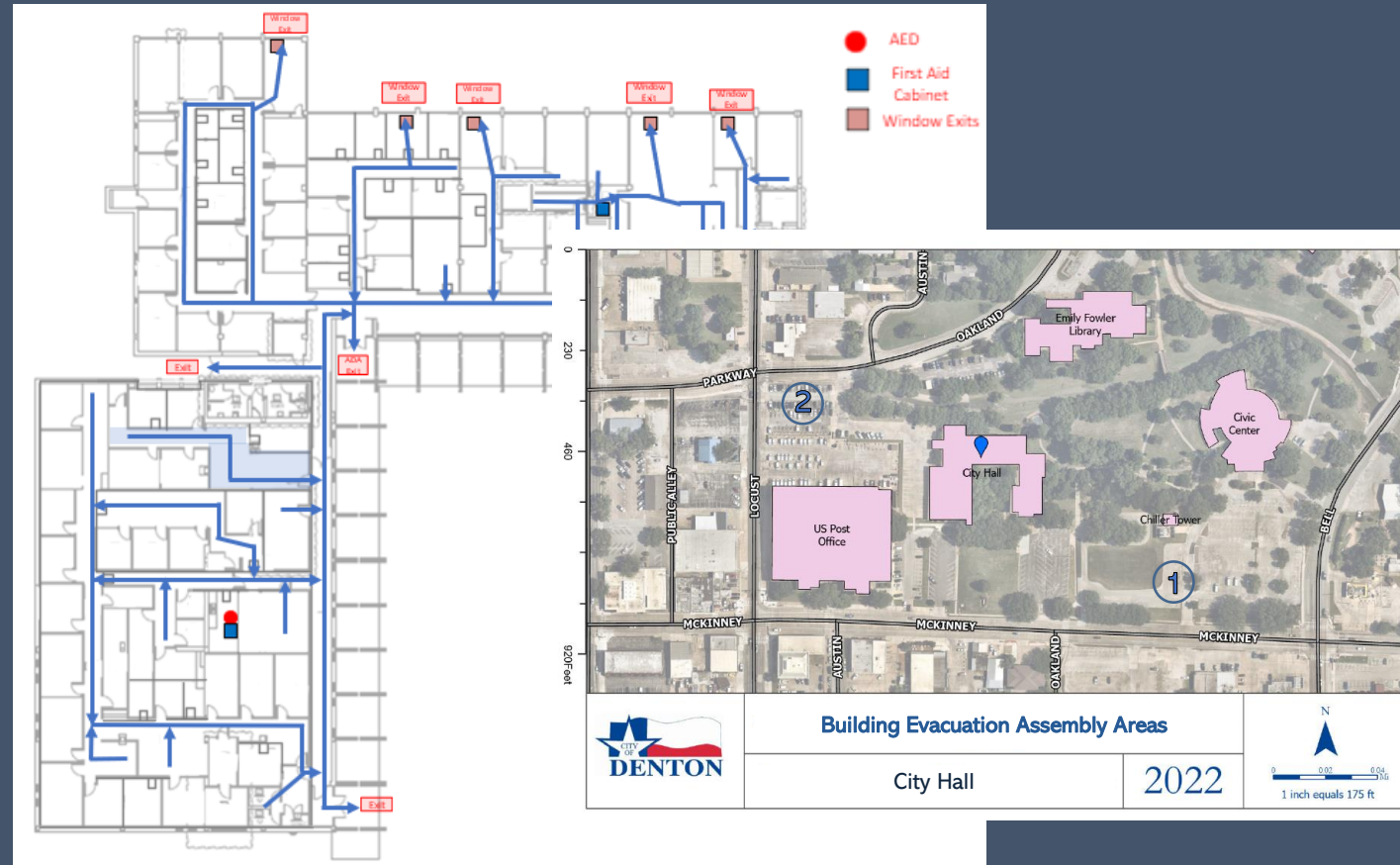
Shelter-In-Place

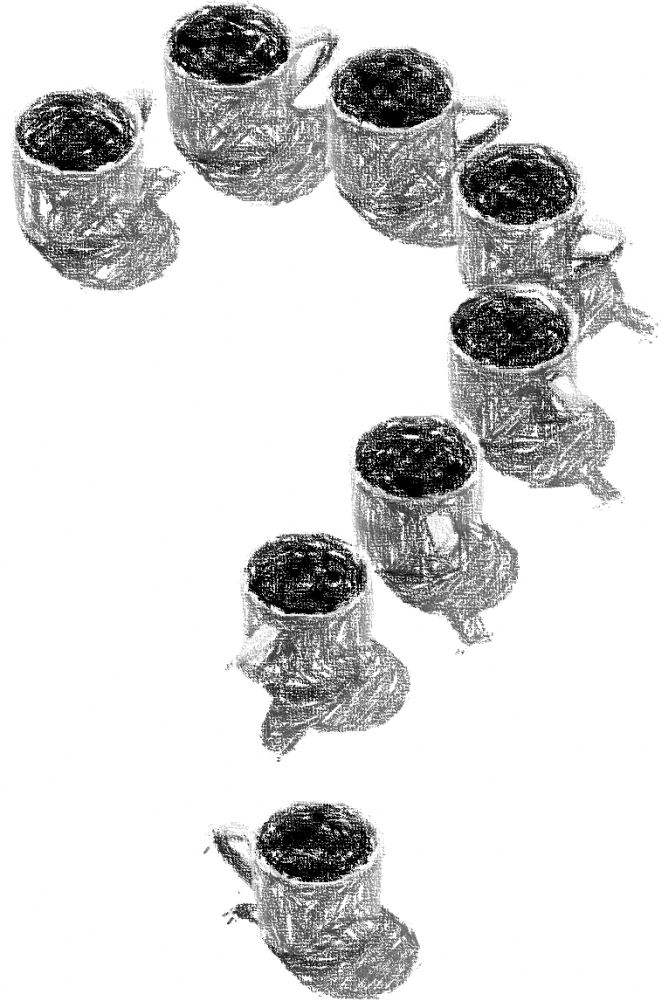
AEDs

First Aid

Chemicals

Other Procedures





Bomb Threat



DENTON FIRE DEPARTMENT

RESPONSE TO BOMB INCIDENTS

TYPES OF BOMB THREATS

- Written/Verbal: Telephone, Email, Mail
 - ❖ Telephone is the most common threat
- Abandoned/Unattended Item
- Suspicious Package/Explosive Device

BOMB THREAT BY TELEPHONE

- Be calm, courteous and listen
- Do not interrupt caller
- Write down information about the caller
- Try to keep the caller talking
- Call 911 when possible

INFORMATION ABOUT THE CALLER

- Caller ID information (name and/or number)
- Time of call
- Speech characteristics (accent and/or language)
- Mannerisms
- Background noise
- Gender and approximate age
- Did caller indicate knowledge of the facility

IF POSSIBLE ASK QUESTIONS

- **What** kind of bomb is it?
- **When** is the bomb set to explode?
- **Where** is the bomb located?
- **How** is the bomb set off?

BOMB THREATS

Electronic (Email)

- Leave the message on the computer screen
- Call 911

BOMB THREATS

Written

- Do not handle the note or packaging unnecessarily
- Treat all material as evidence
- Call 911

CONFIRMED SUSPICIOUS PACKAGE/EXPLOSIVE DEVICE



Police and Fire

- Evacuate area
- Observe area for secondary devices
- Do not move or handle item
- Pictures if safely possible
- Call Bomb Squad for assistance

Bomb Squad

- Render Safe
- Investigate incident

WHAT YOU SHOULD NOT DO

- Touch package
- Shake package
- ??????????????????????

