

Emergency Procedure Plan

Please See the Pittsfield State Office Building Emergency Procedures Plan Below:



Office of Facilities Maintenance and Management

Pittsfield State Office Building

**333 East Street
Pittsfield, Ma 01201**

Emergency Occupant Plan

Building Manager for this facility is Donald Moretz
Telephone number 413-442-1893
Cell phone 413-495-2134

Emergency Number: 911

Bomb Search Officer: The ranking public enforcement or fire official

Designation of Other Organization Personnel Each Agency or Bureau will provide personnel to staff the Emergency Team. The Emergency Coordinators will arrange for the designation of employees to fill the following positions: floor safety monitor, area/room monitor, and mobility impaired persons' monitor for each floor.

Emergency Coordinators (Team Leaders) will:
Establish and maintain the Emergency Team
Issue necessary/printed instructions to facility occupants



PITTSFIELD STATE OFFICE BUILDING

Assist landlord and local enforcement or fire officials in the event of an emergency
Keep roster current, train team members

Floor Safety Monitor will:

Assign area/room monitors, handicapped persons' monitors for his/her floor or area
Instruct his/her assistants in emergency procedures to be followed
Keep occupants of floor informed of emergency procedures
Keep current roster of area/room monitors
Direct orderly flow of personnel during emergencies and drills along prescribed relocation/evacuation routes
Maintain current roster of mobility impaired persons
(Name, telephone extension, sitting location, type of restriction)
Keep alternates informed of emergency plans and procedures
Make floor clearance report to responding emergency personnel

Area/Room Monitors will:

Direct orderly flow of personnel during emergencies and drills in area
Ensure that all employees have evacuated their area and report to the safety floor warden
Keep alternates informed of emergency plans and procedures

Mobility Impaired Persons' Monitor will:

Inform safety floor warden of mobility impaired persons on floor
Assist all mobility impaired to a safe area and assist fire department in their evacuation, if necessary
Know the location of safety evacuation chairs, any wheelchairs, crutches, etc. which may be needed by handicapped person
Keep alternates informed of emergency plans and procedures.

Fire Emergency

Report all fire regardless of size

Fire Reporting Procedures

Upon discovering a fire:

Proceed to the location of the closest Fire Pull Box and set off the alarm.

The alarm will alert people on all floors of the building and inform the Pittsfield Fire Department directly.

Fire Pull Boxes are located in the hallway of each floor and displayed on the safety floor plan, which is posted on each floor.

If safely possible, a person designated by the Emergency Coordinator should contact the Building Manager (phone number is 442-1893) and give specific details of the fire. Describe the nature of the fire (wastepaper basket, office machine, rug, electrical, etc.) The Building Manager will be responsible for further contact with the Pittsfield Fire Department.

Fire Evacuation Procedures

The steps are:

Sound the Alarm

Notify the fire department

Immediately begin evacuating the building.

Proceed to the nearest exit

Take only essentials.

Do not use the elevators.

Re-group outside and away from the building to await the fire department.

Do not, under any circumstances, re-enter the building until the Building Manager or the Pittsfield Fire Department has announced the ALL CLEAR.

IMPORTANT NOTICE

Review the floor plan doorways, stairways, and exits. Identify the one that applies to you.

The use of fire extinguishers is not recommended unless you are comfortable with their operation and the situation allows it.

The most important issue is life safety!

Notification to the fire department and evacuation of all in the building is paramount!



Medical Emergency

In the event of a medical emergency call 911 and state the emergency, address, and location in the building.

- Call the Building Manager at 442-1893 and advise him of the emergency, the location, and that a call has been placed to 911.
- Have a designated individual meet the arriving emergency personnel and escort them to the scene.
- Keep the patient as comfortable as possible.
- Respect the patient's privacy and secure the area to onlookers.
- Keep the corridors and paths clear.

Have someone collect as much information as possible such as:

- Name of patient
- Age or DOB
- Address
- Phone contact and who to call
- Reported symptoms
- Date and time
- To what facility is the patient being transported to for treatment.

Be sure to pass this information on to the Building Manager who will be generating an Incident Report.

BOMB THREATS

Notify your Supervisor immediately!
Notify the Building Manager immediately!

An employee receiving a call about a bomb threat should try to get the exact location in the building where the bomb has been placed. Try to solicit as much information as possible from the caller, try to ascertain sex, race, voice, group affiliation, etc. Be alert to background noises or other clues that may indicate who is calling and the location of the caller. It is VERY IMPORTANT TO NOTE: the TIME the call was received and how much time before the bomb is to go off.

The call must be reported IMMEDIATELY to your SUPERVISOR who, in turn, will notify the Building Manager who will contact the Pittsfield Police and Fire Departments (911), The Deputy Commissioner of Inspectional Services and the Building Manager.

