

Emergency Response – Action Plan



Table of Contents

Introduction3

Emergency Action Plan Development.....4

Identify Emergency Scenarios6

Employee Training8

References/Resources:9

Appendix A – Sample - Emergency Response- Action Plan.....10

Appendix B – Evacuation Plan Accountability Form26

Appendix C – Bomb Threat Checklist27

Appendix D – Intruder/Aggressive Visitor Description Form29

Appendix E – Sample Evacuation Map.....31

Appendix F – Facility Safety Audit Form32

Appendix G – Egress - Exits Checklist.....34

Appendix H – Maine State Reporting Injuries Notice36

Introduction

Natural disasters (hurricanes, tornadoes, earthquakes and floods) as well as manmade emergencies (fires, bomb threats, and medical emergencies) can occur anywhere. These emergencies can cause damage to buildings, equipment and threaten the safety, health, and lives of anyone at a municipal property. Knowing the actions to take in advance and implementing them quickly in case of an emergency, are key to minimizing injuries, loss of life and property damage. By establishing an Emergency Preparedness Plan in advance, your organization can protect its employees and guests and make the return to normal operations easier and faster. The key is awareness for all. Management, supervisors, and employees need to know that prevention is key in reducing the potential for an emergency to occur. However, not all events, particularly storm events and medical emergencies are controllable. When an emergency event does take place, then management, supervisors and employees need to know what to do.

As you develop an Emergency Action Plan (EAP), consider the steps your staff will need to follow to ensure the protection of the municipality's staff, visitors, and assets. An EAP does not cover every contingency. However, it does provide general guidance that can be useful in developing an appropriate response. Use the information provided in this Best Practice to guide you in developing a site-specific EAP for each of your municipal locations where employees work or visitors may congregate.

OSHA 29 CFR 1910.38 – Emergency Action Plan – requires that 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.

Key elements which must be part of every Emergency Action Plan:

- Procedures for reporting a fire or other emergencies.
- Procedures for emergency evacuation, including type of evacuation and exit route assignments.
- Procedures to be followed by employees who remain to operate critical operations before they evacuate (if applicable).
- Procedures to account for all employees and visitors after evacuation.
- Procedures to for facility re-entry after evacuation.

- Procedures to be followed by employees performing rescue, medical or clearing duties.
- 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.
- Training requirements for the plan should include who and what type of training will be provided and when.

Emergency Action Plan Development

To assist you in developing your site-specific EAP, we have listed key steps for you to follow:

- **Identify emergency scenarios that should be included in the EAP.** This would include Fire, Flood, Severe Storms, Medical Emergencies, Workplace Violence, etc.
- **Establish a building evacuation route plan and post it at each exit access to the means of egress.** A **means of egress** is an unobstructed path that does not lead people through a hazardous area such a boiler room to leave buildings, structures, and spaces. Multiple routes should be determined in case the primary route cannot be used. The evacuation plan must identify a location (s) where all employees as well as any visitors will meet immediately after evacuation, to ensure that everyone exited the building safely and is accounted for.
- **Train all employees on the EAP and any detailed responsibilities they have in the plan.** This includes full-time, part-time, volunteers, and seasonal staff. Any committees or other groups that may use the facility, as well as elected and appointed officials must also be informed of on the EAP. Examples of special duties under the EAP may include; Emergency Action Plan Coordinator, Fire Brigade, Employees assigned to extinguish incipient stage fires (small), Floor Wardens, Elevator Monitors, Stair Monitors, First Responders to medical emergencies, chemical spill containment team and employees assigned to assist employees that are physically challenged.
- **Include emergency telephone / mobile numbers for key responders in the EAP.** This could include Law Enforcement (Federal, State, County or local police); Fire Department, Ambulance/Rescue, and Poison Control Centers. Also included would be other entities that may be needed, including: hospitals, utilities, hazardous material emergency responders, Maine Department of Labor, and the municipality's insurance provider. There may be others to consider as well.

- **Keep an updated list of employees' contact information.**

This should include telephone numbers, addresses, and who to contact in the event of an emergency. Phone numbers should be identified as primary/secondary, nighttime/daytime, home/business. If available, get cell phone numbers in addition to landline phone numbers. Maintain current emergency contact information for each employee. If an employee becomes ill, is injured, or dies, prompt notification to the employee's emergency contacts is essential. Also, the Maine Department of Labor must be notified within 24 hours of any serious illness or injury requiring immediate hospitalization, and notified within 8 hours of any death (see appendix B for details). Contact information for your insurance provider is also essential; please notify as soon as possible, but not greater than 7 days due to Maine Workers Compensation Rules. Maintain contact information for key officials and ensure they are notified of an event.

- ***If the municipality has multiple locations, make sure that you maintain an up-to-date list of the telephone numbers and addresses at those locations.***
- ***Use and location of all fire extinguishers.*** If fire extinguishers are located in the building, the employer must determine which employees, if any, will be trained on use of fire extinguishers. Ref: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.157>. Only trained staff should use an extinguisher. The policy can state "Fire extinguisher located throughout the facility are for first responders and others trained in their use. Employees not receiving annual fire extinguisher use training are expressly forbidden to attempt to extinguish any fire. Untrained employees will sound the alarm, call the fire department and evacuate the building to the assembly area." Or, the EAP can have a list of trained staff who would be expected to be able to respond to an incipient beginning stage fire and use a fire extinguisher.
- ***Location of fire alarm pulls stations.*** If the building is equipped with fire alarm pull stations, staff should know the location of the alarm pull stations, how to activate them, and who is notified (local alarm only, monitored central station, auto-dialer, etc.) when the alarm is pulled.
- ***Municipally-owned, rented or leased space.*** The municipality shall provide evacuation maps in each office, room, or facility that is rented or is leased to others. Regular facility audits should be conducted by the municipality to assure the evacuation maps are present, legible, and accurate. Facility safety audits should include, but not be limited to accessibility of primary and secondary exits, including exit access and exit discharge, fire detection systems, fixed and portable fire suppression systems, and emergency lighting. It is recommended that monthly facility safety audit be performed and document. (See Pages 32-33)

Identify Emergency Scenarios

Any event resulting in building evacuation: Fire, Bomb Threat, Flood, Workplace Violence, etc.

- Activate Alarm – this may be a fire alarm pull station, panic button, computer based warning system or a verbal alarm.
- Notify emergency responders even if the building’s alarm system is monitored because Dispatch will need details that only the caller can provide. Typically, this is done by dialing 9-1-1, but depending on your location or the employer’s phone system, you might have to dial a pre-digit to obtain an outside line before 9-1-1 can be dialed or you might have to call emergency responders directly with local numbers. If your phone system requires a pre-digit entry, the sequence of numbers to be dialed should be identified. *Example: If dialing “8” is needed to access an outside line, then state “In case of emergency dial 8, then 9-1-1”. Remember: use of cell phones will not provide the Emergency Dispatcher with your exact location. You must be able to tell the dispatcher exactly where you are located.*
- All Personnel should evacuate the building and immediately re-group at the designated location (s), where a head count will be done to ensure all are accounted for. “Key” staff should be identified who are last to exit, and check that all staff and members of the public have exited their locations.
- If the space is being used by an outside group or entity or if an employee is holding a meeting with an outside group or entity on municipal property, the person in charge of the meeting should begin their meeting by reviewing where the emergency exits and meeting point are located. This information should be provided to them by the owner of the space being rented, or whoever has charge of the premises.
- Annual evacuation drill(s) are required as the National Fire Prevention Association’s 101 Life Safety Code and they are also required by the Maine Department of Education.

