

Plan Maintenance

Annual Review & Update

It is understood this Emergency Action Plan (EAP) for City Hall will only be effective if its occupants continually review and update its content. Therefore, the individuals referenced in the EAP for City Hall, specifically the Emergency Management Team members, those listed on the Emergency Contact List, Floor Coordinators shall review this document every twelve months. The review process will familiarize applicable building occupants with the emergency response and overall command and control operations outlined in the EAP. Any substantive operational changes to the City Hall EAP will be documented and will have accurate, updated information.

Training & Exercises

The City Hall Emergency Management Team will schedule a formal exercise at least annually. A formal exercise will minimally include a tabletop scenario, which is a facilitated analysis of an emergency situation in an informal, stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing operational plans and identify where those plans need to be refined. Tabletop exercises will be based upon the types of emergencies outlined in the EAP and will include those individuals identified as having operational responsibilities within City Hall.



City of Petersburg Emergency Action Plan

Emergency Action Plan

Facility Name: City Hall

Facility Address: 135 N Union St

Date Prepared: _____

Overview

It is the intent of the Emergency Action Plan (EAP) is to assist building occupants (Employees, volunteers and visitors) in preparing for and responding to emergency situations.

This EAP is intended for use by any and all departments and should be completed as an "overall building plan" including all areas of the building.

It is expected that departments will customize the content of this EAP to meet their specific needs, operations and locations.

The roles and responsibilities contained within the EAP may be limited dependant on the emergency situation. It shall be the responsibility of the department head or designee that its content is updated, maintained and exercised. It shall also be the responsibility of the department head or designee to ensure any applicable individuals are provided this document to support the plan.

Considerable effort has been taken to ensure this EAP template is concise, clear and easy to implement.

The following administrators have reviewed and affirm this document for use by City Hall occupants to support emergency management functions.

Department Head: _____ Date: _____

Approval and Implementation

Emergencies and disasters can happen at any moment that may directly or indirectly impact the occupants of City Hall. It is the intent of this Emergency Action Plan (EAP) to assist all occupants of City Hall to the greatest extent possible in the planning and response to the most probable emergencies.

It may be necessary for the occupants of City Hall to work with traditional first responder agencies (i.e. police, fire, ambulance, public health facilities and services) during an emergency. This EAP will outline the operational procedures necessary to facilitate the assistance of traditional first responders.

The applicability of City Hall EAP will be specifically addressing the following types of emergencies:

- Flood
- Civil Disturbance
- Gas Leak/Fumes/Vapors
- Active Shooters/Active Threat
- Bomb Threat
- Power Outage
- Hazardous Materials
- Medicals Emergencies
- Fire
- Tornado
- Earthquake

It is imperative that the EAP be reviewed on at least an annual basis. Authority is granted to:

Authority to Modify the EAP

The EAP will supersede all previous or existing departmental emergency plans.

Signed: _____
Senior Administrator(s) for City Hall

Date: _____

Bomb Threat

If you receive a bomb threat (via the telephone):

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?
 - What is your address?
 - What is your name?
- Observe the caller's:
 - Speech patterns (accent, tone)
 - Emotional state (angry, agitated, calm, etc.)
 - Background noise (traffic, people talking and accents, music and type, etc.)
 - Age and gender
- Write down other data:
 - Date and time of call
 - How threat was received (letter, note, telephone)
- Call 911 and submit your notes from the telephone call or the bomb threat (letter or note) to Police.
- Follow dispatch Police's instructions.
- Check your work area for unfamiliar items. Do not touch suspicious items; report them to emergency responders.
- Take personal belongings when you leave
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.

Emergency Notification Systems

Enter the method/s your department will utilize to notify employees. For those employees not in the building but needing notification, identifies a method to notify them.

Internal Emergency Notification Systems

Once notified by one of the Emergency Notification Systems or by any other form not listed, City Hall will commence notifying their occupants via the following, as long as it is safe to do so:

Type of Internal Notification System	Person Authorized to Send Internal Notification Message	Intended Audience for Internal Notification Message

Record of Distribution (List the names of those who will receive a copy of this EAP).

