

CHAPTER 9

Facility Emergency Plan

This plan is designed to provide direction and procedures to be used during emergency situations that will protect the employee's health and safety and reduce potential property damage. These procedures will comply with the OSHA Fire Prevention Plan requirements as prescribed in 29 CFR 1910.38(b), and the Fire Protection requirements of 29 CFR 1910 Subpart L.

This plan also provides procedures for other emergencies, including employee evacuation, power outages, bomb threats, severe weather, and natural disasters. Aircraft accidents or incidents are covered in the Department Emergency Response Manual.

RESPONSIBILITIES

The [*Position Title*] is responsible for maintenance of the respective facility's evacuation plan, communication of the Plan to local emergency responders, and ensuring that evacuation route maps are posted in each work area. The [*Position Title*] shall ensure emergency telephone number lists are posted at the respective and is responsible for conducting the periodic drills (no less than annually).

The [*Position Title*] is designated the Emergency Evacuation Coordinator and is responsible for all duties stated within this plan. An assigned designee must also be determined to carry out these duties should the [*Position Title*] not be on site during an emergency.

It is the responsibility of the [*Position Title*] to ensure required inspections, testing, and preventive maintenance are performed and documented on all facility fire alarm devices and fixed and portable extinguisher systems under the control of the Department.

Trained and designated Fire Wardens are responsible for providing emergency support in directing occupants to safe areas and accounting for occupants in assembly areas.

Employees are responsible for maintaining familiarity with the Facility Emergency Plan. This includes knowledge of emergency procedures, location of emergency exits, and escape routes to safe areas in case of emergency evacuation. Fire prevention in department workplaces shall be the responsibility of all department personnel. Any employee witnessing a potential fire hazard affecting department workplaces, personnel, or property shall report the hazard immediately to management. Department personnel shall not attempt to extinguish or control a fire that has developed past the incipient (smoldering) stage.

It is the responsibility of all maintenance personnel to utilize proper work practices and procedures to prevent fires through the control of fuel and ignition sources.

FIRE PREVENTION AND LIFE SAFETY

This part of the plan discusses the fire prevention activities, identifies fire hazards and provides guidance for the evaluation of life safety issues in the facility.

FIRE HAZARD IDENTIFICATION. Aviation fuels present a potential major fire hazard if an uncontrolled release occurs, especially in an enclosed structure such as a hangar. Residual flammable or combustible chemicals from maintenance procedures, whether on floor surfaces or rags, pose additional fire hazards. All flammable and combustible materials shall be handled and stored in accordance with the manufacturer's recommendations.

Potential ignition sources present in the workplace include electricity, open flame, and sparks. Ignition sources shall be isolated from potential fuel sources to the maximum extent practicable. Electrical cords shall be inspected prior to use for integrity of insulation. Extension cord shall not be used for the permanent installation of equipment. Posted "No Smoking" signs shall be obeyed by all personnel. Procedures that produce sparks shall be performed away from potential fuel sources when practicable.

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Class	Material	Fire Extinguisher Type
A	Combustible materials (paper, wood, cloth, and some rubber and plastic)	Water, foam, loaded stream, or multi-purpose dry chemical
B	Flammable or combustible liquids, flammable gases, and some rubber and plastic	Halon 1301, Halon 1211, carbon dioxide, dry chemicals, foam, and loaded stream
C	Energized electrical equipment	Halon 1301, Halon 1211, carbon dioxide, and dry chemical

FIRE EXTINGUISHERS AND ALARM SYSTEMS. Trained personnel shall conduct all servicing, maintenance, and testing of fire alarm and extinguishing systems. Firefighting equipment that is known to be damaged, expended, or unserviceable shall be removed from service and replaced immediately. A tag or other identifier should be placed on all equipment waiting to be serviced. All firefighting equipment taken out of service for maintenance shall be replaced by appropriate substitute until the equipment is returned to service.

