

## EMERGENCY ACTION PLAN

White County Chamber of Commerce  
122 North Main St  
Cleveland, GA 30528  
706.865.5356

Date Prepared: 1/13/03

### EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED OFFICIAL: Judy Walker, President  
Phone: 706.865.7157  
Mobile: 706.892.9311

EMERGENCY COORDINATOR: Vicky Frankum, Executive Assistant  
Phone: 706.865.6142  
Mobile: 706.878.6713

### AREA/FLOOR MONITORS

1<sup>st</sup> Floor Monitor: Judy Walker 706.865.5356  
2<sup>nd</sup> Floor Monitor: Shari Jackson 706.865.3215

### EVACUATION ROUTES

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

1. Emergency exits,
2. Primary and secondary evacuation routes,
3. Meeting Place

Site personnel should know at least two evacuation routes.

**Occupants will evacuate the building through the front door and proceed to the Western Sizzlin Restaurant located next door on the north side of the Chamber. If that location is not accessible, evacuate through the rear entrance and proceed to the Western Sizzlin Restaurant.**

### EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911  
PARAMEDICS: 911  
AMBULANCE: 911  
POLICE: 911

### UTILITIES

ELECTRIC: 706.754.2114  
WATER: 706.865.0788  
GAS: 706.865.7324

## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- WORK PLACE VIOLENCE/TERRORISM

### **MEDICAL EMERGENCY**

- CALL 911 IN CASE OF A MEDICAL EMERGENCY

Provide the following information:

- Nature of medical emergency.
- Location of emergency (address, building, room number)
- Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.

### **FIRE EMERGENCY**

***When fire is discovered:***

- Notify building occupants.
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify site personnel about fire emergency by the following means: Voice Communication or Phone Paging
- Shut the main power off to the building only if it is safe to do so.
- Shut the gas off to the building only if it is safe to do so.

***Fight the fire ONLY if:***

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working order and personnel are **trained** to use it.

***Upon being notified about the fire emergency, occupants must:***

- Leave the building using the designated escape routes.
- Assemble in the designated area which is at the Western Sizzlin next door.
- Remain outside until competent authority (Designated Official or Fire Department) announces that it is safe to re-enter.

***Designated Official or Emergency Coordinator***

- Disconnect utilities and equipment unless it jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

***Area/Floor Monitors must:***

- Ensure that all employees evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.
- Assist all physically challenged employees and visitors in emergency evacuation.
- Notify emergency personnel of physically challenged persons in the building who are unable to be evacuated.

**BOMB THREAT**

***When suspicious object has been found:***

- Do not handle the object yourself. Immediately call 911.
- Turn off cellular phones or other radio transmitting equipment in the area. Some explosive devices can be detonated by radio transmissions.
- Ask other personnel to evacuate the area near suspicious object.

***When bomb threat has been received by the phone call:***

- Attempt to get as much information as possible about the caller (e.g., race, sex, age, speech pattern, accent, etc.), location and the type of bomb, etc.
- When the caller ends the conversation, immediately call 911 and provide the following information:
  - ➔ time of the call
  - ➔ description of the call, and
  - ➔ your name and phone number.
- Call or notify the Emergency Coordinator and/or Designated Official.
- The Designated Official and/or Emergency Coordinator in conjunction with the police should make a decision about the building evacuation.

**SEVERE WEATHER AND NATURAL DISASTERS**

***Tornado:***

When a warning is issued (by sirens or other means), seek inside shelter.

Consider:

- Small interior rooms on the lowest floor and without windows.
- Hallways on the lowest floor away from doors and windows.
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and glass windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

***Earthquake:***

- Stay calm and await instructions from the Emergency Coordinator or the Designated Official.
- Keep away from overhead fixtures, windows, filing cabinets, electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the Designated Official.

**Flood:**

*If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the Designated Official.
- Follow the recommended primary or secondary evacuation routes.

*If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through the floodwater.
- If car stalls, abandon it immediately and climb to a higher ground.

**WORK PLACE VIOLENCE/TERRORISM**

Building occupants who become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence. The person(s) who observe these life-threatening acts should immediately call 911 and notify the operator of the act taking place.

The Emergency Coordinator and/or the Designated Official or other designee should attempt to communicate to everyone in the building, to the extent possible as personal safety, time and capabilities permit, that a perpetrator of workplace violence is in the building. This may be done via floor leaders by word of mouth and/or telephone.

***Explosion***

If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire. Notify 911 immediately.

***Gunfire***

If you become aware of gunfire occurring in the building, take refuge in a room that can be locked. The room should also provide limited visibility to anyone that is outside of it. Secure the door and hide under a desk, in a closet or in the corner. Notify 911 immediately. Do not leave room for any reason until police have searched the building and given you permission to leave your room.

***Physical Threat***

If someone's actions pose a physical threat to you, evacuate the area. Notify 911 immediately.

***Toxic or Irritant Gas***

Immediately evacuate the building using the same evacuation plan and procedures at the Fire EAP.

***Hostage Situation***

Immediately vacate the area, take no chances to endanger the life of the hostage. Contact 911 immediately.

- In the event someone is hurt and/or a fire is caused by these events, contact 911 and advise them of the particular information.
- Emergency Coordinator and/or the Designated Official will coordinate the building's security, to the extent possible as personal safety, time and capabilities permit, once the building is declared safe for re-entry.