Under NO circumstances should an employee touch a foreign object, if found. That is the job off the Bomb Squad of the Pittsfield Police or Fire Department and/or the Massachusetts State Police.

BOMB THREAT EVACUATION PROCEDURES

If evacuation is necessary, your supervisor or the Emergency Coordinator will announce it. Designated safety evacuation team monitors will be responsible for the orderly evacuation of all employees. Employees will obey the instructions of the safety evacuation team monitors or others in authority. (i.e. bomb search officer, police, etc.) Prior to evacuation your immediate work area, check the space and report any suspicious packages or objects to the floor warden. **DO NOT TOUCH THE OBJECT.**

You will return to your work area after an "ALL CLEAR" message has been announced.

Be sure to review the following page in advance so as to be aware of the gathering of important information.

BOMB THREAT CHECK LIST

When receiving a telephoned BOMB THREAT try to stay as calm as possible and concentrate on what the CALLER is SAYING, the CALLERS VOICE, and any BACKGROUND NOISE.

REMEMBER!

- Keep the caller talking!
- Don't interrupt
- Ask the caller to speak, louder, slower, etc.
- Ask the caller to repeat!
- Write down the EXACT message
- Immediately notify your SUPERVISOR

CHECK LIST

The following checklist is to be completed by any employee receiving a call about a BOMB THREAT. Report the call to your SUPERVISOR or then COMPLETE the remainder of this form before discussing the call with anyone.

QUESTIONS TO ASK

- When is the BOMB to explode?
- Where is the BOMB now?
- What does the BOMB look like?
- What will cause it to explode?
- Where did you place the BOMB?
- Why?
- What is your name? Address?

CALLER'S VOICE (circle as many as apply)

- | | | | |
|----------|----------------|----------|-----------|
| CALM | CRYING | EXCITED | NORMAL |
| ANGRY | DISTINCT | PLEASANT | STUTTER |
| SLOW | NASAL | RAPID | DISGUISED |
| SOFT | SLURRED | LOUD | DEEP |
| LAUGHTER | DEEP BREATHING | | |

LANGUAGE/ACCENT (circle as many as apply)

- | | | | |
|---------------------|-----------|-----------|----------|
| GOOD | FAIR | POOR | CURSING |
| LOCAL | NOT LOCAL | FAMILIAR* | SOUTHERN |
| FOREIGN NATIONALITY | | OTHER | |
- If voice was FAMILIAR who did it sound like?

BACKGROUND NOISES (circle as many as apply)

- | | | |
|-----------------|------------------|----------|
| OFFICE MACHINES | FACTORY MACHINES | ANIMALS |
| STREET SOUNDS | QUIET | AIRCRAFT |
| TRAINS | VOICES | MIXED |
| OTHER | | |

THREAT LANGUAGES (circle as many as apply)

- | | | |
|----------------|------------|-------------|
| READ BY CALLER | IRRATIONAL | INCOHERENT |
| RECORDING | VULGAR | WELL SPOKEN |



TRAINING

General: A continuing program of training and education for all team personnel is necessary to ensure maximum effectiveness of the TEAM. Individuals who are assigned under this plan will be given instructions in their specific areas of responsibility by the Emergency Coordinators.

Drills: The TEAM will participate in periodic drills as part of their training to familiarize themselves with proper emergency actions. Building occupants will also participate in partial evacuation (relocation) drills to become familiar with evacuation routes and emergency procedures.

Safety Emergency Team Monitors: Team members will participate in training sessions as related to their function in the plan, such as:

- Alarm and communication systems
- Evacuation methods and crowd handling
- Evacuation of handicapped persons
- Use of emergency equipment

PITTSFIELD STATE OFFICE BUILDING

**SAFETY EVACUATION MONITORS
STATE OFFICE 333 EAST STREET, PITTSFIELD, MA.**

DEPT	FLOOR	EXIT	MONITOR	ALT.
Building MGR. 413-442-1893 (cell-413-478-7676)	1 ST	Front	D. Moretz	R. Bush
DOR 413-499-2206	1 st	Front	G. Beckett	M. Keegan
RMV 413-443-5925	1 st	Front/Rear	K Decker	M. Hoar
BMH 413-499-0412	1 st	Rear	C. Mahony	C. Cote
	2 nd	Front/Rear	N.Ellen Poulin/ N. Himes	G. Lesure/ G. Coppola
	3 rd	Front/Rear	K. Doscher/ M. Lenz	A. Mucia/ J. Preen
	4 th	Rear	C. Degraff	S. Doscher
DMH 413-395-2000	4 th	Front/Rear	N. Brenner	K. Casella/ C. Gaylord
DDS 413-447-7381 Johnstone	5 th	Front/Rear	M. Daniels/ B. Brewer	M. Barnaby/ W.
			S. Stevens	S. Stevenson

