EMERGENCY ACTION PLAN

This following section outlines the necessary information and procedures for pre-planning, training, alerting, evacuating and sheltering employees and visitors during an emergency.

See Section "RRMPC Facility Operations Policies & Procedures" for facility specific details in case of emergencies.

I. PURPOSE

Being prepared is one of the most important defenses against disasters and other types of emergency situations. The Emergency Action Plan objective is to protect employees and visitors from injury or loss of life and to minimize the loss of City's assets and resources.

The Emergency Action Plan must be available to employees for review. The contents of the Plan have the required critical elements needed for various types of emergencies.

Primary Objectives of the Plan
- Ensuring prompt communication with Management and with all employees.

- Alert system and call for assistance from outside emergency responders.

- Training and instructing City employees and visitors to leave the buildings safely.

- Developing and implementing procedures to safely evacuate all individuals.

- Ensuring that all occupants are accounted for after an emergency evacuation.

- Designating and training employees on roles to ensure safe evacuation.

- Ensuring on-going training and planning for drills and emergency exercises.

II. ASSIGNMENTS OF ROLES AND RESPONSIBILITIES

Supervisors:
Supervisors must maintain an up-to-date list of employees and their locations. In order to assist in the head count as the location, employees should go immediately to the assembly area and contact their supervisor via their cell phone. The supervisor will then contact the Field Warden.

Safety Coordinator:

The Safety Coordinator serves as the Emergency Action Plan manager ensuring that all elements are effective and in place. The Emergency Action Plan manager schedules routine notification system tests and conducts training for the department. The Risk Management Division maintains copies of related training and drill records.

Designated Field Warden for Multipurpose Complex:

- The Field Warden(s) is assigned and authorized by the Department Director to perform the role as detailed in the Emergency Action Plan.

- Field Wardens will be issued a red/yellow hard hat, reflector vest, and bull horns for use during drills and evacuations.

- When the Alert System or Fire Alarm system is activated, the designated Field Warden(s) will instruct all employees and visitors to evacuate the facility.

- The warden(s) will conduct a quick walkthrough to perform a visual and verbal sweep of the facility (offices and bathrooms) unless an imminent danger is present preventing the walkthrough.

- Once the area is determined to be clear, the warden(s) will exit the facility with a copy of the updated employee list to assist in the headcount at the assembly area (North-Central Lot Multipurpose Sign).

- If an employee or a visitor is trapped inside the office area or cannot exit the building, the Field Warden(s) should not attempt to return back to rescue under any circumstances. The Field Warden(s) provides the information to the fire and rescue personnel, and to the Director.

- Field Wardens report to their assigned assembly area to assemble their Department's employees, and perform headcount using the employee updated list. The Field Warden(s) instructs the employees to stay in the assigned group at the assembly area.

- The field wardens are: Martavius Mims, Jalen Martin, Dylan Korte, Trae Mathews, Brian Stillman, and Chad McKenzie.

Department Employees:
A copy of this Risk Management Plan is kept at the workplace and will be available to all employees for review and understanding. Periodic training on the Plan will be provided to all employees. Emergency evacuation knowledge and training is important and critical, and appropriate action and cooperation of the Departments' employees during emergency situations is required as detailed below:

- Be familiar with your location, the emergency exit signs and the posted facility plan;

- Be familiar with the evacuation area for each building and know your assigned Field Warden(s);

- When hearing the alert system or the fire alarm, evacuate the building immediately through the nearest exit;

- Never use the elevators during fire or similar building emergencies even in two or three-story buildings. The stairways should be the main exit point used.

- When applicable, follow any instructions given by the Field Warden(s) and never return back to your workstation under any circumstances until it is cleared to do so;

- During evacuation, do not endanger yourself by trying to grab your belongings;

- At the designated assembly areas call your supervisor immediately, employees are requested to avoid wandering into, or blocking any traffic lanes used by public safety personnel; and

- Employees are not permitted to re-enter the building until a verbal command is given by the designated public safety commanding officer at the scene.

