



# Delaware County Regional Sewer District Standard Operating Procedure

Subject	Effective	Supersedes	This Sheet	Total
Emergency Action Plan	October 30 <sup>th</sup> 2014	NEW	1	8

## 1.0 Purpose

- 1.1 The purpose of the Delaware County Regional Sewer District (*DCRSD*) Emergency Action Plan (*EAP*) is to comply with the Occupational Safety and Health Administration's (*OSHA*) Emergency Action Plan Standard 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is primarily designed to minimize injury and loss of human life and protect county assets as well, by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to fire and severe storm emergencies that may reasonably be expected to occur in the *DCRSD*.

## 2.0 Definitions

**Occupied Buildings**-Is the Delaware County Regional Sewer District main occupied buildings located at the following locations: Alum Creek Water Reclamation Facility, Central Maintenance Facility, Lower Scioto Water Reclamation Facility, North Star Re-Use Facility, Olentangy Environmental Control Center, Scioto Reserve Re-Use Facility and Tartan Fields Re-Use Facility.

**Designated Assembly Area**- Are locations outside of a building in a close proximity to emergency exits that are used to assemble and account for building occupants following an evacuation.

**Emergency Action Plan**- Is a written document required by particular OSHA standards 1910.389(a). The purpose of and EAP is to facilitate and organize employer and employee actions during workplace emergencies.

**Egress Lighting**-is a battery backup lighting device that is designed to switch on automatically in the event that a building losses power from its main supply, illuminating the path of egress.

**Exit Signs**- Is a lighting fixture that identifies the exits of a building and is equipped with a battery backup to maintain operation during power failures to identify exits of the building.

**Fire Alarm System**- Is a set of electronic equipment working together to detect and alert people through audio warning devices when smoke or fire is present.

**Portable Fire Extinguishers**- Is an active fire protection device used to extinguish or control small fires, often in emergency situations. It is not intended for use on an out-of-control fire.

**Safe Room**- Is typically an interior room, a space within a building, or an entirely separate building, designed and constructed to provide life-safety protection for its occupants from tornadoes or other types of severe weather events.

Subject	Effective	Supersedes	This Sheet	Total
Emergency Action Plan	October 30 <sup>th</sup> 2014	NEW	2	8

### 3.0 Responsibilities

- 3.1 **Director of Environmental Services**- Is overall responsible for implementing emergency procedures to ensure that sufficient protection of employees and facility assets is maintained.
- 3.2 **Operations Superintendent**-Is responsible for keeping the *EAP* current, and making any necessary revisions to the plan. The plan shall be reviewed and amended in the event of any of the following occurrences:
- Plan failure during an emergency;
  - Facility modifications;
  - Designated personnel changes;
  - Other circumstances which indicate a need for changes to the plan, at least annually.

The Operations Superintendent also has the responsibility to develop and implement:

- An on-going emergency training plan;
  - Annual emergency fire and tornado drills.
- 3.3 **DCRSD Manager**-Is responsible for their departmental employees during emergency events including fire evacuations, severe weather events and employee accountability.
- 3.4 **Joint Health and Safety Committee (JHSC)** - Shall review the *EAP* annually for effectiveness and proper procedures and practice drills.

### 4.0 Fire Emergency Response Plan for Occupied Buildings

- 4.1 This plan has been developed to insure that fire protective measures at *DCRSD* facilities are in accordance with the Delaware County Emergency Management Agency (*EMA*) and Occupational Safety and Health Administration (*OSHA*) 29CFR 1910.38. This Fire Prevention Plan includes:
- Fire Detection and Protection Systems;
  - Testing, Inspection and Maintenance of systems;
  - Fire prevention procedures;
  - Evacuation procedures;
  - Training and annual drills.

### 5.0 Fire Detection and Protection Systems

- 5.1 *DCRSD* Fire Detection and Protection Systems inspection program is intended to identify any abnormal conditions, which could prevent fire alarm systems and equipment from performing their intended function. Included in this standard operating procedure are inspection requirements for:
- Fire alarm systems;
  - Hand-held portable extinguishers;
  - Emergency exit/egress lighting.

Subject	Effective	Supersedes	This Sheet	Total
Emergency Action Plan	October 30 <sup>th</sup> 2014	NEW	3	8

## 6.0 Testing, Inspection and Maintenance

6.1 The testing program is intended to provide reasonable assurance that fire alarm systems and equipment will function properly when needed. Upon installation, all fire alarm systems must be inspected and acceptance tested by a professional competent person/company before being put into operation. All fire alarm systems and equipment must be inspected on a frequent basis, as follows:

### Monthly

- All DCRSD fire extinguishers are inspected and checked in designated locations;
- All DCRSD exit/egress lighting are visually and manually inspected for proper operation;

### Annually

- All DCRSD fire extinguishers are inspected and checked in designated locations by a professional competent person/company;
- All DCRSD exit/egress lighting are inspected and checked in designated locations by a professional competent person/company;
- All DCRSD fire alarm systems are inspected by a professional competent person/company.

