

# City of Alliance Employee Emergency Action Plan

## **I. Purpose**

This Emergency Action Plan has been developed in accordance with Occupational Safety and Health Administration (OSHA) regulations 29 CFR 1910.38. The purpose of this plan is to ensure the protection of all employees in an emergency situation from serious injury, property loss, or loss of life in the event of a major disaster. The personal safety of each employee is and always will be the primary importance to the City of Alliance. In the event of an emergency, this plan describes the responsibilities and action to be taken to protect lives. Each employee shall receive a copy of the Emergency Action Plan provided at the time of hire. A copy will also be available at each City owned facility.

## **II. General Program Management**

### **A. Responsibility**

It is the responsibility of management to protect employees. The Safety Committee is responsible for this program and has authority to make necessary decisions to ensure the success of this plan. Questions regarding this plan should be directed to the Safety Committee.

### **B. Types of Emergencies**

This plan attempts to consider all potential natural or manmade emergencies that could disrupt the workplace. These emergency reporting and evacuation procedures cover the following types of emergencies: medical and fire emergencies, extended power outages, chemical spill, radiological and biological accidents, civil disturbances, bomb threats, explosions, robbery, active shooter scenario, workplace violence and severe weather/natural disasters.

### **C. Plan Review and Update**

The Emergency Action Plan will be reviewed annually by the Safety Committee and updated whenever new equipment, facility construction, or personnel changes might affect the plan's procedures.

### **III. Methods of Compliance**

#### **A. Reporting Emergencies Procedures**

The quicker and more efficient emergencies are reported, the greater the chance for saving lives and property. The following is the procedure for reporting an emergency in the City.

Each Department Head is responsible for posting emergency phone numbers near telephones, on employee notice boards or other conspicuous locations where telephones may be used as means of reporting emergencies [29 CFR 1910.165 (a)(4)].

The following procedures shall be used.

- 1) Call 911.
- 2) Notify immediate supervisor and/or Department Head.
- 3) Notify City Manager.

If it is safe to do so, any employee aware of an emergency situation should also alert, signal and warn others of the harm. This may include verbal communications, sirens, phone calls or body movements. Employees may also become aware of an emergency by a Department Head or Supervisor, commercial, radio or television broadcast, social media, electronic message, phone call or emergency personnel. Department Heads are responsible for notifying all employees using whatever means possible

When appropriate, the City Manager's office is responsible for initiating emergency procedures.

Any situation (e.g. wastebasket fire) an employee was able to contain, the employee shall notify the supervisor immediately. Department Head will notify the City Manager's office of the situation when it's safe to do so. The City Manager and/or Department Head may require that the appropriate authorities respond or conduct an inspection.

#### **B. Protective Actions for Life Safety**

When there is a hazard within a building such as a fire or chemical spill, occupants within the building should be evacuated or relocated to safety. Other incidents such as a bomb threat or receipt of a suspicious package may also require evacuation. If a tornado warning is broadcast, everyone should be moved to the strongest part of the building and away from exterior glass. If a transportation accident on a nearby highway results in the release of a chemical cloud, the fire department may warn to "shelter-in-place." To protect employees from an act of violence, adopt a survival mindset.

Protective actions for life safety include: Evacuation, Sheltering, Shelter-In-Place and Lockdown.

This emergency plan instructs these protective actions when applicable. In the event a location and/or pathway is not safe, make all attempts to locate a safe means of exit or location for cover.

### **C. Emergency Evacuation Procedures**

An emergency evacuation route will be kept clear at all times. The City has designated safe areas for employees to report to in the case of an emergency. Severe storm procedures refers to a thunderstorm or tornado and is also intended to be a “shelter in” location. Fire procedures include any evacuation from the building. Whenever the Emergency Warning Sirens are activated, all employees shall take appropriate action.

#### **1. Patrons/Customers**

Emergency escape procedures apply to all customers, patrons, and any non-city employee in a City facility. If it is safe to do so, the closest city employee to the non-city individual should assist and/or provide direction for evacuation. If a patron refuses to leave the premises or take shelter, the responsible individual shall notify the appropriate authorities immediately after verifying all other employees/patrons have evacuated.

#### **2. Disabled Workers**

The Department Head, Supervisor or responsible individual is responsible for assisting disabled workers and non-employees in evacuating or take cover procedures.

#### **3. Re-Entry**

Once a building is evacuated, no one is to re-enter the building for any reason. Rescue personnel are excluded from this rule. When the Fire Department or other responsible agency has notified the City Manager the building is safe for re-entry, then, and only then, will personnel return to their workstations.

See [Appendix A](#) for Emergency Evacuation Procedures and Assembly Areas by Department.

### **D. Critical Operations Procedures**

Some operations in the City, in which control in an emergency situation is critical to the safety of employees, require special procedures for proper control (e.g. monitoring electricity, water supplies, or other essential operations). In some cases, these people are responsible for critical operations until their evacuation is necessary.

**Note:** If at any time during an emergency situation the employee’s safety is at risk, the critical operation procedures are to be abandoned and the employees are to proceed to a safe area. Only render first aid based on your level of training.

See [Appendix B](#) for Critical Operations by Department.

### **E. Employee Accounting Procedures**

The Department Head, Supervisor or responsible individual will be responsible for accounting for employees after an emergency. The Department Head is responsible for maintaining a list of names and phone numbers of all employees for which they are responsible.

These procedures are designed to account for all employees, determine if an employee needs assistance in evacuating, and to determine their possible location. The responsible person shall contact the appropriate authorities regarding any unaccounted for persons or other critical factors affecting the situation. The most senior employee is assumed to be the responsible individual in the absence of a Department Head or Supervisor.

See [Appendix C](#) for Designated Responsible Person and Alternate by Department.

### **F. Training and Recordkeeping**

The Department Head is responsible for training all employees covered under this program. Employees will be trained under the following circumstances;

1. At the time of initial assignment and annually thereafter,
2. When an employee's responsibilities change under this program, and
3. Upon the request of the employee.

Training topics should address the following:

1. Individual roles and responsibilities.
2. Threats, hazards, and protective actions.
3. Notification, warning, and communications procedures.
4. Emergency response procedures.
5. Evacuation, shelter, and accountability procedures.
6. Location and use of common emergency equipment.
7. Emergency shut down procedures.

The Department head is responsible for training staff of the proper evacuation procedures, inspections or closed rooms, alternate escape routes, employees that may need additional assistance, and hazardous areas to avoid during evacuation procedures.

The Safety Committee is also responsible for making training available for personnel in the use of fire extinguishers and first aid/CPR.

Employee Safety Training records shall be filed in employee personnel files.

Drills should be conducted often, at a minimum annually, to ensure employees are prepared. After each drill, management and employees should evaluate the effectiveness of the drill; identify strengths and weaknesses of the plan and work to improve it.

## **IV. Emergency Procedures**

### **A. Medical Emergency**

Call 911 for all medical emergencies involving employees, customers, patrons and any non-city employees.

- Provide the nature and location of the medical emergency (address, building, room number) and your name and phone number from which you are calling.
- DO NOT move the victim unless in a life threatening situation.
- Remain with the victim, if possible.
- Only render first aid based on your level of training.
- If personnel are trained in First Aid are not available, at a minimum, attempt to provide the following assistance:
  - Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  - Clear the air passages using the Heimlich maneuver in case of choking.
- In case of rendering assistance to individuals exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment.

### **B. Fire Emergency**

When fire is discovered,

- Activate the nearest fire alarm.
  - If a fire alarm is not available, notify your Supervisor about the fire emergency by the following means: voice communication, phone or any means available.
- Notify the Fire Department by calling 911.
- NEVER ignore the alarm – do not assume it is false – do not assume it is a test.

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 condition and you are trained to use it.

Upon being notified about the fire emergency:

- Occupants must leave the building using the safest escape routes.
- DO NOT use elevators.
- Take your belongings if they are nearby.
- Assemble in the designated areas (see appendix A).
- Remain outside until the designated official announces that it is safe to reenter.

The Responsible Individual (Highest Ranking Personnel):

- Must coordinate an orderly evacuation of personnel and customers,
- Perform an accurate head count of personnel reported to the designated area, and
- Determine if a safe rescue method exists to locate missing personnel and communicate that to the Designated Official.
- They should also provide the Fire Department personnel with the necessary information about the facility and assist all physically challenged employees in emergency evacuation.

### **C. Extended Power Outages**

In case of a power failure in a City facility that lasts 15 minutes, all non-employees may be asked to leave the premises until power has been restored depending on the circumstances. If the outage continues, non-essential employees may be sent home at the discretion of the City Manager.

Response:

- **Contact 911** to report the power outage.
- Determine if the entire building or only a portion is affected?
- Attempt to increase natural light by opening window shades or other similar actions.
- Cease activities or operations that involve potentially hazardous conditions.
- Take precautionary measures to power down electrical equipment and appliances in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Keep an alternate source of light to facilitate safe exit in the event of a power outage on your person or in your immediate work area. Do not use open flame devices for supplementary lighting.
- If instructed by the Department Head, facilities with freezing temperatures should turn off and drain lines in the event of a long-term power loss.
- Upon restoration of heat and power, electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry. The Department Head will ensure fire and potable water piping be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

#### **D. Chemical, Radiological and Biological Spills or Accidents**

Due to the risks of working with chemicals, employees must take special precautions. The Department Head shall inform their employees of all chemicals they may handle, where the Safety Data Sheets (SDS) are filed; and how to properly contain and/or clean a chemical spill. A SDS sheet must be on file for each chemical and the safety instructions are listed on the SDS sheets.

Response:

- Employees shall **contact 911** to report any major chemical spill.
- Notify your Department Head or Supervisor immediately.
- If toxic fumes are present, secure the area (with caution tape or cones) to prevent other personnel from entering.
- Someone familiar with the situation should meet emergency response personnel outside the building.
- If injuries or suspected exposure to the materials, inform emergency response personnel that medical assistance is needed.
- **DO NOT** re-enter the area until instructed by emergency response personnel.
- If an employee is uncertain of the hazards involved or untrained – **DO NOT** attempt to clean the spill. If able, contain the spill with available equipment (e.g. pads, booms, absorbent powder, etc.).
- If able, attend to injured personnel.

Exposure:

If you are exposed to the chemical/hazardous material:

- **Call 911** and report your exposure.
- Make use of the nearest emergency shower and/or eyewash if available.
- Cover your mouth and nose with layers of cloth (handkerchief, towel, etc.),
- Move as far away from the source of contamination as possible.
- Wash with soap and water.
- Remove contaminated clothing as soon as possible.

Declared Disaster:

If the Emergency Management Agency declares a chemical spill within or near the City of Alliance, the employees shall follow the procedures set by the Emergency Management Agency. If the procedures are to “stay in the building,” the following steps should be taken:

- a. Close all windows and doors.
- b. Turn off all air conditioning and heating units.
- c. Stay in the facility – **DO NOT** go outdoors until proper authorities have cleared the warning.
- d. Listen to the radio for information and updates.

## E. Civil Disturbance

Civil disturbances can include riots, threatening individuals, crimes in progress, or events that become significantly disruptive to the city.

If you become aware of a civil disturbance that is disruptive to operations, call 911 and provide the following information:

- The name of the group, if known.
- The exact location.
- The size of the group.
- Weapons involved.
- What is the group doing?
  - Damaging property
  - Making threats
  - Holding signs
- Do they have shouting/chanting amplification devices?

Avoid the area of the disturbance. Avoid provoking or obstructing demonstrators.

General safety guidance:

- Remain calm.
- Follow directions of authorities.
- Do not become a spectator.
- Avoid windows and doors.
- Do not argue or enter into the debate with demonstrators.
- Do not commit or become involved in any crimes.
- Remove yourself from the area.