Citizens, Visitors, Vendors and Contractors:
When the facility evacuation alert has been issued, citizens and visitors will be directed to evacuate the facility with the City employees at the same time and gather at the designated assembly area found in Appendix A.

III. EMERGENCY ACTION PLAN IMPLEMENTATION

Internal and External Alert and Notification System:
- In case of fire or other smoke related emergencies, the alarm is activated by pulling the handle at the (Red) alarm station; or,

- Call 911 and provide the location of the emergency;

- Do not call the Fire Department directly on their local phone number.

Important: Communicate during emergencies and evacuation as best as possible with people who are hearing impaired or have other disabilities, or those who do not speak the English language.

Emergency Evacuation:
There are different types of emergency conditions which an emergency evacuation at the workplace is necessary. This might include fire and electrical hazards, physical threats, indoor air contamination, and chemical spills. The extent of the evacuation may be different for different types of hazards. Remember the Code **RED:**

React: Detecting smoke, fire, or other potentially threatening situations;
Evaluate: The level of threat including confirming the presence of fire and other threats;
Decide: Follow the Plan and leave the building or take a protective measure and shelter.

Evacuation Routes:
- **Evacuation Routes**: At the Round Rock Multipurpose Complex employees should exit at the nearest available exit. Employees should use the stairways to the first floor in most evacuations.

Building Floor Plans:
Each floor plan must indicate the location of all emergency exit routes, primary and secondary exits, manual pull stations, and designated assembly area. Floor plans are located on each floor. In case of a fire emergency, elevators must not be used as fire exits. Use stairs only.

Field Search during Emergency Evacuation:
As soon as the evacuation orders are in place, the Field Warden(s) must conduct a quick and systemic walkthrough of the fields and perform a visual and verbal sweep unless imminent danger is present. The sweep must cover all office areas, cubicles, closets, bathrooms, concessions, hall ways and conference rooms.

Accounting for Employees and Visitors During and After Evacuation:
Accounting for all employees at the assembly areas following an evacuation is critical. All managers/supervisors will meet with the Field Warden to determine which employees are working that day. The Field Warden conducts the head count and provides the checked list to the Departments' supervisor(s). The names and last known locations of anyone not accounted for should be passed from the Field Warden(s) to the employee supervisor and Risk Management Staff. List of employees (field occupants) must be maintained and available with the Field Wardens.

Employees at a work site must contact their supervisor via their cell phone immediately upon reaching the designated area in case of an event covered by this policy.

Assembly Areas and Re-entry Procedures:
After the orderly evacuation, employees must stay in groups as directed by the Field Wardens at the assigned assembly areas or at the work site. Employees must not return to the facility until the *All Clear* command is given by the scene commander (fire or police), Risk Management Staff, or a Director. An assembly area contingency plan must be considered in case we must make quick changes and move the assembly area farther away for any reasons.
- **Designated assembly area:** See Appendix A.

Department Security Guidelines:
The Director will set security guidelines for document control during emergencies and evacuation procedures.

Whenever possible, all records shall be secured and locked prior to evacuating the premises. This includes locking filing cabinets. Any documents on a desk shall be placed in secure location such as a filing cabinet or locking desk drawer.

American with Disabilities Accommodations and Considerations:
Field Wardens and supervisors are responsible to ensure the safety and well-being of disabled employees or disabled persons visiting City facilities in the event of an emergency. It is the responsibility of the supervisor to notify the Field Warden, or public safety personnel of someone unable to evacuate the facility to the assembly area without assistance.

Individuals with communication disabilities may be unable to obtain necessary evacuation information from standard auditory alarms or public address systems. Hearing and visually impaired persons may need to be alerted and given further instructions in emergency situations. In addition, to the Field Wardens, nearby employees should also aid hearing and visually impaired individuals who may need help during emergency evacuation.

TYPE OF POTENTIAL EMERGENCIES

Medical Emergencies:
A City employee must call 911 and give the location of the medical emergency in addition to any available relevant details indicating the possible cause of injuries or exposures, the seriousness of the event, number of people injured or exposed, and any other information.