6.2 All inspection records shall be maintained with follow-up corrective actions recorded and tracked for completion. This shall be the responsibility of the appropriate *DCRSD Manager*. All records shall be maintained in a designated *JHSC* folder located on the sanitary network site.

## 7.0 Fire Prevention Procedures

7.1 The purpose of this section is to describe the systems, which are in place to reduce the risk of fire through proper housekeeping, storage and handling procedures; and guidelines to reduce fuel source hazards.

### 7.2 Housekeeping Procedures

- All *DCRSD buildings* and properties will be maintained in a clean and neat condition;
- Scraps and debris will be removed from floors, walks, yards, and work areas;
- All refuse will be disposed of in the proper receptacles;
- Combustible waste will only be stored or deposited in approved containers;
- No flammable liquid will be used for cleaning purposes;
- All spills of flammable and combustible liquids will be cleaned up immediately;
- Fires and open flames will not be left unattended;
- All exits, rescue equipment, and firefighting equipment locations will be kept free from obstruction.

### 7.3 Storage and Handling

- Fire extinguishers, aisles, and passageways shall not be blocked.
- Storage areas shall be free from accumulated items that could create fire or explosion hazards.
- All flammable liquid containers shall be stored in approved flammable cabinets.

Subject	Effective	Supersedes	This Sheet	Total
Emergency Action Plan	October 30 <sup>th</sup> 2014	NEW	4	8

- All sources of ignition shall be prohibited in areas where flammable liquids are stored, handled or pumped;
- Calcium hypochlorite containers must be stored in an outside designated area, if space is available. If stored inside, a water extinguisher must be provided.
- Empty and full compressed gas cylinders shall be properly identified and stored separately. These shall be chained and stored in an upright position.

#### 7.4 Fuel Source Hazards

- All chemicals must be listed on the *DCRSD* laboratory chemical inventory or pre-approved by the *Operations Manager* for laboratory chemicals, and for all other chemicals, before being brought on-site;
- The *DCRSD Manager* is responsible for managing all on-site fuel source hazards;
- Smoking, open flames, temporary heaters and spark-producing containers, devices, or tools are not permitted in areas where flammable materials are used;
- All flammable materials must be stored in approved flammable cabinets;
- Adequate ventilation shall be provided when using flammable materials. Vapors have a low explosive level that can be quickly reached if the ventilation is not adequate;
- Flammable liquids such as gasoline must be dispensed from approved safety cans with self-closing caps and spark screens;
- All storage containers, safety cans, and drums containing solvents/chemicals must be properly labeled with the appropriate Haz-Com label.

NOTE: For facilities that use and store sodium hypochlorite, The *DCRSD* shall prohibit extinguishing procedures by employees. A mandatory evacuation shall be conducted along with dialing 911 for emergency services as outlined in section 8.3 of this SOP.

#### 7.5 Smoking Policy

- Smoking is allowed only in designated smoking areas. "No Smoking" signs are posted near fuel and chemical storage areas.

#### 7.6 Periodic Walkthroughs

- Facility checks are made at a minimum, on a quarterly basis. The following are typical checks made for fire prevention, employee safety, heaters, batteries and general condition.

### 8.0 Fire Evacuation Procedures (For) Occupied Buildings

8.1 Upon discovery of fire or smoke, employees shall initiate the Fire Evacuation Procedures for *Occupied Buildings* as listed in section 8.3 of this *SOP*. Activating the fire alarm system, contacting 911 and immediate and complete evacuation of *DCRSD* personnel and/or visitors from the *Occupied Buildings* to the *designated assembly area* as instructed on the emergency exit route signs posted in all *Occupied Buildings*.

8.2 Emergency exit route signs are posted in conspicuous locations throughout the *Occupied Buildings*. Each sign identifies primary exit routes, alternate exit routes, fire equipment, and *designated assembly areas*. Also, the signs provide the buildings physical address and name. *DCRSD employees and managers* should familiarize themselves with the primary and alternate exit routes and *designated assembly areas* for the *Occupied Buildings* in which they work.