All employee alarm systems shall be maintained in operating condition except when undergoing repairs or maintenance. Unmonitored alarms shall be tested at least every two months. Monitored alarms shall be tested at least annually. Fixed fire extinguishing systems shall be tested and inspected annually.

Portable fire extinguishers shall be visually inspected monthly to ensure they are in place, charged, and ready for use. This visual check will be documented on the back side of each fire extinguisher tag. Each portable fire extinguisher shall also be subjected to an annual maintenance check. The annual maintenance date shall be recorded and the record retained for one year after the last entry or the life of the shell, whichever is less. Reputable contractors shall perform hydrostatic testing of portable fire extinguishers, according with NFPA 10, Chapter 5. Dry chemical extinguishers with non-refillable disposable containers are exempt from this requirement.

Class II standpipe systems are installed in some facilities. Only trained personnel are authorized to operate this system. The standpipe system shall not be operated for purposes other than emergency firefighting, authorized training, or required testing and maintenance.

OBSERVATION OF FIRE OR SMOKE. Any trained employee may attempt to extinguish a fire observed to be in the incipient stage with portable fire extinguishing. **However, this is not a requirement of any employee.** If a fire is extinguished, a fire watch, equipped with appropriate fire extinguishing equipment, shall be posted at the site until firefighting personnel have arrived.

Upon extinguishing a fire in this facility, the [*Position Title*] shall be immediately notified. A Hazard/Incident Report shall also be submitted.

Any other observed fire situation requires the immediate activation of the nearest accessible fire alarm pull box, or notifying crash/rescue/fire department by telephone. The observer shall then notify the [*Position Title*], or the designee, who will then assume the responsibilities as Facility Evacuation Coordinator.

If conditions permit the Facility Evacuation Coordinator shall make an announcement of the location of the fire and hazardous areas to be avoided via the facility telephone intercom system.

EVACUATION PROCEDURE. Each Department location is responsible for outlining a site-specific procedure for evacuations. This site-specific procedure can be found in Appendix I of this plan. Evacuation drills must be conducted on an annual basis to ensure proper implementation of the plan. Drills will be documented and reviewed to determine necessary changes in the plan. Appendix III of this section, Evacuation Drill Log, can be used to comply with this requirement.

The safety of non-Department personnel, i.e., passengers, vendors, contractors, etc., during a facility emergency is the responsibility of the employees of this facility. Fire Wardens are responsible for the evacuation of any individuals found during the facility search.

The Facility Evacuation Coordinator is responsible for the communication, coordination, and control of emergency evacuation operations. These responsibilities include:

- Ensure all personnel present have been appropriately notified of the emergency.

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- Ensure all personnel, known or thought to be present in the facility at the time of the alarm, have evacuated to pre-designated safe areas.
- Ensure the appropriate emergency response agency has been notified.
- Act as facility liaison with emergency responders.
- Coordinate the activities of the designated Fire Wardens.
- Make an initial report to the Director of Aviation Services.

Properly trained employees will be designated as the Fire Wardens. The Fire Warden is assigned responsibilities to aid the Facility Evacuation Coordinator in designated duties. The Fire Warden shall perform the following as directed by the Facility Evacuation Coordinator:

- Conduct a facility search and report the results to the Facility Evacuation Coordinator
- Render aid to personnel requiring evacuation assistance
- Proceed to the pre-designated safe areas to perform accountability and welfare checks and report results to the Facility Evacuation Coordinator.
- Perform other duties trained for at the direction of the Facility Evacuation Coordinator.

Upon arrival at the appropriate safe area, all personnel who are not assigned specific emergency responsibilities shall remain until accountability check is made, **and** the Facility Evacuation Coordinator dismisses personnel.

EVACUATION ROUTES. Evacuation route maps are posted indicating the shortest route to a designated exit door. Evacuation route maps clearly depict primary and secondary evacuation routes from all work areas, location of alarm devices, and the location and type of fire extinguishing equipment. An evacuation map shall be posted at doorways providing access to exits for reference in an emergency evacuation. Each base shall maintain evacuation route maps in, at least, the following locations:

- Main reception and passenger areas.
- Hangar area.
- Maintenance shop area.
- Flight operations area.
- Any other work area where employees are routinely assigned to perform duties.