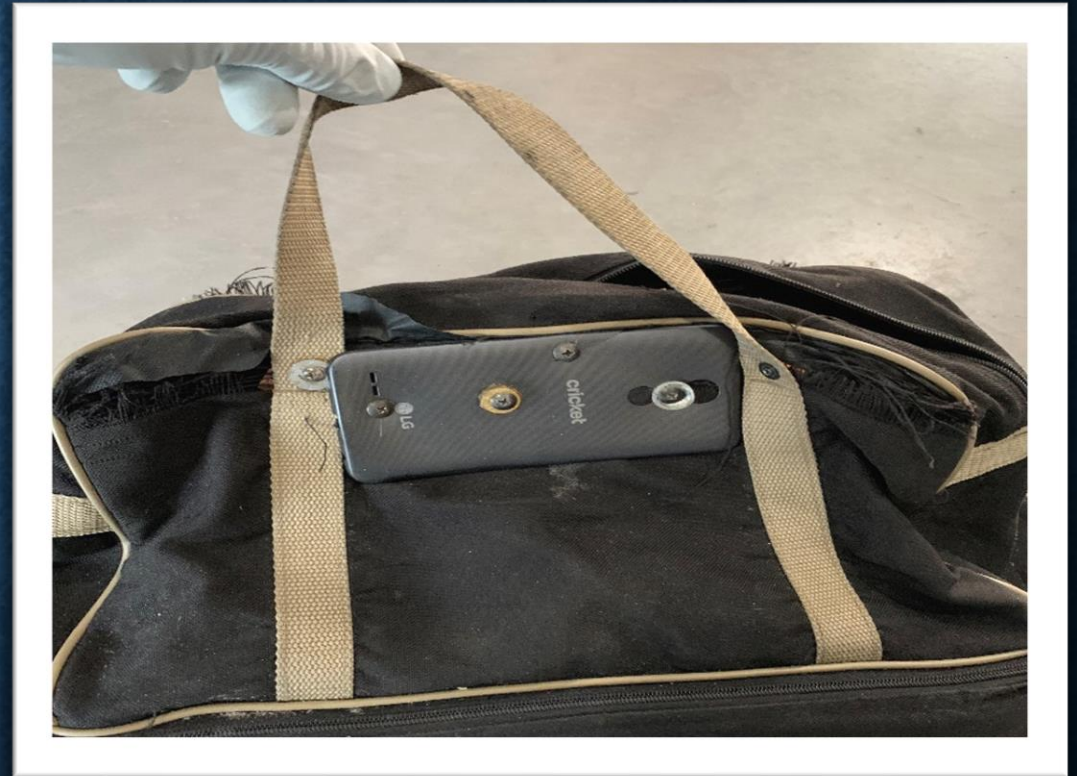


ABANDONED/UNATTENDED ITEM

- Is item appropriate for location
- Attempt to locate owner
- Abandoned/Unattended item – remove from area
- Unable to rule out abandoned or unattended item, consider suspicious
- Suspicious – Call 911

SUSPICIOUS PACKAGE/EXPLOSIVE DEVICE

- Out of place for area
- No one knows anything about item
- Location of item
- Hidden
- Item just looks suspicious
- Unusual writing or shipping information
- Unexploded Ordnance (UXO) or military type device



STEPS TAKEN FOR BOMB THREAT

1. Employee calls 911 Dispatching
2. Police Department - respond and investigate
 - Notify Bomb Squad of Incident
3. Bomb Squad - assist if needed

OUR RESPONSE TO BOMB THREATS

Property manager decides action taken to threat

1. No action taken to threat
2. Search
 - Use personnel familiar with property
 - K-9's ?
 - Use radios appropriately
 - Evacuate, if warranted

OUR RESPONSE TO BOMB THREATS

3. Shelter-in-place

4. Evacuate immediately

- Search evacuation area prior to evacuating
- Use alternate locations for evacuation



QUESTIONS....

Active Shooter



DENTON POLICE DEPARTMENT

An American flag is partially visible on the left side of the image, showing the stars and stripes. The background is a dark, textured surface, possibly a wall or a backdrop.