Subject	Effective	Supersedes	This Sheet	Total
Emergency Action Plan	October 30 <sup>th</sup> 2014	NEW	5	8

8.3 Procedures for Emergency Evacuation upon discovering **FIRE or SMOKE**.

- **ACTIVATE THE ALARM** – In the event of a discovering fire or smoke in any of the *Occupied Buildings*, it is essential to activate the nearest fire alarm pull station and/or verbally notify building occupants.
- **CALL 911**- The individual who discovers the emergency shall immediately notify emergency services by dialing 911; give your name, location and nature of the emergency. This call should be made immediately, even after the fire alarm has already been activated.
- **EVACUATION OF BUILDING**- At the sound of the fire alarm, all building occupants shall proceed to the nearest exit, proceeding to the nearest *designated assembly area* immediately. If there is time and no present danger, close all doors and windows while evacuating. In all cases, whenever a fire alarm is activated, all employees, visitors and managers must evacuate the building. Egress from the building shall take place in an orderly and safe manner via the emergency exit route signs posted in all *Occupied Buildings*.
- **ENSURE ALL PERSONNEL ARE EVACUATED**- *DCRSD Managers* shall ensure all personnel and/or visitors are out of the buildings. After the evacuation, *The DCRSD Manager and/or their designee* shall make a quick head count to ensure everyone is out of the building and ensuring NO-ONE re-enters the building. Anyone not at their usual work location, and/ or visitors in the building, shall proceed to nearest exit and assemble at the *designated assembly area*. *DCRSD employees* shall assist visitors during evacuations if necessary. If anyone, who was known to be in the building, and cannot be accounted for, *the DCRSD Manager, and/or their designee* will request the emergency services to assist in a building search for any missing persons.
- **EXTINGUISHING SMALL FIRES**- If the fire is in the incipient stage and if you have been trained to use a fire extinguisher, attempts can be made to extinguish the fire yourself. Do not attempt to extinguish a fire if there is a threat to your safety. If the fire is "minor" in nature, involving paper, rags, or wood (class A-B-C), portable handheld extinguishers are appropriate for use. Only small, easily controlled fires shall be extinguished by personnel. *(911 must be alerted immediately in all cases)*
- **STAY LOW**- If confronted with smoke, keep low near the floor. Smoke, heat and toxic gases will normally rise to the ceiling. All closed doors should be checked for heat prior to opening. If a door knob is hot, the door should not be opened.
- **STAY AWAY FROM BUILDING UNTIL ALL CLEAR**- Do not re-entry the building until advised to do so by the appropriate authorities. No one shall leave the *designated assembly area* until the *DCRSD Manager, and/ or their designee* has given the All-Clear signal.

**NOTE – For employees located outside and away from the *Occupied Buildings* and when no facility alarms are available, i.e. facility process**

Subject	Effective	Supersedes	This Sheet	Total
Emergency Action Plan	October 30 <sup>th</sup> 2014	NEW	6	8

**buildings, pump stations, package plants, working in the collection system, or in vehicles, please follow these procedures:**

- **CALL 911-** Upon discovery of all fire and smoke emergency situations, the individual who discovers the emergency shall immediately notify emergency services by dialing 911, give your name, location, and nature of the emergency. This call should be made immediately.
- **EXIT AND STAND CLEAR OF BUILDING or STRUCTURE-** All employees shall stand clear of building, structures or objects that are on fire. If buildings are occupied, occupants should proceed to the nearest exit and stand away from the building. Do not attempt to re-enter a building until the All-Clear signal is given by the emergency services.
- **STAY LOW-** If exiting a building or structure and confronted with smoke, keep low near the floor. Smoke, heat and toxic gases will normally rise to the ceiling.
- **EXTINGUISHING SMALL FIRES -** If the fire is in the incipient stage and if you have been trained to use a fire extinguisher, attempts can be made to extinguish the fire yourself. Do not attempt to extinguish a fire if there is a threat to your safety. If the fire is "minor" in nature, involving paper, rags, or wood (class A-B-C), portable handheld extinguishers are appropriate for use. Only small, easily controlled fires shall be extinguished by personnel. *(Emergency Service's and/or 911 must be alerted immediately in all cases)*

**9.0 Severe Weather Response Plan (For) Occupied Buildings**

- 9.1 This plan has been developed to insure that severe weather protective measures at *DCRSD Occupied Buildings* are in accordance with the Delaware County Emergency Management Agency (*EMA*) and Occupational Safety and Health Administration (*OSHA*) 29 CFR 1910.38. This Severe Weather Response Plan includes:
- Employee awareness;
  - National Weather Service Alerts;
  - Safe Room entry procedures;
  - Employee protection;
  - Training and annual drills.
- 9.2 *DCRSD employees* should remain aware of weather conditions at all times during work hours, using different communication devices including, but not limited to, TV's, cell phones, weather radio alarms and computers. Fast approaching storms can often lead to severe destruction, power outages and even physical injuries and death. For this purpose, the *DCRSD* has identified safe rooms and areas in all of the *Occupied Buildings*.
- 9.3 The National Weather Service issues a variety of products to keep the public informed of unusual, inconvenient and hazardous weather conditions. A multi-tier concept is employed to accomplish this task with Watches, Warnings and Advisories to point out specific conditions.