Workplace Violence: Workplace violence has become an increasingly common occurrence. This event can occur between co-workers, between employees and customers, between employees and supervisors, between employees and family members, and from non-work associated members of the public. The municipality should develop a **Workplace Violence Policy** (<https://www.osha.gov/SLTC/workplaceviolence/>) which describes how to handle such events. It is recommended that training be provided to staff by qualified instructors, such as local law enforcement.

Bomb Threat: If the Municipality / School receives a bomb threat: Train employees to stay calm. Keep the caller on the line as long as possible. (Press the panic button immediately, or signal a coworker to activate it, then continue speaking with the caller.) Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of detonation, ask for this information. Have employees pay particular attention to background noises such as motors running, background music, and any other sounds which may indicate the location from which the call is coming. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. At conclusion of call, make sure that management has been informed and clear the building if management so advises following your normal emergency evacuation route. Once outside, or if staff have remained in the facility, call 911 to advise Police Department of incident. The police will handle the actual bomb search or threat. Have employees be prepared to give the relevant information from the call to first responders upon their arrival or as follow up.

For Schools who may need assistance with developing a detailed response the US Department of Education and US Department of Justice has a free interactive “Bomb Threat” planning cd-rom; to request a free copy go to the following link:

<https://www.threatplan.org/default.htm>

Severe Weather: In the event of severe weather, including hurricane, tornado, ice storm, snow storm and blizzard, the municipality should identify how staff will be notified of early closure, building evacuation, place of refuge, or late opening. Individual departments, such as Police, Fire, and Public Works should have specific emergency management plans in place, coordinated with local Emergency Management Agency or the Maine Emergency Management Agency.

Employee Training

The municipality must designate and train employees to assist in a safe and orderly evacuation of other employees and visitors and any specific duties they may be assigned as part of the EAP. This would include a review of the Emergency Action Plan with every employee at time of hire. OSHA 29 CFR 1910.38 specifies the frequency of training:

- When the Emergency Action Plan is developed or an employee is assigned initially at hire, and when an employee an employee is assigned to another location other than the one where they were originally hired.
- When an employee's responsibilities under the plan change
- When the plan is changed.

This information is intended to assist you in your loss control efforts. "Best Practices" are developed from available current information but may not address every possible cause of loss. We do not assume responsibility for the elimination of all hazards that could possibly cause accidents or losses. Adherence to these recommendations does not guarantee the fulfillment of your obligation under local, state, or federal laws.

References/Resources:

OSHA 29 CFR 1910.38 – Emergency Action Plan Requirements:

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=9726&p_table=standards

OSHA’s Emergency Action Plan E-Tool for Basic EAP development:

<https://www.osha.gov/SLTC/etools/evacuation/expertsystem/default.htm>

For Schools who may need assistance with developing a detailed response the US Department of Education and US Department of Justice has a free interactive “Bomb Threat” planning cd-rom; to request a free copy go to the following link:

<https://www.threatplan.org/default.htm>

Reporting an employee injury to Maine Department of Labor: Phone: (207) 592-4501 Email: accident.bls@maine.gov

<https://memun.org/Login?returnurl=%2fMember-Center%2fOnline-Services%2fFile-WC-Claim>

For emergencies after 4:30pm or on weekends, call 207-624-0182 or 207-624-0183

Maine Bureau of Labor- Sample Microsoft Word Emergency Action Plan or Sample Facility Safety Audit Forms

http://www.safetyworksmaine.com/safe_workplace/sample_programs

OSHA’s Website for assistance with Workplace Violence:

<https://www.osha.gov/SLTC/workplaceviolence/>

MMA Safety Shorts:

Maintaining Exits for Means of Egress

<http://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?PortalId=0&EntryId=637>

MMA Best Practice:

Workplace Fire Prevention Plan

http://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?Command=Core_Download&EntryId=615&PortalId=0&TabId=204

Appendix A – Sample - Emergency Response- Action Plan

Table of Contents

Introduction	11
Requirements	11
Definitions	11
(1)Assaults and Fights.....	12
(2) Automated External Defibrillator (AED).....	12
(3)Bomb Threats.....	12-13
(4)Chemical Spills.....	13
(5) Fire and/or Building Alarm Evacuation.....	14
(6)Hostage.....	14-15
(7)Intruder/Aggressive/Visitor.....	15
(8)Lockdown Procedures.....	16-18
(9)Medical Emergency.....	18
(10) Post-Crisis Intervention Procedures.....	18-19
(11)Robbery/Hold-Up Alarms.....	19-21
(12)Serious Injury/Death.....	21
(13)Severe Weather Watch/Warning.....	21-23
(14) Suicide Attempt and Suicide Injury/Death.....	23-24
(15)Suspicious Packages.....	24
Training Requirements and Responsibility.....	25
Evacuation Plan Accountability Form.....	26
Bomb Treat Checklist.....	27-28
Intruder Description Checklist.....	29-30
Sample Egress Route Map.....	31
Sample Facility Safety Audit Form.....	32-33
Sample Facility Egress- Exit Safety Checklist.....	34-35
Maine Department of Labor Injury Reporting Requirements.....	36

Introduction

Natural disasters (hurricanes, tornadoes, earthquakes and floods) as well as manmade emergencies (fires, bomb threats, medical emergencies, workplace violence, robberies) can occur anywhere. These emergencies can cause damage to buildings, equipment and also threaten the safety, health, and lives of anyone at **(Municipality, School, Utility or District Name)** _____.

Knowing the actions to take in advance and implementing them quickly in case of an emergency, are key to minimizing injuries, property damage and loss of life. By establishing an emergency preparedness plan in advance, **(Municipality, School, Utility or District Name)** _____ can protect its employees and guests and make the return to normal operations easier and faster. The key is awareness for all. Management, supervisors, and employees need to know that prevention is key in reducing the potential for an emergency to occur. However, not all events, particularly storm events, are controllable. When an emergency event does take place, then management, supervisors and employees need to know what to do.

Requirements

The OSHA standard, 29 CFR 1910.38, covers employee emergency plans in the workplace. This requires the employer to establish a plan to address emergencies that the employer may reasonably expect in the workplace. The standard identifies specific practices designed to protect employees from injury and to develop plans to prevent fire and other controllable emergencies.

This plan is provided to all employees and will be reissued when required by revision. All new employees will be provided with this plan and trained at time of hire.

Definition

An “**emergency**” can be defined as an unplanned event that can cause death or injury to employees, customers or the public or that can shut down any organization, disrupt operations or cause physical or environmental damage. **(Municipality, School, Utility or District Name)** Emergency Action Plan will manage emergencies through procedures, training, drills, equipment and documentation.

Emergencies that this plan will address include: Fire, bomb threat, workplace violence, suspicious mail, medical emergencies, winter storm event, high wind/tornado, flood, hurricane, and earthquake **(add/delete as appropriate)**.