Name of Person / Title / Department	Date Received	Initials of Person Receiving the EAP

Tornado

A **Tornado Watch** is issued when weather conditions are favorable for the development of severe thunderstorms that area capable of producing tornados. Remain alert for approaching storms, and be prepared to seek shelter.

Tornado Warning means a tornado has been indicated by Doppler radar or reported by storm spotters.

If a **Tornado Warning** for your area is issued, do the following:

- Begin to assemble in a designated tornado shelter.
- Floor Coordinators will assist individuals in their area/s of responsibility to any designated tornado shelter locations if possible/necessary.
- Floor Coordinators will assist individuals with special needs to a designated tornado shelter location or area of rescue assistance if possible/necessary and if the person with the disability consents to such assistance.
- If sheltering in a designated tornado shelter location is not possible, move to an interior room on the lowest level (closets, interior hallways or restrooms).
- Stay away from windows and open spaces.
- Call 9-1-1 to report your current location, the number of people at the location, any injuries and need for emergency assistance.
- Remain in the designated tornado shelter location until the danger has passed.
- Once the danger has passed, the City Hall Emergency Management Team will convene at the appropriate Command Post location/s and be prepared to work in collaboration with emergency workers.
- At each of the designated Tornado safe locations there should be emergency supplies that include but are not limited to:
 - Weather Radio
 - Flashlight
 - AM/FM radio
 - Cellular telephone
 - Signaling device (i.e. air horn) if someone becomes trapped
 - First Aid Kit
 - Wrench or pliers to turn off utilities
 - Water and non-perishable food (one-day supply)
 - Extra batteries for any devices that require them.
- The area/s designated for City Hall are:

Designated Tornado Shelter

Basement

Fire

- Manually activate the building's fire alarm system.
- Call 9-1-1 to report the fire.
- Immediately evacuate the building, closing all doors and windows as you leave.
- Do not use elevators.
- If necessary, drop to your knees and crawl to the closest, safest exit.
- Floor Coordinators will assist individuals in their area/s of responsibility to an evacuation staging area/s or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators will assist individuals with special needs to an area of rescue assistance, evacuation staging area/s or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.
- The City Hall Emergency Management Team will convene at the appropriate Command Post location/s and be prepared to work in collaboration with the local authorities and fire department.
- If unable to evacuate, do the following:
 - Close all doors and windows.
 - Wet and place cloth material around and under the door to prevent smoke from entering.
 - Attempt to signal people outside the building. Call for help using a telephone.

Instructions for Using a Fire Extinguisher

- Use a fire extinguisher only if trained to do so.
- If you have any doubt about your ability to extinguish the fire, evacuate immediately.
- If you decide to use the fire extinguisher:
 - Place yourself between the fire and your exit from the area.
 - Pull the pin.
 - Aim low, pointing the extinguisher nozzle at the base of the fire.
 - Squeeze the handle to release the extinguisher agent.
 - Sweep from side to side at the base of the fire until the fire is out.
 - Watch the area. If the fire re-ignites, repeat the steps above.

Emergency Management Team

The Emergency Management Team for City Hall is designated to deal with the operational and policy-making aspects of the incident. The Emergency Management Team will convene during emergency situations and make applicable decisions regarding the safety of building occupants in conjunction with any traditional first responder agencies (i.e. police/fire/ambulance) on scene.

