

ANNEX 12

TOWN OF BETHLEHEM



FACILITIES Emergency Response Plan

David VanLuven
Supervisor

December 27, 2024

John E. Brennan
Director

TOWN OF BETHLEHEM
Facilities
Emergency Response Plan

I. Introduction	4
II. General Information	
A. Evacuation Drills	4
B. Fire Extinguishers	4
C. Stairwells	5
D. Employees Requiring Assistance	5
E. Elevators	5
F. Visitors	5
G. Media Coverage	6
H. Individual Department/Office Plans	6
I. Department/Office Safety Planning	6
III. Emergencies	
A. Evacuation	
1. Designated Assembly Areas	6
2. Employee Responsibilities	6
3. Supervisors Responsibilities	7
4. Floor Marshall's Responsibilities	8
5. Auditorium Evacuation	8
6. Courtroom Evacuation	8
7. Police and Communications Evacuation	9
8. Return to Building	8
B. Fire	
1. Reporting	9
2. Procedures	9
C. Medical Emergencies	10
D. Bomb Threat	11
E. Mail Handling Protocols	11
F. Explosions	13
G. Elevator Malfunction	13
H. Violence in the Workplace	14
I. Power Failure	14
J. Flooding and Water Damage	14
K. Threats of Violence or Deadly Force	14
L. Other Emergencies	14
M. Lock-Down Policies and Procedures	16
IV. Fire Safety	
A. Housekeeping	15
B. Storage of Flammable Liquids	15
C. Areas with High Concentration of Combustible Materials	15

V. Training	
A. Employee Training	16
VI. Business Continuity Plan	
A. Continuity Staffing	16
B. Continuity Planning	17
VII. Security	17
VIII. Attachments	
A. Office Evacuation and Accountability Information Report Form	
B. Office Evacuation and Fire Drill Report	
C. Office Action Plan Master	
D. Lock-Down Procedures and Policy	

I. INTRODUCTION

An emergency is any unplanned event that can cause death or significant injury to employees or the public, shut down or disrupt Town operations or cause physical harm, property or environmental damage. This plan is specifically for **TOWN OF BETHLEHEM** offices, including but not limited to town hall, and it provides you with the information needed to react effectively to emergency situations such as:

- ✓ What steps should be followed in the event of an evacuation?
- ✓ What should be done for employees and visitors who require assistance during an evacuation?
- ✓ What steps should be followed in the event of fires, bomb threats, physical violence and other emergencies?
- ✓ What can be done to eliminate fire hazards?
- ✓ Training and Security issues?
- ✓ All emergency problems or situations are NOT eliminated or remedied by evacuation. Should Shelter-In-Place be the best option? Should consideration be given to locking offices and barring entrance, based on the emergency at hand?

It is impossible to anticipate all situations that could arise during an emergency, particularly due to the many differing buildings, locations and workplaces within the Town's infrastructure. If there are unique conditions in your work location, which are not addressed in this plan, bring your concerns to your immediate supervisor.

Feel free to make notations in this plan; it is your guide for emergency situations and should be kept in a convenient place for future reference.

It should be noted that some of the Town buildings, operations and locations are required to adhere to standards and guidelines as promulgated by State or Federal statutes that may exceed, or supersede information included herein. These locations may also be required to file certain reports or official documents dealing with their particular activities and may be required to have on hand various safety or environmental protection plans, Such as Title III of the Superfund Amendments and Reauthorization Act. This Facilities Emergency Response Plan in no way should lesson or detract from these requirements.

II. GENERAL INFORMATION

Every building owned or occupied by the Town of Bethlehem complies with the Fire and Building Codes of New York State, revised. However, fires, accidents and incidents may occur, and you should be prepared to act accordingly. An Office Action Plan Master is included in the attachments. This plan includes all of the Action Items that should be identified by each department.

A. Evacuation Drills

An emergency evacuation of your building is often the best possible protection against fires and/or bomb threats. Fire drills are an important part of the fire protection system. Drills help determine if all employees can be swiftly evacuated

and whether satisfactory procedures exist to aid those requiring assistance in the event of an emergency evacuation. During fire drills, a total building evacuation gives all employees experience in leaving their workstations and proceeding to the designated assembly area through the emergency exits. All employees are expected to participate in an evacuation, whether it is a drill or an actual emergency.

