

DIRECTORIAL
ORDER

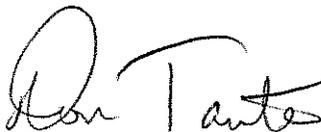
NO. 1066

BY VIRTUE OF THE AUTHORITY VESTED IN ME by the Mayor of the City of Lincoln, Nebraska:

Pursuant to the delegation of authority under Executive Order No. 079616, I hereby execute and approve on behalf of the City of Lincoln, the attached Directorial Order regarding the City of Lincoln Emergency Action Plan Safety Policy.

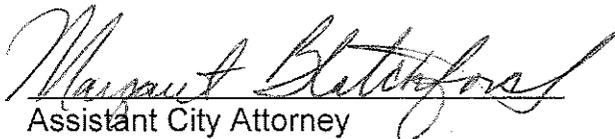
This executed Directorial Order, should be returned to Bill Kostner, Risk Manager, in the Risk Management & Benefits Division of the Personnel Department.

Dated this 26 day of AUG, 2008.



Don Taute, Personnel Director

Approved as to Form & Legality:



Margaret Blatchford
Assistant City Attorney

Approved:



Don Herz, Finance Director

FILED

AUG 26 2008

CITY CLERK'S OFFICE
LINCOLN, NEBRASKA

CITY OF LINCOLN EMERGENCY ACTION PLAN

PURPOSE:

The purpose of this policy is to provide a plan of action in the event of an emergency and to prevent injury to employees and the public as per 29 CFR 1910.38 and .39 of the Occupational Safety and Health Administration's (OSHA) emergency action plans (Appendix D). This policy is the minimum standard.

OBJECTIVE:

The objective of this policy is to establish a written program outlining general guidelines in the event of an emergency such as fire, tornado, or bomb threat.

This written program will address the following:

1. Reporting an Emergency
2. Evacuation/Shelter-in-Place Plan
Establishing Emergency Captains

RESPONSIBILITY:

1. Department Heads have the responsibility to:

Implement this policy by:

- A. Directing supervisors to assist in implementing this policy
- B. Directing divisions/sections to identify tornado shelters and evacuation routes.
- C. Provide employees with information and training to protect themselves and assist others as needed during an emergency event.
- D. Enforcing compliance with this policy.

2. Supervisors have the responsibility to:

- A. Assist to identify tornado shelters and evacuation routes for each location of responsibility.
- B. Assign Emergency Captains
- C. Ensure that employees and Emergency Captains receive appropriate training to respond to emergencies.
- E. Enforce compliance with this policy.

3. Employees have the responsibility to:

- A. Follow the directions of the Emergency Captain
- B. Assist with the evacuation or shelter-in-place order
- C. Check to make sure that doors have been closed. **DO NOT LOCK DOORS.**
- D. Comply with the directives of this policy

4. Emergency Captains have the responsibility to:

In case of a fire:

- A. Ensure that employees have been evacuated
- B. Advise employees when it's safe to return to work after being authorized by Incident Command.
- C. Meet the Emergency Responders as they arrive to provide updates.

In case of tornado:

- A. Tornado Watch - Alert building/location occupants of pending weather conditions and review shelter locations.
- B. Tornado Warning - Direct building/location occupants to take cover immediately!

In case of a bomb threat:

- A. Communicate to employees that there is a possible bomb threat and to stay calm.
- B. Organize the employees to inspect their areas for any thing that is suspicious or out-of-place.
- C. Report to Incident Command the results of the inspection and await further directions.
- D. Evacuate the area/building if in imminent danger or directed by Incident Command.

5. Risk Management has the responsibility to:

- A. Assist departments/locations with identifying tornado shelters and evacuation routes.
- B. Assist departments/locations with employee training.
- C. Audit each department's compliance with this policy on an annual basis.

Attachments:

Appendix A: City of Lincoln Building Emergency Information
Appendix B: Summary of Responsibilities of Emergency Captains
Appendix C: City of Lincoln Emergency Planning Guidelines
Appendix D: OSHA Emergency Action Plans (29 CFR 1910.38)
Appendix E: Definitions

Appendix A

**CITY OF LINCOLN
EMERGENCY ACTION PLAN
EMERGENCY INFORMATION**

In order to provide for the safety of the general public and employees, the following instructions are to be followed for the emergency events.

IN THE EVENT OF A FIRE

The City of Lincoln will follow the establish **RACE** protocol for fire response.

