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**Town Of Limerick**

55 Washington Street  
Limerick, ME 04048

# **Emergency Action Plan**

**Purpose:**

The purpose of this Emergency Action Plan is to establish procedures for safely and effectively managing an emergency event for the Limerick Municipal Building. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and consumers are protected from any further harm during an emergency.

**Scope:**

This Emergency Action Plan covers those designated actions managers and employees must take to ensure employee and consumer safety from fire and other emergencies. This plan includes emergency escape procedures and emergency escape route assignments; procedures to account for employees after emergency evacuation has been completed; the preferred means of reporting fires and other emergencies; and individuals who can be contacted for further information about the plan.

**I. Responsibility**

A. Persons responsible for emergency planning and information are:

Select Board Members	793-4475
Fire Chief	793-2687
EMA Director	651-6075

B. Responsibilities of the Emergency Response Team

The goal of the Emergency Response Team is to assist in the orderly evacuation of employees and consumers from a building or area during an emergency. The duties of the Response Team are as follows:

- Be familiar with the content of this plan.
- Alert staff of emergency situations.
- Ensure that staff and consumers are appropriately evacuating the facility or area based on the escape route assignments (see diagrams in attachment A).
- Assist in the evacuation of consumers and staff with disabilities that preclude them from using elevators during emergency situations, or alerting security, fire, and police personnel of the last known location of the individuals.
- Extinguish small fires with the use of a fire extinguisher.
- Account for all employees and consumers at the designated meeting location(s).

A list of the Primary and Secondary Responders are located in attachment B.

### C. Training

Emergency Response Team members will be trained and made aware of their duties so that they can assist in the safe and orderly emergency evacuation of employees. They shall be made aware of their responsibilities under this plan:

- Initially when the plan is developed.
- Whenever the employee's responsibility under the plan changes, and
- Whenever the plan is changed

### D. Responsibilities of the Employees

The success of this Emergency Action Plan in times of emergencies hinges on employees knowing the procedures outlined in this plan and acting upon them in an appropriate manner.

Before an emergency, employees shall:

- Become familiar with the contents of this plan to include who to report emergencies to, the assigned evacuation routes for the facility, and the designated meeting locations.
- Actively participate in emergency drills and treat them as if they are real.

During an emergency:

- Assist an Emergency Response Team member if asked.
- Listen and wait for directions on how and when to evacuate the facility from emergency response team members, security, police, or fire personnel. **Please evacuate for fire, smoke, sprinklers have activated, or the alarm is going off.**
- Report any emergencies such as a bomb threat or threats of violence to your supervisor first and immediately.
- Follow the assigned escape route procedures to avoid crowding at the exits.
- Report immediately to your designated meeting location upon evacuating the facility. Do not take any side trips.
- Never go back into the facility to retrieve personal belongings.

## II. Reporting Emergencies

- A. Report fire or other emergencies immediately, by calling 911. Be prepared to provide the responder with the nature and location of the emergency. Our address is:

Limerick Municipal Building  
55 Washington Street

### III. Employee Alarm Systems

The employee alarm system for this facility provides warning so that employees can escape safely from the workplace or the immediate work area.

The employee alarm system that has been established for this facility is as follows:

*Manual pull box alarms.*

In the event of an emergency, pull the nearest fire box to you.

### IV. Evacuation Route and Assembly Area Map

#### A. Evacuation Routes and Maps

The evacuation routes and assembly area maps are posted by every main exit. Employees are to become familiar with all evacuation routes and their assembly point. See attachment A for evacuation maps for each floor(s) of this facility.

#### B. Designated Meeting Locations

Once employees have evacuated the facility, they **must** meet at **Limerick Transmission by the garage** to check in with the first responder who will be accounting for individuals. Those employees who do not show up to the designated meeting location will be presumed to still be in the building and fire and police personnel shall be notified of their absence immediately.