## **F. Bomb Threat**

Keep in mind the main aim of most bomb threats is to cause panic and to disrupt the operation of a business or event, before any evacuation order is issued it should be well thought out. If it is made, it should impart urgency without causing a panic. A bomb threat could come in on any of the many telephones of the City. Therefore, it is very important that all employees be aware of what action should be taken.

The persons receiving the call should keep the caller on the telephone as long as possible. After the call, the employee shall call 911 to report the bomb threat or alert other individuals to do so. Do not panic! The Police Department will respond and handle the situation when notified.

The receiver of the call should get as much information as possible:

1. Where is the bomb?
2. What time is it set to go off?
3. What kind of bomb is it?
4. What kind of package or box is it in?
5. Why did you set the bomb?
6. What is your name?
7. Where do you live?
8. How old are you?
9. If building is occupied, inform caller that detonation could cause injury or death.

Try to get as much information as possible. While talking with the caller listen for any background noises such as: music, people talking, cars or trucks, airplanes, children or babies, machine noises and/or typing. Once the call is complete, immediately complete the checklist (appendix) while the information is fresh in your mind. Also, did the caller appear familiar with the building? If you are able, write out the conversation in its entirety.

When police arrive they will take command of the situation. In the case of a bomb threat, where no specific evidence exists of an explosive device, a police will coordinate a search. Persons familiar with the premises should be present during the search to identify suspicious looking items. Evacuation of the premises will be at the discretion of the adult person responsible for the premises. Should the order be given to evacuate the building, the evacuation plan will be the same as for "fires." Notification of the bomb threat shall be reported to the City Manager's Office as soon as possible.

Remember:

- **Call 911.**
- Remain calm.
- If someone calls you with a bomb threat, get as much information as possible.
- If threat is by written note, DO NOT handle the document.
- If threat was sent electronically, DO NOT clear or delete message.
- DO NOT use two-way radios or cell phones within 100 feet of building– radio signals have the potential to detonate a bomb.
- DO NOT activate the fire alarm.
- DO NOT touch or move a suspicious package.
- Evacuate the building.

- Employees contact your supervisor as soon as possible.
- Follow directions of the emergency response personnel.

Actual Bomb Device:

1. Police will take immediate command of the area.
2. A safety zone will be established around the immediate area and employees will be directed to that location.
3. An orderly evacuation of the building will be conducted.

*A Bomb Threat/Robbery Form is attached for employee use.*

## **G. Explosion**

If an explosion occurs in your area:

- Remain calm.
- **Call 911.**
- If the odor of natural gas is present, evacuate immediately.
- Beware of damaged areas and the potential for falling objects.
- Open doors carefully.
- DO NOT use elevators.
- DO NOT move seriously injured persons unless danger is immediate.
- DO NOT enter any building that is deemed or looks unsafe.
- DO NOT place yourself in harm's way. If it is safe to do so, help people who are injured or trapped.
- Avoid electrical equipment.
- DO NOT use phones, matches, or lighters.
- Follow instructions given by emergency response personnel.

## **H. Robbery**

When an individual enters any City facility to steal anything, employees need to exercise extreme caution and good judgment.

1. Cooperate with any suspect.
2. Never attempt to overpower a suspect.
3. Never attempt to follow a fleeing suspect.
4. Once the suspect leaves the building an employee should summon police immediately.
5. Employees should not touch anything.
6. Employees should write down every detail about the suspect (form attached).
7. Employees should attempt to observe and retain as much of the incident as possible, i.e. suspect description, clothing, accent, physical characteristics, vehicle description.

## **I. Active-Shooter Situation**

### **Profile of an Active Shooter**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve rather quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over before law enforcement arrives on scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### **How to Respond When an Active Shooter is in your Vicinity**

Adopt a survival mindset: Mentally and emotionally prepare to confront a life threatening risk. Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

#### **1. Evacuate (Run)**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to have an escape route and plan in mind. Evacuate regardless of whether others agree to follow and leave your belongings behind. Help others escape, if possible. Prevent individuals from entering an area where the active shooter may be. Keep your hands visible and follow the instructions of any police officers. Do not attempt to move wounded people. Call 911 when you are safe.

#### **2. Hide Out (Hide)**

If evacuation is not possible, find a place to hide where the active shooter is like likely to find you. Your hiding place should be out of the active shooter's view and provide protection if shots are fired in your direction (i.e. an office with a closed and locked door) Try not to trap yourself or restrict your options for movement. To prevent an active shooter from entering your hiding place, lock the door and blockade the door with heavy furniture.

If the active shooter is nearby, lock the door and silence your cell phone. Turn off any noise and remain quiet. Hide behind large items (i.e. cabinets, desks).

If evacuation and hiding out are not possible, remain calm and dial 911, if possible, to alert police to the active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen.

#### **3. Take Action Against the Active Shooter (Fight)**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by acting as aggressively as possible against the shooter. Suggestions include throwing items, improvising weapons and yelling. Commit to your actions.

### **How to Respond When Law Enforcement Arrives**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. Officers will arrive in teams and may wear regular patrol uniforms, tactical gear or plain clothes. They will be armed and use whatever means possible to control the situation. They will shout commands and may push individual to the ground for their safety.

Remain calm and follow instructions. Put down any items in your hands, immediately raise your hands and spread your fingers. Keep your hands visible at all times and avoid making quick movements towards officers. Do not point, yell or scream. Do not ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

#### **Information to Provide Law Enforcement or 911 Operator**

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

If you are able, provide the location of the active shooter, the number of shooters (if more than one), physical description of shooter(s), the number and type of weapons held by the shooter(s) and the number of potential victims.

## **J. Workplace Violence**

Workplace violence can be any act of violence, against persons or property, threats, intimidation, harassment, or other inappropriate, disruptive behavior that causes fear for personal safety at the work site. Workplace violence can affect or involve employees, visitors, contractors, and other non-City employees.

A number of different actions in the work environment can trigger or cause workplace violence (i.e., anger over disciplinary actions or the loss of a job, resistance by a customer to regulatory actions, a member of the public that disagrees with City policy or practices, etc.). It may even be the result of non-work-related situations such as domestic violence, "road rage," or hate incidents or crime (e.g., violence of intolerance and bigotry, intended to hurt and intimidate someone because of their race, ethnicity, national origin, religion, sexual orientation, or disability). Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, customer, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or tolerated.

Response:

- **Contact 911.**
- Take all threats seriously.
- Do not confront individuals who are a threat.
- Utilize escape or shelter in procedures, if necessary.

Additional Consideration:

- Be responsible for questioning and/or reporting strangers to supervisors.
- Be aware of any threats, physical or verbal, and/or any disruptive behavior of any individual and report such to supervisors.
- Be familiar with polices for dealing with workplace threats and emergencies.
- Be familiar with the resources of the Employee Assistance Program.

## **K. Severe Weather and Natural Disasters**

### **Tornado**

When a warning is issued by sirens or other means, seek inside shelter. Consider the following: small interior rooms on the lowest floor and without windows; hallways on the lower floor away from doors and windows; and rooms constructed with reinforced concrete, brick, or block with no windows.

Stay away from outside walls and windows. Use arms to protect head and neck. Remain sheltered until the tornado threat is announced to be over.

After the tornado has passed, the Department Head and/or Supervisor should restore calm and check for injuries.

### **Earthquakes**

In the event of an earthquake, employees shall take immediate cover. Recommended places include: under a desk, table or other heavy furniture; under a doorway without windows; if outdoors – avoid possible falling debris such as brick, glass, tree branches, etc.

Following an earthquake, the appropriate authorities (Emergency Management, Fire Department, and Police Department) will instruct the public of the appropriate procedures to follow. Take special precautions because there may be structural damage and gas leaks within a building, and broken power, water, sewer, or gas lines outdoors.

### **Flood**

If indoors, be ready to evacuate as directed following evacuation routes in Appendix A. If outdoors, climb to high ground and stay there. Avoid walking or driving through flood water. If car stalls, abandon it immediately and climb to a higher ground.

### **Blizzard**

If indoors, stay calm and wait for instructions. Stay indoors! If there is no heat, close off unneeded rooms or areas, stuff towels or ragas in cracks under doors and cover windows at night. Eat and drink food if available. Food provides the body with energy and heat. Fluids prevent dehydration. Wear layers of loose-fitting, light-weight, warm clothes, if available. If outdoors, find a dry shelter and cover all exposed body parts. If shelter is not available, prepare a lean-to, windbreak, or snow cave for protection from the wind. Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat. Do not eat snow. It will lower your body temperature. Melt it first.

If you are stranded in your car, stay in your vehicle. Run the motor about ten minutes for each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked. Make yourself visible to rescuers by turning on your dome light at night when running the engine, tie a colored cloth around your antenna or door and raise the hood after the snow stops falling. Try to exercise to keep blood circulating and to keep warm.

## **Appendix A – Emergency Escape Procedures**

### **COA Threatening Weather Shelter Locations**

#### **Airport Terminal**

Men's & women's restrooms and the boiler room.

#### **Airport Maintenance & ARFF**

ARFF storage room & restrooms.

Break room and restroom in the maintenance building.

#### **Skyview Club House**

Men's & women's locker rooms in the pro shop area.

#### **Knight Museum**

Ground level theatre room, near entrance.

Lower level hallway and meeting room via the stairs or elevator.

#### **Swimming Pool & Pool House**

Men's and women's changing rooms and staff areas.

#### **Sallows Museum**

Basement via stairs.

Center of the ground floor rooms for the elderly and handicapped.

#### **Public Works**

Interior conference room and men's & women's restrooms.

Restrooms in the garage/shop area.

#### **Cemetery Maintenance Building**

Restroom.

## **COA Threatening Weather Shelter Locations**

### **Municipal Building**

Basement areas via Administration main lobby, Finance/Utilities, Human Resource and Community Development area stairs.

First floor stage area.

Second floor east fan rooms and office lobby area at top of the stairs.

### **COA Library**

Basement area via the elevator or stairs near the west entrance.

Main floor men's and women's restrooms.

### **Parks Garage**

Office, restrooms and service pit areas.

### **Streets Garage**

Restroom areas.

### **Animal Shelter**

All interior areas.

### **Fire Hall First Floor**

Men's and women's restrooms.

### **Senior Center**

Hall, office and storage areas near the kitchen.

Hall and office areas near the Director's office.

## Appendix B – Critical Operations

Department/Area	Title/Position	Comments	Contact
Fire	Fire Chief	Emergencies relating to Fire, EMS, chemical spills and rescue	911
Police	Police Chief	Emergencies relating to police protection and prevention	911
Water and Sewer	Department Head	The Water/Sewer System Emergency Plan will be used for any emergency	On Call
Streets	Department Head	The Street System Emergency Plan will be used for any emergency	On Call
Electric	Department Head	The Electric System Emergency Plan will be used for any emergency	On Call
Gas	Black Hills Energy	All emergencies involving gas shall be referred to the 24 hour emergency phone number 1-800-694-8989	1-800-694-8989
Emergency Management	Region 23 Emergency Mgmt.	All emergencies above and beyond this plan shall be directed to the Emergency Management Director.	308-432-2251

**Appendix C – Designated Responsible Person and Alternative**

Department/Area	Responsible Person	Alternative
Administration	City Manager	City Clerk
Airport	Airport Manager	Airport Maintenance
Animal Shelter	Animal Control Officer	Police Chief
Finance & Utility Office	Finance Director	Account Clerk II
Fire Station	Fire Chief	Asst. Fire Chief
Knight Museum	CLS Director	Museum Director
Landfill	Landfill Supervisor	Public Works Director
Library	Library Director	Library Clerk
Police Department	Police Chief	Police Lieutenant
Parks Department	Parks Foreman	CLS Director
Public Works Facility	Public Works Director	Electrical Superintendent
Sallows Military Museum	Museum Director	CLS Director
Senior Center	RSVP Director	CLS Director
Skyview Golf Course	Golf Pro	Golf Course Maintenance
Streets Garage	Street Foreman	Public Works Director
Swimming Pool	Pool Manager	CLS Director

## Appendix D – Bomb Threat/Robbery Form

- Instructions: Be calm and courteous.
- Listen, do not interrupt caller.
- 1. Name Of Operator:
- 2. Time:
- 3. Date:
- 4. Callers Identity:  
Male / Female / Adult / Juvenile
- 5. Origin Of Call:  
Local / Long Distance / Booth / Internal
- 6. Specifics About Bomb:
  1. Keep Caller Talking If Caller Is Agreeable To Further Conversation?
  2. Ask Questions Like: When Will Bomb Go Off?  
What Is Your Present Location?  
Location of Bomb?  
What Is Your Name And Address?  
What Kind of Bomb?  
How Do You Know So Much About The Bomb?
  3. Did Caller Appear Familiar With Plant Or Building By His/her Description Of Bomb Location?
  4. After Call Is Taken, Notify At Once the Police Department.

