

OK - Add to Safety Manual

Town of Longboat Key

AT 11/16/22

General Hazards Guidelines

Purpose

To establish a uniform policy and procedure to ensure all occupants of the Town of Longboat Key structures are prepared for emergencies and if necessary to execute a safe and efficient exiting of a facility during an emergency.

Scope

1. This plan includes but is not limited to:
 - a. Adverse Weather Conditions
 - b. Fires
 - c. Bomb Threats
 - d. Any other conditions that may present a threat to the Town of Longboat Key staff and customers
2. This Plan provides guidance for encountering adverse weather conditions during field operations. Supervisors should use discretion to alter their functions should conditions change rapidly.
3. This plan should be followed under all circumstances for evacuation except as directed by credible authority (uniformed law enforcement or fire department personnel).

Training

The designated Evacuation Facilitator for each facility, assisted by Support Services and the Fire Department, will conduct evacuation drills each year. Evacuation Facilitators and their Alternates will be trained as they are selected. See Section 2 D for more information about Evacuation Facilitators.

Plan Distribution

Copies of this plan are available to all employees of the Town of Longboat Key's facilities via intranet or hardcopy.

SECTION 1 – EMERGENCY SITUATIONS

A. Lightning

Lightning storms are common in and around the Sarasota/Bradenton area and are encountered frequently. Personnel not actively involved in emergency operations should remain inside their vehicle or structures during frequent local lightning.

1. Aerial operations should be halted during lightning conditions.
2. At no time shall any employee use a tree or a wooded area as shelter from lightning.
3. Acceptable building shelters for employees shall include fully walled buildings. Internal rooms not adjacent to outer walls are preferred over open bay areas, large windows, screen rooms or other open areas.
4. Acceptable vehicle/equipment shelter choices shall include vehicles/equipment with a metal roof, full chassis and glass enclosure including closable doors. Poor vehicle choices include tractors or other mobile equipment with no roof, golf carts, small electric or gas-powered utility vehicles, all-terrain vehicles, open mowers, and water craft (unless with full cabin).

B. Wind

Sustained wind conditions can be very hazardous. At sustained wind speeds above 25 MPH aerial operations should be halted. At sustained wind speeds above 45 MPH all vehicles, including fire/rescue, should be sheltered or out of use.

C. Tornadoes

1. When a tornado or funnel cloud is observed in the field, if possible, employees should drive away from it at right angles to its direction of travel. If proximity to the tornado prevents escape, the vehicle should be abandoned, and personnel should seek shelter and keep together.
2. When a tornado Warning is issued, an announcement will be made over the emergency notification system (Alert LBK) when possible or through the Department Head or Supervisor in charge of the facility.
3. The announcement or warning will direct all building occupants to move to the interior of the floor and away from the windows until the ALL CLEAR is announced. Department Heads will identify and designate safe areas within their facility. The safe area(s) for the Town Facilities is as follows or any room without windows.

- Town Hall – Commission Chambers or Records Room

- PZB/IT – Building Inspectors Office or Restrooms
 - Tennis Center – Downstairs Restrooms
 - Police Station – Interview Room or Restrooms
 - North Fire Station – Lieutenant Office or Mechanical Room
 - South Fire Station – Middle Hallway or Bathrooms or Weight Room
 - Public Works – First Floor Elevator Room
4. Evacuation Facilitators are responsible for ensuring their floors' occupants have heard the announcement and are moving to the interior/safe area away from windows.
 5. Once the ALL CLEAR is received, an announcement will be made through the Department Head or Supervisor in charge of the facility.

D. Flooding

Supervisors must exercise considerable judgment and discretion relative to personnel safety when entering flooded areas. Particular care should be taken to avoid run-off areas, drains, open manholes, and ditches.

Vehicles, except those as designated by first responders, shall not travel in flood waters if the level of the water reaches the lowest part of the vehicle/running boards. Under no circumstances shall drivers create a wake while driving in flood waters.

E. Hurricanes/Tropical Storms

Each department should refer to their Town of Longboat Key Comprehensive Emergency Management Plan for Hurricane/Tropical Storm procedures.

F. Bomb Threat

If a bomb threat is received, stay calm and try to keep the caller on the line. As soon as possible, alert a coworker to:

1. Dial **911** and provide the emergency operator as much information as possible.
2. Notify the management in your area and contact the Town Manager's office.

3. Stay on the telephone unless otherwise ordered.

Questions to Ask the Caller

- When will the bomb explode?
- Where is it?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Why was it placed in the building?
- Did you place the bomb?
- What is your name?