Note: In addition to the Employee Emergency Action Plan, administrative policies and procedures have been established. The administrative policies and procedures are supportive to the implementation of the plan and are updated as needed. Master copies are maintained by **(Employee Name or Position)** and may be reviewed by employees on request.

(1) Assaults and Fights

- Ensure the safety of staff and customers first.
- Dial 911 from a Town phone, or **(Phone Number Here)** for Emergency Dispatch, or 911 from a cellular phone. Inform the Police Department if a weapon was used, if the victim has physical injury causing substantial pain or impairment of physical condition, or if the assault involved sexual contact.
- Notify the Town Manager and Department Heads.
- Seal off the area where the assault took place.
- Document all activities; Police will ask victim(s)/witness(s) for their account of the incident.
- Assess counseling needs of victim(s) or witness(s).

(2) Automated External Defibrillator (AED)

- An AED may be used to treat victims who experience sudden cardiac arrest by trained staff only.
- The Building's AED is located: **(location description here)**.
- The AED must only be applied to victims who are unconscious, without a pulse, and not breathing.
- The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.
- A trained responder will use the AED in conjunction with Cardio-Pulmonary Resuscitation (CPR) in cases of sudden cardiac arrest, in accordance with accepted protocols, including those developed by the National Safety Council, American Red Cross and the American Heart Association. (or other nationally recognized organizations)
- Use of the AED and CPR will continue as appropriate during the course of emergency care, until the patient resumes pulse and respiration, and/or local EMS arrive at the scene and assume responsibility for emergency care of the patient.
- These guidelines are intended to maximize the chance of survival of a sudden cardiac arrest prior to the arrival of the local EMS.
- This policy does not create an obligation to use the AEDs nor create an expectation that either an AED or trained employee will be present at every event.

(3) Bomb Threats

Upon receiving a message that a bomb has been planted in the building:

- If possible, complete a Bomb Threat Checklist **(See pages 27-28)**.
- As soon as possible, dial 911 from a Town phone, or direct dial for local Emergency Dispatch, or 911 from a cellular phone.
- Notify the Town Manager and Department Heads.

- The Town Manager works with Public Safety officials to evaluate the threat and may order the evacuation of all persons inside the building(s) to an area at least 300 feet away from the building.

Evacuation procedures:

- The Town Manager and Public Safety officials will determine if the building is to be immediately evacuated or if a search should be conducted first, then evacuated if anything suspicious is found.
- If needed, the public and staff will be evacuated to an area at least 300' from the building, (locations here).
- The Town Manager or a Department Head may make an announcement to evacuate over the facility's public address system or through other means of communication.
 - Sample wording for use on a public address system could start with "Attention, this is a security alert. We are implementing building evacuation procedures. All staff and members of the public will be evacuated to the **(Location here)**
- Direct staff to take their belongings if there is time.
- Department Heads will take a head count after being evacuated.
- No one may re-enter building(s) until entire building(s) is declared safe by the Town Manager or Public Safety officials.
- The Town Manager and Public Safety officials will notify staff of termination of emergency and resume normal operations.

(4) Chemical Spills

In the event of a large chemical spill and/or toxic fumes:

- Activate the nearest fire alarm station and evacuate the building according to protocol.
- Attend to injured personnel and follow medical emergency protocol, as needed.
- As soon as possible, dial 911 from a Town phone, or for local Emergency Dispatch, or 911 from a cellular phone.
- Notify your supervisor as soon as possible.
- If there is a Maine Department of Environmental Protection "Spill and Containment Program" in place please follow detailed procedures of this plan.

In the event of a small chemical spill:

- Immediately notify the Facility Maintenance team and/or trained team members
- Secure the area to prevent other personnel from entering and alert site personnel.
- Do not attempt to clean the spill unless trained to do so. The spill will be contained in accordance with the instructions described on the Safety Data Sheet.
- Small spills must be handled in a safe manner, while wearing the proper personal protective equipment (e.g., goggles, chemical resistant gloves, neoprene apron, shoe covers, respirator).

(5) Fire and/or Building Alarm Evacuation

- When a fire is discovered, activate the nearest fire alarm station or verbally notify all in facility.
- Remain calm, gather personal belongings if time allows, and evacuate the building quickly and in an orderly fashion; Evacuation route maps are posted in each work area.
- As employees leave their offices, the last person out the door should close it. This will represent that the office space is empty of all personnel.
- Use the nearest stairwell and proceed to the closest exit (avoid use of the elevator as a power outage could cause employees to be trapped between floors).
- If possible, assist those with special needs to enclosed stairwell landings and close the fire door. Ask for their names and notify a Fire Department official or the Human Resources Department promptly. The stairwells are all rated to resist fire and to afford extended life protection. As soon as the Fire Department arrives, one of the first priorities will be to remove anyone from the protected stairwell areas.
- Each floor will have a “sweeper or fire warden” walk through to make sure everyone has left the building. They will do a quick walk through to ensure that all doors have been closed.
 - Ground Floor (1st) **(Name and position here)**
 - Second Floor **(Name and position here)**
 - Third Floor **(Name and position here)**
- All employees will exit the building using the closest available exit and all employees will report to the evacuation area (place location or locations here)
- A unified meeting spot will allow for Department Heads to account for all employees. Department Heads will take a head count and inform the Human Resources Director and the Fire Department if someone may be in the building and in need of assistance.
- Once safely outside, dial 911 from a cellular or public phone for Emergency Dispatch.
- To ensure that no member of the public enters the building during the time it is evacuated, a member of (person or department) will stand by the front door until the building is vacated.
- During a building evacuation, do not re-enter the building until Public Safety officials announce it is safe to do so.

(6) Hostage

If hostage taker is unaware of your presence, **do not intervene.**

- Immediately dial 911 from a Town phone for Emergency Dispatch, or 911 from a cellular phone. Provide as much information as possible.
- Seal off area near hostage scene.
- Notify Town Manager and Department Heads.

- The Town Manager and Public Safety officials will determine if the building is to be immediately evacuated.
- Give control of scene to Police Department.
- Keep detailed notes of events. Complete an Intruder/Aggressive Visitor Description Form **(See form on pages 29-30)**.
- The Town Manager and Public Safety officials may initiate Full Lockdown procedures or issue a building evacuation.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm staff if they are present.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.
- Wait for Public Safety officials.

(7) Intruder/Aggressive Visitor

An aggressive visitor may be hostile and/or confrontational toward others, or an unauthorized individual on Town property.

- If the situation is unsafe or occurs after regular business hours, immediately dial 911 from a Town phone for Emergency Dispatch, or 911 from a cellular phone. Provide details of the situation.
- Assess the situation, consider approaching the visitor with another staff person to de-escalate the conversation, if possible;
 - Politely greet the visitor and identify yourself as a Town official.
 - Ask the visitor his/her name and the purpose of his/her visit.
 - Ask the visitor to report to the Town Manager's office.
 - If visitor's purpose is not legitimate, or he/she continues to be hostile, ask him/her to leave.
 - Accompany the visitor to the exit.