Exact wording of threat:

How many bombs?

Where is bomb located?

When will bomb explode?

What does bomb look like?

What kind of bomb is it?

What will cause it to explode?

How can you be contacted?

Caller's voice sounded...

Male/Female/Adult/Juvenile

Accent/Disguised/Calm/Angry/Threatening

Incoherent/Soft/Loud Other Characteristics

Who did it sound like?

Sounds in the background were...

Quiet/Voices/Music/House noise

Vehicle(s) Aircraft/Street noise/Office/Machinery

Factory/Machinery/Other \_\_\_\_\_

## Appendix E – Emergency Telephone Numbers

1. **This Location** : \_\_\_\_\_ (Site Location e.g. Library)

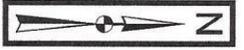
Designated Responsible Individual (Highest Ranking Manager):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department Head

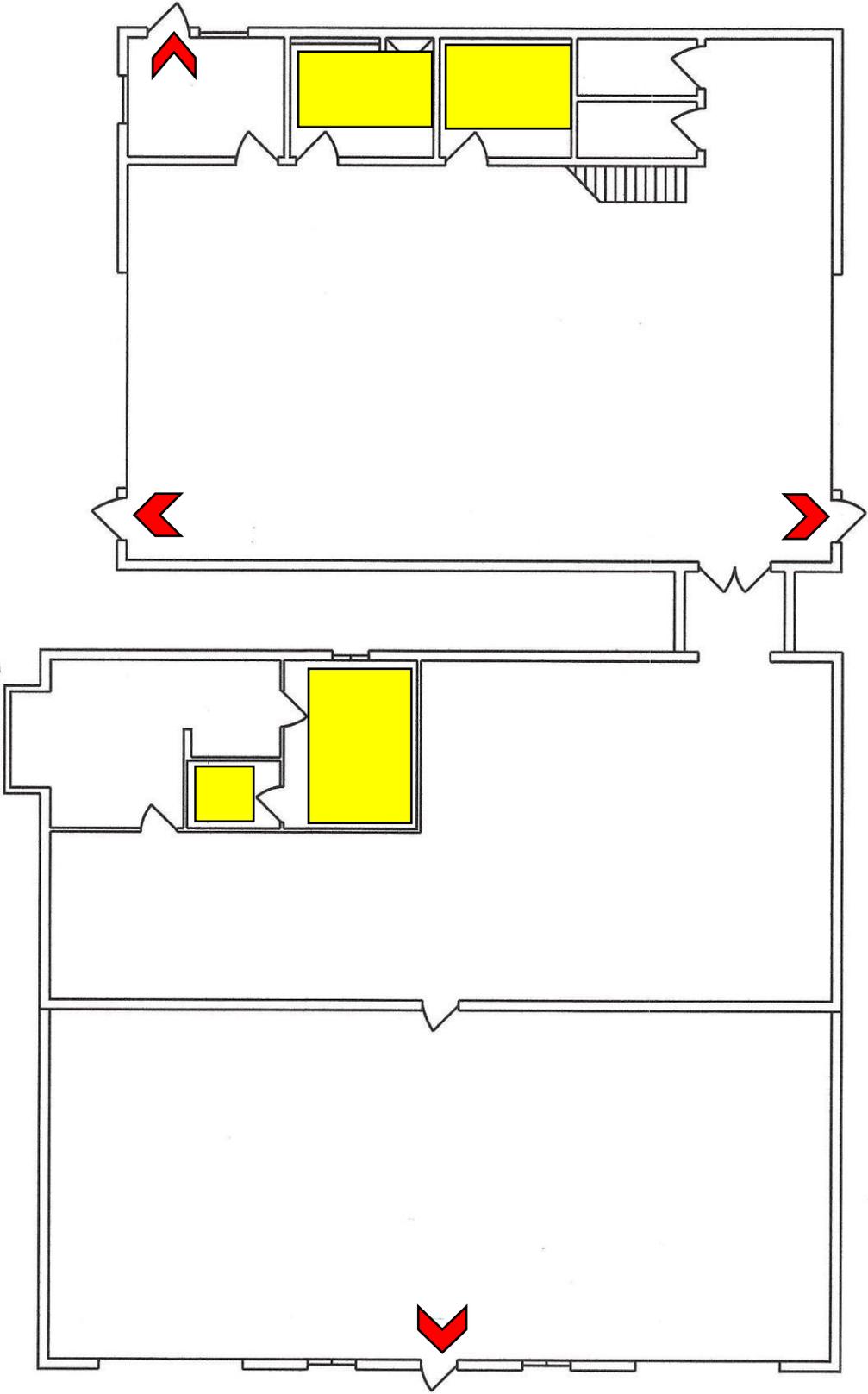
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Airport Mtc and  
ARFF Buildings