CIVILIAN RESPONSE COURSE

**Active Attack Events,
Stress Response,
and
A.D.D. / Run, Hide, Fight**

Active Attack Events

Definition

Active Attack Event

=

Attempted Mass Murder

The Attacker

No "Profile"

Avenger mindset

Some broadcast



Risk Factors

History of violence

Exposure to violence

Substance abuse/dependence

Mental illness

History of suicidality

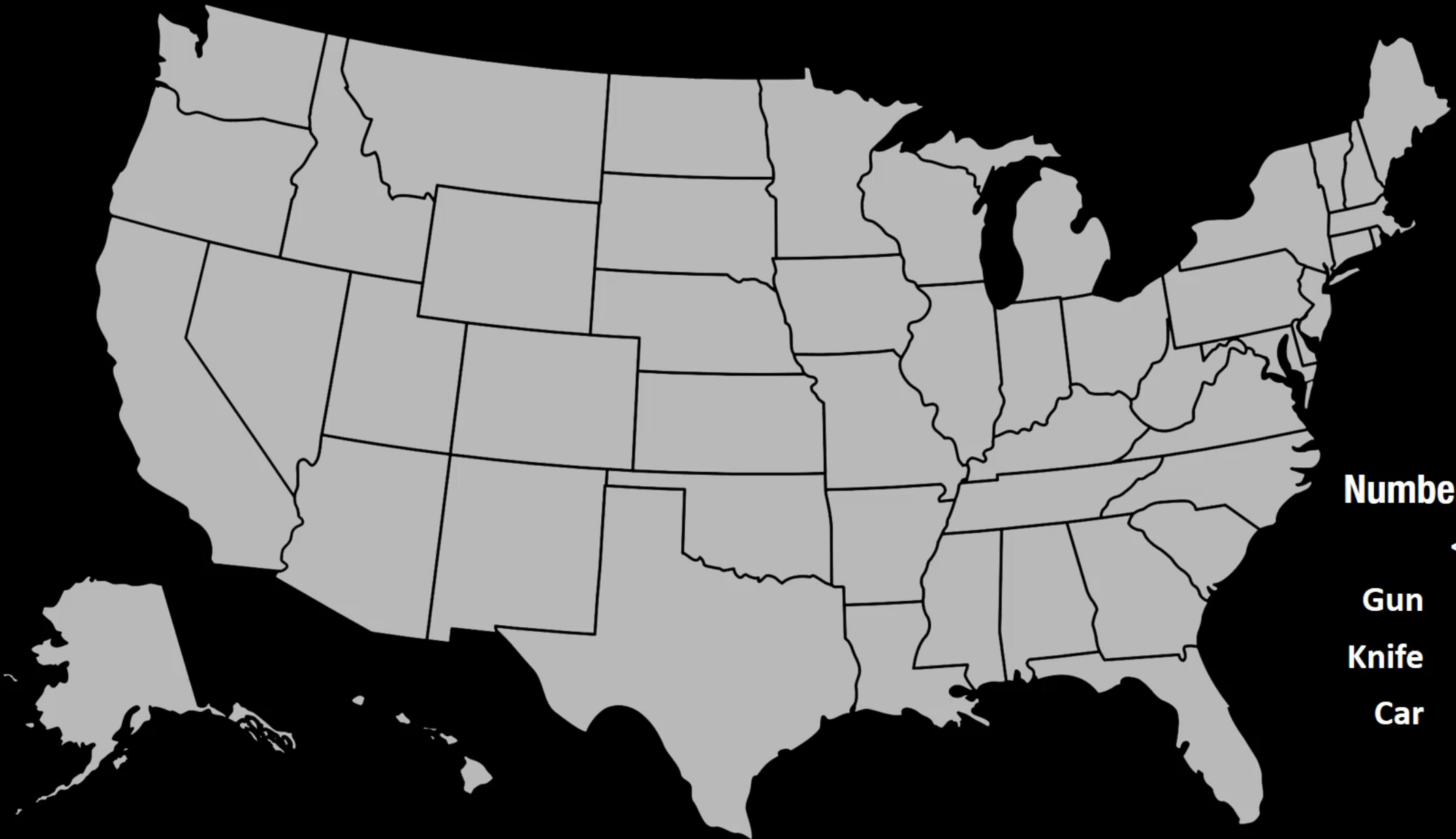
Risk Factors

Stalking, harassing or threatening behavior