R - remove everyone from danger.

1. Make sure that no person is in immediate danger. Remove everyone from the immediate fire area.

A - alert occupants.

1. If the facility is equipped with fire alarms, sound the building fire alarms by pulling the handle of the nearest fire PULL station.
2. If the facility is not equipped with fire alarms, alert occupants of the building of the fire emergency.
3. Obtain an outside line and call 9-1-1. Give them the location of the fire. If you are on a City radio equipped with 911, go to the 911 frequency and call in the fire.

C - confine the fire.

1. Close doors to the fire to contain the fire.

E - exit or extinguish the fire.

1. Evacuate the building via evacuation routes and identified exits.
2. Do not use the elevators.
3. Walk, do not run, and use the handrails provided on stairs.
4. Assist members of the public and aide the handicapped out of the building.
5. Evacuate to a predetermined area outside the building. Complete a head count to see that everyone is accounted for.
6. If you have been trained to use a fire extinguisher, and if you can do so safely without endangering yourself, use the fire extinguisher to attempt to extinguish the fire. Keep an exit to your back.

IN THE EVENT OF A TORNADO**A. Tornado Watch/Severe Weather**

1. A tornado watch is defined as weather conditions that could develop into a tornado or severe weather, that would include high winds and damaging hail.
2. Emergency Captains shall inform employees of the pending danger and review/advise emergency response procedures/tornado shelter locations.
3. Emergency Captains shall inform employees how a tornado warning would be communicated.
4. Employees are encouraged to listen to weather alert radios and/or watch InterLink Alerts via work computer terminals.

B. Tornado Warning

1. Take cover immediately. Take a weather alert radio with you to the shelter.
2. Emergency Captains should take the lead and direct employees/public to designated tornado shelters.
3. Emergency Captains should issue an "All Clear" when the danger has been cleared by the National Weather Service or other Emergency response personnel.
4. Employees working out-in-the field should go to the nearest shelter when notified of an approaching tornado. (In some cases this may be a culvert or ravine). Stay clear of overhead lines and towers.

IN THE EVENT OF A BOMB THREAT

1. At all times, be alert for suspicious packages/persons in your work area and report them to your supervisor/ Emergency Captain immediately. Do not touch any suspicious packages.
2. At all times, restrict/control access to non-public areas. Lock housekeeping closets and electrical/mechanical rooms, where possible.

If you receive a bomb threat by phone, employees should:

1. Keep the caller on the line as long as possible. Listen closely to the voice (male or female), voice quality, accents, speech impediments, and background noises.
2. Inform the caller that the area is occupied and that detonation may cause injury or death to innocent people. Ask the caller for the location of the bomb and time of detonation. Get as much information as possible.
3. Immediately after the caller hangs up, call *57 to trace the call. Follow the instructions provided over the phone. You will be prompted to press -1- to complete the trace. All information should be reported promptly to 9-1-1 by your co-worker, or immediately after the *57 call.
4. Follow the instructions on the Bomb Threat card located under each telephone:
 - A. Call 911 to report the call.
 - B. Activate your location bomb threat procedures.
 - C. Complete the Bomb Threat card and give it to your supervisor/Emergency Captain.
5. **Stay calm.** Assist your supervisor/Emergency Captain in searching your work area for anything that looks suspicious or out-of-place, for anything that does not belong in the area. Report your findings to your supervisor/Emergency Captain.

6. The decision to evacuate the building will be made by Incident Command. When directed, assist the general public and the handicapped to the nearest exit and continue outside the building to pre-determined gathering locations.

OTHER EMERGENCIES

1. In the event of any other emergency, employees will be notified by the most appropriate means, which may include desktop or e-mail alerts.
2. Follow the instructions of emergency personnel, Incident Command, or the Emergency Captains.

Appendix B

**CITY OF LINCOLN
EMERGENCY ACTION PLAN****SUMMARY OF RESPONSIBILITIES OF
EMERGENCY CAPTAINS****ACTION WHEN FIRE ALARM SOUNDS**

1. Be sure that all employees and the general public have been cleared from your assigned area.
2. Check to see that the main doors and fire doors have been closed. DO NOT LOCK THE DOORS.
3. Evacuate your area.
4. Advise your area employees when to return to work, after you have been informed by an authorized party.
5. Meet the Emergency responders to your building and update them as to the status of the current situation.