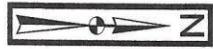


  
Exits

  
Tornado & Threatening Weather Locations

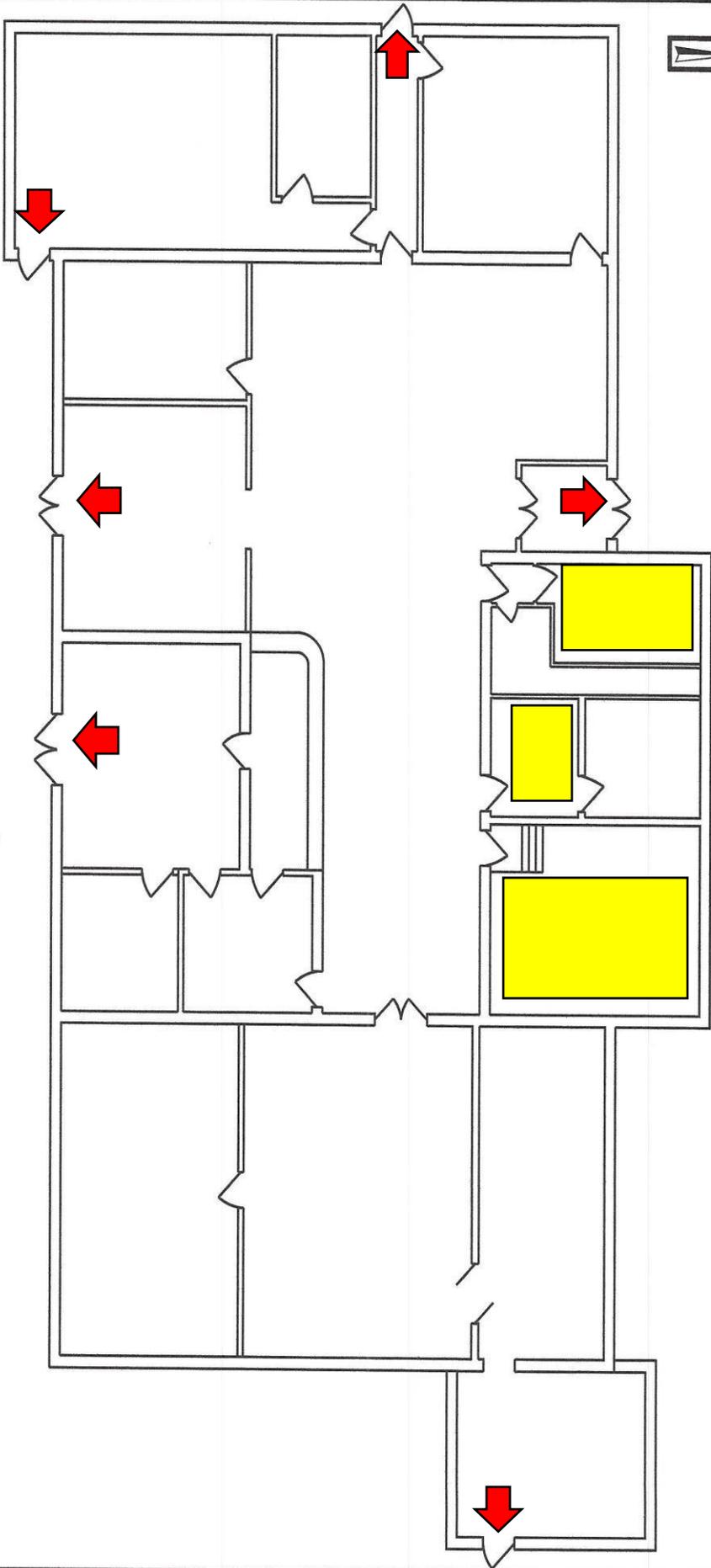


# Airport Terminal

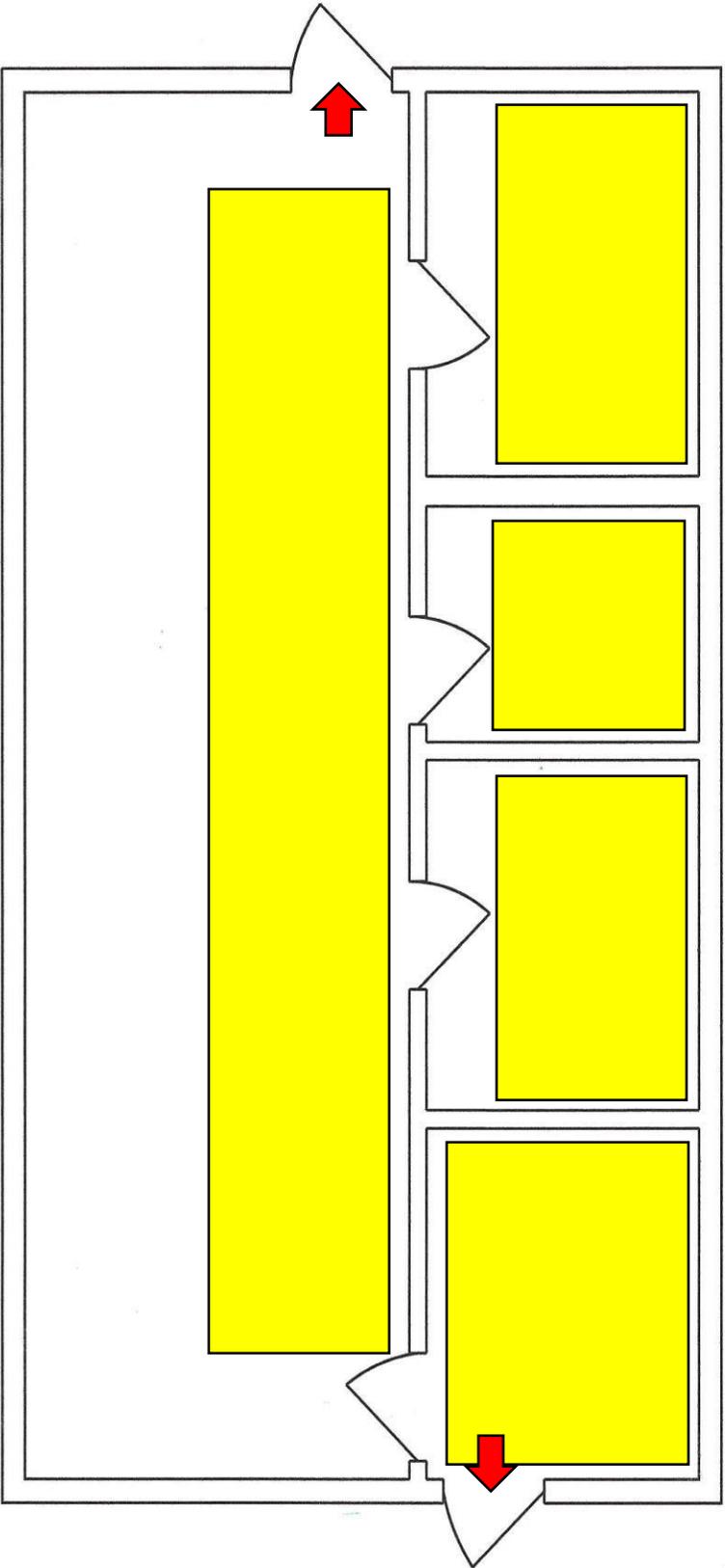


 EXIT

**Tornado & Threatening Weather Locations**



Animal Shelter



 EXITS

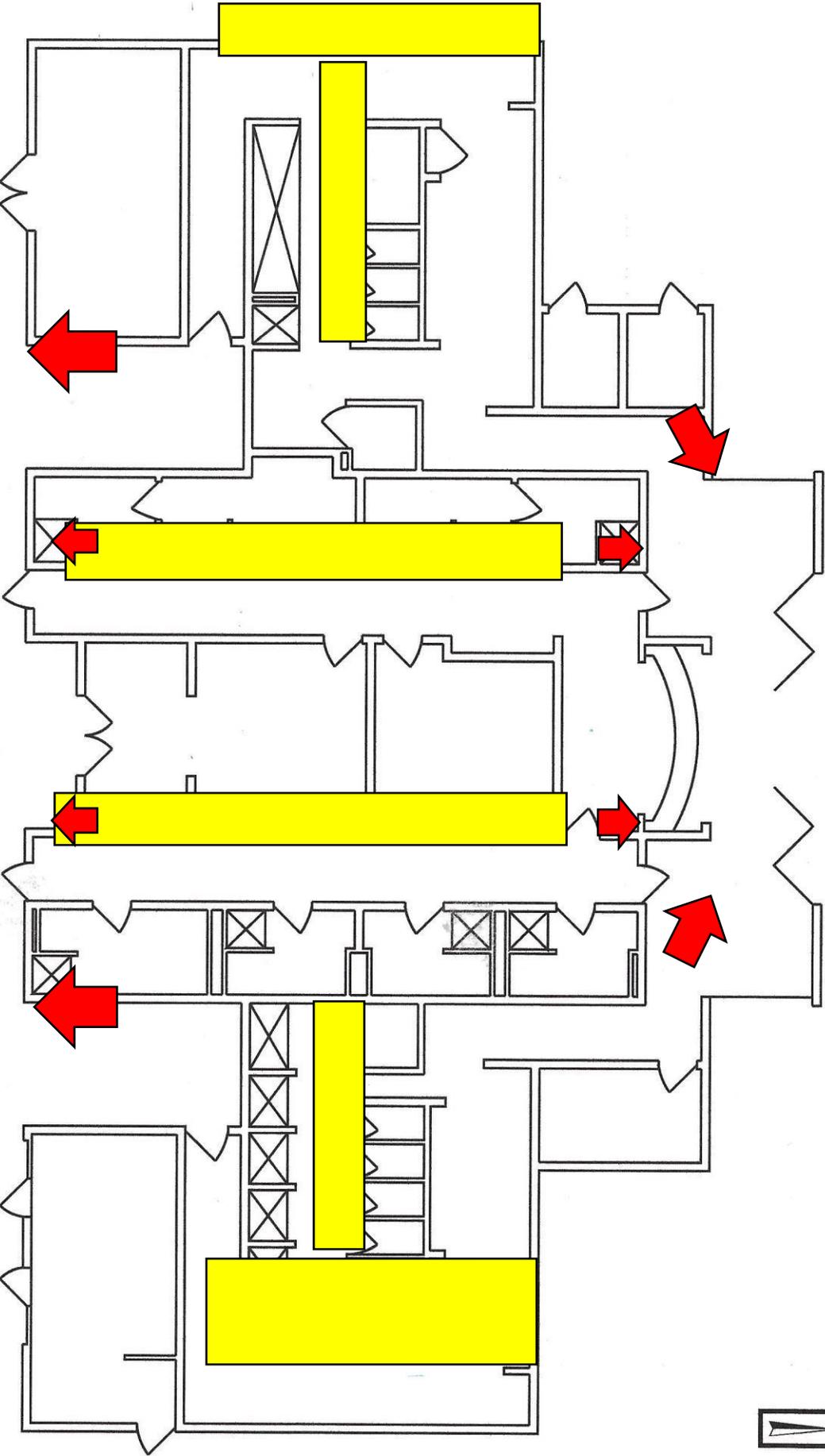
Tornado & Threatening Weather Locations

Big Blue Bay  
Bath House

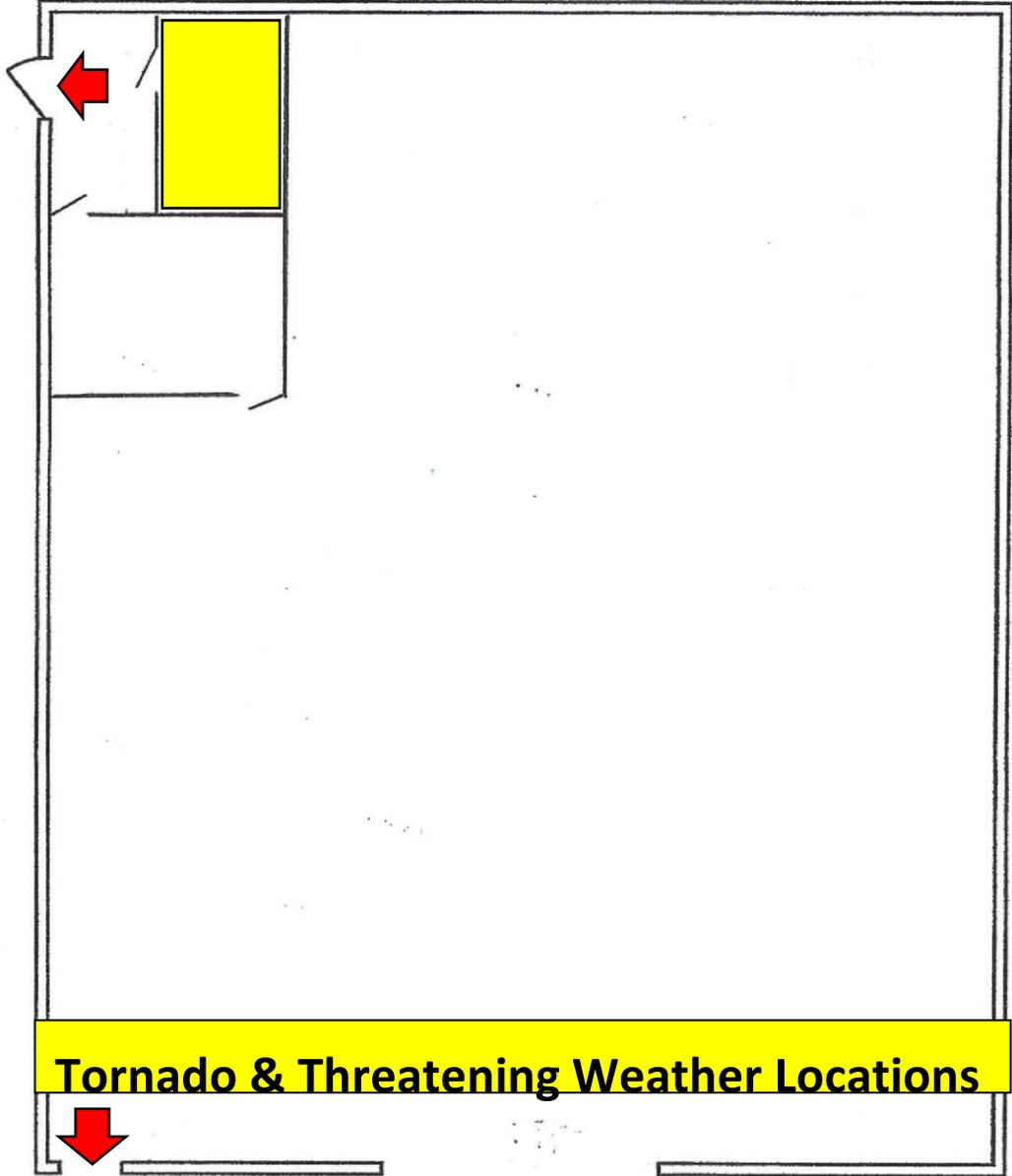


↑  
EXITS

Tornado & Threatening Weather Locations



Cemetery Shop



EXITS

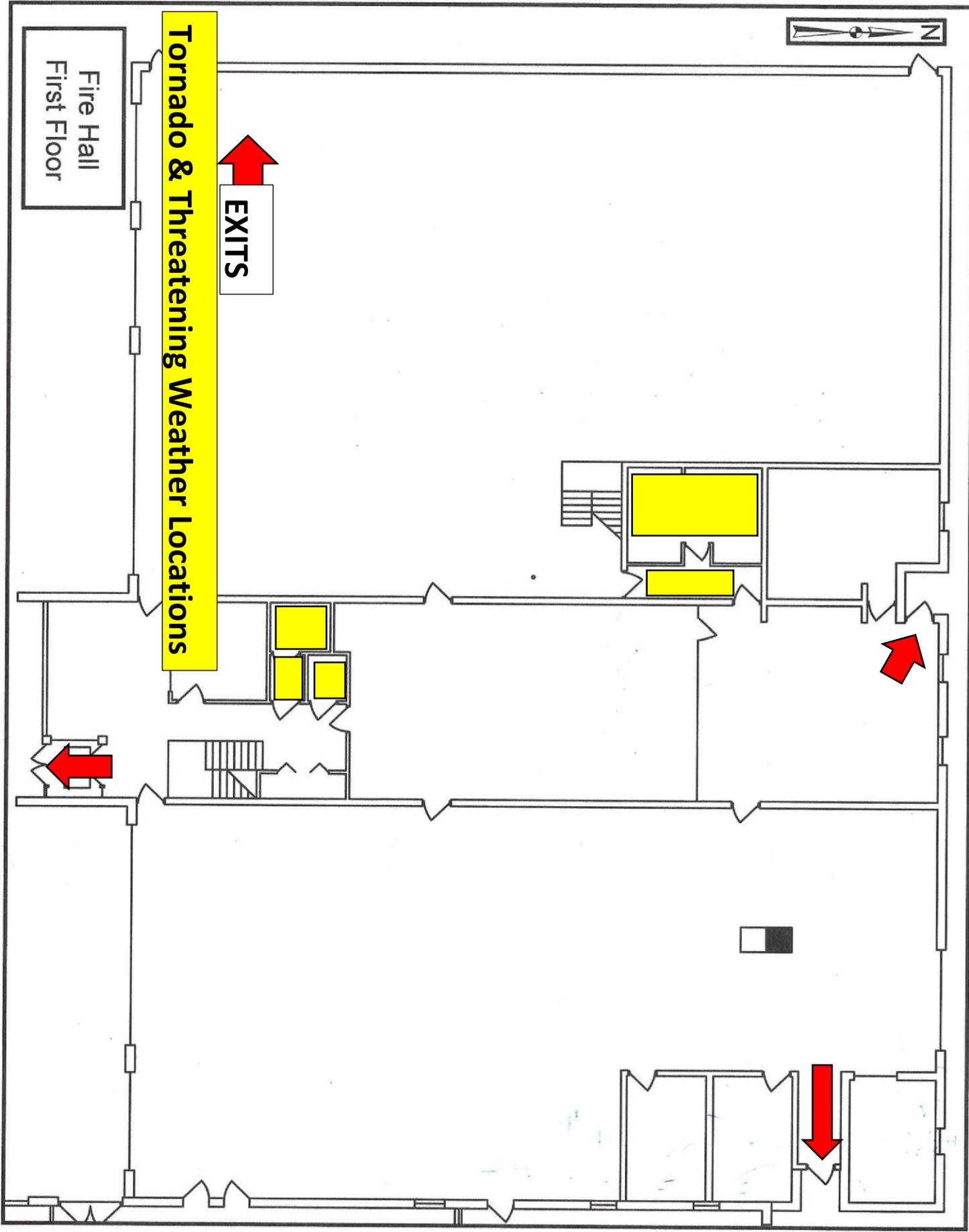
**Tornado & Threatening Weather Locations**

