

**Emergency Action Program
City of Madison
Municipal Building**

I. Purpose

This Emergency Action Program has been prepared so that conditions arising from emergencies and unanticipated natural events can be addressed in an organized and expedient manner. The emergency procedures and organizational framework outlined in this program are to provide protection for lives, property, and operations through effective use of county, city and community resources. This document has been developed to provide a response framework for management, employees, and other occupants of the Municipal Building during emergency situations. This program can not cover every conceivable emergency situation; however, it does provide the basic administrative guidance to cope with most emergencies.

II. Scope and Authority

This emergency program applies to all employees and visitors in the Municipal Building
This program encompasses the Municipal Building and the immediate grounds.

These emergency procedures are based upon requirements from:

- Department of Commerce- Comm 32.15
- Occupational Safety and Health Administration (OSHA) – 29 CFR 1910.38
- Americans with Disabilities Act (ADA Accessibility Guidelines)

III. Administration of Program

The development and administration of this Emergency Action Program will be the responsibility of the Municipal building Safety and Security Team.

IV. Definitions

Area of Rescue Assistance - the area immediately adjacent to an exit stairwell

Department Head – for the purpose of this policy shall include Administrators, Department Heads, Elected Officials, and Supervisors

Emergency Authorities – police, sheriff, fire and rescue staff

Emergency Information Poster– a posting with exit routes, and meeting areas.

Emergency Action Program– a written emergency program containing emergency procedures, general responsibilities for employees, supervisors, department heads, and administrators and specific responsibilities for emergency staff

Safe Area – In the event of an evacuation, a specific meeting location shall be identified for each department. These meeting locations are to be outside the Madison Municipal Building, at least 100 feet from the exterior of the building. In general they are; **The Front step area of the City County Building or The paved area in front of Monona Terrace (formerly known as Olin Terrace).**

For threats that require interior building protection, go to the nearest interior hallway away from doors and windows.

V. Responsibilities

Compliance with this Emergency Action Program is the responsibility of all visitors, employees, department heads and managers of each department within the Municipal Building. The Post Office and the Credit union.

Employees

It is each employee's responsibility to become familiar with the emergency procedures, fire alarm, exits, washrooms, fire extinguishers, physical layout of assigned area, and the requirements of the Emergency Action Program.

In the event of an emergency, all employees must follow the specific emergency procedure as described in the Municipal Building Emergency Procedures leaflet. Phone usage during an emergency should be limited to official use only. Employees are responsible for taking precautions to assure their own safety and to follow all emergency procedures.

Employees shall participate in all emergency drills.

If individuals from the general public are in need of assistance during an emergency, employees should provide direction and guidance for evacuation.

Notify your supervisor if you need assistance for evacuations, etc., prior to emergencies.

Assist individuals who need help evacuating to the designated Evacuation Area.

Department Heads

Every Department Head has the following responsibilities prior to and during any emergency:

- Distribute all emergency procedures and material outlined in the Emergency Action Program to every employee
- Provide training on the emergency procedures to their employees upon hire and annually
- Participate in all fire or other emergency drills
- Designate safe areas and evacuation routes for their employees with the assistance of the Safety Coordinator.
- In the event of an evacuation, notify employees to evacuate to the designated Safe Area for their department

- Provide direction and guidance to building occupants to assure emergency procedures are followed
- Once at the Safe Area, report that work areas are clear to the employee wearing the lime green, vest they will then provide this information to the emergency authorities.
- After an emergency, provide feedback and recommendations to The City Safety Coordinator.

Facilities Management

Facilities Management has the following general responsibilities prior to and during any emergency:

- In coordination with the Safety Coordinator, prepare and post Emergency Egress information.
- Serve as a reference point for changes, suggestions, and recommendations to the Emergency Action Program. Recommend changes in the program to the Municipal Building Safety and Security Team.
- In coordination with the Madison Fire Department, schedule evacuation and fire drills.
- In coordination with emergency government, schedule tornado drills
- Accompany the Madison Fire Department on fire inspections. Provide follow-up report of corrective actions taken. Provide a copy to The Safety Coordinator.
- Assist building evacuation and security.
- Monitor necessary building systems during emergencies.

Safety Coordinator

The Safety Coordinator has the following general responsibilities prior to and during any emergency:

- Assist the MB Safety and Security team in developing and coordinating the implementation of the Emergency Action Program
- Prepare and post Emergency Egress information in coordination with Facilities Management.
- Maintain a record of all events and files of all reports and correspondence pertaining to the Emergency Action Program.
- Serve as a reference point for changes, suggestions, and recommendations to the Emergency Action Program.
- Revise the Emergency Action Program as significant changes occur and review contents at least annually.

VI. Emergency Procedures

In the event of an emergency, follow the information in emergency procedures pamphlet. The following emergencies are addressed:

- **Fire**
- **Tornado/Severe Weather**

- **Medical/First Aid**
- **Workplace Threats (Violent or Criminal Behavior, Psychological Crisis)**
- **Bomb Threat**
- **Elevator Emergency**
- **Mail Handling Procedures**

VII. Emergency Escape Routes Assignments

During an emergency requiring building evacuation, employees should use the escape route assignments as designated by their manager and as noted on the City of Madison Emergency Information posters which are posted in their department. The escape route assignments are recommended escape routes. Employee and visitors should use the nearest escape route during an emergency.

VIII. Emergency Evacuation Safe Areas

Fires, tornadoes, severe weather, and other conditions may require employees to seek alternative shelter other than their work area. Employees should use the escape route assignments as designated by their manager and as noted on the City of Madison Emergency Information poster that is posted in their department.

Internal safe areas are generally the nearest interior halls away from doors with glass and windows. These internal safe areas should be used for tornado, severe weather, and other conditions that require interior alternative shelter.

In case of a fire, bomb threat, chemical spill, or any other emergency requiring external evacuation, evacuate to the exterior designated “safe areas”. The exterior “safe areas” are at least 100 feet away from the Municipal building located across the streets surrounding the Building

It is extremely important that employees proceed directly to the stated interior or exterior shelter areas when required. Employees should assist visitors and others not familiar with the Municipal Building to the shelter areas. Severe injury or death could result if employees and others do not proceed directly to these areas during an emergency. Department heads or their designee should conduct a headcount to ensure all employees have evacuated at once to the shelter area. If employees are missing from the safe area, the department head or their designee should report the names of the missing employees to emergency responders.

IX. Emergency Equipment Shutdown

When emergencies or other situations arise, there may be a need to quickly shutdown ventilation systems, HVAC equipment, oil/solvent pump systems, or the building’s entire electrical system.

Prompt action can prevent the spread of fire, employee electrocution, major chemical releases and exposures, or other potentially dangerous conditions.

If employees are not in any type of imminent danger, they should quickly shutdown their operations. Facilities Management will assist the emergency authorities by monitoring building systems, and perform other duties as requested.

X. Alarm System

An alarm system or other suitable notification system shall be used that quickly informs personnel of the type of emergency. Employees will need to know whether to evacuate the building or to seek shelter. The fire alarm system will sound for fires or other emergencies requiring exterior evacuation. Tornado emergencies will be communicated over the public address system.

XI. Program Revision and Training

The Emergency Action Program will be reviewed and revised on an annual basis by the Municipal Building Safety and Security team to assure that the program remains current.

Training on this Emergency Action Plan will be provided initially upon hire and annually to each employee in the Municipal Building. Department Heads or their designee shall conduct this training. The Safety Coordinator will assist when requested.

XII. Program Access

A written copy of the Emergency Action Program is to be maintained in each department in the Municipal Building. Contact the Safety Coordinator or your department head to review a copy.