An intruder may be an individual who loiters on Town property, refuses to leave when asked, is on Town property during non-business hours, creates a disturbance, or demonstrates an intent to harm others. If an intruder is on Town property:

- Notify the Police Department and the Town Manager.
- Note the description of the suspect, keep a safe distance from the suspect but try to maintain contact with the person to inform the Public Safety officials of where the person is when they arrive.
- Walk or run away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time, i.e., where he/she is located in building, whether he/she is carrying a weapon or package, etc.
- The Town Manager and Public Safety officials may initiate an evacuation or Lockdown Procedures.
- Keep detailed notes of events. Complete an Intruder/Aggressive Visitor Description Form **(See attached on pages 29-30)**.

(8) Lockdown Procedures

There are generally three types of lockdowns: Shelter in Place, Hold and Secure, and Full Lockdown.

Shelter in Place

Shelter in Place may be used for an environmental or weather related situation, where it is necessary to keep all occupants within the building to protect them from an external situation. Examples may include: chemical spills, blackouts, or extreme weather conditions.

- Select a gathering place such as an interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in.
- Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well.
- Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) to call emergency contacts and have the phone available if there is a need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Close the **(Building Name Here)**.
- A member of the Facility Maintenance team will shut and lock the doors, close and lock all windows, exterior doors, and any other openings to the outside.
- A member of the Facility Maintenance team may turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- The Town Manager or a Department Head will make an announcement to “Shelter in Place” over the facility’s public address system or through other means of communication.
 - To activate the building’s paging system: **(Place instructions here)**.
 - Sample wording for use on a public address system could start with “Attention, this is a security alert. We are implementing Shelter in Place procedures. All staff and members of the public are directed to gather in **“(Location Here)”**”.
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to Shelter in Place, they want everyone to take those steps now, where they are, and not to drive or walk outdoors.
- The Management Team will bring the Go KIT and gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid, supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.

- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contacts to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. Change the recording to indicate that the building is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Use duct tape and plastic sheeting to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call Public Safety to report who is in the room with you, and their affiliation with the organization (employee, visitor, vendor, customer).
- Wait for instructions that it is safe to exit or evacuate. Local officials may call for evacuation in specific areas at greatest risk in the community.

Hold and Secure

Hold and Secure is a partial lockdown for danger due to a physical/environmental threat outside the facility or in the neighborhood.

Hold and Secure may be used when it is desirable to secure the **(Building Name Here)** due to an ongoing situation outside that is not related to the **(Building Name Here)** (e.g., a bank robbery occurs near the **(Building Name Here)** but not on **(Building Name Here)** property). In this situation, the **(Building Name Here)** continues to function normally, with the exterior doors being locked until such time as the situation near the **(Building Name Here)** is resolved.

- The Town Manager or a Department Head will make an announcement to Hold and Secure over the facility's public address system or through other means of communication. This communication should advise individuals inside the building of the threat, instruct them not to leave the facility, to control movement inside the facility, and to advise that further updates will be provided.
 - To activate the building's paging system: **(Place instructions here)**.
 - Sample wording for use on a public address system could start with "Attention, this is a security alert. We are implementing Hold and Secure procedures. Due to a threat at the Town & Country Bank, the **(Building Name Here)** will be secured. Do not leave the facility. Further updates will be provided."
- Additionally, employees may be directed to:
 - Secure entrance and office doors.
 - Close all blinds and drapes, if needed.
 - Turn off room lights, if needed
 - Keep all persons away from windows, if needed.
- All individuals should prepare to move into a Lockdown if required.
- Wait for instructions from Public Safety officials.

Full Lockdown (to be referred to as "Lockdown")

A Lockdown is for danger due to physical threat inside the **(Building Name Here)**. A Lockdown will only be used when there is a major incident or threat of violence within the **(Building Name Here)**, or in relation to the **(Building Name Here)**.



- The Town Manager or a Department Head will make an announcement of a Full Lockdown over the facility's public address system or through other means of communication.
 - To active the building's paging system: **(Place instructions here)**.
 - Sample wording for use on a public address system could start with "Attention, this is a security alert. We are implementing Full Lockdown procedures."
- Individuals outside the facility should not enter the **(Building Name Here)**, but instead head away from the building and meet at the entrance to the **(Alternative Site Here)**.
- Individuals inside the facility should:
 - Remain in the room in which they are located.
 - Let non-threatening personnel into the room and lock the door.
 - If in a hallway, immediately head to the closest room and lock the door.
 - All individuals should make as little noise as possible.
 - Individuals should turn off cell phones, pagers, radios, etc.
 - Close all windows and curtains or blinds.
 - Turn lights off.
 - All individuals should move down onto the floor unless they hear otherwise from someone in authority.
 - Keep all persons away from windows.
- Wait for instructions from Public Safety officials.

(9) Medical Emergency

- Dial 911 from a Town phone, or **(Phone Number Here)** for Emergency Dispatch, or 911 from a cellular phone.
- **Provide the following information:**
 - Nature of medical emergency.
 - Location of the emergency (address, building, floor, room number).
 - Your name and phone number from which you are calling.
 - If time permits, notify a supervisor.
- Do not move the victim unless absolutely necessary. In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet and wear the appropriate personal protective equipment.
- Attempt first aid only if trained and qualified.

(10) Post-Crisis Intervention and Procedures

- The Human Resources Department coordinates with the Town's Employee Assistance Program to organize a Crisis Intervention Team and Critical Incident Stress Debriefing.
- Designate onsite areas/rooms as private counseling areas.
- Escort affected staff and other highly stressed persons to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.

- Refer media to Town Manager or designee. Discourage media from questioning staff directly.
- Follow-up with staff who received counseling.
- Allow for changes in normal routines or schedules to address injury or death.
- Notify the Director of Human Resources for notification to the Bureau of Labor Standards, if applicable.
- Resume normal routines as soon as possible.

(11) Robbery/Hold-Up Alarms/Panic Buttons

This policy establishes a standard and consistent protocol for activating and responding to the **(Building Name Here)** hold-up alarms. Hold-up alarms/Panic Buttons are silent wireless alarms utilized for alerting emergency response units of a robbery, or other emergency events possibly involving a firearm or other dangerous instrument.

General Protocols

- All hold-up alarms/Panic Buttons must remain within their assigned departments. All employees must be aware of the location of the hold-up alarm in their department.
- The hold-up alarm/Panic Buttons are designed to allow alarm users to active a silent alarm system under specific emergency situations when they are unable to dial 911, e.g., during a robbery, holdup in progress, or when you are physically threatened.
- Do not use the hold-up alarms/Panic Buttons when there is a fire in the building, when there is a need for medical assistance, or any other circumstance in which you are not in a life-threatening or emergency situation.
- A triggered alarm will result in a heightened response from the Police Department and the two nearest law enforcement units will be dispatched to the alarm location. Responding units will assume there is a criminal event in progress until determined otherwise.
- The Town Manager and a member of the Facility Maintenance team will be notified of all triggered hold-up alarms/Panic Buttons. In the absence of the Town Manager, designated Department Heads will be notified.