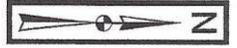


Fire Hall  
First Floor

**Tornado & Threatening Weather Locations**

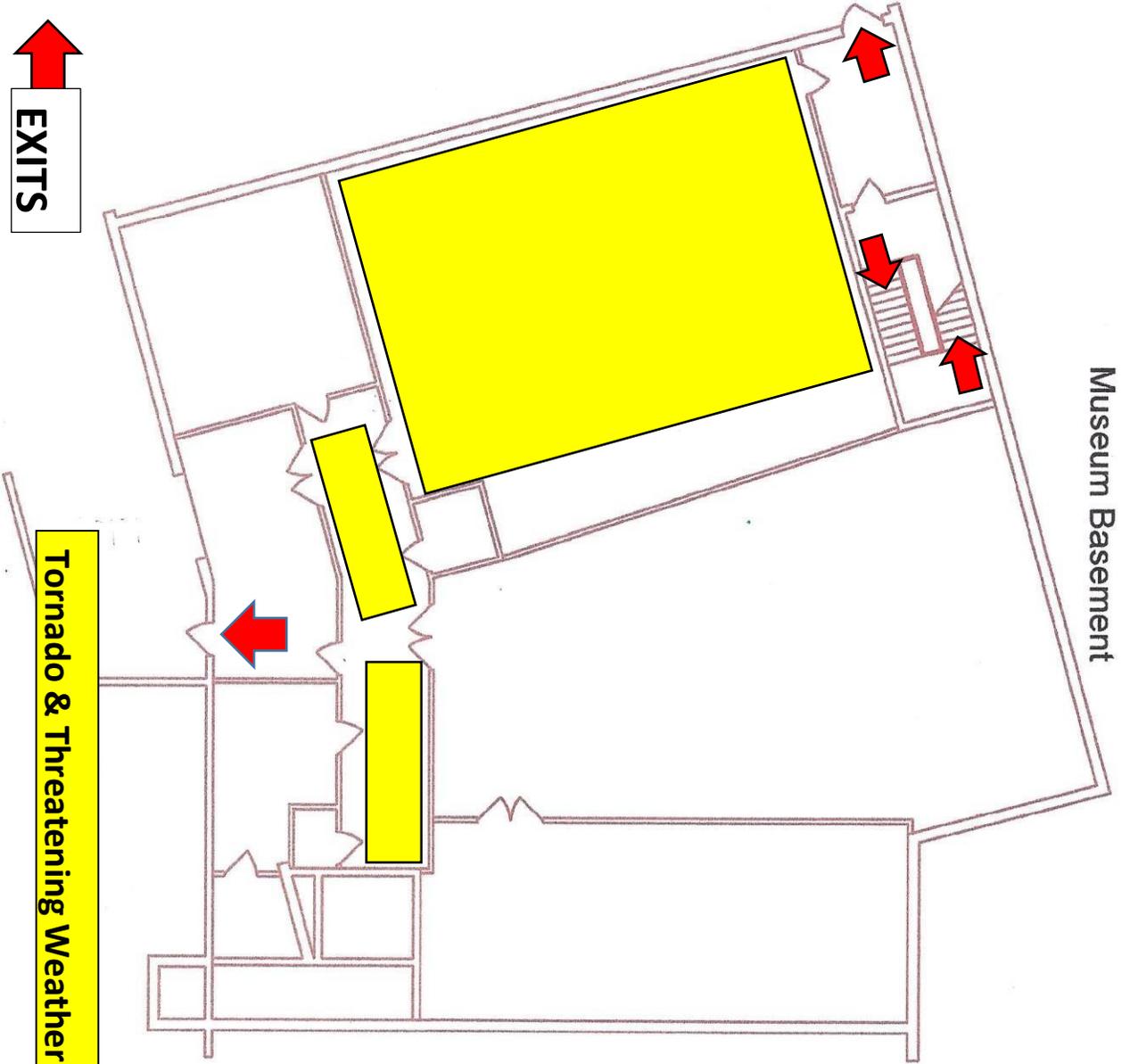
**EXITS**



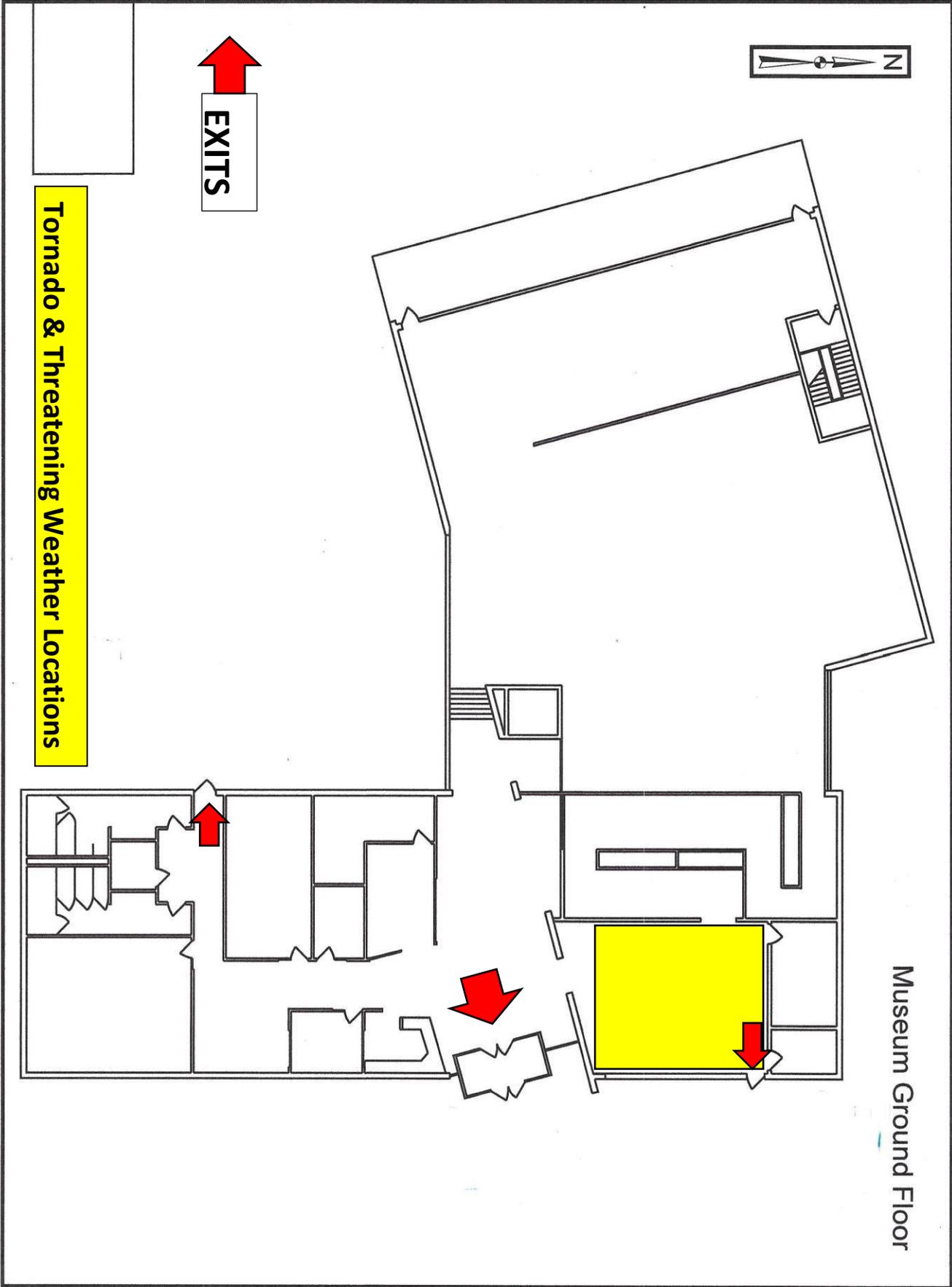


  
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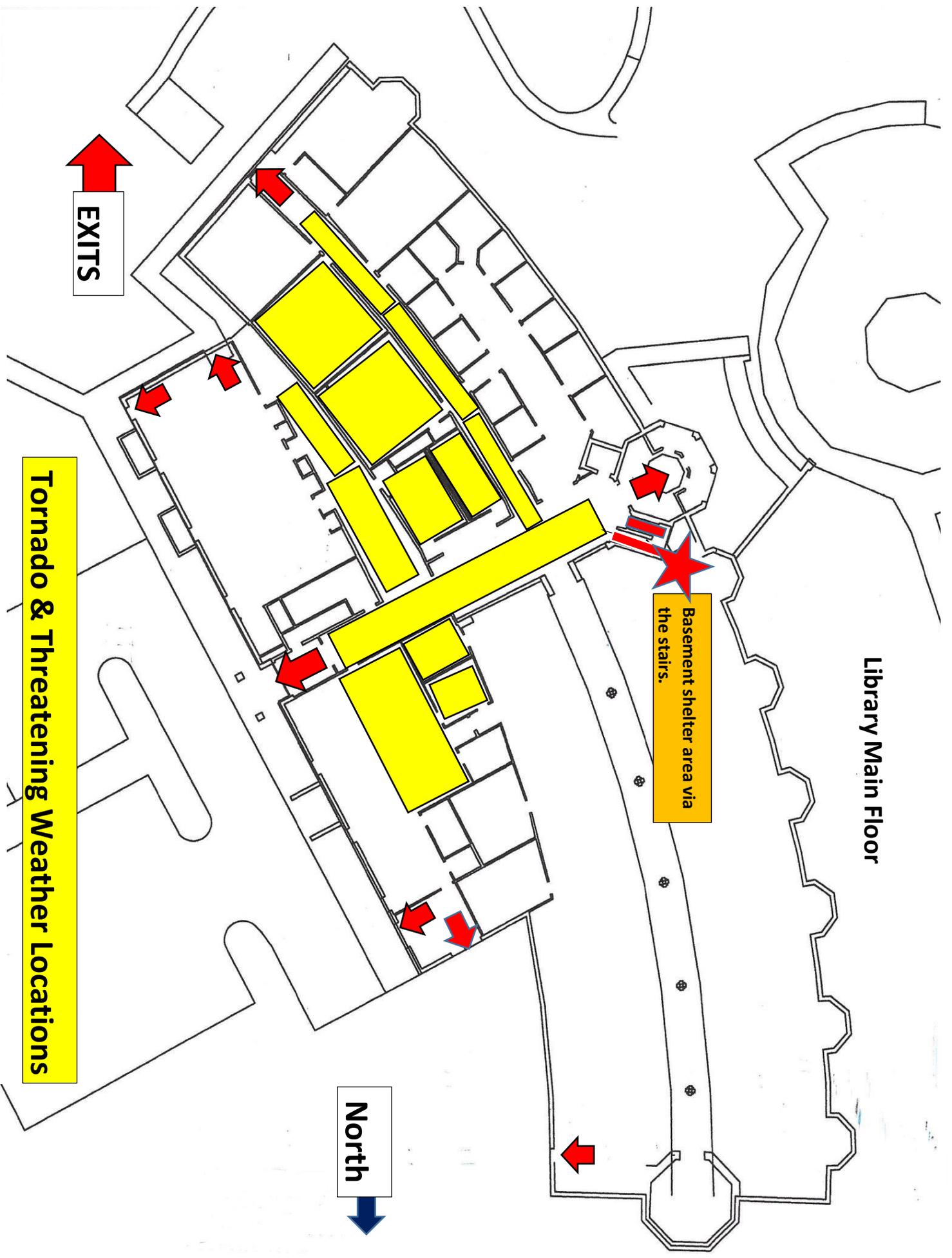
**Tornado & Threatening Weather Locations**



