

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 296	Rescinds: 07/01/13
Subject: Emergency Action Plan	NYS Accreditation:
Effective Date: 03/11/2019 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

This plan will address emergencies that may be encountered at the Seneca Falls Police Department facilities located at 130 Ovid Street, Seneca Falls, NY (e.g. fire, toxic chemical releases, hurricanes, tornadoes, blizzards, floods, and others). The purpose of this plan is to achieve employee safety and health in the event of an emergency.

II. PLANNING

A. This emergency response plan will address all expected emergencies that can be expected to occur. While it is impossible to forecast the future, it is possible to determine what may be the most "likely events." As a result of hazard auditing, it has been determined that the following are the most likely emergencies that may occur at one of our facilities:

- B.**
1. Fire
 2. Explosion
 3. Medical emergency
 4. Chemical release or spill
 5. Flood
 6. Building collapse

C. This plan will address:

1. Emergency escape
2. Accountability
3. Reporting procedures
4. Employee/employer responsibilities
5. Resources of information

III. AUTHORITY

Absent of a true emergency requiring immediate action, the following persons are authorized to order an evacuation of a facility:

- A.** Chief of Police
- B.** Lieutenant
- C.** Sergeant
- D.** Town Supervisor
- E.** Commissioner of Public Works
- F.** Fire Marshall
- G.** Any supervisor in absence of the above

IV. TRAINING

This plan will be reviewed with employees initially when developed and when the plan is changed.

V. APPLICABILITY

This plan will be distributed to all employees. The plan will be filed in the patrol room.

VI. CHAIN OF COMMAND

A. The Seneca Falls Police Department Safety Officer shall function as the coordinator of the provisions of this plan. In the event of an emergency, the highest-ranking official in the facility shall be in charge of the orderly evacuation of all personnel, accountability after evacuation, and site management prior to emergency personnel/equipment arrival.

In the event personnel are of the same rank, the senior ranking official shall be determined by length in rank, followed by length of service in the Seneca Falls Police Department.

B. The Seneca Falls Police Department Safety Officer shall be notified immediately upon any condition that results in the evacuation or potential evacuation of any facility. It shall be the duty of the Seneca Falls Police Department Safety Officer to:

1. Assess the situation and determine whether an emergency exists that requires activating the emergency procedures;

**NOTE:* In the event of a dynamic emergency, time should not be wasted contacting the Seneca Falls Police Department Safety Officer. Common sense and sound judgment should be followed in evacuating the building if necessary.

2. Direct efforts in the area including evacuating personnel and minimizing property loss;
3. Notify fire and EMS if needed;
4. Ensure that other outside resources are contacted including emergency response agencies and responsible government agencies;
5. Direct the shutdown of the facility and secure critical records for relocation if feasible. The Seneca Falls Police Department Safety Officer shall coordinate the shutdown with ranking authority.
6. If the Seneca Falls Police Department Safety Officer is unavailable, the highest ranking official in the Seneca Falls Police Department at the time of the event shall ensure that the above responsibilities are completed.

VII. ALARM

A. Upon evacuation of an alarm (smoke or fire detector), all employees will immediately leave the building and call for the fire department to respond. Employees will follow the evacuation procedures outlined in Section X of this order.

B. In the event that the alarm is verbal and is for some other emergency other than an alarm (bomb threat, medical emergency, etc.), employees will leave the building immediately and call for emergency personnel to respond.

VIII. REPORTING PROCEDURES

All employees may report an emergency to their supervisor or to 911. Employees are to report all emergencies and injuries sustained while on duty to their supervisor, regardless of their severity.

IX. SHUTDOWN PROCEDURES

- A.** In the event that a shutdown is necessary, the Seneca Falls Police Department Safety Officer will notify the Lieutenant, who will notify the Chief of Police. The Seneca Falls Police Department Safety Officer will then coordinate the shutdown with the aforementioned.
- B.** In the event of a shutdown, the Chief of Police will be responsible for all notifications to outside agencies.

X. EVACUATION PROCEDURES AND COMMUNICATIONS

- A.** Employees shall immediately evacuate the building and will not re-enter the building after leaving. Employees shall leave by the most direct route, which shall be posted in common areas. It is the responsibility of employees to familiarize themselves with evacuation routes.
- B.** Once the decision to evacuate has been made, the officer in charge will communicate verbally to all employees in the building. Proper communication of the emergency is the responsibility of all employees. Once notified to leave by the officer in charge, employees should continue to communicate this to employees suspected of not being notified until they are certain that all employees clearly understand that an evacuation is in progress.

XI. ACCOUNTING FOR PERSONNEL

Management will need to know when all personnel have been accounted for. This can be difficult during shift changes or if contractors are on site. The Seneca Falls Police Department Safety Officer in charge will ensure that accountability is accomplished.

XII. EMERGENCY RESPONSE TEAMS

The Seneca Falls Police Department does not have an emergency response team. All employees are to leave the building immediately upon being directed to do so. Employees are not to delay their exit by attempting to control the emergency.

