



Buxton Fire-Rescue


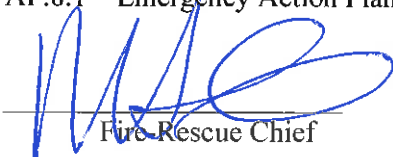
Administrative Policy

Subject: Emergency Action Plan (8)
Section/Number: Policy (1)
Date Approved: December 28, 2006



Nath R. Schools

Emergency Action Plan Documentation

Original Plan Preparation Date:	December 28, 2006
Revision Date	June 27, 2013
Review Date	October 15, 2014
Revision Date	November 13, 2015
Revision Date	December 14, 2016
Revision Date	June 8, 2017
Review Date	June 13, 2018 <u> </u> 
Computer File Name:	AP.8.1 – Emergency Action Plan 2018
Nathan R. Schools, <i>EFO</i> Authorization	<u></u> Fire-Rescue Chief
	<u>June 13, 2018</u> Date

Neil R. Lee

Emergency Action Plan

I. POLICY

It is the policy of Buxton Fire-Rescue to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

II. EMERGENCY PLAN COORDINATOR

The Fire-Rescue Chief is responsible for ensuring this emergency action plan is kept up to date, practiced, and reviewed annually.

The Emergency Plan Coordinator can be reached at:

Buxton Fire-Rescue
185 Portland Road
Buxton Maine 04093
Office - (207) 929-3099
Fax - (207) 929-3076
Email - nschools@buxtonfr.org

III. REPORTING PROCEDURES

Below is a list of possible emergencies and how each emergency should be reported

Type of Emergency	How to Report
Fire	Dial 9-1-1 or via radio
Explosion	Dial 9-1-1 or via radio
Weather	Dial 9-1-1 or via radio
Bomb Threat	Dial 9-1-1 or via radio
Chemical Spill/Leak	Dial 9-1-1 or via radio
Violence	Dial 9-1-1 or via radio
Medical	Dial 9-1-1 or via radio
Other	Dial 9-1-1 or via radio

Reporting procedures are posted at each station by each telephone, and in close proximity to the emergency evacuation route maps.

IV. EVACUATION PROCEDURES

A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been posted in each work area, and all employees have been orientated in their primary escape routes, and correct procedure when exiting. New employees are trained when hired, and oriented to the station.

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B. Employee Accountability Procedures after Evacuations

All personnel in a station, following evacuation, are required to report to their company officer, or department officer at the rallying point, which at each station is in the area of the flag pole. Once all company officers have accountability for their members, the information must be reported to the highest-ranking officer.

C. Alarm System

Alarm systems for notifying all employees in case of an emergency are:

Problem	Alarm System
Smoke/Fire	Smoke/Heat Detectors
Carbon Monoxide	Carbon Monoxide Detectors
LP Gas	LP Gas Detectors

D. Training

All employees have been trained to assist in the safe and orderly emergency evacuation of other employees. Supervisors are responsible to ensure evacuation is coordinated and orderly.

Training is provided for employees when:

1. The plan was initiated
2. Responsibilities change
3. New employees are hired or transferred
4. At least annually

V. FIRE EXTINGUISHERS

In the event that an employee is faced with an incipient state fire, he/she has been trained in the correct use of fire extinguishers. The employee/supervisor may opt to use an extinguisher to extinguish the fire, or may retreat, don personal protective gear for firefighting, and once meeting requirements of re-entry, may re-enter with a crew, and a hose line (or correct equipment) to extinguish fire.

VI. EMPLOYEE ACCOUNTABILITY PROCEDURES FOLLOWING AN EMERGENCY EVACUATION

Each supervisor is responsible for accounting for each assigned employee following an emergency evacuation. The following procedures apply:

1. Rally points have been established at all stations, as the area around each flag pole. These points are designated on each posted work area escape route.
2. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
3. Each employee is responsible for reporting to his or her supervisor so that an accurate head count can be made. Supervisors will check off the names of all those reporting and will report those not checked off as missing to the Emergency Evacuation Coordinator.
4. The Emergency Evacuation Coordinator will be located at one of the following locations:
 - A. Primary Location: immediate area around flag pole

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5. The Emergency Evacuation Coordinator will determine the method to be utilized to locate missing personnel in each situation.

VII. RESCUE AND MEDICAL DUTIES

It may become necessary in an emergency to rescue personnel and perform some specified medical duties, including first-aid treatment. All employees assigned to perform such duties will have been properly trained and equipped to carry out their assigned responsibilities properly and safely. Medical emergencies will be handled by on duty staff, licensed to provide medical care by Maine Emergency Medical Services. When there is a medical emergency, the crew must notify dispatch via 911 or dialing the dispatch center directly.

VII. EMPLOYEE TRAINING

Employees will be trained on this plan annually during annual mandatory training sessions, and initially when they are hired.

VIII. CONTACTS

For more information about this plan, contact the Emergency Action Coordinator.

The following people should be contacted during off-hours emergencies. Priority should be given to the appropriate duty chief as defined by [AP.5.2 – Responsibilities of Duty Chief](#):

Department Wide:

Chief Nathan Schools (207) 294-1175
Deputy Chief Jeremy Redlon (207) 636 6079
Deputy Chief Jason Grant (207) 321-8517
Deputy Chief Jamie Grant (207) 807-3655
Deputy Chief Michael Mirisola (207) 807-3655