Museum Basement



Museum Ground Floor



**EXITS**

**Tornado & Threatening Weather Locations**

**Basement shelter area via the stairs.**

**Library Main Floor**

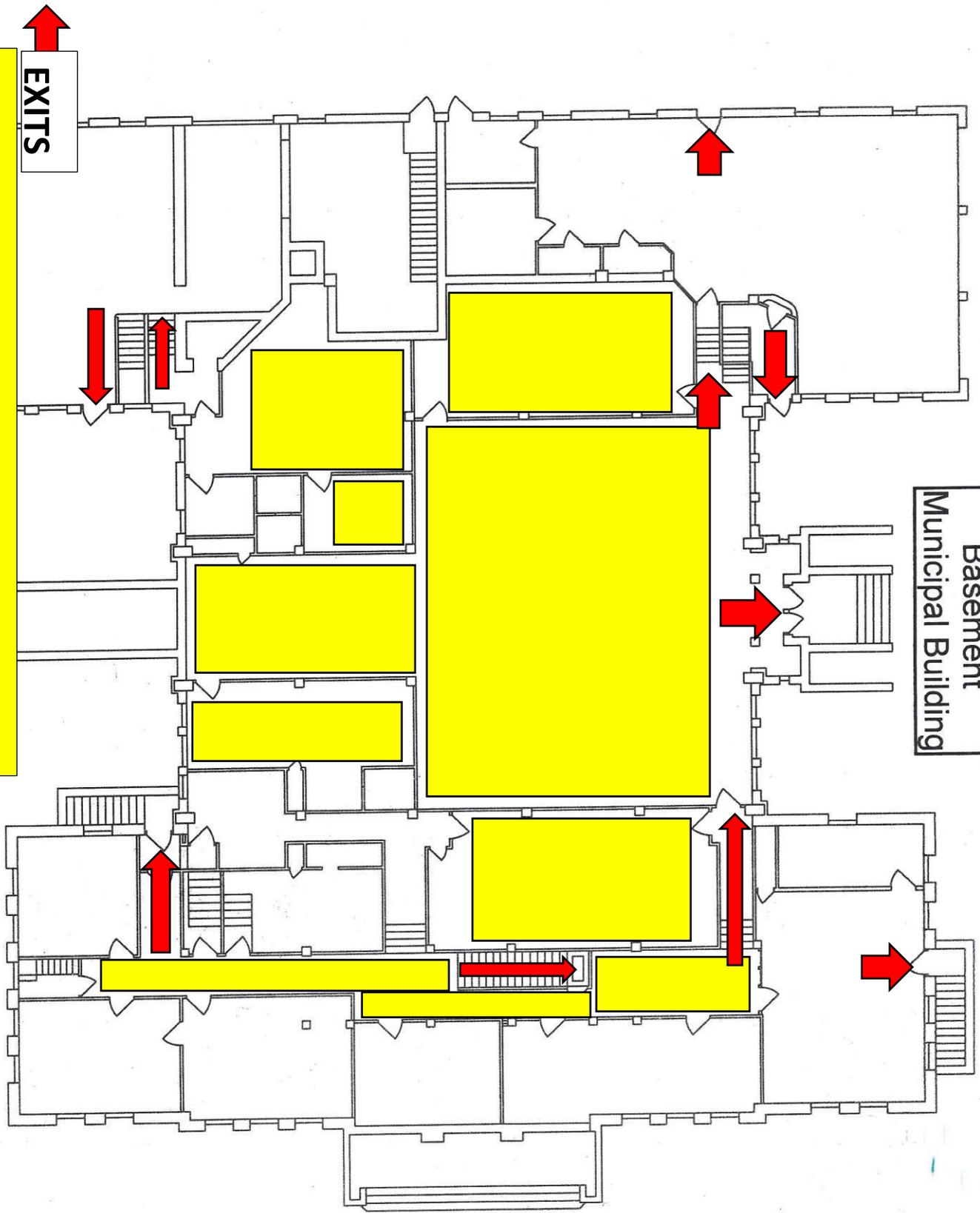
**North**

City of Alliance  
Basement  
Municipal Building

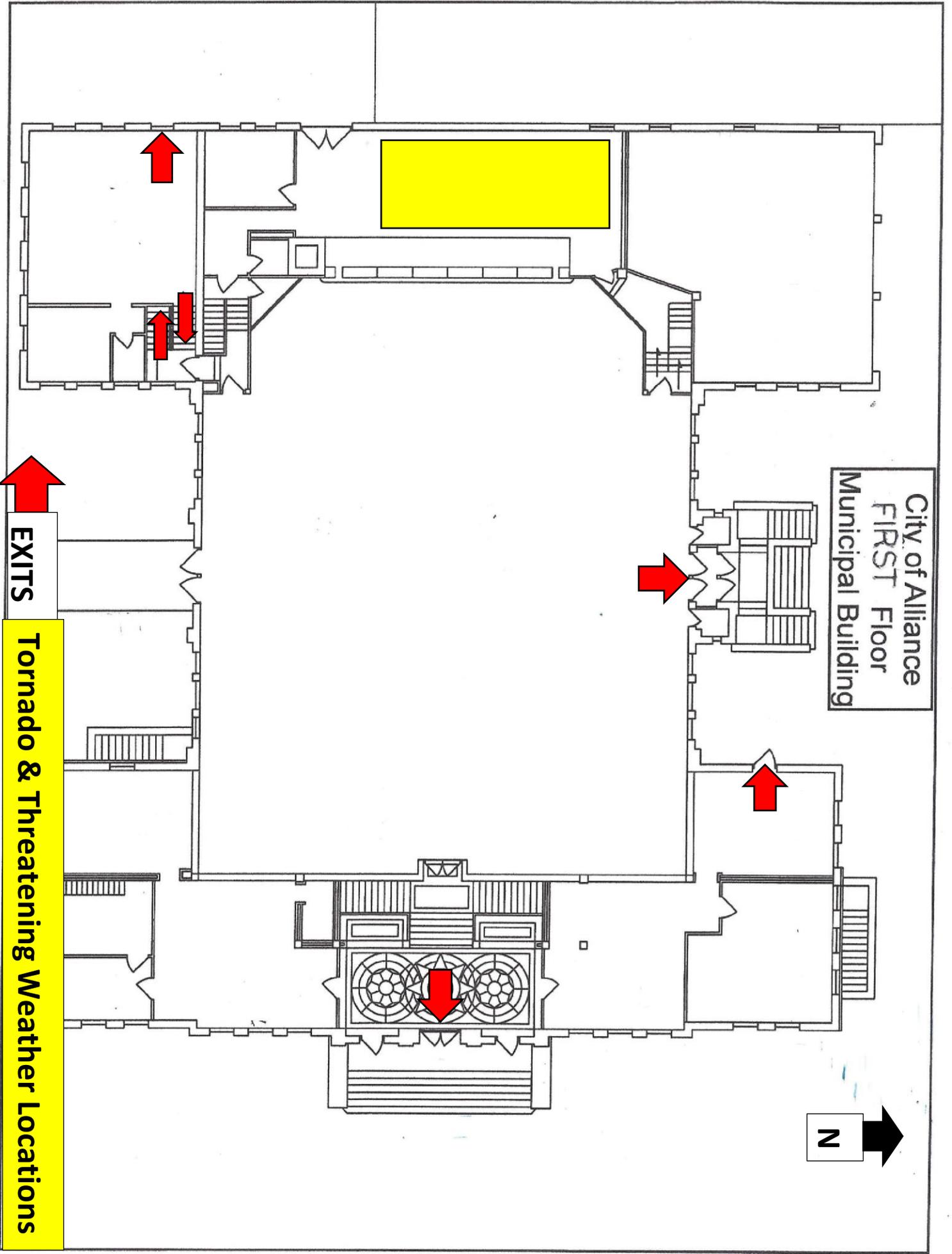
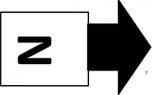


Tornado & Threatening Weather Locations

EXITS



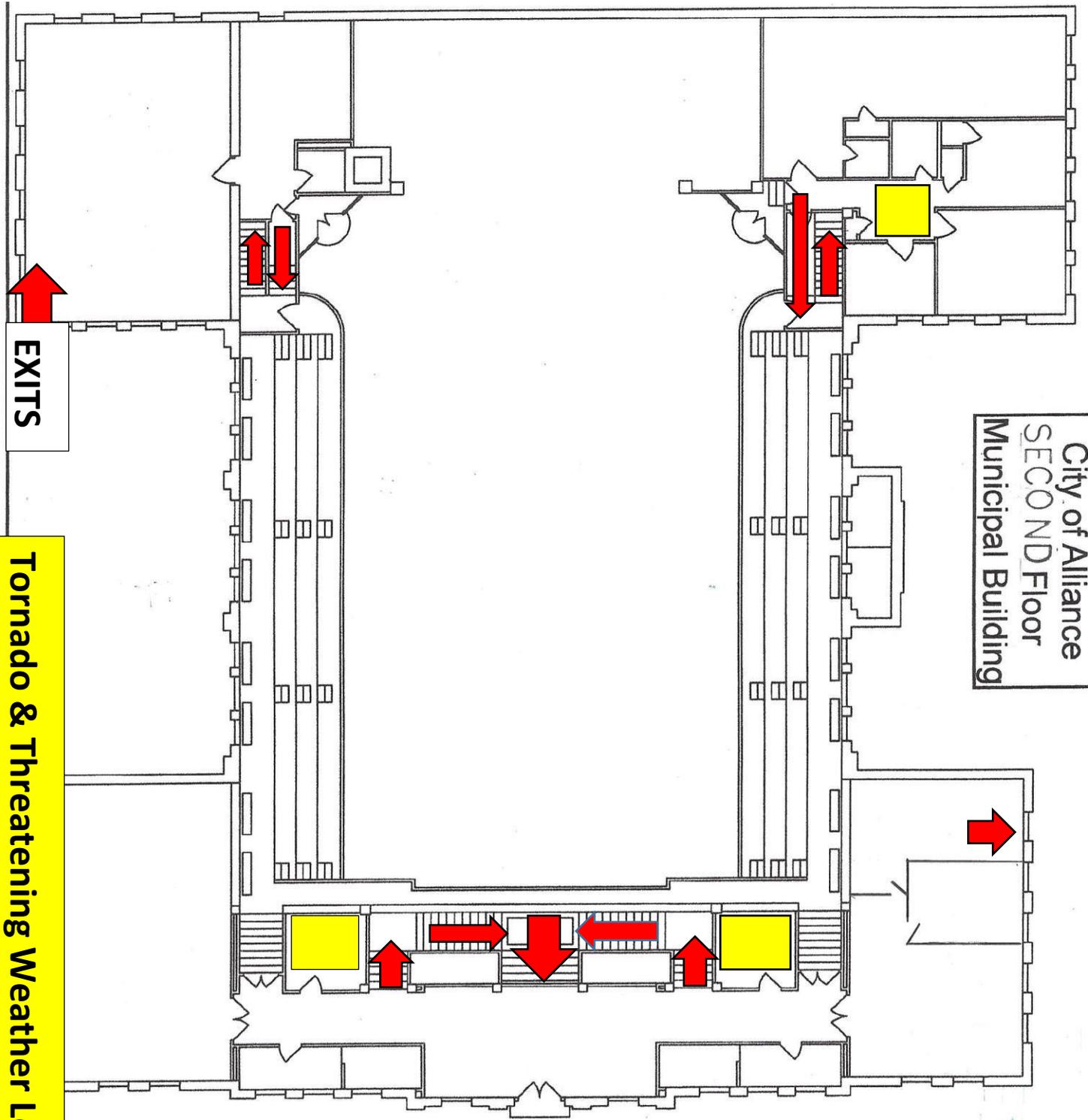
City of Alliance  
FIRST Floor  
Municipal Building