Subject	Effective	Supersedes	This Sheet	Total
Emergency Action Plan	October 30 <sup>th</sup> 2014	NEW	7	8

**National Weather Service Basic Definitions;**

- **Watch:** Issued when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough time so those who need to set their plans in motion can do so.
- **Warning:** Issued when a hazardous event is occurring or has very high probability of occurrence. Warnings advise of a threat to life or property.
- **Advisory:** Issued when a hazardous event is occurring or has very high probability of occurrence. Advisories describe events that cause significant inconvenience.

9.4 When severe weather is imminent, employees shall take pre-cautions by remaining close to identified safe rooms and areas in the *Occupied Buildings*. If employees are caught away from an *Occupied Building* and are unable to make it to the identified *safe rooms and areas*, they shall follow sections 9.7 - 9.8 of this SOP.

9.5 Some tornados strike rapidly, without time for a tornado warning, and sometimes without a thunderstorm in the vicinity. When you are watching for rapidly approaching emerging tornados, it is important to know that you cannot depend on seeing a funnel: clouds or rain may block your view. The following weather signs may mean that a tornado is approaching:

- A dark green-colored sky;
- A large, dark, low lying cloud;
- Large Hail;
- A loud roar that sounds like a freight train.

9.6 **Procedures for Entering Emergency Safe Rooms and Areas during Severe Weather Events**

- When a tornado warning is issued by the National Weather Service and/or the Delaware County tornado sirens is activated, all employees shall immediately go to the nearest designated *safe room or area* as identified on the (*EAP*) emergency exit route signs. If necessary, inform others of the warning as you proceed to the *safe room or areas*.
- Keep cell phones on person during all storm related events for emergency communications.
- As severe weather approaches, sit facing the wall, and cover your head and face with available protective objects. If possible, get under a sturdy structure or object.
- Once the storm has past, check others for injuries. Report all injuries by calling 911 and to *DCRSD Managers* immediately.
- When exiting the building, beware of the storm aftermath hazards including, but not limited to, downed power lines, broken glass and unsafe areas that have created by the storm.

Subject	Effective	Supersedes	This Sheet	Total
Emergency Action Plan	October 30 <sup>th</sup> 2014	NEW	8	8

**NOTE – For employees located outside and away from the Occupied Buildings and when no safe rooms or areas are identified, i.e. facility process buildings, pump stations, package plants, working in the collection system, or in vehicles, please follow these procedures:**

- 9.7 If away from an *Occupied Building* or caught outdoors, seek immediate protection in a basement, stair well, shelter or sturdy building. If you cannot quickly get to a *safe room or area*:
- Immediately get into your vehicle, buckle your seat belt and try to drive to the nearest *storm shelter or safe room or area*.
  - If you experience flying debris while driving, pull over and park. You must quickly choose from the following options:
    - Stay in the vehicle with your seat belt buckled. Put your head down below the windows, covering your head with your hands. Use a blanket or jacket, if available.
    - If you can safely get noticeably lower than the level of the roadway, exit your vehicle and lie in that area, covering your head with your hands.

**Your decision should be guided by your specific circumstances.**

- 9.8 Most importantly, if you find yourself outdoors or in a vehicle when a tornado is approaching and you are unable to get to a safe shelter, you have decisions to make and actions to take-quickly. You are at risk from a number of things outside of your control, such as the strength and path of the tornado and the flying debris from your surroundings. You are at risk whether you choose to stay in your vehicle or seek shelter in a depression or ditch. Both are considered last –resort options that provide little protection.

**NOTE: After a known severe weather event has passed, The DCRSD Manager and the employee of their respective department shall make contact to check on the employee’s wellbeing and to discuss any possible damages to the facility.**

## **10.0 Training**

- 10.1 The purpose of training is to ensure that all personnel are provided with proper training on their roles and responsibilities in the event of an emergency.
- 10.2 Emergency training for employees shall be conducted on an annual basis, consisting of the following:
- Annual review of the Emergency Action Plan;
  - Location of “Designated Assembly Area”;
  - Location of emergency evacuation routes;
  - Emergency procedures;
  - Duties and responsibilities during an emergency;
  - Annual training in the proper use of portable fire extinguishers;
  - Annual fire and tornado drills in the Occupied Buildings.