B. Fire Extinguishers

In accordance with state and local building code requirements, portable fire extinguishers are available in all Town of Bethlehem buildings. Some facilities are also equipped with alarm and/or sensing systems. This equipment is for use by the Fire Department and others who have been trained in the use of fire extinguishing equipment.

EMPLOYEES ARE NOT EXPECTED TO FIGHT FIRES USING THESE EXTINGUISHERS. YOU SHOULD NOT DELAY REPORTING A FIRE BY ATTEMPTING TO USE THESE EXTINGUISHERS.

C. Stairwells

Always use the stairwells in your building to evacuate. Most stairwells are specifically designed with fire-rated walls, thus are considered safe in the event of a fire.

Doors to stairwells, if so equipped, are fire retardant and must be kept closed unless a person is entering or leaving. Do not, at any time, wedge or tie these doors open: doing so will endanger the safety of all building occupants. Always close the stairwell doors behind you.

D. Employees Requiring Assistance

In addition to those employees with visible physical limitations or disabilities, employees requiring assistance refers to anyone who is unable to climb or descend stairs. This includes, but is not limited to, employees with heart problems, and back and/or respiratory conditions. Women in the later stages of pregnancy may also be included in this category.

It is the responsibility of employees requiring assistance during an evacuation to notify their department head beforehand so that this information can be incorporated into the emergency evacuation plan. Each department may appoint someone as their Aide. An employee also needs to notify their department when assistance is no longer needed.

Individuals needing assistance should wait for the traffic to clear before entering the evacuation lines; this will avoid impeding the flow of moving people and ensure that everyone evacuates in the shortest possible time.

E. Elevators

Never use an elevator to evacuate a building unless instructed to do so by Fire/Police officials. Elevator controls will be manually operated by Fire/Police officials and will not respond to calls from any floor in the building.

F. Visitors

Staff members must ensure that all visitors are evacuated during an emergency or fire drill. During an evacuation, direct visitors to the appropriate emergency exit and escort them to your assembly area. If a visitor is disabled or requires assistance, treat them the same as you would an employee in your department.

G. Media Coverage

Should any incident or threat generate media coverage, a specific individual will be assigned by the Supervisor or Chief of Police to interface with the media. This ensures that information flows uniformly and is accurate. Inaccurate information may cause undue stress for all involved. Employees should refer all media inquiries to that assigned individual.

H. Individual Department/ Office Plans

Each office or department should have its own individualized plan for dealing with the various safety and evacuation issues that may occur within their workplace. Issues such as evacuation routes, assembly points, assistance for the disabled and visitors along with internal security measures upon evacuation should be discussed and agreed upon by all department workers. There is a sample ***Office Evacuation and Accountability Information Form*** attached for your review. A completed form and the information therein should be available to each employee.

I. Individual Department/Office Safety Plans

In additions to the items listed in this plan regarding emergency procedures and measures to reduce the probability of injury/death during such incidents as listed, each Department/Office, in conjunction with the Town Safety Committee, shall cause to be published and promulated a list of specialized safety procedures, actions, measures and policies for these departments/offices to lessen and/or reduce the probabilities of such occurances through knowledge of and the training for such duties and tasks to be preformed. This will take into consideration such items as reporting of unsafe working conditions or practicies, hazard mitigation and identification, specialized tool or equipment use and training and the correct use of safety equipment. This shall not in any way lessen or reduce the federal and/or state workplace requirements as published by DOH, DOL, OSHA and PESH.

Such safety items and requirements can be found in the *Town of Bethlehem, Safety Policy Manual*.

III. EMERGENCIES

A. Evacuation Procedures

The extent of an evacuation will depend upon the nature of the emergency. Evacuations will always be via the stairwells unless directed otherwise by emergency response officials or the Floor Marshall. All building occupants should be able to

locate the stairwell entrances on their floors. Use the stairs furthest from the emergency, or follow the evacuation routes posted on each floor. Remain at the assembly area until further instructions are received.