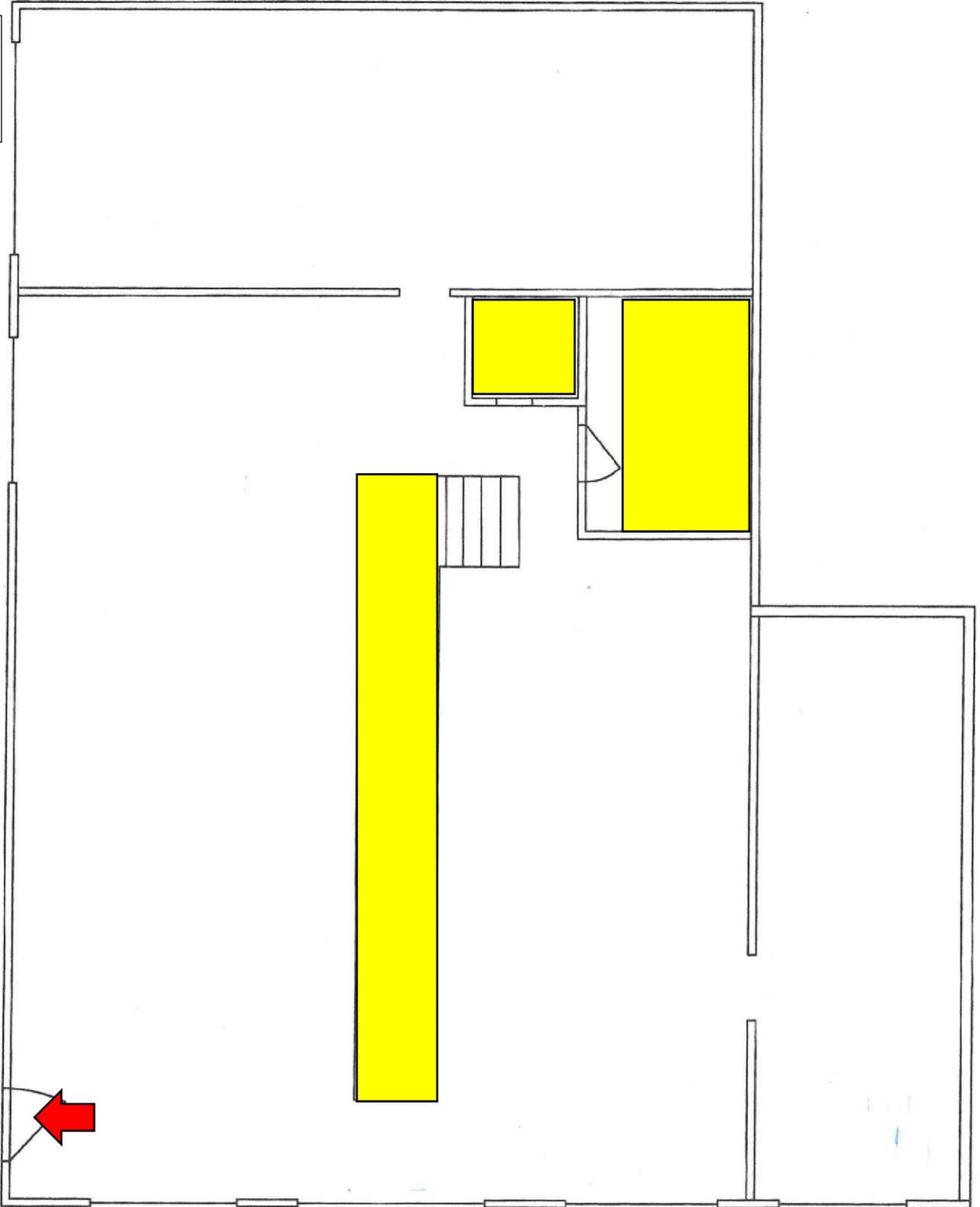
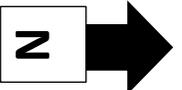
  
EXITS

  
Tornado & Threatening Weather Locations

City of Alliance  
SECOND Floor  
Municipal Building



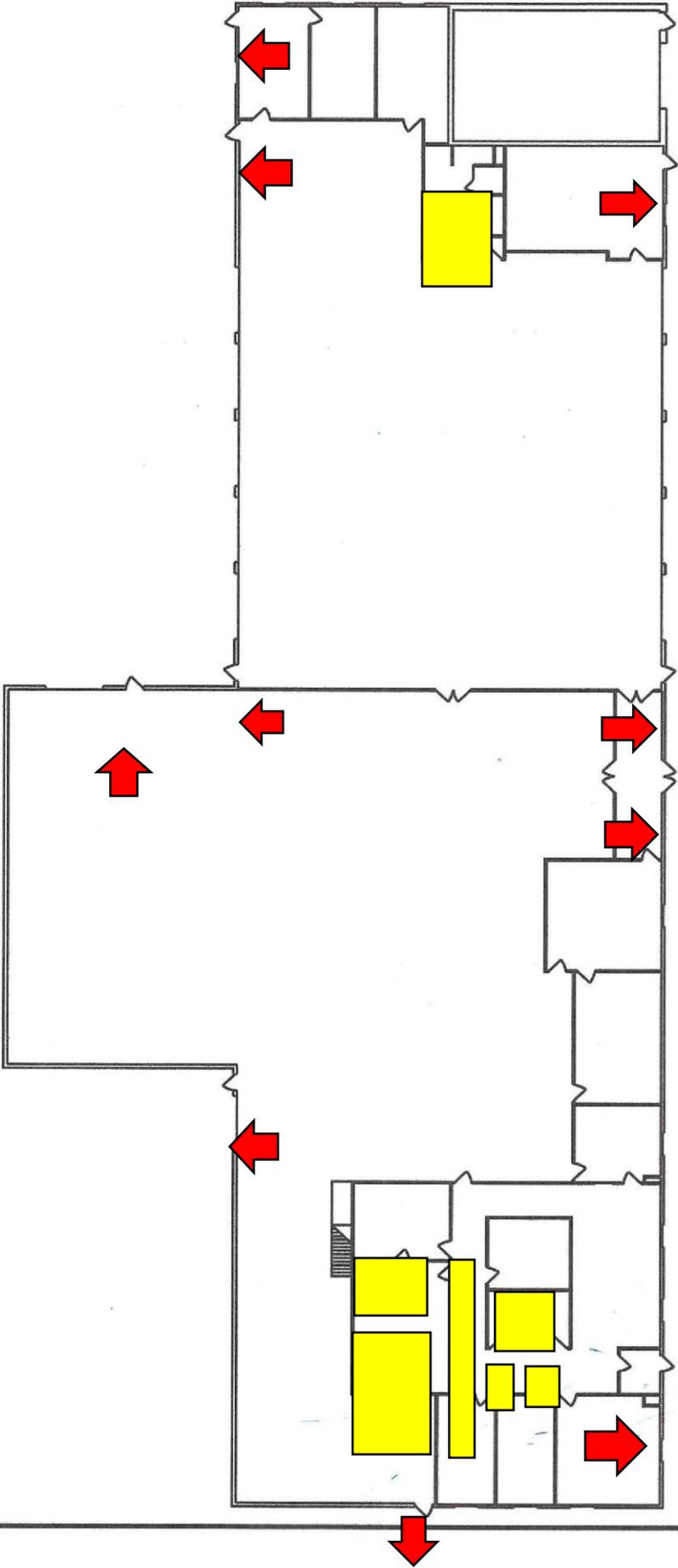
Parks Fleet Garage



EXITS

Tornado & Threatening Weather Locations

Public Works  
First Floor



  
EXITS

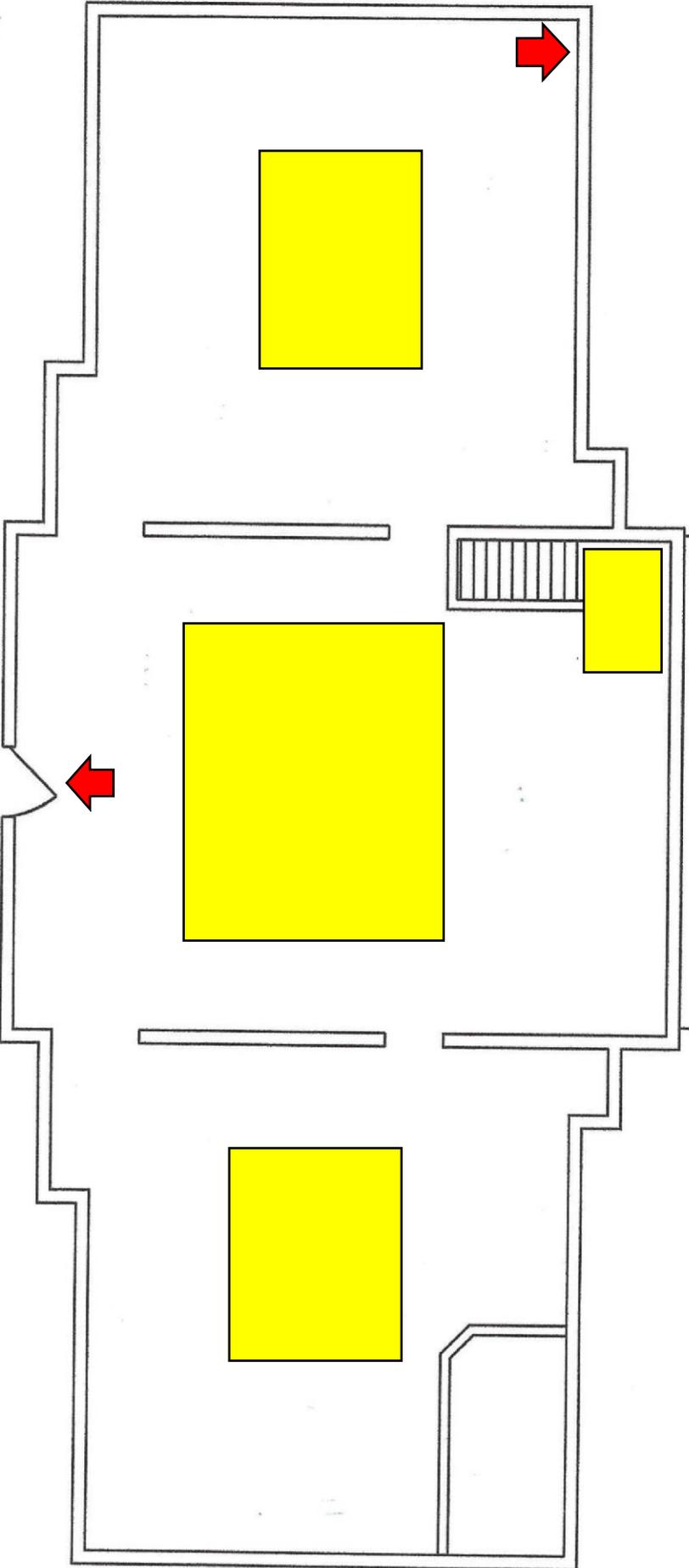
**Tornado & Threatening Weather Locations**