❖ Under no circumstances, shall a City employee provide, or attempt to provide, medical care and treatment unless trained and authorized to perform basic life support. Advanced medical care and treatment shall be left to the Emergency Medical Services professionals, who have the necessary training and medical equipment.

❖ Employees are encouraged to take automated external defibrillator (AED) training. AED devices are located throughout the City. There are AEDs located at Buildings A, B, and C throughout the Multipurpose Complex. Appendix B.

Fire Emergency/ Building Air Contamination

When fire or smoke is discovered yell fire, pull the fire alarm and call 911.

Fight the fire ONLY if:
- The Fire Department has been notified;
- The fire is small and is not spreading to other areas;
- Escaping the area is possible by backing up to the nearest exit; and
- The fire extinguisher is in working condition and personnel are trained to use it

Upon being notified about the fire emergency or building air contamination occupants must:
- Leave the building using the designated escape routes;
- Assemble in the designated area; and
- Remain outside until the designated official announces that it is safe to re-enter

Heavy Rain, Water Flooding, and Severe Weather:
Be always on alert for instructions on possible evacuation, and/or sheltering and other safe protective measures.

Tornado Warning:
A tornado warning indicates that a tornado has actually been sighted or indicated by weather radar. In the event of such a warning for the greater Round Rock area everyone in the office or field will be notified.

Suggested Ways to Handle a Tornado Warning:
- Evacuate to the first floor
- The designated areas are found on Appendix B.
- Avoid glassed-in areas
- Sit down and curl up so your head and eyes are protected
- Wait for the **ALL CLEAR** before resuming normal operations

Workplace Violence:
- Showing empathy for an upset person can help to reduce a tense situation
- Stay calm and use anger reducing language
- Create a physical barrier between you and the aggressive person, such as a counter or table
- Signal or call for assistance, when you feel the situation has escalated and you can do so safely
- Call 911
- Have an easy way out of the room or location

Active Shooter:
- If you know the location of the shooter and can safely evacuate the area then run as fast as possible.
- Leave your belongings
- Do not wait on others or attempt to persuade others to leave
- Keep your hands visible
- If you do not know the location of the shooter or cannot safely reach the exit and you are in an office, then STAY THERE, secure the door and call 911
- If you are in a cubicle and can safely make it, then go to the file room or to an open office.
- Shut, lock and barricade the door..
- If the door has no lock attempt to block the door as much as you can
- Silence your phone
- Don't hide in restrooms

Bomb Threat

Bomb threats usually come in the form of a phone call. Regardless of the format the procedure is the same except the staff member receiving such a call should try to recall as much as possible. An available staff member should call the 911 and relay the information. They will probably want the building evacuated immediately