XIII. TRAINING

- A.** Each employee will be trained in the contents of this plan. The training will include:
 - 1. Evacuation plans
 - 2. Alarm systems
 - 3. Reporting procedures
 - 4. Shutdown procedures
 - 5. Types of emergencies
 - 6. Emergency decontamination
- B.** This training will be provided to all new employees, to all employees whenever the plan is change or modified, AND annually.

XIV. PERSONAL PROTECTION

- A.** Effective personal protection is essential for any employees that are or may be exposed to potentially hazardous substances. In emergency situations employees may be exposed to a wide variety of hazardous circumstances including:
 - 1. Chemical splashes or contact with toxic materials;
 - 2. Falling objects or flying particles;
 - 3. Unknown atmospheres that may contain toxic gases, vapors or mists, or inadequate oxygen to sustain life;
 - 4. Fires or electrical hazards.
- B.** Some of the safety equipment available includes:
 - 1. Safety glasses, goggles, or face shields for eye protection;
 - 2. Respirators (limited to N95 respirators or other comparable) for breathing protection;
 - 3. Whole-body coverings (gloves, boots, hoods).
- C.** The Seneca Falls Police Department will maintain a supply of eye protection, respirators, and body covering for use by personnel who may need them.
- D.** Employees may refer to the Seneca Falls Police Department's Hazardous Materials Plan, Respiratory Protection Plan, and Hazard Communication Standard for more information and further guidelines.
- E.** Employees will not perform any rescue functions. Employees will not enter areas that contain an atmosphere that is immediately dangerous to life and health, nor will they enter any confined spaces.

XV. MEDICAL ASSISTANCE

- A.** Employees who are ill or injured will have the option of:
 - 1. Treatment by the local ambulance service;
 - 2. Transport to the Seneca Falls Police Department's physician's office (in the event the injury/illness is not life threatening);
 - 3. Refusing any treatment or transport.
- B.** Any supervisor may require an employee to seek medical attention if the employee is reluctant to do so on his/her own. The employee will be transported to a qualified medical facility where he/she may formally refuse treatment with emergency department staff if so desires.
- C.** Employees will complete all appropriate forms as contained in current Seneca Falls Police Department directives and orders.
- D.** While first aid supplies are kept in all facilities, it must be understood that these supplies are not a substitute for qualified medical care.

XVI. SECURITY

The Seneca Falls Police Department Safety Officer will be responsible for the proper securing of records and valuables within the site. This duty will be coordinated with the Chief of Police and Sergeants.

XVII. OTHER INFORMATION

This plan will be reviewed annually and updated as necessary.

Attachment "A"

Street Address: 130 Ovid Street, Seneca Falls New York 13148				
Occupancy: 1 – 15 depending on day of week/time of day				
Building Telephone:				
Public Line		Private Line		
315-568-4850				
Emergency Service Providers: Dial 911 or use Base Radio				
Key Building Personnel:				
Position	Name	Cell#	Home#	Other#
Chief	S. Peenstra	315-224-3037	315-252-0370	NA
Lieutenant	T. Snyder	315-209-7545	NA	NA
Custodian				NA
Maintenance	A. Passalacqua	315521-6600	NA	NA
Qualified CPR/First Aid Staff: All Personnel				
AED Locations: Patrol Vehicles				
Alert/Evacuation Signal:				
Fire:	Pull fire alarm and/or announce over intercom paging system			
Bomb Threat :	Plain language, use intercom paging system if safe to do so			
Active Shooter :	Plain language, use intercom paging system if safe to do so			
Medical/Other:	Plain language, use intercom paging system if safe to do so			
Evacuation Location:				
Fire Alarm/Non Threat:	Parking lot near flag pole			
Threat:	SF Community Center 35 Water Street			
Command Post Location:				
Non Threat:	Determined by circumstances of emergency			
Threat/Long-term:	SF Community Center 35 Water Street			
Evacuation Route: Follow the lite "Exit" signs or exit the closest door.				

Non Threat:	Refer to evacuation plan
Threat:	Any available safe route
Triage Area:	
To be determined by Fire Command	
Staging Location:	
Police	Non Threat: Municipal lot near Bridge Street Threat: SF Community Center 35 Water Street
Fire	Non Threat: Municipal lot near Bridge Street Threat: SF Community Center 35 Water Street
EMS	Non Threat: Municipal lot near Bridge Street Threat: SF Community Center 35 Water Street
Media	Back parking lot of SF Community Center 35 Water Street
Heliport	1. Life net SF Airport
Traffic Control Points:	
Non Threat	
TCP-01	Ovid Street and Bridge Street
Threat	
TCP-02	Ovid Street and Bridge Street
TCP-03	Ovid Street, Bridge Street and South Street
Sequence of Action:	
<ol style="list-style-type: none"> 1. The first person who becomes aware of an emergency shall call 9-1-1 or use the base radio to request emergency response and shall cause the alert/evacuation signal to be given. 2. The first person will then ensure that a supervisor or command staff member has been notified. 	