



Town of Brunswick, Maine
Incorporated 1739

SAFETY COMMITTEE

85 UNION STREET
BRUNSWICK, ME 04011
TELEPHONE 207-725-6653
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Town of Brunswick

Emergency Response Plan

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Revised: 02/06/2018

Emergency Response Plan

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Town of Brunswick Emergency Response Plan

1. General

This plan details the Town of Brunswick's standardized contingency response responsibilities and procedures for dealing with the various types of emergencies that could occur within our facilities in accordance with 29 CFR 1910.38(b). A copy of this plan will be available to all employees. Specific information pertaining to individual Departments or buildings is contained within the following attachments to this plan:

- Attachment A -- Fire Department
- Attachment B -- Parks and Recreation Department
- Attachment C -- Police Department
- Attachment D -- Public Works Department
- Attachment E -- Town Hall

2. Reporting Emergencies

Emergency situations can be caused by fire, explosion, weather, bomb threat, chemical release, workplace violence or medical reasons. Rapid reporting is critical to ensuring a timely response by the Town's response agencies.

The primary method of reporting such emergencies is to contact the Town's Communications Center at **911**. Use of this number will allow important information to be transmitted at an early stage of the response and will ensure that the required assets are dispatched to the scene of the incident.

In the event of a fire emergency; the nearest fire alarm pull station shall be activated.

There are also panic buttons installed in administrative offices that will be used as an alert to incidents of workplace violence.

Significant events should also be reported to the Town Manager at 725-6659 in addition to your Department Head. In the event an evacuation of a building is required, notification by a Department Head or other Manager will be made to the Town Manager when all employees have been accounted for.

3. Emergency Escape Procedures and Routes

Depending on the nature and extent of the emergency, supervisory personnel may determine that it is necessary to evacuate a specific building. Once the decision to evacuate has been made, employees will be alerted both verbally and through the use of any mechanical means that may exist within the building. To facilitate such activities, emergency escape procedures and route assignments will be established and posted in each facility. These procedures will include a schematic drawing of the building and clearly specify the primary evacuation route and any

special instructions regarding movement from the building. Where possible, an alternate route will also be designated. The location of assembly areas should be close enough to the building to allow for rapid accounting of personnel, but far enough away so that employees are not endangered by the effects of the emergency and to avoid interfering with the activities of first responders. A copy of these procedures and routes will be maintained as a part of this plan.

Supervisors will ensure that all current employees and any groups that may use our buildings on a regular basis are aware of and trained to follow the correct procedures. Employees are responsible for adhering to these procedures. Supervisors will also ensure that employees with special responsibilities are properly trained to perform those duties. New employees will receive training as part of their new employee orientation.

In the Event of Workplace Violence:

In the event of an outbreak of violence, and you feel you can safely evacuate the building, do so and push the panic button as soon as possible to alert the Police Department. In the event you are in the area where the violence takes place, push the panic button as inconspicuously as possible and stay calm. Speak in a calm manner if spoken to, do not make any rushed movements and try to not aggravate the individual in any way.

In cases where you feel you cannot evacuate, rely upon the Police responders to facilitate a safe outcome.

For those occurrences of violence that take place in areas not covered by panic buttons, call 911 immediately.

4. Emergency Coordinator

Until a new Facilities contact is determined; a Department Head or the Human Resources Manager may act as the Emergency Coordinator. Responsibilities will include:

- Determining the necessity for facility evacuation or other emergency response actions
- Coordinating the overall evacuation process
- Acting as the point of contact for emergency response personnel
- Providing the Town Manager with employee accountability and status reports
- Determine appropriate actions to locate unaccounted for employees

5. Emergency Wardens

Each building will have a designated emergency warden(s) to assist with employee accounting. If the building has more than one floor, individual floor wardens may be assigned.

Emergency Wardens will be responsible for the following:

- Ensuring that their assigned areas have been fully evacuated, including all employees, patrons and other visitors

- Ensuring that employees (or visitors) with disabilities receive necessary assistance
- Marshalling employees to the designated assembly area
- Maintaining awareness of employees that are absent for any reason
- Ensuring that employee emergency contact information is available
- Notifying the Town Manager and respective Department Heads when employees have been physically accounted for or any employee is determined as being unaccounted for.
- Conducting an evacuation drill at least annually to ensure employee awareness of requirements and procedures.

Emergency Wardens that have been trained to perform these functions are identified in the attachments to this plan. Documentation of training to perform this function, including, the date of instruction, name of the instructor and the employee's signature, will be maintained in the employee's department training record.

6. Critical Operations Employees

In certain instances, it may be necessary to designate certain employees to perform specific mechanical operations related to emergency shutdowns prior to evacuating. In this instance; the Town Manager will notify respective Facilities employee(s). It is to be ensured that the respective employee(s) is/are trained to perform the operation and aware of when it is appropriate for them to act in this capacity.