- Evacuate on command
- Meet at the designated assembly area found on Appendix A.
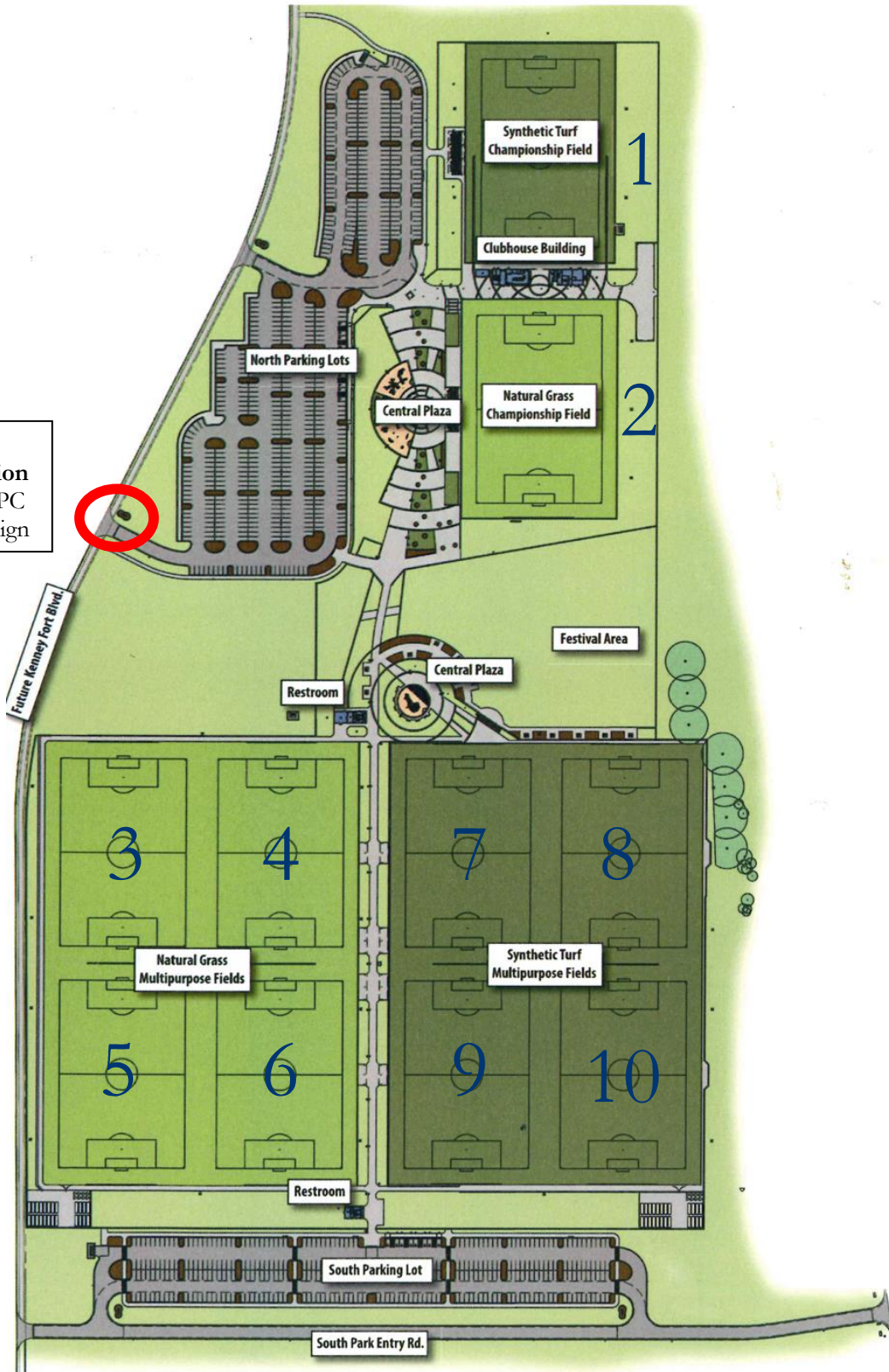
Non-Emergency Contact Information:

If there is ever any question about the safety of individuals in any given situation, CALL 911. However, if ever there is a time where staff is uncomfortable or unsure of one's safety regarding a given situation but is certain that there is no immediate threat to staff or the public, utilize the following resources for "non-emergency situations."

- Round Rock Police Department/Animal Control Non-Emergency Number: **512-218-5500**

- Round Rock Fire Department Non-Emergency Number: **512-218-5590**

APPENDIX "A" – Designated Assembly Area

Designated Emergency/Evacuation Assembly Area: RRMPC Parking Lot Entrance Sign

AED Location "A": Located on wall of lower level Lobby in Building "A"
Tornado Shelter: Seek lower level shelter in Building "A."

AED Location "B": Located on exterior wall of Restroom "B."
Tornado Shelter: Inside of restroom "B."

AED Location "C": Located on exterior wall of Restroom "C."
Tornado Shelter: Inside of restroom "C."

Synthetic Turf Championship Field

Clubhouse Building

North Parking Lots

Central Plaza

Natural Grass Championship Field

Future Kenney Fort Blvd.

Central Plaza

Festival Area

Restroom

Natural Grass Multipurpose Fields

Synthetic Turf Multipurpose Fields

Restroom

South Parking Lot

South Park Entry Rd.