Negative family dynamics and support system

Isolation or instability

Others are concerned



Number of Victims

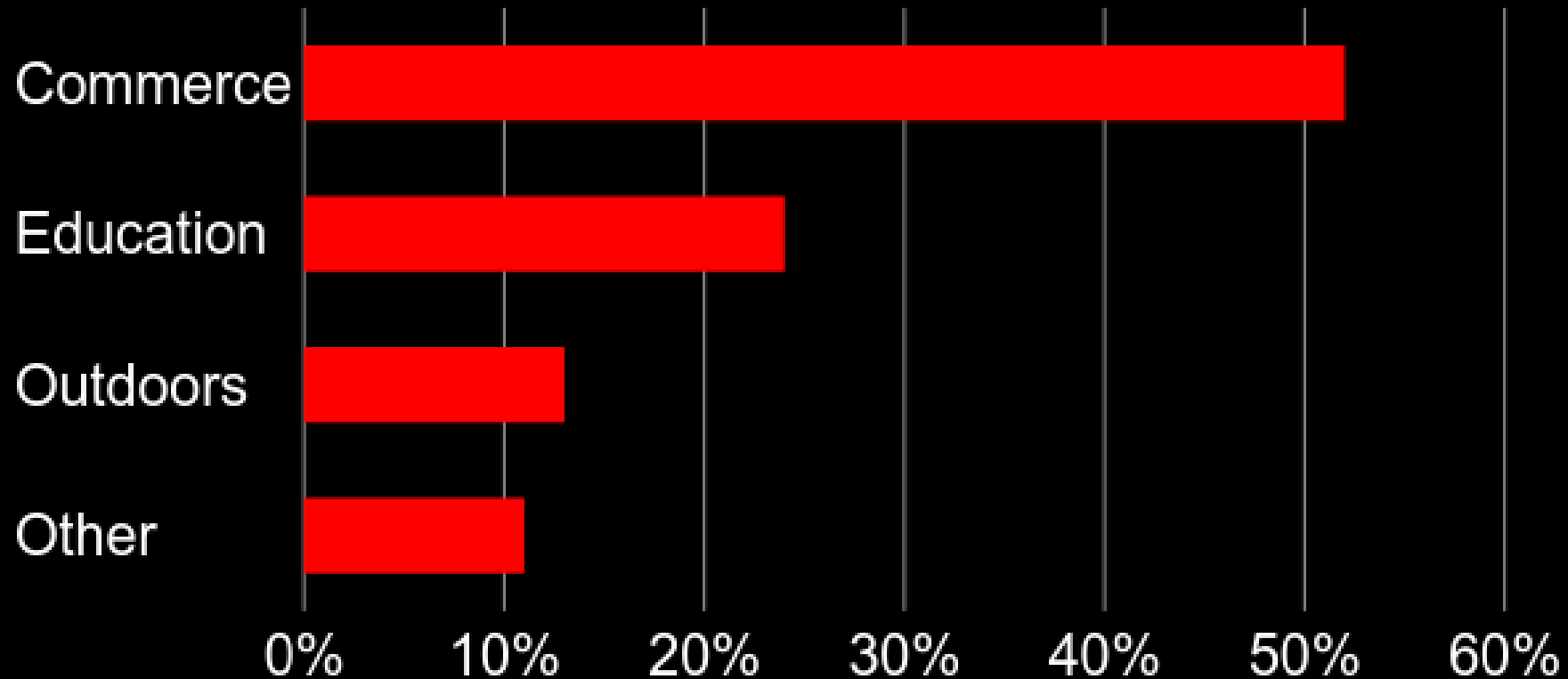
<4 4+

Gun ● ●

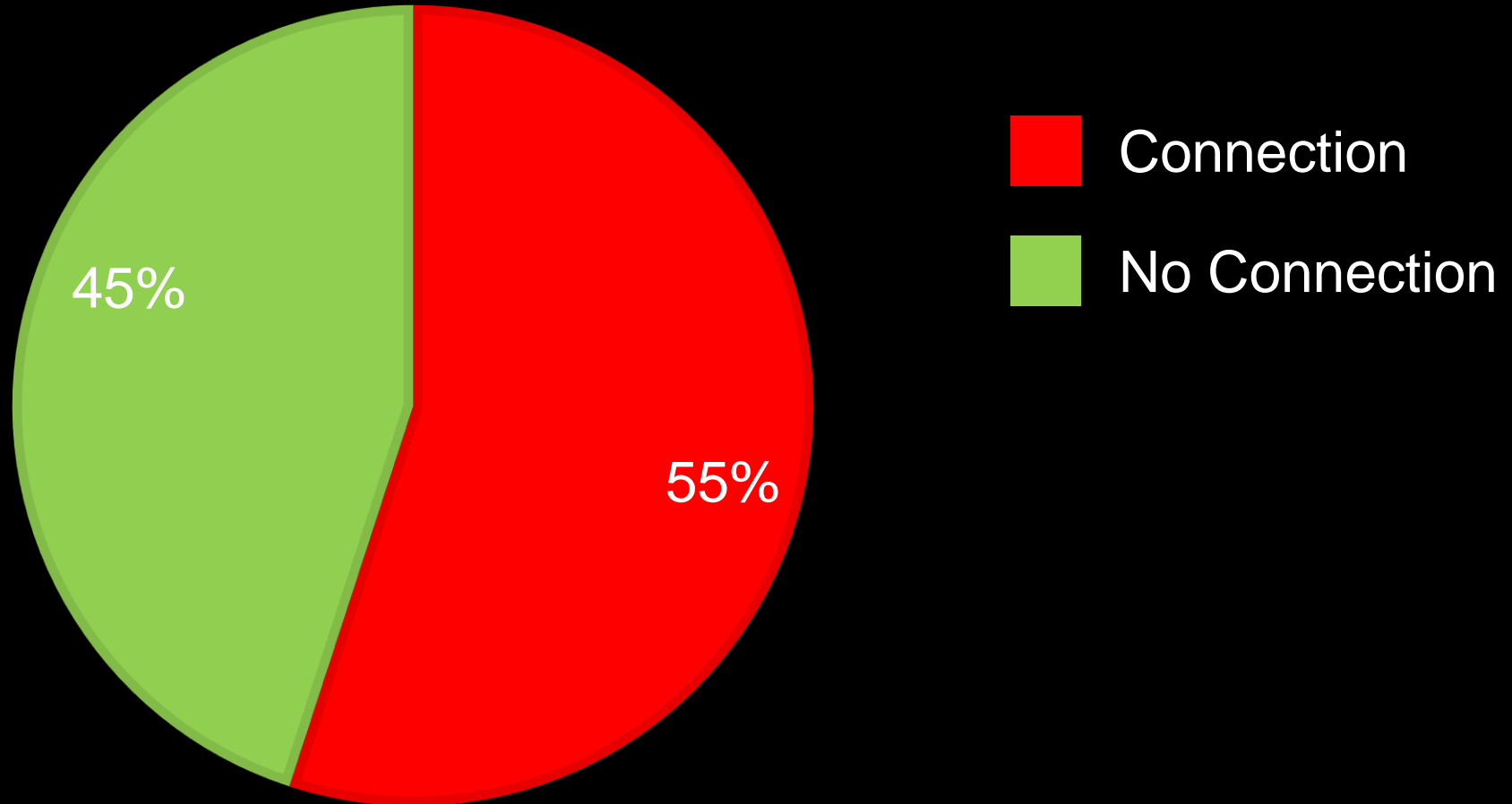
Knife ● ●

Car ● ●

Location of Attacks



Attacker Connection



3 Minutes



Disaster Response

The background science of how people
behave in high stress events

Three Stages of Disaster Response

Denial

Deliberation

Decisive Moment