Public Safety Response

- The Police Department will attempt to contact a party at the alarm location to gain pertinent information for responding units. A Dispatcher will call and state, "This is the **(add Law Enforcement Agency Here)** is everything all set?"
- If there is no response, or if an employee is able to answer the phone and states that a robbery or other emergency exists, or if the employee indicates a problem in any way, it shall be assumed that an actual robbery situation exists.
- Police officers will take up a prescribed position and observe the building. In the case of an actual hold-up, the officer will obtain descriptions of persons, vehicles, weapons and maintain visual contact.
- In the event of an actual robbery, officers will remain outside of **(Building Name Here)** and will confront the suspect(s) outside of the building. This is to minimize the danger of innocent persons being injured or exposed to danger. Contact shall

be far enough away from the building so that the suspect(s) cannot re-enter the building.

- In the event that a subject is committing or attempting to commit any other crime inside **(Building Name Here)**, the same procedure shall be followed in approaching and apprehending the subject after he/she leaves **(Building Name Here)** unless circumstances dictate otherwise.

Guidelines for Employees

- Employees' safety and protection is the first priority, not money or goods.
- Stand still and obey the robber's instructions.
- Remain calm and quiet. Do not answer the phone unless it is safe to do so. Observe, if possible, and make a mental note of the robber's appearance and identifying characteristics.
- When it is safe, call the police and/or activate the hold-up alarm/Panic Button. Immediately dial "911" from a Town phone, **(Local Number Here)** for Emergency Dispatch, or 911 from a cellular phone.
- Lock all doors and allow no one in the area until the police arrive, do not touch anything the robber may have touched.
- Do not discuss what happened with any other witnesses, your own impressions should be untainted until you have talked with the Police Department.
- Implement post-crisis procedures, as needed.

False Alarm

- A false alarm occurs when an alarm is generated accidentally or as the result of equipment malfunction. Public Safety units will respond to all false/accidental alarms, even in instances whereby phone contact is made and information revealed indicates the alarm is false/accidental. Responding units will always assume the situation is an emergency until determined otherwise.
- The individual responsible for generating an unintentional alarm will contact the Dispatch Center business line with this information by dialing **(Local Phone Number Here)** and/or the Police Department will attempt to contact a party at the alarm location to gain pertinent information for responding units. A Dispatcher will call and state, "This is the **(add Law Enforcement Agency Here)** is everything all set?" If the reply is that no problem exists, the dispatcher will specifically ask if a robbery or other emergency situation exists. If the answer is again that everything is all set and the alarm appears to be false the following will occur:
 - An employee will be asked to meet an officer outside of **(Building Name Here)**. Dispatch will obtain the name and description of the employee and will notify the contact officer.
 - Once contact is made outside, the officer shall verify the name of the contact person and will relay this information to the Dispatcher, as well as the reported cause of the alarm.
 - The officer shall then enter **(Building Name Here)** with the contact person and remain alert for potential problems.
 - The officer will standby until the alarm is successfully reset or shut off due to mechanical problems. This is to prevent a second false alarm and subsequent response during the reset phase and to verify that all is in order within **(Building Name Here)**.

(12) Serious Injury/Death

In the event of serious injury or death of an employee or member of the public:

- Dial 911 from a Town phone, or **(Local Phone Number Here)** for Emergency Dispatch, or 911 from a cellular phone.
- If possible, isolate the incident from staff members and the public.
- Notify the Town Manager and Department Heads.
- Town Manager and Public Safety officials may initiate Lockdown procedures or building evacuation.
- Document eye-witness accounts of incident.
- The Town Manager and/or Public Safety officials will notify the next of kin.
- The Town Manager will determine method of notifying media.
- Implement post-crisis procedures, as needed.

If incident occurred outside of building/after hours:

- Notify staff before normal operating hours.
- Announce availability of counseling services for those who need assistance.
- Refer media to Town Manager.

(13) Severe Weather Watch/Warning

Winter Storms – Severe snow and ice storms are common in Maine and may impact the ability for **(Municipality, School, Utility or District Name)** to safely operate. Such situations are usually of short duration and may include a late start, early release, or office closing. Employees are encouraged to use their own best judgment regarding their individual circumstances, when considering work or travel in adverse conditions, and follow **(Municipality, School, Utility or District Name)** storm policy / procedure.

If a Severe Weather Watch has been issued in the area:

- Immediately bring all persons inside the building.
- Monitor online/TV/radio Emergency Alert System.
- Close interior office doors.
- Designate location of safe areas (center of the building, away from windows, etc.).
- Prepare for Shelter in Place procedures.

If a Severe Weather Warning has been issued in the area:

- Close the Municipal Building.
- Shut and lock the doors, close and lock all windows, exterior doors, and any other openings to the outside.
- A member of the Facility Maintenance team may shut off gas and HVAC systems.
- Initiate Shelter in Place procedures if needed.
- Remain in a safe area until a Department Head issues an all-clear signal.

Hurricane – Hurricanes do not occur frequently in Maine, but do happen. The National Weather Service (NWS) estimates that the eye of a Category 1 hurricane passing within seventy-five miles of the Maine Coast will occur once every 30 years. A Category 2 will occur once in a 100-150 year period and a Category 3 will occur once every 200-400

years. Preventative measures to be taken include relocation or securing of any items located on the **(Municipality, School, Utility or District Name)** grounds, protecting windows/glass by taping or covering and relocating files or records from storage close to windows or areas where leakage is likely to occur.

Since hurricanes are reasonably predictable, employees will be notified in advance of plans of operation for **(Municipality, School, Utility or District Name)**. Employees are encouraged to use their own best judgment regarding their individual circumstances when considering work or travel in adverse conditions.

Flood – **(Municipality, School, Utility or District Name)** *(identify if your location is in a Flood area.)* In heavy rain/high wind events, it is reasonable to anticipate that localized damage with leakage could occur. Employees are encouraged to store perishable items such as files, books, etc. off the floor and away from windows. Localized flooding may occur along travel routes employees take to and from work. Check local weather advisories for travel conditions. Employees are encouraged to use their own best judgment regarding their individual circumstances when considering work or travel in adverse conditions.

Tornado/High Wind Event – Tornados in Maine are typically generated by severe summer storms. Because of Maine’s geography and sparse population, there have not been significant amounts of property damage or personal injury. The National Weather Service (NWS) provides warning of tornado producing conditions and severe summer storms through radio and television broadcasts. The NWS issues tornado watches and warnings. A **Tornado Watch** indicates that conditions are favorable for tornados to develop. Keep appraised of weather if a watch is issued. A **Tornado Warning** means that a tornado is imminent or occurring. Take shelter immediately. In the event of a tornado, there is no such thing as a “safe area”. However, there are safer areas within any building. In the event of a tornado or high wind warning, employees should seek refuge in the basement, which is below grade and away from windows. Kneel down in a fetal position facing a wall and cover your head with your arms until an all clear signal is given.

Earthquake – While Maine has experienced numerous measurable earthquakes in the last 100 years, none have caused substantial damage. The largest recorded earthquake in Maine was estimated to be 5.9 magnitudes on the Richter scale and occurred near Eastport in 1904. Because Maine is located inland of the boundaries of the North American plate, all of the earthquakes that occur in Maine are “intra plate” earthquakes. Maine is not subjected to the frequent, deep and large earthquakes that are generated by the edges of tectonic plates bumping into each other. While the probability of a strong earthquake occurring in Maine is small, it is still a possibility. FEMA has previously said that a 7.0 magnitude earthquake could occur anywhere along the east coast. The Maine Geological Survey says all of Maine has a moderate risk for earthquake.