TORNADO EVACUATION PROCEDURES

1. After being advised of a TORNADO WARNING, instruct employees and the general public in your area to move to a designated shelter area.
2. Check to make sure all employees have been evacuated before you leave the area. Be the last to leave your assigned area.

ACTIONS WHEN ADVISED OF A BOMB THREAT

1. You will be notified by Emergency Service personnel that there is a bomb threat, and you will be responsible for inspecting your designated section of the building.
2. If you see any unfamiliar object in your area, DO NOT TOUCH IT. Report it to Incident Command personnel immediately.
3. If nothing is found, report to Incident Command for further directions.
4. If a suspicious object is found, Incident Command shall be notified promptly. Evacuate the area if notified by Incident Command personnel.

Appendix C

CITY OF LINCOLN EMERGENCY PLANNING GUIDELINES

Each occupied City facility should have a plan of action in the event of an emergency.

Shelter-In-Place

Identify and mark designated shelter areas.

Have an operational warning system in place.

Hold practice drills on a regular basis.

Notify employees in the field when an emergency exists, and if in the area of a tornado warning, to take cover. If a building shelter is not available, seek a low area, such as a culvert, ravine or other shelter.

Fire Emergency Plan

Appoint emergency captains to make sure areas are cleared in case alarms do sound.

Designate a meeting place outside and away from the building.

Train employees, hold fire drills and make sure all employees participate.

Bomb Threat

Train employees on how to handle a bomb threat.

Appendix D

US DEPARTMENT OF LABOR OSHA EMERGENCY ACTION PLANS 29 CFR 1910.38 (www.osha.gov)

Regulations (Standards - 29 CFR) Emergency action plans. - 1910.38

Regulations (Standards - 29 CFR) - Table of Contents

- **Part Number:** 1910
- **Part Title:** Occupational Safety and Health Standards
- **Subpart:** E
- **Subpart Title:** Exit Routes, Emergency Action Plans, and Fire Prevention Plans
- **Standard Number:** 1910.38
- **Title:** Emergency action plans.

1910.38(a)

Application. An employer must have an emergency action plan whenever an OSHA standard in this part requires one. The requirements in this section apply to each such emergency action plan.

1910.38(b)

Written and oral emergency action plans. An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.

1910.38©

Minimum elements of an emergency action plan. An emergency action plan must include at a minimum:

1910.38(c)(1)

Procedures for reporting a fire or other emergency;

..1910.38 (c)(2)

1910.38(c)(2)

Procedures for emergency evacuation, including type of evacuation and exit route assignments;

1910.38(c)(3)

Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

1910.38(c)(4)

Procedures to account for all employees after evacuation;

1910.38(c)(5)

Procedures to be followed by employees performing rescue or medical duties; and

1910.38(c)(6)

The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

1910.38(d)

Employee alarm system. An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in § 1910.165.

1910.38(e)

Training. An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

1910.38(f)

Review of emergency action plan. An employer must review the emergency action plan with each employee covered by the plan:

1910.38(f)(1)

When the plan is developed or the employee is assigned initially to a job;

1910.38(f)(2)

When the employee's responsibilities under the plan change; and

1910.38(f)(3)

When the plan is changed.

[45 FR 60703, Sept. 12, 1980; FR 67 67963, Nov. 7, 2002]

Appendix E

DEFINITIONS

Emergency Personnel: Officially designated emergency/rescue personnel, such as Fire, Police, Medical, etc. This could also include canine units.

Incident Command: In the event of an emergency, such as a bomb threat, Incident Command should be set up at a location such as the boss's office, front desk, or any place that can be used as a contact point, where all communication can be channeled. When Emergency Personnel arrive, this is where they would be directed.

“Trained”: Anyone who has completed a course or attended a demonstration by other trained personnel in a specific skill such as the correct use of fire extinguishers.

Emergency Captain: A pre-determined individual who is responsible for emergency response at a particular building/floor/location. This person would have training in emergency procedures for their specific location of responsibility and would be the individual to meet emergency personnel as they are responding. This person would also be charged with seeing that emergency training takes place in their building/floor/location.

Shelter-in-Place: A safety response to an emergency as an alternative to evacuation. Sometimes the safest place to be in a building/floor/location is to stay put.

Evacuation: A safety response to an emergency that facilitates the removal of occupants from a building/floor/location. Planned evacuation routes/procedures are the best practice.