1. Designated Assembly Area

During an evacuation, all staff will leave their workstations and proceed to a designated assembly area. The location of this assembly area should be discussed and agreed upon by all, and noted in the Office Evacuation and Accountability Information Form, before an emergency occurs. You should proceed to the designated assembly area and remain there until it is determined that the building is safe and you are directed by emergency officials or your immediate supervisor to return to the building. Keep conversation to a minimum and be alert for instructions. Keep moving away from the building so others will be able to evacuate safely and proceed to the assembly area. Be aware that emergency vehicles will be responding to the area, use caution and be alert for this equipment, particularly when crossing roadways or passing through parking lots.

2. Employee Responsibilities

When a building alarm system is activated:

- a. Terminate all phone conversations.
- b. Close all desk and file cabinet drawers; shut off electrical appliances.
- c. If you have a computer at your work station and there is time, perform the following to lock your computer: Perform a "ctrl-alt-delete". This will lock your computer immediately, nothing more is required. Upon returning enter your password and you will be returned to your original location.
- d. Take coats, medications and valuables with you if readily available; do not return to your workstation for these items.
- e. Close all doors behind you and leave lights on.
- f. Ensure that all visitors are evacuated.
- g. Move to stairwells - do not linger or bring unnecessary items into stairwells. Do not use elevators.
- h. Use caution when descending stairways, move cautiously but purposefully; watch for people already on the stairway.
- i. Keep conversation to a minimum; be alert for instructions from Floor Marshall.
- j. Go to the designated assembly area and remain there until further instructions are given. If you leave the building from other than your office, make sure you proceed to your required assembly point for accountability reasons.

- k. Remain at your assembly point until your department supervisor has advised it is safe to return to your workplace or you have been dismissed.

3. Supervisors Responsibilities

- a. Make sure your employees are aware of and agree to the evacuation route and an alternate route, as noted in the Office Evacuation and Accountability Information form.
- b. Make sure that your employees are aware of and agree to an assembly location, as noted the Office Evacuation and Accountability Information Form.
- c. Discuss and agree to evacuation routes with your Floor Marshall.
- d. Make sure that all cash, irreplaceable materials and proprietary records are either stored correctly or removed during the evacuation, if this can be done safely and quickly.
- e. Make sure that all visitors exit your offices and workspaces before employees or supervisors.
- f. Maintain accountability for all of your employees and visitors.
- g. Upon exiting the building, and reaching your designated assembly point, supervisors shall advise the appropriate command authority of their office accountability and report any missing employees or visitors.
- h. Upon receiving approval from the appropriate command authority, departmental supervisors will make sure that there is an orderly return to the workplace or that other arrangements are made for their personnel.

4. Floor Marshall Responsibility

- a. Maintain order and safety during evacuations.
- b. Give directions calmly and firmly.
- c. Evaluate incident at hand to determine correct exit route.
- d. Check offices for stragglers and visitors.
- e. Inspect restrooms and unlocked closets.
- f. While inspecting offices and workspaces close windows (if time allows) and doors and make sure lights are on.
- g. Periodically discuss exit routes and accountability issues with supervisors.

- h. Once the floor has been evacuated, Floor Marshalls will assist if necessary in the evacuation of the auditorium and shall then report to appropriate command authority and advise of evacuation.

5. Auditorium Evacuations

- a. It is advisable that prior to any public event, meeting or gathering that the attending participants are verbally advised of exits and routes of evacuation, as determined by the posted markers.
- b. Event sponsors, if employees, should be aware of exit routes and evacuations procedures to safely assist in the evacuation and exit from the auditorium and the building.
- c. Floor Marshalls on the first floor will see to the evacuation of the auditorium prior to the inspection of offices and workspaces.
- d. Special precautions will be taken with the evacuation of the elderly and at risk group using the facilities.
- e. Maximum capacities will be adhered to and enforced by the Fire Marshall.

6. Courtroom Evacuations

The evacuation of the courtroom, court and justice offices is the responsibility of the Bethlehem Police Department. The police department will plan for the orderly and safe evacuation of these spaces taking into consideration the many varied concerns due to the special use and population using this area. Special attention will be paid to the safety of the judges, justice/legal representatives, employees and the public, in addition to the possibility of those individuals in custody.