Denial

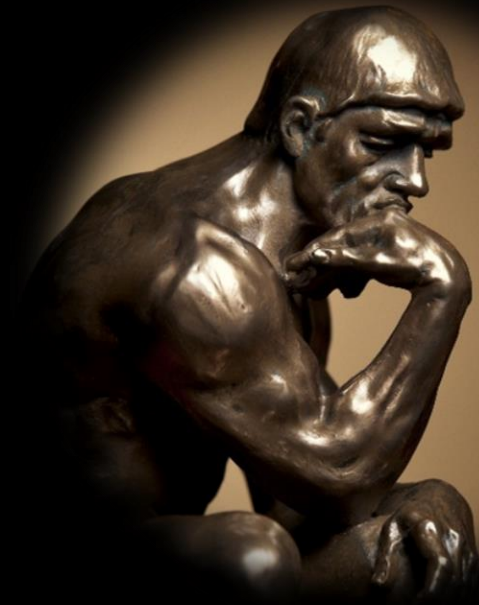


Deliberation



Deliberation

Human Brain



Lizard Brain



Deliberation

Human Brain

Fight

Flight

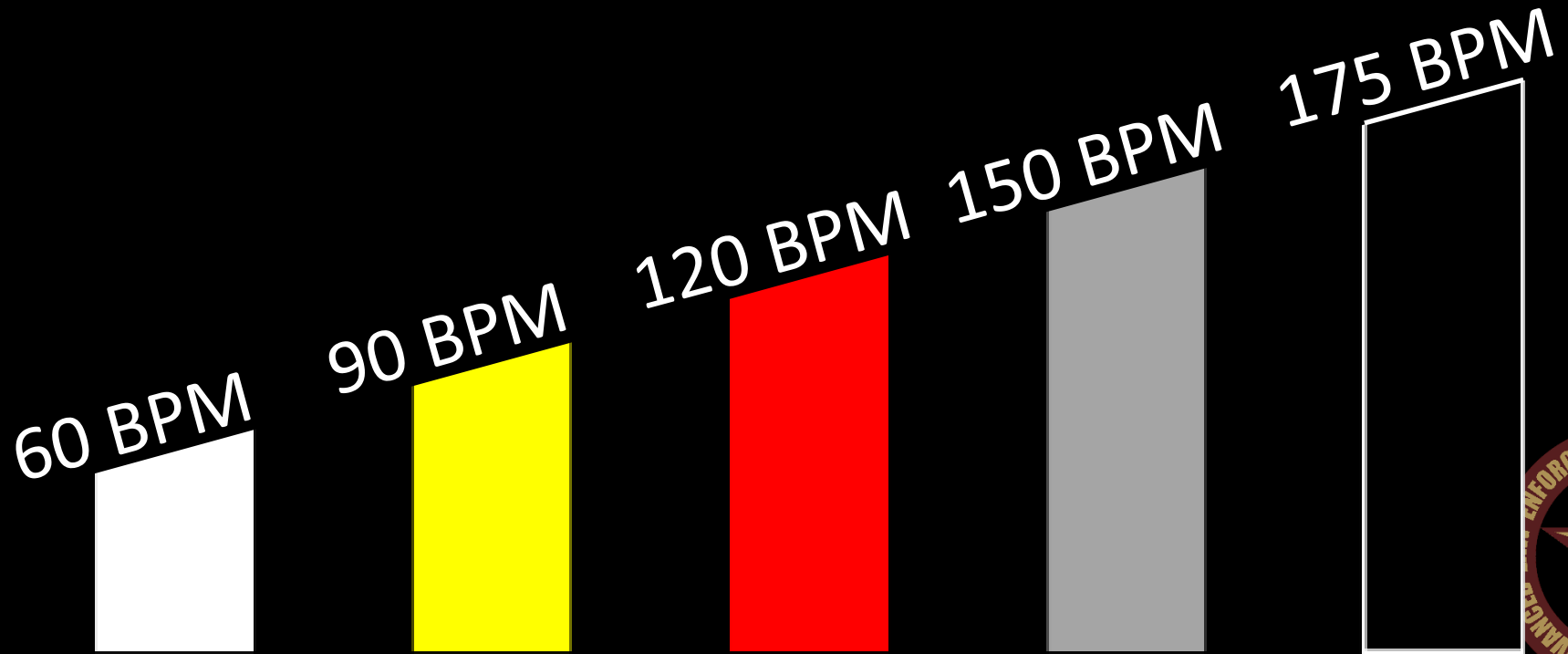
Freeze

Lizard Brain



Stress Response

Heart Rate



Deliberation

Script

Practice



Deliberation

Avoid = Run

Deny = Hide

Defend = Fight



Avoid / Run

Situational
Awareness

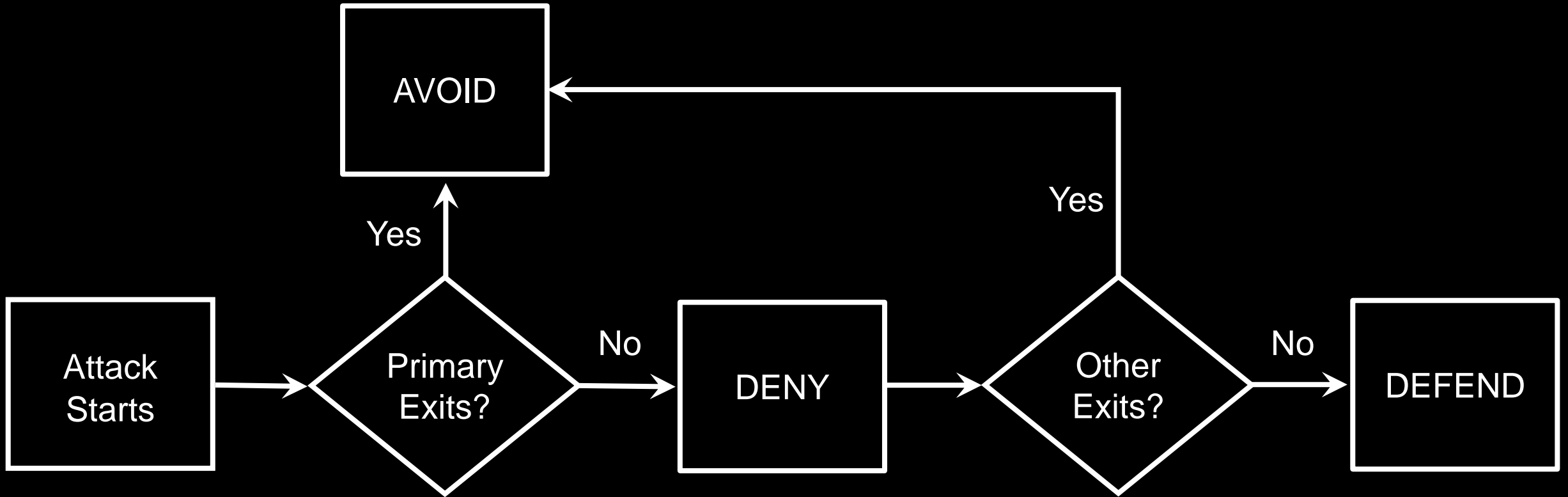


Surroundings

Avoid = Run

Deny = Hide

Defend = Fight



When the Police Arrive

Follow commands

Show your palms

Do not move



Law Enforcement Focus

Stop the killing

Stop the dying

Evacuate the injured





Questions?

THANK YOU!!

Please help us improve by providing feedback

DENTON HUB

HOME DEPARTMENTS APPLICATIONS HUMAN RESOURCES REQUESTS PROJECTS

Safety Home Documents Pages Safety Staff Directory Site contents Edit

+ New Page details Analytics

Safety

Building a Safer and Healthier Workplace

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Safety Dashboard

Safety Data Sheets

Required Training - Matrix

Safety Pages

- Safety Meeting Sign-In Form
- Safety Observation Feedback Form
- Safety Data Sheets
- Job Site Inspection Form
- Training Feedback Form
- Emergency Action Plan Training Feedback**
- Meeting Feedback Form
- Safety Buck Nomination Form
- Safety Recognition Input Form

2 ways



Send any questions to safety@cityofdenton.com

