

Michigan County Road Commission
Self-Insurance Pool
417 Seymour Street

Emergency Action Plan

DRAFT



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INTRODUCTION

The MCRCSIP written Emergency Action Plan is designed to help communicate emergency procedures in the interest of minimizing risk and protecting the building and occupants of 417 Seymour St., Lansing, Michigan.

This plan will identify and assign individuals to various emergency tasks and responsibilities via a Site Emergency Team (SET). To help ensure a safe and effective response, this plan will also provide important coordination and communication between the Site Emergency Team and local emergency authorities such as Lansing Police and Fire Departments.

Once implemented, this plan will be reviewed annually to ensure accuracy and to make any updates or revisions.

BUILDING STAFF AND TENANT TRAINING

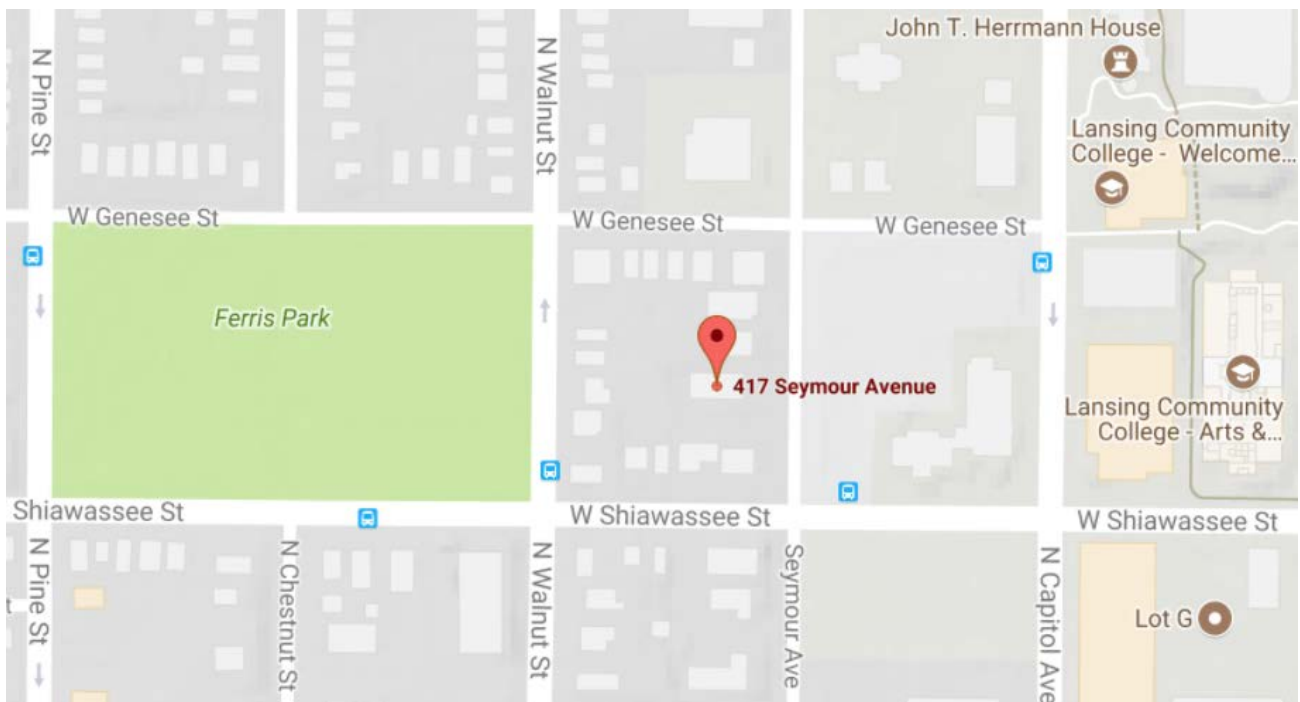
Tenant training will be provided regarding this emergency action plan and more specific information pertaining to the potential risks within and outside the MCRCSIP building at 417 N. Seymour, Lansing, MI. Specifically, workplace violence as well as intruder awareness training will be accomplished with the guidance and expertise of an outside security representatives and/or local police agency.

VULNERABILITY “RISK” ASSESSMENT

The Michigan County Road Commission Self-Insurance Pool, 417 Seymour, Lansing Michigan is located near the southeast corner of Seymour and Shiawassee streets. Although the vulnerability of this building is considered overall low, it does have some risks.

1. **Bomb Threat** – Slight Risk – Building open to the general public
2. **Flooding** – Slight Risk – Grand River 3 Blocks Away – See diagram
3. **Severe Weather** – Moderate Risk – Most likely snow/ice storms or tornado event
4. **Hazardous Material Incident** (i.e., Gases, Chemicals) – Slight Risk
5. **Terrorism** – Slight Risk - Two Blocks from Michigan State Capital Building – See diagram
6. **Fire** – Slight Risk
7. **Power Failure** – Slight Risk

The map below shows the building’s location to natural features, structures, roads, parking areas, and major population concentrations.