### V. Fire Emergency Procedures

- A. Remove anyone in immediate danger.
- B. Once an employee is alerted to the fire danger, he/she will go to the nearest exit, activate the fire alarm (if present), exit the building according to the emergency action plan, and proceed directly to the designated assembly point.
- C. Confine the fire to the room/area by closing the door to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.
- D. Attempt to extinguish the fire only if you have received training on the use of portable fire extinguishers, the fire is in its beginning stage, and it can be extinguished safely.
- E. Disabled and non-ambulatory (unable to walk personnel) should request assistance from those nearest to them. Advise the Fire Department or Security of personnel trapped who may require assistance to evacuate.



## **VI. Evacuation of the Disabled**

- A. Persons with a disability (including a short-term disability) limiting them from using the stairs will congregate in the lobby area by the elevator where they will be assisted by either an Emergency Responder or law enforcement personnel.
- B. In the event an emergency renders the elevator lobby unsafe or dangerous, an Emergency Responder will assist or carry the disabled person down one or more floors for pick-up and relocation.
- C. If assistance is not immediately available, disabled persons should stay in the exit corridor or at the top of the stairway or landing. An Emergency Responder will advise Security and Fire Department personnel of the location of the disabled person(s) in the event all other actions fail.

## **VII. Serious Injury**

- A. In the event of a seriously injured victim (**ALWAYS**) CALL 911 immediately.  
Do not move a seriously injured victim unless there is an immediate danger. If you must move the victim, do it as quickly and carefully as possible. If there is no immediate danger, do not move the victim and advise the bystanders the victim is not to be moved.
- B. Call for an ambulance if a person is having trouble breathing or is breathing in a strange way; has pressure or pain in the chest or abdomen; is bleeding severely; has slurred speech; appears to have been poisoned; has injuries to the head, neck, or back; or has possible broken bones.
- C. Keep the victim calm and as comfortable as possible. Administer CPR or First Aid if you have been trained in those areas. A First Aid kit should be used, and precautions should be taken to minimize exposure to blood and other bodily fluids. Remain with the victim until emergency services personnel and Security arrives.

## **VIII. Hazardous Materials**

- A. A hazardous material is a substance that presents a physical or health hazard. A health hazard refers to a substance for which there is significant evidence that health effects may occur for exposed employees.
- B. A Safety Data Sheet (SDS) is required for all hazardous substances in use within the department. Employees will be provided with training on the safe use of all chemicals they will be exposed to.
- C. In the event of a hazardous material emergency:
  - i. Evacuate the area, securing access to the area when possible.
  - ii. Immediately call 911 and inform the operator of the emergency.
- D. The list of chemicals regularly used in this facility is located in the closet in the kitchen in the basement. The MSDS binder is located in the Town Clerk's Office.

**IX. Bomb Threats**

- A. If you receive a bomb threat or discover a possible bomb or suspicious object(s), immediately call 911 and one of the selectmen.
- B. In the event of a bomb threat by telephone:
  - i. Get someone's attention and convey the nature of the call. Have them make the above notifications.
  - ii. Get as much information as possible from the caller. Ask the following questions:
    - 1. Where is the bomb?
    - 2. When is it going to explode?
    - 3. What does it look like?
    - 4. What kind of bomb is it?
    - 5. What is the person's name or organization?
  - iii. Record the following information:
    - 1. Date and time of call
    - 2. Exact words of caller
    - 3. Age, sex, adult, or child
    - 4. Any speech pattern or accent
    - 5. Background noises
- C. For bomb threats by mail or for suspicious objects discovered:
  - i. Do not handle the letter, envelope, or package any further.
  - ii. Immediately call 911
  - iii. Evacuate the immediate area.