7. Police and Communications Evacuations

The evacuation of the police and communications areas is the responsibility of the Bethlehem Police Department. The police department will plan for the orderly and safe evacuation of these spaces taking into consideration the unique uses and the critical need for continuity of its responsibility and the quest for uninterrupted service and for the safety of its employees and those other individuals under their care and protection.

8. Return to Building/Dismissal

- a. The Fire/Police authorities will determine if the building is safe to reoccupy and direct the return of staff to the building, dismissal for the day, or other action.
- b. Employees will not be released or allowed to return to the building unless/until all individuals are accounted for by their supervisor.

- c. Weather conditions will heavily impact the location and length of time at an assembly point, but in no case should employees be released/returned until their workplace is a safe environment. Early dismissal should be considered in this event.

B. Fires

If you see smoke or fire, evacuate the immediate area. If you are in an area free of smoke, pull the nearest fire alarm or dial 9- 911 from the nearest phone. If your personal safety is at risk, go to a safe area and use the fire alarm pull box or call 9-911. When calling 9-911, identify the exact location of the fire/smoke by building address, floor, and room number. Try to give the dispatcher a clear statement of what is burning or smoking.

1. Reporting

- a. Do not assume someone else has already called.
- b. Call 9-911, as noted above, if safe to do so, stay on the line and give the dispatcher as much information as possible.

2. Procedures

- a. If there is fire on your floor, follow these steps:
 - i. Follow the guidelines in your Office Evacuation and Accountability Information Form.
 - ii. Do not attempt to open any door without first testing it. Use the back of your hand, not your palm; burning your palm could hinder your evacuation. If the door feels warm, do not open it. If the door feels cool, open it slightly and check for smoke.
 - iii. Close all doors behind you and leave lights on.
 - iv. Use the stairwells, not the elevators.
 - v. If there is smoke in the area, stay low to the floor during the evacuation.
 - vi. Follow the instructions of the Floor Marshall.
- b. If you are trapped due to fire or a substantial amount of smoke in the hallway between you and an exit:
 - i. Stay in the room.
 - ii. Call 9-911. Inform the dispatcher of the situation and that you cannot safely evacuate.
 - iii. Seal the cracks around the door to keep smoke out.
 - iv. If smoke enters the room, stay close to the floor and breathe slowly.
 - v. Try to remain calm and wait for help to arrive.

C. Medical Emergency

In case of an accident or serious illness:

1. Do not move the individual unless he or she is in danger of further injury.
2. Call 9-911. Give the dispatcher your name, the building address, the location of the victim, the nature of the emergency and a call back number.
3. Have someone meet the ambulance and escort the paramedics to the scene; the elevator will be held at the appropriate floor until the paramedics leave the building.
4. As soon as practical, ask the employee if he or she wants someone contacted. If the employee says yes, a supervisor or friend should notify an adult member of the immediate family. Provide the family with the name of the hospital/emergency facility where the employee was taken. Be sure to give the family your name and telephone number so they can check back with you, if necessary.
5. Employees are encouraged to be proficient on various life saving techniques and equipment in order to assist their co-workers and visitors when and if necessary. However, do not undertake a measure without the proper training.
6. Some buildings are equipped with Automated External Defibrillators (AED) or other medical or safety devices. This equipment is for your safety and personnel should be knowledgeable in their use.

D. Bomb Threats

Report all bomb threats immediately to the police and your supervisor. If the bomb threat is received by telephone, try to get as much information from the caller as possible.

1. Take the call seriously; listen carefully; be polite and show interest. Do not interrupt the caller; try to keep the caller talking to make it possible to gather more information.
2. Write down the exact words used by the caller.

Note: The telephone bomb threat is a common form of harassment, particularly against public institutions. This information is important to assist the police in determining if the threat is real.

3. When the caller hangs up, immediately call 9-911. Give the dispatcher your name, the building address and why you are calling.
4. Notify your supervisor.