These employees and their responsibilities are identified in the attachments to this plan. Documentation of training to perform this function, including, the date of instruction, name of the instructor and the employee's signature, will be maintained in the employee's department training record.

7. General Employee Responsibilities

Every employee is responsible for the following:

- Knowing and adhering to the contents and procedures of this plan
- Moving to the designated assembly area if an evacuation is directed
- Reporting to either their Department Head or Emergency Warden to facilitate accountability

8. General Rescue, Medical and Firefighting Duties

To avoid unnecessary injuries or risk; only employees specifically trained in rescue, medical or firefighting procedures should attempt any of these activities.

- Application of first aid will be limited to the basic contents of available first aid kits.
- In extreme cases, employees with proper training may take emergency action to sustain life until professional medical assistance arrives. An example of such an action would be the use of any Automatic External Defibrillators (AEDs). AEDs are located in the Police and Fire Departments and on the first floor of Town Hall. AEDs are only to be used by

employees with the necessary training. These devices can save lives in certain situations, but they should not be used by untrained personnel.

- In the event of a medical emergency, call **911** to report the nature of the emergency and the location.
- Fire fighting by employees will be limited to very basic actions, such as use of a fire extinguisher at the initial onset of a fire. Town Hall employees are to call 911 and evacuate the building.
- In any case where the fire is beyond the minimal capacity of a fire extinguisher, employees will cease containment activity and move to the designated assembly area.
- Firefighters for the Town of Brunswick shall perform firefighting operations in accordance with their training.

9. Fire/Explosion Emergency Procedures

Employees that discover a fire or witness an explosion should immediately do the following:

- Pull the nearest manual fire alarm
- Call 911 and provide the Communications Officer their name, phone number, nature of emergency and location
- Notify their supervisor
- Evacuate the building

Secondary employee actions include the following:

- Remove any person(s) from the affected area if they are threatened
- Close doors leading to the fire area
- Close doors around smoke or fire in adjacent areas
- Attempt to fight the fire **only** if:
 - You have been trained to use an extinguisher
 - The fire is small and able to be contained
- Evacuate

Note: Employees designated to use a specific piece of firefighting equipment will receive training on that equipment. All other employees will be provided with a general familiarization of fire extinguisher operation, including the PASS (Pull, Aim, Squeeze, and Sweep) sequence, and the dangers of fighting a fire in its early stages. It should be noted that Town Hall employees are to call 911 and evacuate the building, due to proximity of the Central Fire Station.

In the event an evacuation is declared, employees should use the following procedures:

- Follow any instructions given by the designated emergency warden
- Employees in departments which handle payments should quickly secure cash drawers and vaults.
- Feel all doors prior to opening them
- If a door is hot, proceed to another exit
- If smoke is present, stay low and crawl with your body against the wall
- If forced to move through smoke or fire, cover nose and mouth
- Do not return for personal belongings

10. Bomb Threat Procedures

In the event an employee receives a bomb threat phone call, the following actions should be taken:

- Listen – Do not interrupt the caller
- Do not risk breaking the connection by attempting to transfer the call
- Attempt to alert other employees as to the nature of the call and to contact the 911 Communications Officer and area supervisor
- Make note of any background noise -- office machines, factory machines, animals, street traffic, airplanes, trains, music, other voices
- Make note of the caller's voice – slow, fast, soft, loud, accents, calm, high pitched, distinct, raspy, stutter, intoxicated, slurred, deliberate, deep, distorted, angry, nasal, irrational, laughing, emotional

If the caller seems agreeable to further conversation, try to obtain additional information, such as:

- When the bomb is set to go off
- Where the bomb is located
- What kind of bomb is it
- What does it look like
- Who placed the bomb
- Where the call is coming from
- Any personal information the caller is willing to provide
- The caller's familiarity with the building based on the description of the bomb's location

11. Earthquake Procedures

Earthquakes are not a common occurrence in Maine, but they are a possibility. In the event of an earthquake, employees should take the following actions:

- **If you are indoors**
 - Remain indoors.
 - Take cover under a sturdy table or desk or brace yourself in a doorway or corner.
 - Stay clear of windows, bookcases, cabinets and other heavy objects.
 - Be alert for falling plaster or objects.
- **If you are outdoors**
 - Move to an open area away from power lines, power poles, trees, walls and chimneys.
- **If you are in a vehicle**
 - Pull to the side of the road and stop the vehicle
 - Do not park under bridges, overpasses or overhead wires
 - Stay in the vehicle until the shaking stops
 - Do not attempt to cross bridges or overpasses that may have been damaged

12. Record of Review

The Town's Safety Committee will review this plan annually to ensure it contains current information. Revision dates will be noted on the first page of this policy.