Every exit and exit access shall be marked by a readily visible sign. Any door, passage, or stairway which is neither an exit nor an exit access, and could be mistaken for an exit, shall be identified by a sign reading "Not an Exit," or indicating its actual destination ("Basement," "Storeroom," "Closet").

Every aisle or exit access to a designated exit door shall be a minimum of 28" wide and shall be maintained free of obstructions. Designated exit doors shall not be locked during working hours to allow egress in the event of an emergency.

EMERGENCY TELEPHONE NUMBER LISTS. Emergency telephone number lists must be posted at the respective base. Each base's emergency telephone list must include phone numbers for police, fire department, and emergency medical aid. An emergency telephone list shall be posted on or immediately adjacent to phones in, at least, the following areas:

- Main reception and passenger areas.
- Hangar area.

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- Maintenance shop area.
- Flight Operations/Dispatch area.

Telephone speed dialing and appropriate labeling may be used in lieu of emergency telephone number lists.

POWER OUTAGES

To ensure employee safety during power outages, all normally occupied work areas and storage areas will be provided with emergency lighting. All emergency lighting shall be tested in accordance with NFPA 101 standards. This requires that all emergency lighting systems or units be tested monthly for a 30 second interval and annually for one and one half hours. These tests will be documented and units that do not operate to specifications will be repaired or replaced.

Power outages may occur at the facility for a number of reasons. Severe weather, equipment failure, accident, and fire are some of the possibilities. As with all emergency situations, all employees are to remain calm. The following steps should be taken to prevent possible damage to equipment and employees.

1. Employees will remain at their present location for a few minutes to determine if the power will be restored immediately. If an employee is working at a computer or other sensitive equipment, the employee will shut off the power to prevent a surge when the power comes back on.
2. If the power does not come on and there are no evacuation alarms, the employee shall attempt to locate a supervisor or the Facility Evacuation Coordinator for instructions. If an employee requires assistance in finding an exit, the employee shall call out for help. Emergency lighting should be on in all areas; however, some locations may not operate properly.
3. Do not leave the facility unless dismissed by your supervisor or the Facility Evacuation Coordinator.
4. Since ventilation, temperature controls, lighting and alarms will not be operating, no work should be conducted with hazardous materials. These items should be cleaned up and placed in appropriate storage as soon as possible.
5. An accountability check should be done and the Facility Evacuation Coordinator will determine what action to be taken based on an estimate and reason for the outage.

BOMB THREATS

A bomb threat is serious and should always be considered a true emergency. Bomb threats are also covered in the Department Emergency Response Manual. This section will briefly discuss the procedure to follow if a bomb threat is received.

If a bomb threat is received in a phone call, the person answering the phone should remain calm and use the "Telephone Bomb Threat Checklist" in Appendix II. Be familiar with the contents of the checklist, since it is unlikely a copy will be easy to locate when the call is received. Listen carefully and take down as much information as possible. Keep the caller on the phone as long as possible.

If a written bomb threat is received, the [*Position Title*] must be notified immediately and the Emergency Response Manual should be consulted for further action.

An employee evacuation should be conducted as soon as possible, unless there is sufficient evidence to show the threat is false. The Facility Emergency Coordinator is responsible for determining the need for an evacuation. Company Security shall be notified and a search conducted by appropriate authority to determine if a bomb does exist.

SEVERE WEATHER AND NATURAL DISASTERS

Severe weather that could cause possible danger to employees working at this facility includes blizzard, hurricane, tornado, and thunderstorms. Natural disasters could include earthquake, landslides, flooding, or fires. In many of these cases advance warning is available from weather services and should be closely watched for progress.