EMERGENCY RESPONSE PROCEDURES **417 Seymour Street, Lansing Michigan**

History has proven that failure to establish a workplace Emergency Action Plan greatly increases the risk of serious personal injury and property damage. Therefore, in the event of an emergency situation impacting this business location and/or its occupants, it is essential to respond in a ***prompt, orderly*** and ***effective*** manner. The procedures written in this plan will require a cooperative effort between:

- MCRCSIP, CRASIF and CRA employees
- All other building tenants and guests
- Local Police and Fire authorities
- Other pertinent/applicable emergency personnel

Foundational to an effective emergency response is the organization of a **Site Emergency Team**. Specific duties and responsibilities are outlined within this Emergency Action Plan.

Emergencies and disasters can impact the building/occupants of 417 Seymour both outside and within the building.

OUTSIDE RESPONSE PROCEDURES: Notification of an impending emergency or disaster situation is normally received from local authorities (i.e., police and fire) mainly via telephone, radio or television. Upon notification of an emergency or disaster situation, (telephone call, alarms, personal contact, radio/TV), the **Site Emergency Team** will take immediate action as detailed in this written Emergency Action Plan.

INSIDE RESPONSE PROCEDURES: In the event of an emergency originating inside this location, the **Site Emergency Team** will inform local authorities of the scope and magnitude of the situation and request any necessary assistance. The **Site Emergency Team** will take immediate action as outlined in the MCRCSIP Emergency Action Plan.

SITE EMERGENCY TEAM

MCRCSIP has created a **Site Emergency Team** to respond to building and community emergency or disaster situations. This team is composed of five (5) employees representing MCRCSIP, CRASIF, CRA, and MARO.

Kristi Peña	Owner Representative
Wayne Joubert	MCRCSIP Representative
Doris Baakko	CRASIF Representative
Cindy Dulaney	CRA Representative
Todd Culver	MARO Representative

All individuals are assigned emergency tasks as outlined in this Emergency Action Plan. In the event of a building/community related emergency, the Site Emergency Team Director will be notified immediately so that the emergency plan can be implemented. Listed are the following responsibilities:

Site Emergency Team Director (TBD)

1. Maintain a current Emergency Action Plan and review it annually
2. Authorize and establish a Site Emergency Team
3. Activate the Site Emergency Team Members during an emergency
4. Identify, before an emergency, vital records that need protection
5. Train all applicable employees and tenants in the Emergency Action Plan and applicable procedures
6. Decide what protective action should be taken for emergency or disaster situations
7. Provide damage inspection and site re-entry procedures
8. Collecting and compiling information on the emergency and disaster situation
9. Maintain a written record of all events that occur including action taken, decisions made, and an “after action” report
10. Maintain a written record of verified damage to building and property to include costs incurred, etc.

During the absence of the Site Emergency Team Director, the Site Emergency Team Members will follow the emergency communication plan and notify the SET Director of the emergency and action taken. Listed are the following responsibilities:

Site Emergency Team Members

1. Participate in **Emergency Action Plan** review and updates
2. Implement instructions handed down by the Site Emergency Team Director
3. In the absence of SET Director, depending on the emergency, activate the

Emergency Communication Plan

4. During a fire emergency, when appropriate, activate portable fire extinguishers
5. As soon as possible, notify authorities of any onsite emergency **(911)**
6. Notify and, if necessary, assist building tenants and guests to the designated evacuation/protective areas.
7. Assist with providing updates, instructions and “all clear” information to tenants and guests
8. Help ensure that all persons have taken the appropriate evacuation action including coordinating the movement of people (and if necessary vehicles).
9. Help with shut-down (and start up) procedures to include computers, heating, air-conditioning, telephones, electrical panels (as necessary), secure doors.
10. Ensure that vital records, (i.e., papers, documents, and computer information) not duplicated/stored at another location are protected from the effects of an emergency/disaster
11. Assist and coordinate medical care and handling of injured people to include basic First Aid and calling/directing ambulance
12. Upon arrival, assist police, fire, EMT personnel
13. Initiate a head count of all personnel at the evacuation assembly area(s) or within the building designated protective area
14. Assist with damage inspection of building and property

FIRE OR EXPLOSION PROCEDURES

Fires and explosions can be caused either by accident or intentional actions. Along with the risk of injury or death, serious damage can occur to the building structure and contents. Vital records may be damaged or destroyed by the fire, smoke or by water, resulting in significant complications and a disruption to normal business. Furthermore, essential operations may be disrupted for a time as facilities are repaired or reconstructed. Listed is information and instructions pertaining to fire or explosion emergencies for all building occupants and the Site Emergency Team.