1 inch = 28 feet





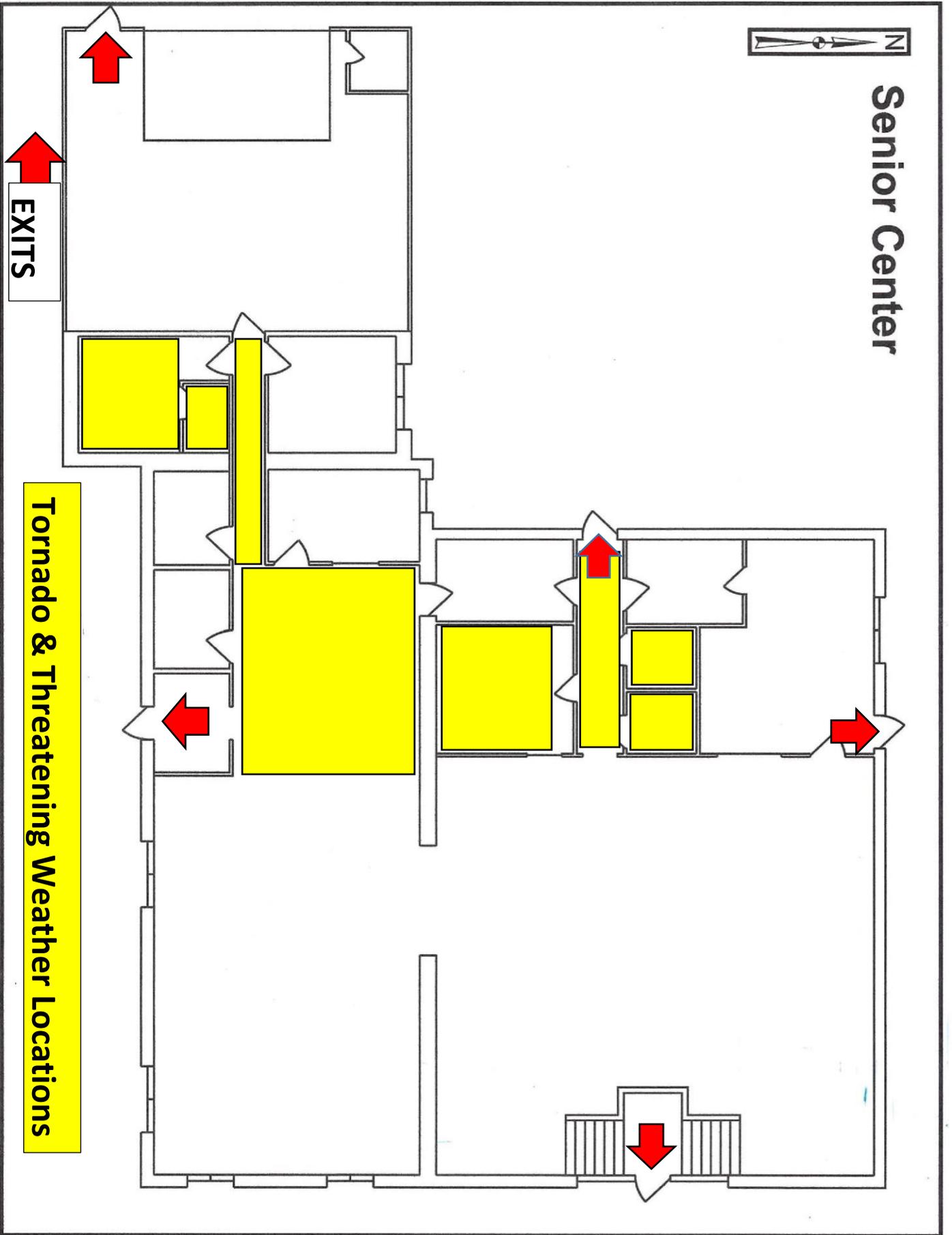
Sallows Military Museum



 EXITS

Tornado & Threatening Weather Locations

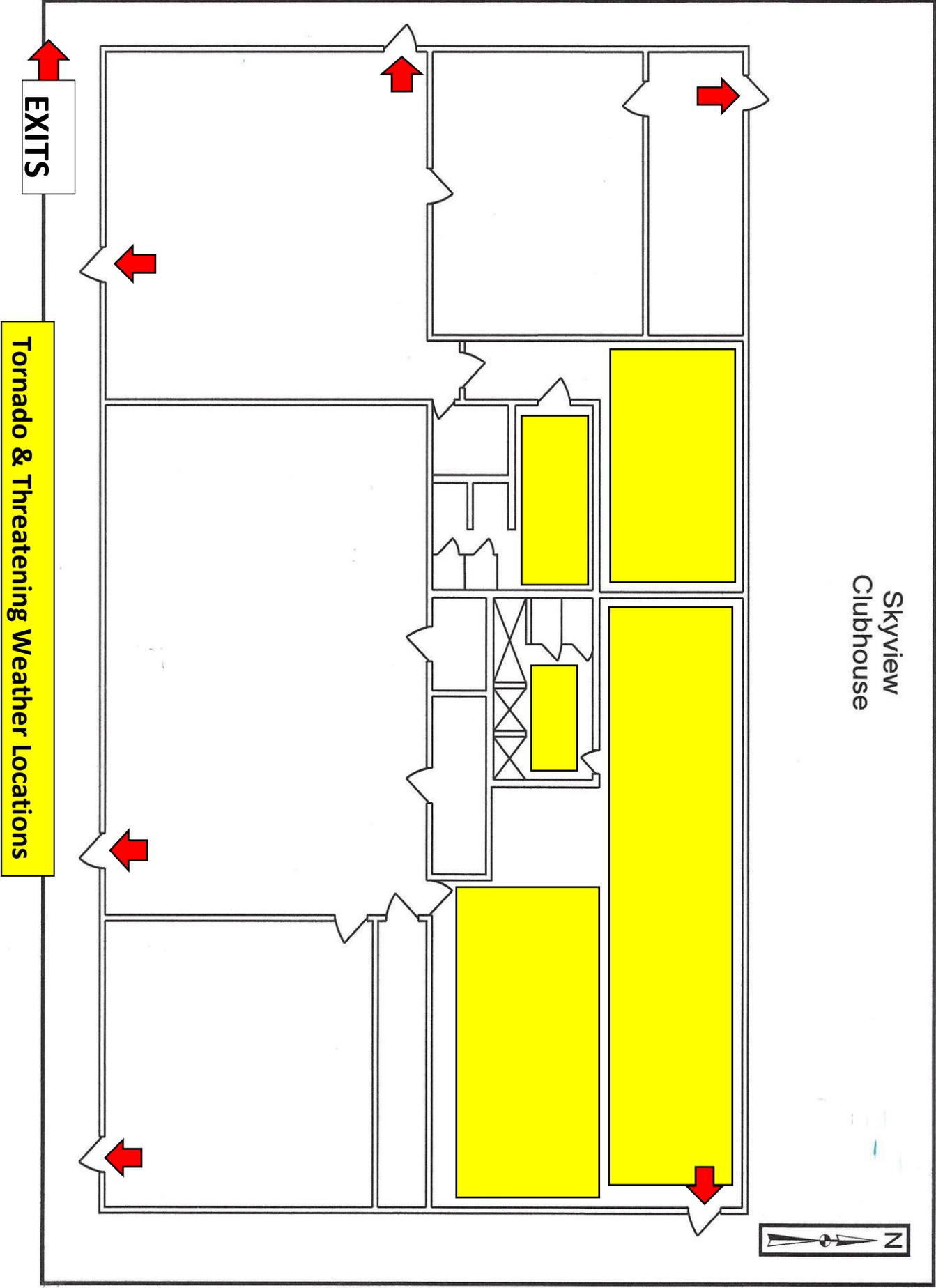
# Senior Center



**EXITS**

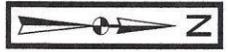
**Tornado & Threatening Weather Locations**

Skyview  
Clubhouse

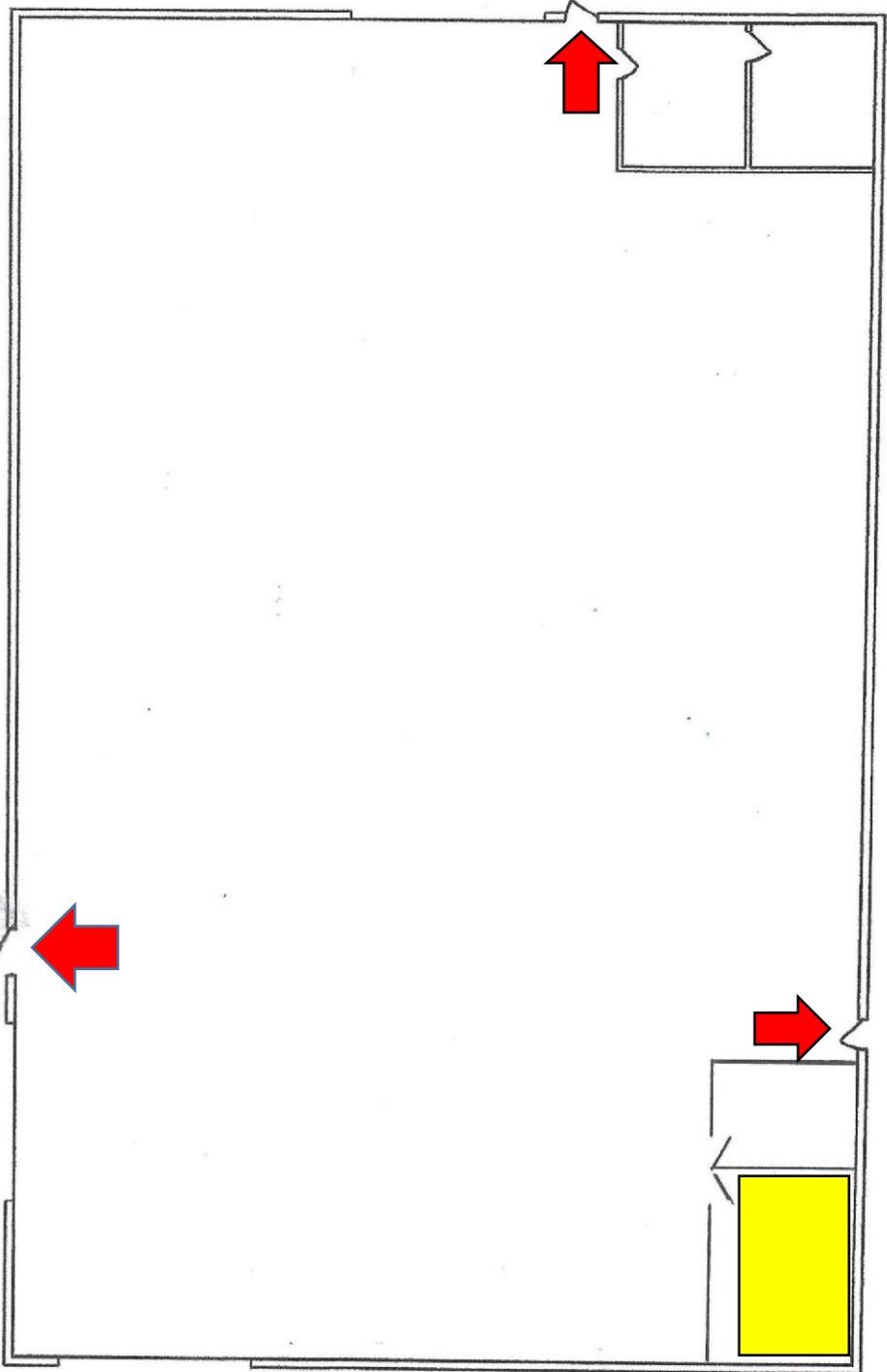
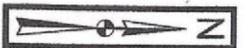


EXITS

Tornado & Threatening Weather Locations



Street Garage



**EXITS**

**Tornado & Threatening Weather Locations**