

EMPLOYEE EMERGENCY PREPAREDNESS SAFETY PROGRAM

PURPOSE

The purpose of the Employee Emergency Preparedness Safety Program is to outline an emergency action plan that will ensure the safety of Bainbridge Island Metropolitan Park & Recreation District employees in the event of fire or other emergencies. This plan is developed in accordance with requirements outlined in Washington Administrative Code (WAC) 296-24-567.

This safety program outlines steps employees are to take in the event of emergency such as fire or earthquake.

INTRODUCTION

In the event of fire or earthquake, an evacuation of Park District facilities may be required. With the exception of the Bainbridge Island Aquatic Center, evacuation procedures per District facility are outlined in Exhibit 2 with a meeting spot outside each building designated. A map of each facility is provided in Exhibit 4 illustrating exits and emergency meeting spots.

For an Emergency Action Plan pertaining specifically to the Aquatic Center, see Exhibit 3.

IN CASE OF FIRE

All fire extinguishers will be serviced on a yearly basis. This includes examining for pitting, cracks, and corrosion.

Training and Education

A sufficient number of persons at each worksite will be trained to assist in fire evacuation. Annually, the Park District will provide fire extinguisher training and education. It will be provided for the familiarization and general use principals of extinguisher operation and their capabilities. In addition, fire drills will be conducted each year in various Park District facilities as scheduled by the Safety Committee. For proper fire extinguisher use, see Exhibit 1.

If You Discover a Fire

- Tell another person immediately. Call or have them call 911 and a Supervisor. If your building has an alarm system, immediately pull the alarm.
- If the fire is small (such as a waste basket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher. Use the proper type of extinguisher for the type of fire.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees and any public in the area to evacuate.
- Go to the designated emergency meeting spot outside the building

If You Are a Supervisor Notified of a Fire in Your Area

- Tell all your employees to evacuate to the designated emergency meeting spot, and check that all people have been evacuated from your area.
- Verify 911 has been called.
- Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.

- Go to the designated emergency meeting spot and check that all your employees are accounted for. If any employee is missing, *do not re-enter the structure!* Notify the responding fire personnel that an employee is missing and may be in the building.

IN CASE OF EARTHQUAKE

The west coast of the United States and the known geologic faults in the Puget Sound region adjacent to Bainbridge Island are subject to earthquakes.

Employees and supervisors are responsible for identifying and responding to potential quake hazards in their indoor work areas: securing heavy furnishings and objects, keeping pathways clear, and determining safe sheltering options.

Training and Education

Earthquake drills will be conducted each year in various Park District facilities as determined by the Safety Committee.

If You Are Inside a Structure:

- Drop under a sturdy item such as a desk, table, counter, or workbench, cover your head with one arm and hold on to the item with the other. Stay away from windows and glass and heavy, unsecured objects.
- When shaking stops, employees are to check for damage in their immediate work area and look for available evacuation routes, then begin evacuation to the designated emergency meeting spot.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Offer assistance to any others who might need help.
- Supervisors must account for each employee in their work group as quickly as possible.
- First Aid certified employees should check for injuries and help evacuate injured persons. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is in the building, tell a Supervisor to turn off the gas at the main. Ventilate the building.
- Supervisors and First Aid employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines, or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

If You Are Outside

- Stand away from buildings, trees, telephone and electrical lines.

If You Are On the Road

- Drive away from underpasses/overpasses.
- Stop in a safe area.
- Stay in the vehicle.

IN CASE OF CIVIL EMERGENCY

Civil emergencies consist of situations such as severe weather, acts of terrorism, bomb threats, chemical or biological hazard spills, nuclear detonation, and others.

Bainbridge Island is geographically isolated. While there are no connecting railroads, its proximity to metropolitan Seattle, international shipping lanes, and Naval Base Kitsap makes it vulnerable for being effected by a variety of civil emergencies.

Training and Education

Due to the many variables involved, no specific civil emergency drill will be conducted. However, emergency evacuation, designated emergency meeting spots, and personal responsibility for emergency kits and planning will be stressed during all fire and earthquake drills.

PERSONAL EMERGENCY ACTION PLAN

Employees are encouraged to formulate a personal emergency action plan specific to their work and travel situation. This includes the creation of personal emergency kits, communication plans, and off-island evacuation plans if they do not reside on Bainbridge Island. For more information about this, the Red Cross website can be accessed.

EVACUATION PROCEDURES

An evacuation map will be posted in most every Park District building. These maps will show the location of exits, fire extinguishers, first aid kits, and designated emergency meeting spots (i.e. where to assemble outside in the case of an emergency).

For Park District facilities that have regularly scheduled employees, evacuation procedures will be posted as well.