Notification and Warning

1. Upon notification of a fire or explosion, the Site Emergency Team will help notify all occupants of the building and ensure that prompt and proper egress procedures are followed. **No one is to use the elevator in an emergency!**



2. In the event that fire or explosion is identified, the Site Emergency Team will ensure that emergency 911 is called. Emergency telephone calls can also be made by any building tenant!
3. All tenants, guests and Site Emergency Team members must proceed to the designated evacuation area and wait for further instructions.

4. No tenant, guest or Site Emergency Team member is allowed to re-enter the building unless the “All Clear” signal is given or re-entry is approved by a police or fire official. The Site Emergency Team must ensure that no tenant or guest re-enters the building!

FIRE EXTINGUISHER USAGE PROCEDURES

In the event of a work area fire, a quick evaluation must be made as to whether the fire can be brought down and contained by a portable fire extinguisher or that an immediate evacuation is necessary. This evaluation applies to all occupants and/or Site Emergency Team Members. NOTE: All tenants and Site Emergency Team Members must receive training on how to properly use a portable fire extinguisher.

1. Follow the notification and warning procedures on Page 8 under Fire or Explosion Procedures.
2. The portable fire extinguisher stations are located in the stairways on each floor. Seek out the nearest portable fire extinguisher, and activate by pulling out the ring pin on the handle at the top of the extinguisher, pulling the black rubber nozzle out of the holder clip, aiming it at the base of the fire, then squeezing the silver handle at the top of the extinguisher to release the chemicals. When the fire has been extinguished, stay alert -- the fire could reignite, requiring additional extinguishing.



3. Should the fire appear to be out of control, do not further attempt extinguishing. All tenants, guests and Site Emergency Team members must follow emergency egress procedures by traveling to the nearest stairway to exit the building.

NOTE: Once a portable fire extinguisher has been used, it must be taken out of service and immediately replaced by a similar extinguisher having the same size and rating.

TORNADO / SEVERE WEATHER PROCEDURES

Tornadoes are nature's most violent storms, and over a small area, the most destructive. A tornado's winds may reach 300 miles per hour or more. Generally, short-lived and fast moving, they can level whole city blocks in a matter of seconds. The violent winds can destroy buildings and hurl debris through the air, resulting in injury or loss of life and significant property damage. Other risks include fallen trees and power lines, ruptured gas lines, broken sewer and water mains, and possible fires. Damage or destruction of facilities and equipment on site, and the loss of vital records may result in significant economic loss and disruption of essential operations for a long period of time.

The National Weather Service in your area is responsible for issuing weather warnings to the public. A **tornado watch** means that conditions are right for tornadoes to develop. A **tornado warning** means that a tornado has been sighted in your area. This information can be obtained from most local radio stations, weather radios, with NWS frequencies and most local television stations. NOTE: Some communities have local tornado warning sirens that have distinct patterns to alert businesses and residents. If your community has a siren, the Site Emergency Team should become familiar with the distinct siren pattern.

Severe weather may include high winds (including gusts), heavy rain, hail, and snow/ice storms.

Notification and Warning

1. When a **tornado watch** is issued, or when severe or threatening weather conditions exist, the Site Emergency Team should notify all tenants and guests within the building. It is optional to proceed to the building's designated protective area.
2. When a **tornado warning** is issued, the National Weather Service is reporting that a funnel cloud has been spotted. The Site Emergency Team should immediately notify all building occupants to seek shelter. The designated protective area should be used for temporary shelter at this time. Specific items should be taken or made available as specified in the **Tornado/Severe Weather Building Protective Area (Attachment 3)**.

3. When advanced **severe weather** warnings allow, it might be more appropriate to encourage tenants and guests to leave the building. This situation would include impending severe weather conditions for which it would be more appropriate to be at home rather than stay on the premises.
4. Prior to leaving the building (time permitting), all applicable electronic and electrical equipment should be shut down and (if applicable) all vital information/records removed or saved.

TERRORISM / VIOLENCE PROCEDURES

It is a well-known fact that workplace terrorism and violence is more common than ever before! A bomb threat or an individual becoming physically violent are just two examples. Being prepared is very important for the safety and security of your workplace. Some basic procedures need to be established.