Maine has no statewide building codes that incorporate earthquake resistant components into building construction. Buildings located in urban areas are subject to

greater damage due to their density and design, especially multistory structures. Secondary effects include increased chance of fires, exposed live power lines, utility service interruption, injury from falling debris and the inability of emergency responders to reach scenes of incidents.

When shaking begins –

- Drop, cover and hold on! Stay indoors until the shaking stops and you are sure it is safe to exit. Move only a few steps to the nearest safe place. Stay away from windows and outer walls. Get under something sturdy or in an interior doorway. Protect your head and hold on.
- If you are outdoors, find a clear spot away from buildings, trees and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place away from buildings, trees, power lines, vertical structures and steep slopes. Stay in the car until the shaking stops.

After shaking stops –

- Locate employees and visitors. Check restrooms, storage areas and workplaces for those that may be trapped or injured. Give first aid for serious injuries or summons emergency assistance.
- Extinguish small fires. Eliminate fire hazards as able and switch off utilities if you can safely do so.
- Evacuate if necessary. Check for blocked/unsafe exits and doorways. Determine which evacuation routes people should use. Do not use the elevator. Evacuate to safe areas outside and away from other potential hazards such as power lines, storage tanks, building facades and / or signage.
- Expect aftershocks. Each time you feel one, drop, cover and hold on!
- Listen to a radio for instructions. Use land line telephones only to report extreme/life threatening emergencies.

(14) Suicide Attempt and Suicide Injury/Death

Suicide Attempt:

- Dial 911 from a Town phone, or **(Local Phone Number Here)** for Emergency Dispatch, or 911 from a cellular phone.
- Verify information: Does the person require medical attention? Is there a weapon? Does the person need to be restrained?
- If possible, try to isolate suicidal person from other staff and the public.
- If the situation is safe, stay with person until police arrive. Do not leave suicidal person alone unless you are threatened.
- The Town Manager and/or Public Safety officials will notify the next of kin.

Suicidal Injury/Death:

- Dial 911 from a Town phone, or **(Local Phone Number Here)** for Emergency Dispatch, or 911 from a cellular phone.
- Notify the Town Manager and Department Heads.



- If a suicide occurs in the facility, seal off the area with caution tape and lock the door to the area.
- The Town Manager and/or Public Safety officials will notify the next of kin.
- The Town Manager and Department Heads will determine the method of notifying staff. Notify staff in advance of next work day following suicide or attempted suicide.
- Implement post-crisis intervention.

(15) Suspicious Packages

If you receive a suspicious letter or package:

- Do not try to open the package. If there is spilled material, do not try to clean it up and do not smell, touch or taste the material.
- Do not shake or bump the package or letter.
- Isolate the package, do not touch or move the package.
- Calmly alert others in the immediate area and leave the area, closing the door behind you.
- Dial 911 from a Town phone, or **(Local Phone Number Here)** for Emergency Dispatch, or 911 from a cellular phone and give them your exact office location.
- Wash hands and exposed skin vigorously with soap and flowing water for at least 20 seconds.
- Antibacterial soaps that do not require water are not effective for removing anthrax or other threatening materials.
- People in immediate contact with the area should be staged away from the package and other employees.
- Wait for Public Safety officials to respond. Do not leave the building unless instructed to do so by Public Safety personnel.
- Public Safety will respond and will contact local, state and federal authorities, as appropriate.
- General precautions for all employees handling mail:
 - Any staff member, who handles mail in bins, bags or other bulk containers, should be aware of the possible hazards associated with opening suspicious packages.
 - Face the package or mail away from you before opening it.
 - Cover cuts or abrasions with bandages. If bandages are not sufficient, gloves are an alternative. Be aware that it is possible to have an allergic reaction to latex gloves. A better alternative is nitrile gloves. Avoid gloves that are lined with powder.
 - Wash your hands with soap and water (not waterless antibacterial soap) for at least 20 seconds after opening the mail.

Training

All staff will be trained on this Emergency Action / Response Plan upon hire and when an employee's responsibilities under this plan changes or the plan is updated. An Emergency Evacuation Drill will be practiced annually. Plan updates, training records and drill records will be maintained by **(Name of Position Here)**_____.



Questions

If you have any questions regarding this Plan, please ask your Supervisor.

Plan Development Date _____ By _____

Annual Review Date _____ By _____

Annual Review Date _____ By _____

Annual Review Date _____ By _____

Annual Review Date _____ By _____

Annual Review Date _____ By _____

Annual Review Date _____ By _____

Annual Review Date _____ By _____

Annual Review Date _____ By _____

Annual Review Date _____ By _____

Annual Review Date _____ By _____

Appendix B – Evacuation Plan Accountability Form

Evacuation Plan Accountability Form

Evacuation Personnel (Directs evacuation, conducts sweep)

AREA	MONITOR	BACK UP

Departmental Contacts (Confirms employees/visitors are out)

DEPARTMENT	CONTACT

Appendix C – Bomb Threat Checklist

Bomb Threat Checklist

Time call was received: _____ am/pm

Time call was terminated: _____ am/pm

Exact wording of the threat:

QUESTIONS TO ASK:

When is the bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

Where are you calling from?

What is your address?

What is your name?

Gender of caller: _____

Caller's Voice (check):

Calm

Nasal

Angry

Stutter

Excited

Lisp

Slow

Raspy

Rapid

Deep

Soft

Ragged

Loud

Clearing Throat

Laughter

Deep Breathing

Crying

Cracking Voice

Normal

Disguised

Distinct

Accent

Slurred

Familiar



Whispered

If the voice was familiar, whom did it sound like?

Background sounds:

- Street noises
- Factory Machinery
- Television
- Animal noises
- Voices
- Clear
- PA System
- Static
- Music
- Local
- House noises
- Long Distance
- Motor
- Booth
- Office machinery
- Other

Threat Language:

- Well spoken
- Incoherent
- Foul
- Taped
- Irrational
- Message read by threat

maker

Number at which call was received: _____

Additional Comments:

Date: ____/____/____

Name: _____

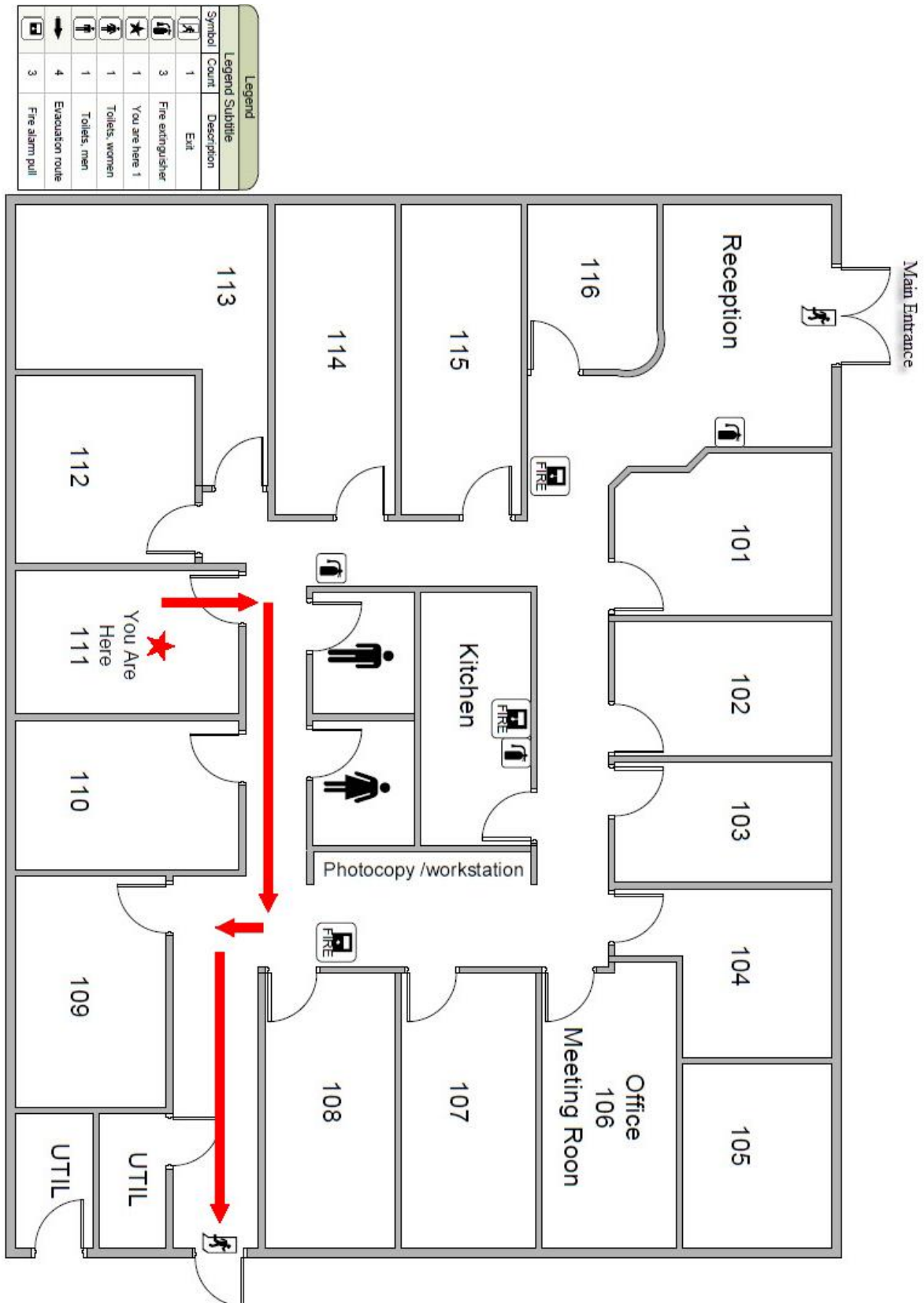
Appendix D – Intruder/Aggressive Visitor Description Form

BANDIT DESCRIPTION FORM	
<p>Do not discuss details of the crime or bandit descriptions with anyone except the officer in charge or law enforcement officials.</p>	<p style="text-align: center;">RECORD YOUR OWN OBSERVATIONS, NOT WHAT SOMEONE TELLS YOU.</p>
<p>Use a separate form for each bandit.</p>	
<p>Time of robbery _____ a.m. _____ p.m. No. of robbers involved _____ This form describes robber no. _____</p>	
<p>Race: White <input type="checkbox"/> Black <input type="checkbox"/> Am. Indian <input type="checkbox"/> Mexican Am. <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other _____</p>	<p>Shirt or blouse: Color _____ Type: Work <input type="checkbox"/> Sport <input type="checkbox"/> Dress <input type="checkbox"/> T-shirt <input type="checkbox"/> Sweatshirt <input type="checkbox"/> Other data _____</p>
<p>Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Age _____ Height _____ Weight _____ Build: Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Stature: Thin <input type="checkbox"/> Medium <input type="checkbox"/> Heavy <input type="checkbox"/> Complexion: Light <input type="checkbox"/> Medium <input type="checkbox"/> Dark <input type="checkbox"/> Ruddy <input type="checkbox"/> Fair <input type="checkbox"/> Wrinkled <input type="checkbox"/></p>	<p>Sweater: No <input type="checkbox"/> Yes <input type="checkbox"/> If yes – color _____ Type: Button <input type="checkbox"/> Pullover <input type="checkbox"/> Other data _____</p>
<p>Hair: Bald <input type="checkbox"/> Partially bald <input type="checkbox"/> Color _____ Very short (close cropped) <input type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long <input type="checkbox"/> Very long <input type="checkbox"/> Beard: No <input type="checkbox"/> Yes <input type="checkbox"/> Mustache: No <input type="checkbox"/> Yes <input type="checkbox"/> Sideburns: No <input type="checkbox"/> Yes <input type="checkbox"/> If yes – Short <input type="checkbox"/> Medium <input type="checkbox"/> Long <input type="checkbox"/></p>	<p>Pants: Color _____ Type: Work <input type="checkbox"/> Sport <input type="checkbox"/> Dress <input type="checkbox"/> Shoes: Color _____ Style: Work <input type="checkbox"/> Sport <input type="checkbox"/> Dress <input type="checkbox"/> Type of Heel _____</p>
<p>Glasses: No <input type="checkbox"/> Yes <input type="checkbox"/> If yes – Regular <input type="checkbox"/> Sunglasses <input type="checkbox"/> Size of frame: Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Type of frame: Wire <input type="checkbox"/> Plastic <input type="checkbox"/> Color _____ Shape of frame: Regular <input type="checkbox"/> Round <input type="checkbox"/> Square <input type="checkbox"/> Rectangular <input type="checkbox"/></p>	<p>Coat: No <input type="checkbox"/> Yes <input type="checkbox"/> If yes – color _____ Type: Business suit <input type="checkbox"/> Sport suit <input type="checkbox"/> Jacket <input type="checkbox"/> Overcoat <input type="checkbox"/> Raincoat <input type="checkbox"/> Style: Button <input type="checkbox"/> Zipper <input type="checkbox"/> Other _____ Length: Hip level <input type="checkbox"/> Knee level <input type="checkbox"/> Thigh level <input type="checkbox"/> Other _____ Gloves: No <input type="checkbox"/> Yes <input type="checkbox"/> If yes – color _____ Type _____</p>
<p>Hat: No <input type="checkbox"/> Yes <input type="checkbox"/> If yes – color _____ Type _____ Tie: No <input type="checkbox"/> Yes <input type="checkbox"/> If yes – color _____</p>	<p>Mask or Disguise: No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, describe _____ _____ _____ _____</p>