**Attachments:**

**Attachment A** - Flow chart of building

**Attachment B** - Emergency Response Team

Judy LePage

Laura May

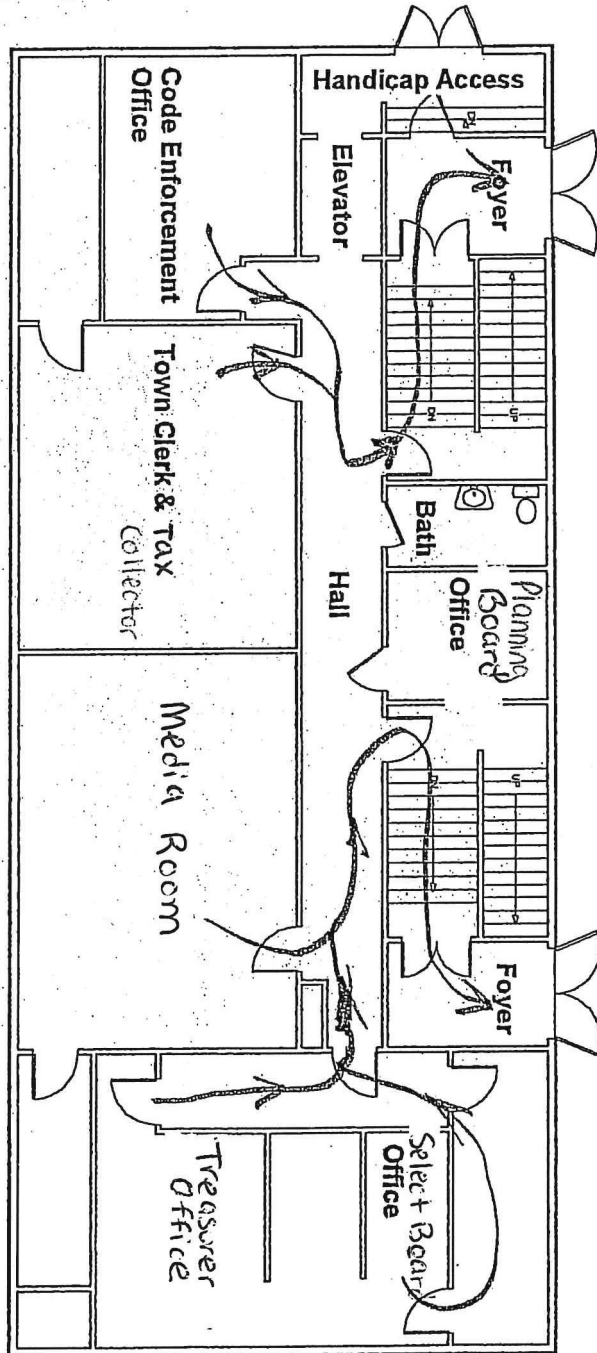
Cindy Smith

Updated March 2011

Updated March 2017

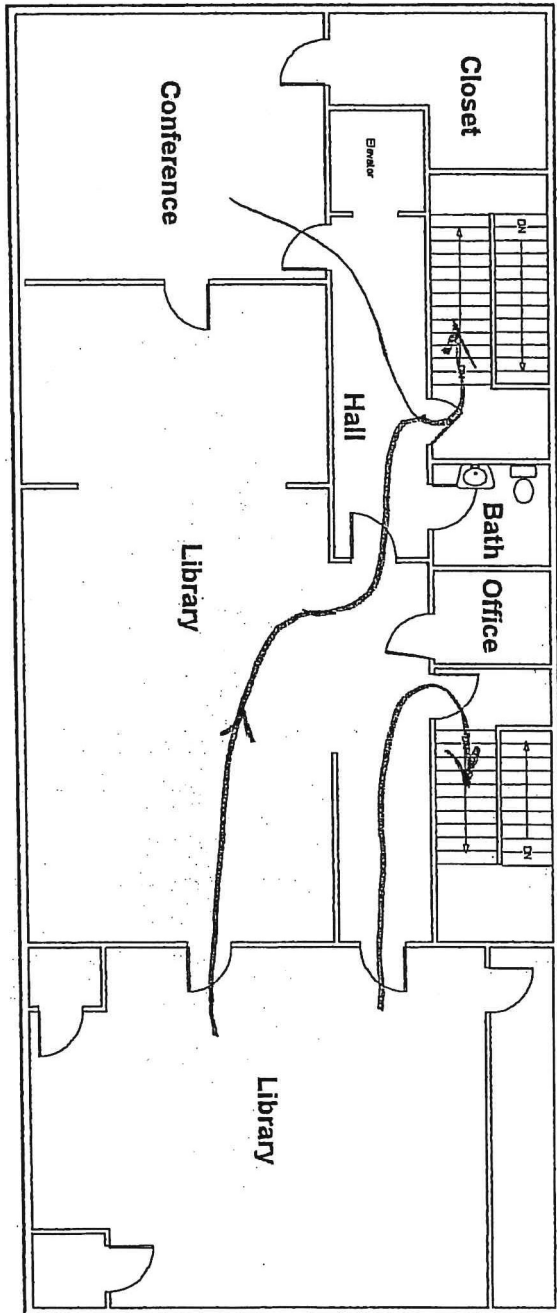
Updated December 2022

ATTACHMENT A