Observe the Caller

- Caller's gender
- Approximate age
- Voice characteristics, accents, etc. Is the voice familiar?
- Background noises
- Language – educated, incoherent, foul, taped, read, etc.

G. Chemical or Biological Threat or Suspicious Packages

1. If a chemical or biological emergency arises, immediately dial **911** and provide the emergency operator as much information as possible.
2. If a suspicious package is found or delivered through the mail, leave it in place and immediately dial **911** and provide the emergency operator as much information as possible.
3. When an emergency arises, controlled entry will commence. All occupants will go the interior rooms and lock the doors. Lock Down Procedures will be lifted by the Longboat Key Police Department when the emergency is over.

SECTION 2 – EMERGENCY EVACUATION PROCEDURES

A. Who Evacuates When?

All building occupants shall evacuate when:

1. A Fire Alarm sounds (unless prior announcement of testing is made).
2. Any time an evacuation announcement is made by the Department Head.
3. Any time instructions to evacuate are given by a credible authority.
4. A call to 911 is required since both buildings are not monitored presently.
DO NOT CALL THE FIRE DEPARTMENT. It is quicker and easier to call 911.

B. How to Evacuate

Upon receipt of an evacuation notice:

1. Gather personal belongings (i.e., purse, briefcase, car keys, etc.) and secure valuables as safety permits.
2. Proceed to nearest exit. **NEVER USE ELEVATORS**
3. Evacuation Facilitators will notify the Incident Commander of the location of physically impaired individuals unable to exit.
4. Physically impaired individuals (i.e., those unable to exit without assistance) must wait at the nearest exit area where they will be assisted

by an Evacuation Facilitator. Rescue personnel will search each stairwell (if applicable) upon their arrival to ensure all are evacuated safely.

5. Upon reaching an exit to the outside, the following departments will leave the facility and proceed to the following designated safe area for each facility:
 - Town Hall/PZB/IT – Library parking lot
 - Tennis Center – Sidewalk across the street from Tennis Center
 - Police Station – Meet at the mailbox
 - North Fire Station – Meet at the mailbox
 - South Fire Station – Meet at front apron
 - Public Works – Meet at mailbox
6. All employees must know the locations of stairwells (if applicable) and the quickest and easiest route to them. Floor plans indicating evacuation routes and fire pull stations are displayed in prominent places in every Town facility.

Only uniformed emergency response personnel are permitted to enter a Town facility during and evacuation, unless directed otherwise by the Command Post.

C. Exit Routes

1. An exit route is a continuous and unobstructed path of exit travel from any point within a workplace to a place of safety. Exit routes are to be kept free of obstacles and other articles which would impede an unrestricted access.
2. All exit routes must be adequately lighted so that an employee with normal vision can see along the route. Each exit must be clearly visible and marked by a sign reading “Exit.” Each exit must be free of decorations or signs that obscure the visibility of the exit route door.

D. Evacuation Team

1. Each building will have Evacuation Facilitator(s) and Alternate(s). The Facilitators and their alternates are designated based on their willingness to accept the responsibilities and their familiarity with the

building layout and the employees whose normal work activities occur in their assigned sections.

2. The number of Evacuation Facilitators will be determined by the size of the facility.
3. The Evacuation Facilitator(s) and Alternate(s) will be designated annually, or as often as necessitated by separation, by the Department Head or Supervisor in charge of the facility. The Safety Committee or designee of the facility will keep a current list of Facilitators and Alternates, and ensure replacements are designated as necessary.
4. Upon receipt of an evacuation notification the designated Evacuation Facilitator (or Alternate) will:
 - a. Ensure the departure of all occupants in their building, directing individuals unfamiliar with the building layout to the appropriate exit and Safe Area. (This should be done with consideration of the Facilitator's safety.)
 - b. Evacuation Facilitators make note of persons unable to exit and report that information to the Fire Department personnel.
 - c. Notify the Incident Commander either "floor is clear" or "a suspicious object has been found (specific location)."

Facilitators by Department

Town Hall Primary Facilitator:

Lisa Silvertooth

Town Hall Alternative:

Lynn Curreli

Town Hall PZB/IT Facilitator:

Allen Parsons

Town Hall PZB/IT Alternative:

Donna Chipman

Tennis Center Facilitator:

Kay Thayer

Tennis Center Alternative:

Grace Hackett

Public Works Facilitator:

Isaac Brownman

Public Works Alternative:

Office Manager

Police Facilitator

Captain Hankins

Police Alternative

Captain Bourque or Brooke Green

South Fire Facilitator:

Lieutenant

North Fire Facilitator:

Chief Officer

North Fire Alternative:

Lieutenant