

Wayne Township Municipal Building Emergency Response Plan—Quick Reference Guide

Emergency Phone Numbers

Police Dispatch: 9-1-1 from an outside line. Internal extension 3000
Township Administration: Internal Extension 3202

Fire Alarm Activation

- If fire alarm sounds, initiate evacuation.
- Direct public to evacuate.
- Close doors and turn off appliances.
- Follow evacuation procedure.

Fire

- If fire or smoke is observed activate the fire alarm system.
- Notify Dispatch as soon as possible.
- If the fire is still small, you may use a fire extinguisher if properly trained.
- If the fire is growing, do not risk your safety.
- Get out and make sure other people in the area also evacuate.
- Verify that the fire alarm has been activated and Dispatch notified.
- Follow evacuation procedure.

Evacuation

- Initiate an evacuation if faced with a potential life threatening situation.
- Notice to evacuate may be through the fire alarm system, radio, Swift Reach, PA or face-to-face communication.
- Turn radios to “Town-Wide” Talk Group.
- Report any signs of smoke, fire or other emergency to Dispatch.
- DO NOT transmit on the radio unless you have relevant information to report.
- Report to primary muster location.
- If unsafe, report to alternate location.
- Fire Wardens account for assigned personnel.
- Stand by for further instructions.
- Do not re-enter the building until cleared.
- Public must be denied entry until employees have returned to their work stations.
- Upon return, Fire Wardens to account for personnel and be prepared to provide a PAR.

Shelter In Place

- May be issued as a result of an emergency outside of the Municipal Building that would require employees to stay indoors or an emergency inside of the Municipal Building, or specific department, that would require employees to seek shelter in a “safe room”.
- Specific instructions related to visitors within the Municipal Building will be issued.
- Close and lock doors, cover and stay away from windows until directed otherwise.
- If a Shelter in Place order is given do not react to the fire alarm sounding.
- Render first aid to injured parties as necessary and ensure emergency responders are aware of the injured.
- Account for all personnel and be ready to provide a Personnel Accountability Report (PAR).
- Personnel equipped with a radio shall monitor the Town-Wide Talk Group.
- If you notice multiple people becoming ill for unexplained reasons, DO NOT rush to the area to provide aid.
- The victims may be contaminated and cause you to also become ill. Assess the danger before giving aid.
- If you determine the contamination is coming from inside the Municipal Building, quickly get to fresh air and move outside and remain upwind.
- If contamination is coming from outside the Municipal Building it may be safer to shelter in place.
- Go to a room that can be sealed, close windows and seal off the room as best as possible.

Hostile Intruder/Active Shooter

- If possible, a supervisor should be notified and steps taken to de-escalate the incident.
- If there is any concern for personal safety notify Dispatch for a police response.
- If a person is actively causing injury or utilizing/displaying a weapon employees shall immediately separate themselves from the person by evacuating or keeping the person locked out if possible.
- If not within a secured area or if the intruder penetrates the secure area evacuate if safe to do so.
- If it is not possible to evacuate, find a place to hide where the intruder is less likely to find you.
- The hiding place should be out of the intruders view, provide protection and not trap or restrict movement.
- Lock the door, block the door, silence cell phones, remain quiet and hide in a secure area if possible.
- As a last resort, if your life is in imminent danger, you may have to disrupt and/or incapacitate the intruder.

Suspicious Letter/Package/Powder

- If a suspicious envelope, package or substance is received or observed, put it down and leave alone.
- Isolate the area, deny entry to co-workers and the public, notify Dispatch and a supervisor.
- The supervisor will in turn notify Township Administration.
- Any person who handled it should immediately wash their hands and remove any contaminated clothing.
- If there is any potential for the item to be an explosive device follow the "Bomb Threat" policy.

Bomb Threat

- The Municipal Building will NOT automatically be evacuated in the event of a bomb threat.
- A decision regarding the safest and most reasonable response to the bomb threat will be made.
- All received threats must be taken seriously and immediate action must be taken.
- If a Township Employee receives a bomb threat through a telephone call they should remain calm, signal co-workers to listen in and have someone notify Dispatch and a supervisor.
- The supervisor will in turn notify Township Administration.
- Keep the person talking and attempt to obtain as much information as possible including:
 - ⇒ Exact location of the bomb
 - ⇒ Time set for detonation
 - ⇒ Description of bomb
 - ⇒ Type of explosive
 - ⇒ Type of bomb (i.e. Pipe bomb, improvised explosive device (IED), etc.
 - ⇒ Reason for bombing
- Employees may be asked to check their work area for suspicious items.
- If a suspicious object that cannot be explained or an apparent explosive device is located, it is imperative that no one cover, move or touch the item or anything attached to it.
- Isolate the area, deny entry to co-workers and the public, notify Dispatch and a supervisor.
- The supervisor will in turn notify Township Administration.
- If a letter, note or package containing a bomb threat is received it should be handled as little as possible.
- Put the item down, isolate the area, deny entry, notify Dispatch and a supervisor.
- The supervisor will in turn notify Township Administration.
- A person who announces that they are capable of causing an explosion or are carrying what appears to be an explosive device represents a specific threat and is potentially very dangerous.
- Do not challenge the person.
- Isolate the area, deny entry to co-workers and the public, notify Dispatch and a supervisor.
- The supervisor will in turn notify Township Administration.
- DO NOT use radios or cell phones in the area of any suspicious device.