5. If you see a suspicious object, do not touch it. Note its location, warn other employees, evacuate and protect the immediate area.
6. Police/Fire officials will respond to the site to investigate.
7. If directed by Police/Fire officials, a building may be evacuated. Follow all evacuation procedures.
8. Do not use cell phones or radios.
9. If you receive a suspicious package from the US Postal Service or one of the private carriers, follow the instructions and procedures as noted in "E" following.

E. Mail Handling Protocols

The first rule for mail security is to be thoroughly knowledgeable concerning the types of mail normally received and to be suspicious of unusual mail or deliveries.

1. Take the time to examine unopened mail.
2. Use a letter opener and/or wear gloves when opening mail.
3. Open letters and packages with a minimum of movement to avoid spilling any contents.
4. Be suspicious of envelopes or parcels exhibiting any of the following characteristics:
 - a. Powdery substance, oily stains or discoloration on the outside
 - b. Strange odor
 - c. Lopsided, uneven or bulky appearance
 - d. No return address, return address not legitimate or postmark does not match return address
 - e. Suspicious or threatening messages written on it
 - f. Unexpected mail from foreign countries
 - g. No postage or non-cancelled postage
 - h. Protruding wires or strings
 - i. Package makes unusual noise.
5. If you suspect a package or letter is not normal:
 - a. Don't open it. Leave it.
 - b. Warn other employees, evacuate the room.

- c. Notify the police.
 - d. Immediately notify your supervisor.
 - e. Thoroughly wash your hands with soap and water.
 - f. Supervisors should make a list of all staff involved for investigating authorities.
6. If a package or envelope that contains suspicious materials is opened:
- a. Keep others away.
 - b. **DO NOT** clean the powder up.
 - c. **DO NOT** brush clothing that is contaminated with powder.
 - d. Limit additional exposure by closing the package or envelope, or by placing a wastebasket over it.
 - e. Secure the room; close doors and windows.
 - f. **WASH** hands thoroughly with soap and water, if possible.
 - g. **NOTIFY** your supervisor. Supervisors should notify the Police.
 - h. **SHOWER with SOAP and WATER**, if building is so equipped, as soon as possible; place contaminated clothing in a plastic bag. Fire department decontamination equipment may be necessary.
 - i. Supervisors should make a list of all staff involved for investigating authorities.
 - j. Other information on mail or packages is available through the Federal Bureau of Investigation website.

F. Explosions

Chemical accidents, leaking gas, or bombs can cause dangerous explosions. If there is an explosion:

1. Call 9-911. Give the building address and report as much about the explosion as you can.
2. Notify your supervisor
3. Be aware of possible recurring or additional explosions.
4. Help the injured; do not move someone who is injured unless they are in immediate danger, wait for the appropriate medical responder.
5. If an evacuation is ordered or the fire alarm is activated, follow instructions and proceed to the designated assembly area. Once there wait for instructions.

6. Open doors carefully.
7. Watch for falling objects.
8. Do not use elevators.
9. Do not use matches or lighters.

G. Elevator Malfunction

If you are in an elevator and it malfunctions:

1. Push the emergency button to contact assistance.
2. Follow the instructions given by the facilities staff or emergency responders.
3. Facilities staff or responders will maintain voice contact with you until the malfunction is corrected.
4. Remain calm and wait for assistance. While being temporarily enclosed in a malfunctioning elevator is upsetting, the elevator is designed with safety systems that ensure your physical safety.
5. If you are aware of a malfunctioning elevator with trapped people;
 - i. Calmly maintain voice contact
 - ii. Alert maintenance and dial 9-9-1-1

H. Violence In The Workplace

Workplace violence is any dispute, violence, threat or report of an offense between individuals within areas of employment, designated work sites, or vehicles as owned or operated by the Town of Bethlehem. When intervention is necessary to calm, or separate the individuals involved, call the police for intervention and/or investigation.

1. For an immediate response, dial 9-911.
2. Give the dispatcher your name, building address and why you are calling.
 3. Do not try to reason with or provoke the person, that may upset them more and put you in danger.
4. Remove yourself from the area.
5. As soon as possible, notify your supervisor.
6. Department Heads should review with staff periodically the necessary information regarding safety in the workplace and steps to take if this occurs. See more information under L, LockDowns.
7. For additional information regarding workplace violence refer to the Town Employee's Handbook and the Workplace Violence Policy.