Roles and Responsibilities

The roles and responsibilities of City Hall Emergency Management Team members will be the following:

- 1) **Safety Officer [Insert Name]:** Responsible for the overall safety concerns of occupants within City Hall. Should have previous training in safety related issues, such as but not limited to, hazardous materials awareness, and basic first aid training.
- 2) **Public Information Officer [Insert Name]:** Responsible for gathering and potentially disseminating information to the media and/or general public.
- 3) **Operations Officer [Insert Name]:** Responsible for implementing any operationally driven tasks (i.e. locking and unlocking doors, shutting off utilities, etc). The Operations Officer will work with police, fire, ambulance, and public health to mitigate the emergency.
- 4) **Planning Officer [Insert Name]:** Responsible for developing incident action plans and acquiring information that will assist the Operations Officer in implementing operationally driven tasks. The Planning Officer will share any information with the Emergency Management Team. This individual is also responsible for working with any technical specialists who may be needed to mitigate the emergency and "checking people in" as they arrive at any designated evacuation or Shelter-in-Place locations.
- 5) **Logistics Officer [Insert Name]:** Responsible for ensuring necessary resources are distributed and/or ordered for those affected during the emergency. Examples include: food, water, flashlights, etc.

EMERGENCY MANAGEMENT TEAM FOR

Title of Individual	Name of Individual	Office	Cellular
Safety Officer			
Public Information Officer			
Operations Officer			
Planning Officer			
Logistics Officer			

Location of Emergency Management Team Station(s)

The following locations are designated by City Hall as internal locations where the Emergency Management Team will convene if it is safe to do inside the building:

- (List all internal Emergency Management Team stations/there should be at least 2 locations listed in priority order).

Internal Emergency Management Team Stations
Priority 1
Priority 2

The following locations are designated by City Hall as external locations where the Emergency Management Team will convene if the building is not safe to occupy:

- (List all external Emergency Management Team stations/there should be at least 2 locations listed in priority order)

External Emergency Management Team Stations
Priority 1
Priority 2

Employees Who May Remain to Shut Down Operations Critical to Life Safety before Evacuating:

The following individuals are designated by the City Hall Emergency Management Team to remain in the building and shut down critical operations before evacuating:

Name of Person	Action Items To Be Completed Before Evacuating	Phone Number

Any of these actions should be done only if it is safe to do so and if remaining in the building does not reasonably place the individual in danger.

Any employee designated by the Emergency Management Team must be able to recognize and abandon the operation or task and evacuate before the evacuation path is blocked, be familiar with and know how to operate the utilities within the building and report directly to the Emergency Management Team once finished.

Burns

First Degree

The least serious burns are those in which only the outer layer of skin (epidermis) is burned. This skin is usually red, with swelling and pain sometimes present.

- Treat a first-degree burn as a minor burn unless it involves substantial portions of the hands, feet, face, groin or buttocks or a major joint.

Second Degree

When the first layer of skin has been burned through and the second layer of skin (dermis) also is burned. Blisters develop and the skin takes on an intensely reddened, splotchy appearance.

- If the second-degree burn is no longer than 2 to 3 inches in diameter, treat it as a minor burn. If the burn area is larger or if the burn is on the hands, feet, face, groin or buttocks or over a major joint, get medical help immediately.
- For minor burns, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:
 - Cool the burn by holding the burned area under cold running water for 15 minutes. If this is impractical, immerse the burn in cold water or cool it with cold compresses.
- Cover the burn with a sterile gauze bandage. Don't use fluffy cotton, which may irritate the skin. Wrap the gauze loosely to avoid putting pressure on the burned skin.
- Don't use ice. Putting ice directly on a burn can cause frostbite, further damaging your skin.
- Don't break blisters. Fluid-filled blisters protect against infection.
- If blisters break, wash the area with mild soap and water, then apply an antibiotic ointment and gauze bandage.
- Clean and change dressings daily.

Third Degree

The most serious burns may be painless and involve all layers of the skin. Fat, muscle and even bone may be affected. Areas may be charred black or appear dry and white. Difficulty inhaling and exhaling, carbon monoxide poisoning, or other toxic effects may occur if smoke inhalation accompanies the burn.

- For major burns, dial 9-1-1 to call for emergency medical assistance. Until an emergency unit arrives, follow these steps:
 - Don't remove burnt clothing. However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
 - Make sure the burn victim is breathing. If breathing has stopped or you suspect the person's airway is blocked, try to clear the airway and, if necessary, do cardiopulmonary resuscitation (CPR) if trained to do so.