Notification and Warning

1. Notification of the threat of terrorism or a violence against someone or the site may be received by (but not limited to) telephone, mail, email or in person. As soon as possible, it is important to call **911**. Depending on the threat, a police officer or investigator may respond. The Site Emergency Team will be the liaison between the person(s) receiving the threat and the police/fire agency. If necessary and/or requested by the police officials, a member(s) of the Site Emergency Team may participate in a building search.
2. Depending on the threat, the securing and/or evacuation of the building may be necessary. Securing the building would include locking the front entry doors. An evacuation should be accomplished in the same manner as a fire/explosion evacuation. The offsite assembly location can be considered, to ensure a safe and clear distance from the building. All securing and evacuation procedures will be accomplished with the assistance of the Site Emergency Team.
3. If the decision is made to first search without an evacuation, all available personnel will make a prompt and thorough visual inspection of their work areas. Any suspicious objects or packages found should be reported immediately to a Site Emergency Team member. The object or package should not be touched or moved! Continue with the building evacuation and immediately notify the police/fire officials.
4. **PHONE CALL:** Certain important information should be gathered from a threatening telephone call. Use **Attachment 1 - Threat Call Checklist**

5. **LETTER/PACKAGE:** If a letter/package threat is received, it should be preserved for the police investigator. Avoid further handling of the package box, envelope or container.
6. **E-MAIL:** If an e-mail threat is received, it should be saved for the police investigator. Do not delete the e-mail! If possible, print a copy of the threatening information!
7. **ARRIVAL/DEPARTURE:** Arrival and departure at the building brings certain risks, due to the neighborhood and its location within the city of Lansing. It is important to always be alert while in the parking lot and building entry areas. If suspicious individuals and/or vehicles are noted, the following suggestions are provided:
 - Return to and stay within the building until individuals or vehicle departs property. If necessary, call the police.
 - Walk in or out of the building in groups of two or more.
 - Delay exiting your vehicle and, if necessary, call police.

VITAL RECORDS REMOVAL

It is the responsibility of each organization to determine which records should be removed from the building in an emergency.

ATTACHMENT # 1.

THREAT CALL CHECKLIST

A threat of violence against an organization or individual(s) can be terrifying! A threatening telephone call might be just an idle threat or it could be acted upon at anytime! Whether a threatening call is related to an action against someone or a bomb threat, obtaining certain details is very important.

A threatening phone call requires the gathering of certain information:

1. What was the nature of the threat? _____
2. Did the caller know you by name? Yes / No _____
3. Did the caller indicate a time of arrival? Yes / No _____
4. Did the caller further specify the threat? Yes / No _____
5. What was the time of the call? Length? _____ Time _____ Minutes

A bomb threat requires the gathering of certain information. If possible, ask the following information:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. What is your address? _____
8. What is your name? _____

Sex of Caller? _____ Age: _____ Race: _____ Length of Call: _____

The Federal Bureau of Investigation might ask the following questions:

CALLERS VOICE

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Deep breathing |
| | <input type="checkbox"/> Cracking voice |

- Disguised
- Accent

- Familiar

BACKGROUND SOUNDS

- Street Noises
- Crockery
- Voices
- House Noises
- Motor
- Office
- Factory Machinery
- Animal Noises
- Clear
- Local
- Long Distance

- Booth
- Other

THREAT LANGUAGE

- Well spoken
- Foul
- Irrational
- Incoherent
- Taped
- Message read by threat maker

REMARKS:

NAME: _____ Position: _____

[ATTACHMENT # 2](#)

EVACUATION INFORMATION

Emergencies such as fire/explosions, gas/water leaks, threats of violence, etc. may require building tenants and guests to evacuate all or part of the building. It is important that during the evacuation process, individuals are quickly and safely directed to the nearest exit and to the designated onsite assembly location (see photo below).



The west parking lot is the designated offsite assembly location for tenants. Depending on the severity of the emergency, public safety officers may tell tenants to assemble across Walnut Street at Ferris Park

Depending on the circumstances, tenants and guests may be directed by police and/or fire to an offsite assembly location. That location is referred to as “Ferris Park”, located directly across Walnut Street, just 200 – 250 feet west of the onsite assembly location.

All exit locations and fire extinguishers are clearly marked. **DO NOT** take the elevator to egress the building. Once tenants and guests are outside the building, the Site Emergency Team should direct and hold them at the onsite assembly location.

ATTACHMENT # 3.

TORNADO / SEVERE WEATHER PROTECTIVE AREA

During severe weather, it might not be possible or safe to leave the building. In the event of a tornado, finding a safe building location to wait out the storm is very important.

It has been determined that the lower rear stairway would provide adequate protection in the event a tornado warning or other severe weather. This location provides sturdy concrete walls (with no windows) and two egress routes outside.



PROTECTIVE AREA SUPPLIES:

Listed are five (5) important items to take to the designated area:

1. **Cell Phones:** Cell phones available are highly recommended. A cell phone might be necessary in the event police, fire or medical assistance is necessary.
2. **Flashlights:** At least two flashlights should be taken to the designated area.
3. **First Aid Kit:** An adequately stocked first aid kit should be available.
4. **Fire Extinguisher:** A portable fire extinguisher should be available in the event it is needed for safe egress.