I. Power Failure

If there is a power failure:

1. Notify your supervisor of the exact location of the power failure.
2. Supervisors will notify Facilities Management or maintenance personnel.
3. Follow directions from Facilities Management or emergency responders.

J. Flooding And Water Damage

Serious water damage or flooding can occur from leaking roofs, burst pipes or clogged drains. If a water leak occurs, follow these procedures:

1. Notify your supervisor of the exact location and severity of the leak.
2. Supervisors will notify Facilities Management or maintenance personnel.
3. Electrical appliances or outlets near the leak present the potential of hazard from electrical shock. If there is danger, evacuate the immediate area.

K. Threats of Serious Injury or Deadly Force

Unfortunately, while serious threats and occurrences of this type are uncommon in the workplace, it does happen. We see it more often now than in previous time frames. Since this is the case, directions and training on dealing with these types of emergencies should be discussed. We have already noted in section H. above, "Violence in the Workplace" and are adding this section to highlight this more serious and frightening aspect of increased violence and use of deadly force.

Should someone appear or you see an individual with a firearm or any sort of a weapon or who is becoming violent:

1. Dial 9-911 or press emergency (Panic Button).
2. Lock or shut down doors or service windows.
3. Do not try to reason or further provoke the individual.
4. Remove yourself from immediate area.
5. Notify your supervisor.
6. See Attachment D; Lock-Down Policies and Procedures* Blue Button, for more information

L. Other Emergencies

Other emergencies may require a shut-down of the building or a total or partial evacuation of the building or floor (i.e., toxic exposure, earthquake, natural gas leak, etc.). In such cases, calls for assistance and if necessary and appropriate emergency/evacuation procedure should be activated.

M. Lock-Down and Emergency Procedures

Should office disputes occur, be it between staff and/or customers, clients or visitors, employees should immediately try, if possible, to reduce the hostility. See Subsection H., **Violence In The Workplace** for more information. If a possible physical threat is imminent or likely and the problem cannot quickly be defused or resolved those employees involved should take the necessary steps to protect themselves by initiating a call for assistance and/or a “**Lock-Down**”. Due to the nature of a Lock-Down, procedures and immediate actions undertaken will be of a confidential and proprietary nature and the instructions will be maintained as a “Draft” document. See Attachment D. to this document, internal distribution only.

IV. FIRE SAFETY

A. Housekeeping

Most fire hazards result from poor housekeeping. Your cooperation in identifying, reporting, and/or eliminating hazards is critical to successful fire and accident prevention. You can improve the safety of your building by following these housekeeping rules:

1. Discard unnecessary files, excess paper, and combustible materials.
2. Keep all work areas, corridors, and aisles clear of files, boxes, telephone and computer cables, electrical wires, and other items that could cause accidents or interfere with an orderly evacuation.
3. Extension cords must be labeled "UL® APPROVED" and should never be used as a substitute for permanent electrical outlets.
4. Make sure all appliances are turned off after use.
5. Assure that hazardous materials are stored and used in designated, approved areas only.

B. Storage of Flammable Liquids

Some liquids used in modern offices and workplaces are highly flammable and present a serious fire hazard if not stored properly. Follow the manufacturer's recommendations for use and storage of these products if they must be used. In the absence of the manufacturer's recommendations, these precautions should be followed to ensure safety:

1. Never store more than five gallons of flammable liquid at one time.
2. When storing flammable liquids, keep in individual one gallon, UL® approved metal safety cans or in their original containers.
3. Label all containers.
4. Contact the Building Department if in doubt.

C. Areas with High Concentration of Flammable or Combustible Materials

1. Supervisors and employees should work cooperatively to ensure that work locations and storage areas/rooms with large amounts of combustible materials are kept neat and clean and that proper housekeeping practices are in place and followed. In work areas with a high concentration of combustible materials, stored paper supplies should be limited to the minimum amount required for efficient office operations.
2. Employees are entitled to know what hazardous materials are present in their workplace. The Town will provide this information under the Public Right To Know Act, under the SARA Title III provisions.