Medical Emergencies

- Call 9-1-1 to report the emergency.
- DO NOT MOVE the victim unless there is an immediate threat to life.
- In an emergency, use universal precautions (i.e. gloves and rescue masks).

Cardiopulmonary resuscitation (CPR)

- Assess the situation:
- Is the person conscious or unconscious?
- If the person appears unconscious, tap or shake his shoulder and ask loudly, “Are you OK?”
- If the person doesn’t respond, call 9-1-1.
- Locate an Automatic External Defibrillator (AED) if one is immediately available and bring to location of medical emergency.
- Use the AED if you have been trained.
- Perform CPR if trained to do so.

To Control Bleeding

- Have the injured person lie down. If possible, position the person’s head slightly lower than the trunk, or elevate the legs if you do not suspect a head, neck or back injury. If possible, elevate the site of bleeding above the heart.
- Apply pressure directly to the wound. Use a sterile bandage, clean cloth or even a piece of clothing.
- Continue applying pressure until medics arrive.
- Don’t remove the gauze or bandage. If the bleeding continues and seeps through the gauze or other material you are holding on the wound, don’t remove it. Instead add absorbent material to stop it.

Chemical Burns

- Remove the cause of the burn by flushing the chemicals off the skin’s surface with cool, running water for 20 minutes or more. If the burning chemical is a powder-like substance such as lime, brush it off the skin without exposing yourself before flushing.
- Wrap the burned area loosely with a dry, sterile dressing or a clean cloth.
- Rinse the burn again for several more minutes if the victim complains of increased burning after the initial washing.
- Seek emergency medical assistance if:
 - The victim has signs of shock, such as fainting, pale complexion, or breathing in a notably shallow manner.
 - The chemical burned through the first layer of skin and the resulting second-degree burn covers an area more than 2 to 3 inches in diameter.
 - The chemical burn occurred on the eye, hands, feet, face, groin or buttocks or over a major joint.
 - If you are unsure whether a substance is toxic, call the poison control center and be ready to give a full description of the substance.

Assisting Persons with Special Needs during an Evacuation

The following list includes **self-identified** persons with special needs who may request evacuation assistance during an emergency:

Name Of Person	Special Need	Room	Phone	Name of Person Agreeing to Assist in Evacuation and Phone Number

Their role is to assist in moving persons with special needs to an area of rescue assistance, or in an emergency which presents immediate danger to life and health, an evacuation staging area or other place of shelter with the consent of the individual with the special need.

Area of Rescue Assistance

Area of Rescue Assistance: An area where people, including those with special needs, can go to await assistance if they are not able to evacuate or get to another area of safety.

The following areas are designated as Areas of Rescue Assistance for City Hall.

Floor	Location
Basement	
1st Floor:	
2nd Floor:	
3rd Floor:	
4th Floor:	

Accountability

For accountability purposes, Floor Coordinator/s and / or redundant back – up/s will assist in the orderly evacuation of all personnel within their area of responsibility and physically gather the names of those individuals once convened at the evacuation staging area/s. The names of all individuals present in the evacuation staging area/s should then be provided to the City Hall Emergency Management Team and/or emergency response personnel as quickly as possible.

Name of Floor Coordinator	Area of Responsibility

Summary of Evacuation Procedures

These procedures should only be followed if safe to do so:

- An order to evacuate City Hall will be made by [Insert Name(s)] or public safety authorities (police and/or fire department).
- Once the order to evacuate is given, building occupants will be advised to evacuate to the listed location (subject to change based on the emergency).
- Once the order to evacuate is disseminated to building occupants, all designated Floor Coordinators and other individuals who volunteered will assist with the evacuation.
- All building evacuees will report to a designated evacuation staging area/s.
- Once evacuees have relocated to the evacuation staging area/s, all Floor Coordinators will gather names of individuals in their area of responsibility and provide all information to the City Hall Emergency Management Team and/or any emergency response personnel (i.e. police and fire departments) as quickly as possible.
- All evacuees located within the evacuation staging area/s should not leave until directed to do so by authorities (police and/or fire department).

