



TOWN OF RAYMOND

Office of Selectmen

TOWN OFFICES
4 EPPING STREET
RAYMOND, NEW HAMPSHIRE 03077
603 / 895-4735

STANDARD OPERATING GUIDELINE

SUBJECT: Emergency Action Plan		ISSUE DATE: October 1994		NO.: 022
ISSUED BY: D. McCarthy	APPROVED BY: <i>M. Roy</i>	SUPERSEDES DATE:	PAGE OF: 1 of 4	

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



TOWN OF RAYMOND

Office of Selectmen

TOWN OFFICES
4 EPPING STREET
RAYMOND, NEW HAMPSHIRE 03077
603 / 895-4735

STANDARD OPERATING GUIDELINE

SUBJECT: Emergency Action Plan		ISSUE DATE: August 1994		NO.: 022	
ISSUED BY: D. McCarthy		APPROVED BY: <i>M. Roy</i>		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:

Potential Problems

- | | |
|------------------------|-------------------------------------|
| 1. Fires | 10. Gas Leak |
| 2. Medical Emergencies | 11. Vehicle Accident |
| 3. Breathing Disorders | 12. Power Loss |
| 4. Heat Problem | 13. Building Collapse |
| 5. Animal Problems | 14. Lightening |
| 6. Hazardous Materials | 15. Storms |
| 7. Evacuation | 16. Communication Problem |
| 8. Explosion | 17. Work Place Violence |
| 9. Entrapment | Disgruntled Employees and Residents |
| | 18. Natural Disaster |

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.



TOWN OF RAYMOND

Office of Selectmen

TOWN OFFICES
4 EPPING STREET
RAYMOND, NEW HAMPSHIRE 03077
603 / 895-4735

STANDARD OPERATING GUIDELINE

SUBJECT: Emergency Action Plan		ISSUE DATE: August 1994		NO.: 022
ISSUED BY: D. McCarthy	APPROVED BY: <i>M. Roy</i>	SUPERSEDES DATE:	PAGE OF: 3 of 4	

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

Work place 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



TOWN OF RAYMOND

Office of Selectmen

TOWN OFFICES
4 EPPING STREET
RAYMOND, NEW HAMPSHIRE 03077
603 / 895-4735

STANDARD OPERATING GUIDELINE

SUBJECT: Emergency Action Plan		ISSUE DATE: August 1994		NO.: 022
ISSUED BY: D. McCarthy	APPROVED BY: <i>M. Roy</i>	SUPERSEDES DATE:	PAGE OF: 4 of 4	
<p><u>Vehicle Accident</u></p> <ol style="list-style-type: none">1. Assess Situation2. Offer Comfort to Victim3. See Medical Emergencies (if any injuries)4. Notify Dispatch (895-4747)5. Secure and Close Facility if necessary6. Notify Foreman and/or Dispatch <p><u>Medical Emergencies</u></p> <ol style="list-style-type: none">1. Assess Situation2. Calm Injured Parties3. Notify Dispatch4. Provide Level of Care which you have been trained to give5. Notify Foreman and/or Director				