<p>Weapon: None seen <input type="checkbox"/> Gun <input type="checkbox"/> Knife <input type="checkbox"/> Other (describe) _____ If gun, Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol <input type="checkbox"/> Revolver <input type="checkbox"/> Automatic <input type="checkbox"/></p> <p>Color of Gun: Black <input type="checkbox"/> Chrome <input type="checkbox"/> Blue <input type="checkbox"/></p> <p>Speech: Coarse <input type="checkbox"/> Refined <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Accent <input type="checkbox"/> Drawl <input type="checkbox"/> Stutter <input type="checkbox"/> Lisp <input type="checkbox"/> Normal <input type="checkbox"/></p> <p>Manner: Polite <input type="checkbox"/> Gruff <input type="checkbox"/> Nervous <input type="checkbox"/> Calm <input type="checkbox"/> Alcoholic <input type="checkbox"/></p> <p>Direction of Escape _____</p>	<p>Motor Vehicle: Colors: _____ Top _____ Bottom _____</p> <p>Make of auto: _____ Model: _____ 2 Dr. <input type="checkbox"/> 4 Dr. <input type="checkbox"/> Sedan <input type="checkbox"/> Wagon <input type="checkbox"/> Van <input type="checkbox"/> Other _____ License plate no.: _____ Out-of-state: No <input type="checkbox"/> Yes <input type="checkbox"/> Color of plate: _____ Color of numbers: _____ Number of people in vehicle: _____</p>
<p>Scars, marks or moles _____</p> <p>Does subject resemble any acquaintance? _____</p> <p>Subject first observed: Remarks _____</p> <p>_____</p> <p>Actions of subject: Remarks _____</p> <p>_____</p> <p>Words spoken by subject: _____</p> <p>_____</p> <p>Was the money placed in a container? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes – describe _____</p> <p>_____</p> <p>Other remarks: peculiarities, jewelry, etc. _____</p> <p>_____</p> <p>Other details _____</p> <p>_____</p> <p>_____</p> <p>Location of employee/member in relation to subject(s) _____</p> <p>_____</p> <p>Name of witness _____ Phone nos. Home _____ Bus. _____</p> <p>Address _____ City _____ State _____ Zip _____</p> <p>Signature _____ Date _____</p>	



Appendix E – Sample Evacuation Map



Appendix F – Facility Safety Audit Form

Area _____ AUDIT DATE: _____

Auditor: _____

This audit will be turned over to your Supervisor. Note the location and assigned number of any deficiency. Please place deficiency notes on the 2nd page.

Exterior	YES	Requires Action	N/A
1. Are walkways clear of obstacles that could cause a tripping hazard?			
2. Are parking lots free of tripping hazards?			
3. Are walkways, parking lots, and stairs kept free of snow and ice?			
4. Is parking lot lighting adequate?			
Housekeeping			
5. Are floors kept clean?			
6. Are floor surfaces free of holes, tears, and worn spots?			
7. Are all walkways free of obstructions?			
8. Are trashcans emptied on a regular basis?			
9. Elevated Storage areas equipped with guardrails?			
Fire Safety			
10. Are all "EXIT"s free of obstructions?			
11. Are stairways clear and unobstructed?			
12. Are all EXIT signs lighted?			
13. Are any emergency lights damaged?			
14. Are fire extinguishers inspected monthly?			
15. Are the fire extinguishers blocked?			
16. Are the evacuation routes posted?			
17. Fire Doors not improperly open (not chocked open)?			
18. Minimum 18" clearance below sprinkler heads?			
Electrical Safety			
19. Are all electrical outlet covers in place and not damaged?			
20. Are all cords out of the way of walking surfaces?			
21. Are all cords and plugs in good condition (not frayed or cut, missing ground pins)?			
22. Are "power strips" used properly? (No extension cords plugged into Power Strips)			
23. Ground Fault Circuit interrupter (GFCI) within 6 feet of sinks?			
24. Breaker panels clear for at least 3 feet?			
General Conditions			
23. Are first aid kits properly stocked? (Any expired medicine)			
24. Is lighting adequate in all areas?			
26. Are the Safety Data Sheets or book available?			
27. Are emergency numbers posted?			

Facility Safety Audit Form – Pg. 2 of 2 Corrective Action Page			
“Requires Action” Notes - Please list number and concern.			

Signature of Auditor _____

Appendix G – Egress - Exits Checklist

Company Name

Use this checklist to evaluate Company Name's compliance with OSHA's standard on emergency exit routes.

- Yes No Is each exit marked with an exit sign and illuminated by a reliable light source?
- Yes No Are the directions to exits, when not immediately apparent, marked with visible signs?
- Yes No Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked "NOT AN EXIT" or other appropriate marking?
- Yes No Are exit signs provided with the word "EXIT" in letters at least five inches high and with lettering at least one inch wide?
- Yes No Are exit doors side-hinged?
- Yes No Are all exits kept free of obstructions?
- Yes No Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
- Yes No Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there are sufficient exits.)
- Yes No Are exit stairways that are required to be separated from other parts of a building enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings over four stories high)?
- Yes No Are the slopes of ramps used as part of emergency building exits limited to one foot vertical and 12 feet horizontal?
- Yes No Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact?
- Yes No Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort?
- Yes No Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?

- Yes No Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?

- Yes No Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels?

Completed by: _____

Date: _____

Appendix H – Maine State Reporting Injuries Notice



Important Notice Public Sector Only



The Maine Department of Labor, Bureau of Labor Standards has jurisdiction (MRSA Title 26), and responsibility to investigate injuries and fatalities of public sector (county, municipal, or state) employees.

MRSA Title 26: LABOR AND INDUSTRY Chapter 1: GENERAL PROVISIONS Section 2: REPORT OF DEATH AND INJURIES

1. Reports of deaths. The person in charge of any workplace as defined in section 1 provided by the State, a state agency, a county, a municipal corporation, a school district or other public corporation or political subdivision shall, within 8 hours after the occurrence, report the death of any person in the workplace or on the premises to the Director of the Bureau of Labor Standards, or the director's designee, by telephone or electronically, stating as fully as possible the cause of the death and the place where the deceased person has been sent and supplying other information relative to the death that may be required by the director who may investigate the causes of the death and require such precautions to be taken as will prevent the recurrence of similar events. A statement contained in any such report is not admissible in evidence in any action arising out of the death reported. [2015, c. 138, §1 (AMD).]

2. Reports of serious physical injuries. The person in charge of any workplace as defined in section 1 provided by the State, a state agency, a county, a municipal corporation, a school district or other public corporation or political subdivision shall, within 24 hours after the occurrence, report all serious physical injuries requiring immediate hospitalization sustained by any person in the workplace or on the premises to the Director of the Bureau of Labor Standards, or the director's designee, by telephone or electronically, stating as fully as possible the extent and cause of the injury and the place where the injured person has been sent and supplying other information relative to the injury that may be required by the director who may investigate the causes of the injury and require such precautions to be taken as will prevent the recurrence of similar events. A statement contained in any such report is not admissible in evidence in any action arising out of the accident reported. [2015, c. 138, §1 (AMD).]

3. Serious physical injuries defined. "Serious physical injuries," as used in this section, means an incident that results in an amputation, loss or fracture of any body part or that necessitates immediate hospitalization or formal admission to the inpatient service of a hospital or clinic for care or treatment.

NOTE: Incidents should be reported as soon as possible so appropriate notification can be made.

Phone: (207) 592-4501
Email: accident.bls@maine.gov