**First Floor Evacuation Plan**

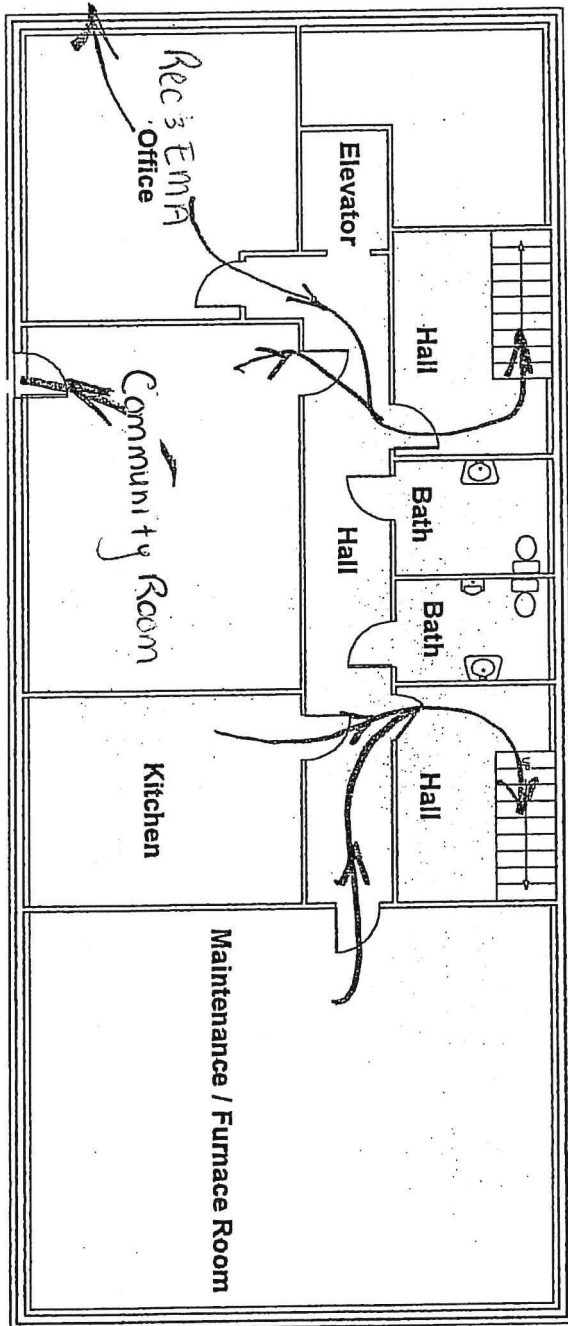
ATTACHMENT A



**Second Floor Evacuation Plan**



ATTACHMENT A



**Basement Evacuation Plan**



ATTACHMENT B

Town of Limerick – Emergency Response Team:

Judy LePage – Town Clerk/Tax Collector  
Laura May – Treasurer  
Cindy Smith – Library Director