Hazardous Materials

If you are involved with or observe a hazardous material release (chemical, biological, radiological, nuclear, explosive) for which assistance is needed:

- If the incident occurs indoors, leave the area, closing all doors in order to isolate the area.
- Call 9-1-1 to report the incident.
- Be prepared to provide the following information:
 - Name of the material
 - Quantity of the material
 - Time of the incident
 - Location of the incident
 - If anyone is injured or exposed to material
 - If a fire or explosion is involved
 - Your name, phone number and location
- Notify Emergency Management Team members who will initiate internal notification messages with additional instructions on how to proceed.
- If an evacuation is ordered, proceed in a crosswind direction to a location that is eventually upwind, uphill and upstream of the hazardous material.
- Floor Coordinators will assist individuals in their area/s of responsibility to an evacuation staging area/s or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators will assist individuals with special needs to an area of rescue assistance, evacuation staging area/s or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.
- Follow all instructions from emergency responders.
- Do not attempt to clean up a spill or release unless you have been trained to do so and have the proper personal protective equipment.

Bomb Threat

- If the threat is advised via telephone, record the number displayed if the phone has caller ID.
- If the threat is advised via telephone, gain the attention of someone in close proximity, and have that person call 9-1-1 from a land-line telephone. Cellular phones should not be used because they may detonate explosive materials close to the building!
- If the threat is advised via telephone, keep the caller on the phone long enough to complete the “Bomb Threat Check Sheet”.
- Ask questions listed on the “Bomb Threat Check Sheet”.
- If the threat is advised via letter or email, print and/or save the document and call 9-1-1 via land-line telephone.
- Work with arriving emergency personnel, and assist with searching the area only if requested.
- Notify Emergency Management Team members who will initiate internal notification messages with additional instructions on how to proceed.
- Floor Coordinators will assist individuals in their area/s of responsibility to an evacuation staging area/s if possible/necessary.
- Floor Coordinators will assist individuals with special needs to an area of rescue assistance, evacuation staging area/s or appropriate shelter-in-place location if possible/necessary and if the person with disability consents to such assistance.
- The City Hall Emergency Management Team will convene at the appropriate Command Post location/s and be prepared to work in Collaboration with the local authorities.

Power Outage

- If outage creates an emergency situation, dial 911 to report emergency otherwise, notify Dominion VA Power at 1-888-667-3000.
- Notify Emergency Management Team members who will initiate internal notification messages with additional instructions on how to proceed.
- The City Hall Emergency Management Team will convene at the appropriate Command Post Location/s and be prepared to work in collaboration with the local authorities.
- Floor Coordinators will assist individuals in their area/s of responsibility to an evacuation staging area/s or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators will assist individuals with special needs to an area of rescue assistance, evacuation staging area/s or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.
- Secure all vital equipment, records, computers, etc.
- Turn off electrical equipment, including computers, and light switches.

Shelter-In-Place Procedures

There may be emergencies that arise that do not afford individuals the opportunity to safely evacuate. During these emergencies, sheltering-in-place may be necessary, by finding a safe interior or exterior shelter. Examples of emergencies where the shelter-in-place option may be preferred include severe weather (i.e. tornado) and active shooter/active threat situations, where leaving a place of safety may be detrimental to personal safety. Desired shelter-in-place options will vary depending on the emergency, but may include bathrooms (during a tornado) and areas and rooms with lockable doors (during an active shooter situation).