V. Training

A. Employee Training

All staff must be familiar with this Emergency Response Plan and be knowledgeable with regard to their responsibilities under this plan:

1. Every employee with an office or work station in a Town building will receive a copy of this Emergency Response Plan.
2. Department heads should review this plan periodically with staff and particularly upon initial assignment, specifically those parts of the plan (i.e. designated assembly area, location of stairwells, fire alarms, etc.), which the employee must know to protect him or herself in the event of an emergency.
3. Supervisors will periodically review and discuss with employees the Office Evacuation and Accountability Information Form as prepared by that particular office or department.
4. Supervisors will review and discuss with employees the office's plan for continuity and make such arrangements to protect, evacuate or safeguard those documents or materials necessary for the successful continuation of that office's or department's mission.
5. Department management will brief employees whenever the plan is changed.
6. Employees will participate in at least one evacuation drill annually.

VI. Business Continuity Plan

Each department head should be responsible for developing a plan to ensure that, in the event of a major incident, disaster or the inability to continue normal operations at their office site (i.e., fires, floods, extended power failures, extended absences), essential functions can continue to be performed by staff. The elements of this plan should include:

A. Continuity Staffing

1. A list of supervisory, key staff and employees assigned to that department and individual functions;
 - a. The name of the individual in charge, telephone numbers (home and office), cellular number and pager number.
 - b. The names and information, noted above, for department staff and other employees.
 - c. The names and numbers of employees from other departments that may be redeployed temporarily in an emergency.
 - d. Names and contact information of potential replacement personnel, i.e. retirees, former employees, etc.
 - e. List of critical positions needing to be filled to insure office continuity.

B. Continuity Planning

1. A planning document should be prepared to ensure the ability of that department to preform critical operations during an emergency period with minimal staffing and under less than ideal conditions, possibly in a temporary location. Both short and long term options should be reviewed. That plan should include at least the following:
 - a. Where each employee will be redeployed, to and from (i.e., work from home, another office site, etc.).
 - b. Critical functions to be performed. Mission critical functions should be determined.
 - c. What equipment and supplies will be required for the office to function.
 - d. The process by which essential support services will be requested and the individual or individuals who will be responsible for requesting the services (i.e., counseling services, equipment requests, etc.).Logistical support.
 - e. Telephone numbers and/or email addresses and other contact information for critical assisting; county, state, federal and/or private industry personnel and locations.
 - f. A plan should be developed by each department or office for the listing and protection of vital records, documents, monetary instruments, cash or other like valuable items, where the replacement or recreation would be difficult or impossible.
 - g. A deployment plan describing the options available for deploying key staff to continue to perform critical business functions.
 - h. A critical needs assessment for each department, office or location should

be completed and planning done as to the methods and procedures that will allow that location to maintain and continue offering essential and critical services to the public, should their workplace be destroyed .

- i. Any additional information pertinent to the department that must be taken into consideration.

The actual planning materials and department planning efforts should be added to and will be found in the Town of Bethlehem, ***Continuity Of Operations Plan (COOP)***, as part of the Town *Comprehensive Emergency Management Plan (CEMP)*.

VII. Security:

The security of Town facilities and wellbeing of the employees and visitors to these locations are of utmost importance. Life safety issues and the protection of Town assets, including vital records, materials and the safe and uninterrupted continuation of essential services should be safeguarded and protected at all times. The business of government and in particular its essential services such as police protection, justice and the court system, utility, highway, transportation services and legal matters as provided by the Town Clerk and other Town departments must function and be available to our citizens. In order to do this the security of Town buildings, its services and the continuity of government must be protected.

More information on building, infrastructure, information and systems security and safeguards, along with continuity of government and continuation of business can be found in the Town policy on Security and Continuity of Government.

VIII. Attachments

- A. Office Evacuation and Accountability Information Report Form
- B. Office Evacuation and Fire Drill Report
- C. Office Master Action Plan
- D. Lock-Down Procedures and Policy*

*Proprietary Information, held internally, draft information only. See Director, EMO.