The purpose of this S.O.G. is to provide guidance to effectively handle an emergency which may arise at one of the Public Works Facilities. The intent is to save lives, reduce injuries and minimize property damage.

Each facility shall have emergency telephone numbers posted in a conspicuous location. In addition each facility shall maintain Material Safety Data Sheets (MSDS) on all hazardous materials used at the facilities. This data shall be kept readily available and accessible at all times.

All Public Works Employees shall periodically review and familiarize themselves with the components of this plan.

For the purpose of this guideline Public Works Facilities shall be considered to be at a minimum.

a. Old Highway Garage
b. New Highway Garage
c. Highway Department Yard
d. Old Fire House
e. All Town Roads
f. Old Water Pump House
g. New Water Pump House
h. Water Department Land
i. Prescott Road Landfill
j. Route 27 Pit
### STANDARD OPERATING GUIDELINE

**SUBJECT:** Emergency Action Plan  
**ISSUE DATE:** August 1994  
**NO.:** 022

**ISSUED BY:** D. McCarthy  
**APPROVED BY:** [Signature]  
**SUPERSEDES DATE:**  
**PAGE OF:** 2 of 4

Problems which could be anticipated to arise at any of the Department’s Facilities could consist of any of the following:

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<th>Potential Problems</th>
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<td>1. Fires</td>
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<td>16. Communication Problem</td>
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<td>17. Work Place Violence Disgruntled Employees and Residents</td>
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<td>18. Natural Disaster</td>
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</tbody>
</table>

To list but a few.

In an effort to assist the employee in how to handle the various emergencies which they may encounter the following action guidelines are presented.
STANDARD OPERATING GUIDELINE

SUBJECT: Emergency Action Plan

ISSUE DATE: August 1994

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ISSUED BY: D. McCarthy

APPROVED BY: 

SUPERSEDES DATE:

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Fire

1. Assess Situation
2. Provide Quick Stop if possible
3. Notify Dispatch (895-4747)
4. Evacuate Facility
5. Account for all personnel
6. Secure facility
7. Assist Emergency Respondents
8. Notify Foreman and/or Dispatch

Fuel Spill

1. Assess Situation
2. Contain Spill
3. Notify Dispatch (895-4747)
4. Notify Foreman and/or Director
5. Mitigate spill with absorbent
6. Package absorbent for proper disposal

Hazardous Materials Incident (Haz Mat)

1. Assess Situation (approach cautiously)
2. Identify Hazard
3. Secure Immediate Area
4. Notify Dispatch (895-4747)
5. Evacuate Facility
6. Account for all personnel
7. Secure Facility
8. Assist Emergency Respondents
9. Notify Foreman and/or Director

Workplace Violence

1. Be Non Confrontational
2. Remain calm to Victim
3. If suspect violent behavior
4. Notify Dispatch (895-4747)
5. Allow to Dump, Pick, Take, etc. if situation warrants
6. Obtain Vehicle Description and Tag Numbers
7. Notify Foreman and/or Director
## Vehicle Accident
1. Assess Situation
2. Offer Comfort to Victim
3. See Medical Emergencies (if any injuries)
4. Notify Dispatch (895-4747)
5. Secure and Close Facility if necessary
6. Notify Foreman and/or Dispatch

## Medical Emergencies
1. Assess Situation
2. Calm Injured Parties
3. Notify Dispatch
4. Provide Level of Care which you have been trained to give
5. Notify Foreman and/or Director