Employees Who May Remain to Shut Down Operations Critical to Safety before Sheltering-in-Place

The following individuals are designated by the City Hall Emergency Management Team to remain in the building and shut down critical operations before sheltering-in-place:

Name of Person	Action Items To Be Completed Before Sheltering-In-Place	Phone Number

Assisting Persons with Special Needs with Sheltering-In-Place

The following list includes **self-identified** persons with special needs who may request shelter-in-place assistance during an emergency:

Name Of Person	Special Need	Room Number	Name of Person Agreeing to Assist in sheltering-In-Place and Phone Number

Types of Emergencies

Flood

- When a flood is imminent, notify [List Names(s) of person authorized to send internal notification messages] who will initiate internal notification messages with specific instructions on how to proceed.
- The City Hall Emergency Management Team will convene at the appropriate Emergency Management Team location/s.
- If ordered to evacuate or if rising water is threatening, all building occupants will leave immediately and/or get to higher ground.
- Floor Coordinators will assist individuals in their area/s of responsibility to an evacuation staging area/s or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators will assist individuals with special needs to an area of rescue assistance, evacuation staging area/s or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.
- [Insert Name(s)] will secure vital equipment, records and hazardous materials by moving them to higher, safer ground.
- [Insert Name(s)] will shut off non-essential electrical equipment.
- Building occupants should not return to the building until instructed to do so by members of the City Hall Emergency Management Team.
- Call 9-1-1 to report any injuries or need for emergency assistance.

Civil Disturbance

- Call 9-1-1 if the disturbance evolves into an emergency.
- Provide any applicable information to the emergency dispatcher, such as address, location and number of individuals involved in the disturbance.
- Do not interfere, interrupt or become involved in the disturbance.
- Secure your work area, log off computers and secure sensitive files.
- Notify Emergency Management Team members, who will initiate internal notification messages with additional instructions on how to proceed based on the severity of the disturbance.
- The City Hall Emergency Management Team will convene at the appropriate Command Post location/s and be prepared to work in collaboration with the local authorities.
- Floor Coordinators will assist individuals in their area/s of responsibility to an evacuation staging area/s or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators will assist individuals with special needs to an area of rescue assistance, evacuation staging area/s or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.

Gas Leak/Fumes/Vapors

If natural gas or any other identified fumes/vapors are detected:

- Leave the immediate area and evacuate the building.
- Call 9-1-1 to report the situation.
- Provide your location and the location of the odor to the emergency dispatcher.
- Notify Emergency Management Team members who will initiate internal notification messages with additional instruction on how to proceed.
- The City Hall Emergency Management Team will convene at the appropriate Command Post location/s and be prepared to work in collaboration with the local authorities.
- Floor Coordinators will assist individuals in their area/s of responsibility to an evacuation staging area/s or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators will assist individuals with special needs to an area of rescue assistance, evacuation staging area/s or appropriate shelter in-place location if possible/necessary and if the person with the disability consents to such assistance.

Active Shooter/Active Threat

If the active shooter/active threat is inside City Hall (Reminder, all of these actions should only be done if/when it is safe to do so!):

- Immediately exit the building via the safest possible route, away from the threat if possible.
- Notify Emergency Management Team members who will initiate internal notification messages with additional instructions on how to proceed and notify authorities via 911.
- Floor Coordinators will assist individuals in their area/s of responsibility to an evacuation staging area/s or appropriate shelter-in-place location if possible/necessary.
- Floor Coordinators will assist individuals with special needs to an area of rescue assistance, evacuation staging area/s or appropriate shelter-in-place location if possible/necessary and if the person with the disability consents to such assistance.

If you cannot evacuate, or the threat is not inside City Hall:

- Immediately initiate shelter-in-place procedures, specifically:
 - Find the nearest location that provides safety.
 - Close and lock doors; if doors cannot be locked, barricade/block the door with anything available
 - Move towards the area of the room where the threat cannot see you.
 - Keep quiet! Do not talk until it is safe to do so.
 - When safe to do so, call 9-1-1.
 - Do not open the door until a KNOWN law enforcement officer advises it is safe to do so or other credible information is received advising the threat has been neutralized.
- Notify Emergency Management Team member who will initiate internal notification messages with additional instructions on how to proceed and notify authorities via 911.