Severe weather instances can usually be pre-planned and employees can be sent home in time to arrive safely. In the case of a tornado or other short notice incident, an inside evacuation is in order for all employees. The safe area

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chosen for an inside evacuation should have no windows, be in the interior of the building, and underground, if possible. The site-specific evacuation plan should be consulted for the location of inside evacuation safe areas.

Natural disasters may require an evacuation to the outside; however, this is not always true. In cases of impending floods or nearby fires, the local authorities may recommend remaining inside as long as the location is not in danger.

In all cases, the Facility Evacuation Coordinator will be responsible for making the necessary decisions regarding evacuation or other response.

ADDITIONAL INFORMATION

Further information regarding this Facility Emergency Plan is available from the Safety Manager.

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Appendix I - Facility Evacuation Plan

If fire or smoke is observed:

1. Activate the nearest FIRE PULL box or call [Agency] by dialing [Phone #] on any facility telephone.
2. Immediately evacuate the building via the nearest emergency EXIT.
3. Proceed to the [evacuation safe area] or [alternate evacuation safe area], as appropriate, and await further instructions. Do not re-enter the building.

If the fire alarm activates or an evacuation is ordered:

1. Immediately evacuate the building via the nearest emergency EXIT.
2. Proceed to the [evacuation safe area] or [alternate evacuation safe area], as appropriate, and await further instructions. Do not re-enter the building.

If an evacuation to inside areas is ordered:

1. Immediately proceed to the [evacuation inside safe area] or [alternate evacuation inside safe area].

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Appendix II - BOMB THREAT REPORT

Your Name: _____ **Dept:** Flight Department

Time/Date: _____

Bomb Facts:

Pretend difficulty with hearing, if caller seems agreeable to further conversation keep the caller talking. Ask questions like:

- | | |
|---|-----------------------------|
| When will the bomb go off? | Certain hour? |
| Time remaining? | Where is it located? |
| Building Area? | What kind of bomb is it? |
| Where are you now? | What does it look like? |
| What will cause it to explode? | Why was the bomb "planted"? |
| How do you know so much about the bomb? | What is your name? |
| What is your address? | |

Did caller appear familiar with the building by the description of the bomb location? Yes No
Write out the message in its entirety and any other comments on a separate sheet of paper.

Caller's Description: Male Female

Age of Caller: Elderly Adult Juvenile

Origin of Call:

Local Long Distance Pay Phone Mobile/Cellular Internal

Voice Description (mark all that apply):

- | | | | | |
|-------------------------------------|-------------------------------------|--------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Deliberate | <input type="checkbox"/> Fast | <input type="checkbox"/> Crying | <input type="checkbox"/> Distorted | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Rational | <input type="checkbox"/> High Pitch | <input type="checkbox"/> Laughing | <input type="checkbox"/> Accent | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Coherent | <input type="checkbox"/> Whisper | <input type="checkbox"/> Angry | <input type="checkbox"/> Local | <input type="checkbox"/> Cracking |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Loud | <input type="checkbox"/> Profanity | <input type="checkbox"/> Nasal | <input type="checkbox"/> Out of Breath |
| <input type="checkbox"/> Pleasant | <input type="checkbox"/> Soft | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Raspy | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Excited | <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Deep | <input type="checkbox"/> Race |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Emotional | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Other | | | | |

If familiar, who did it sound like?

Background Noises:

- | | | | | |
|--|------------------------------------|-----------------------------------|---------------------------------|---|
| <input type="checkbox"/> Factory | <input type="checkbox"/> Music | <input type="checkbox"/> Bar/Pub | <input type="checkbox"/> Trains | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Voices | <input type="checkbox"/> Airplane | <input type="checkbox"/> Party | <input type="checkbox"/> Street traffic |
| <input type="checkbox"/> Office Machines | <input type="checkbox"/> PA system | <input type="checkbox"/> Other | | |

Next Steps:

* When both the phone call and this checklist are completed, immediately print and save this form and notify security at:

* Notify management at the affected facility.