Attachment A
Fire Department

Central Station:

Emergency Wardens:

The Officer in Charge or his/her designee

Evacuation Assembly Area:

In front of the Station.

Systems Identifications:

- The station has smoke/heat detectors.
- The fire alarm rings in the firehouse and is monitored by NorthEast Security. (1-800-462-9022). NorthEast Security will alert Brunswick 911 if the system is activated.
- The Station is equipped with emergency lighting as well as an emergency generator. The generator will supply power to the entire fire station.
- There is no sprinkler system.
- A panic alarm is located in the Administrative Office.
- A fire extinguisher is located on each floor.
- Main floor camera and electric door lock. Controlled and accessed in the Administrative Office.

Emerson Station:

Emergency Wardens:

The Supervisor in Charge or his/her designee

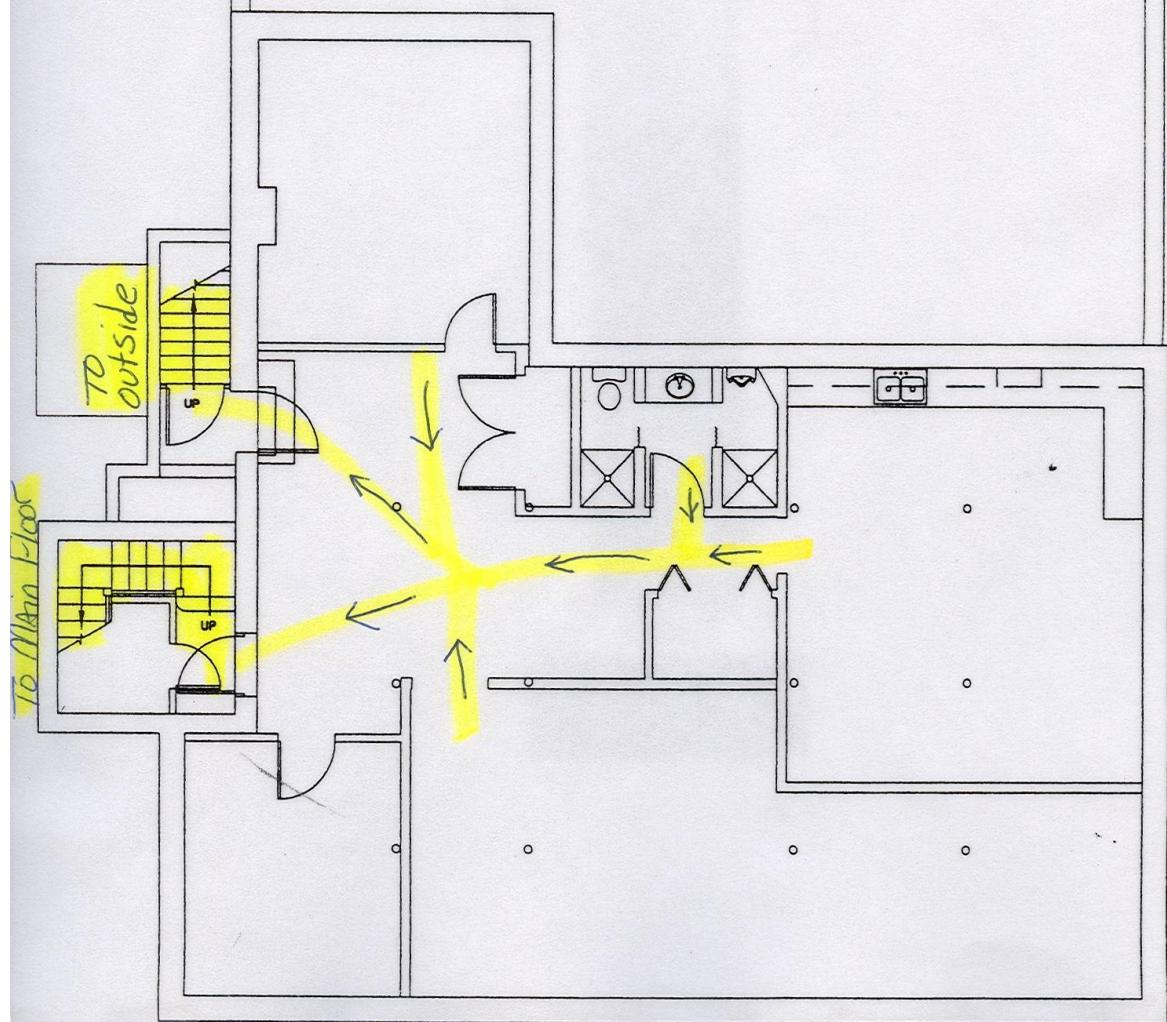
Evacuation Assembly Area:

At the CMP flag pole towards the rear of the property

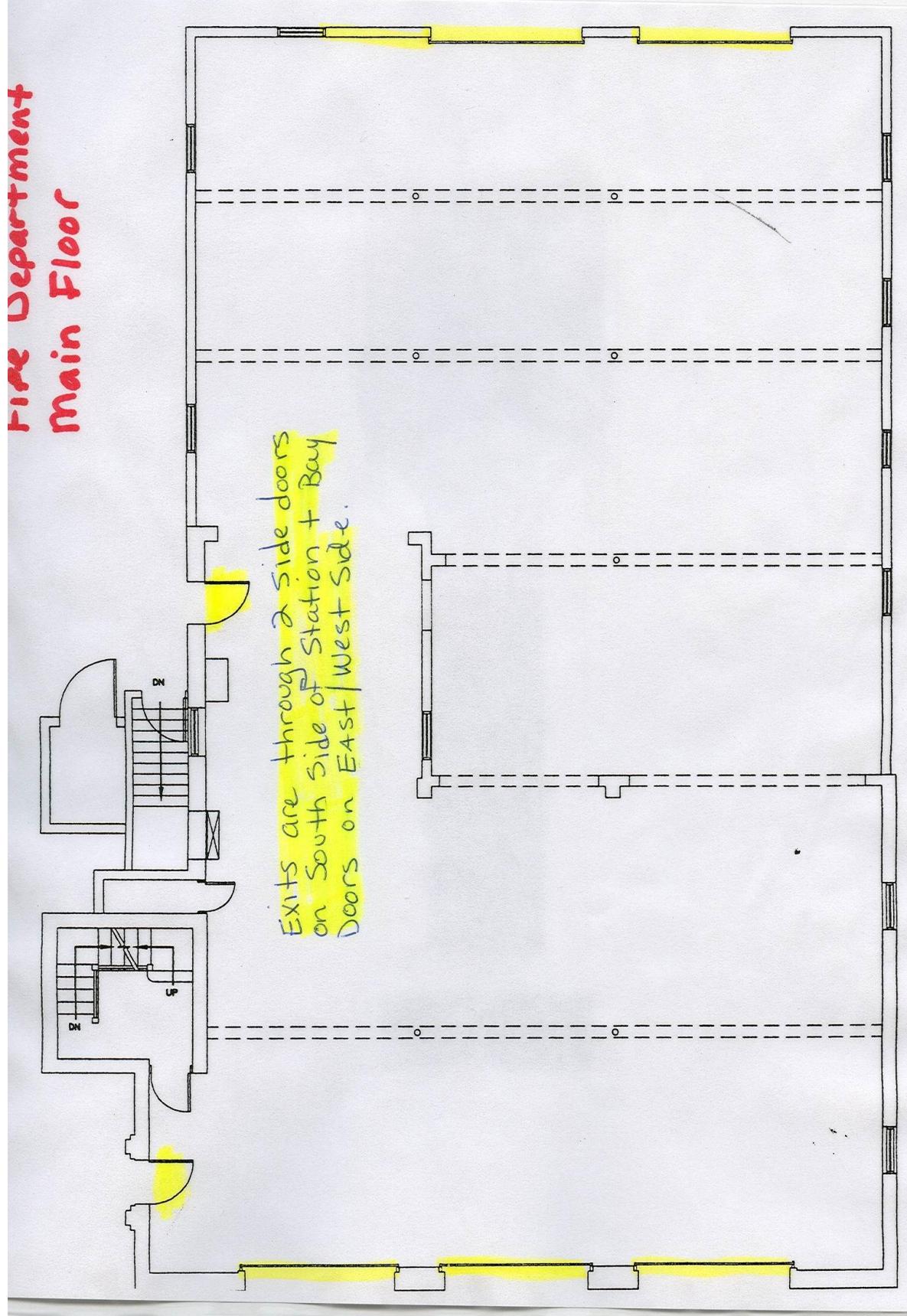
Systems Identifications:

- The Station has smoke detectors throughout.
- The fire alarm rings in the firehouse and is monitored by NorthEast Security. (1-800-462-9022). NorthEast Security will alert Brunswick 911 if the system is activated.
- The Station is equipped with emergency lighting, as well as an emergency generator. The generator will supply power to the Station.
- A sprinkler system is installed throughout the Station.
- A panic button is located in the Public Office at this Station.
- All exterior doors and public access doors are secured with key codes for limited access.
- Fire extinguishers are located in the following areas:
 - A. 1 in each corner of the apparatus bay
 - B. 1 in the public entryway
 - C. The cooking stove has an automatic extinguishing system
 - D. 1 is located in the front hallway within the sleeping quarters

**Fire Department
Basement**

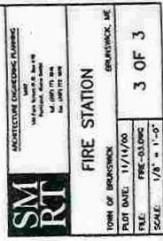
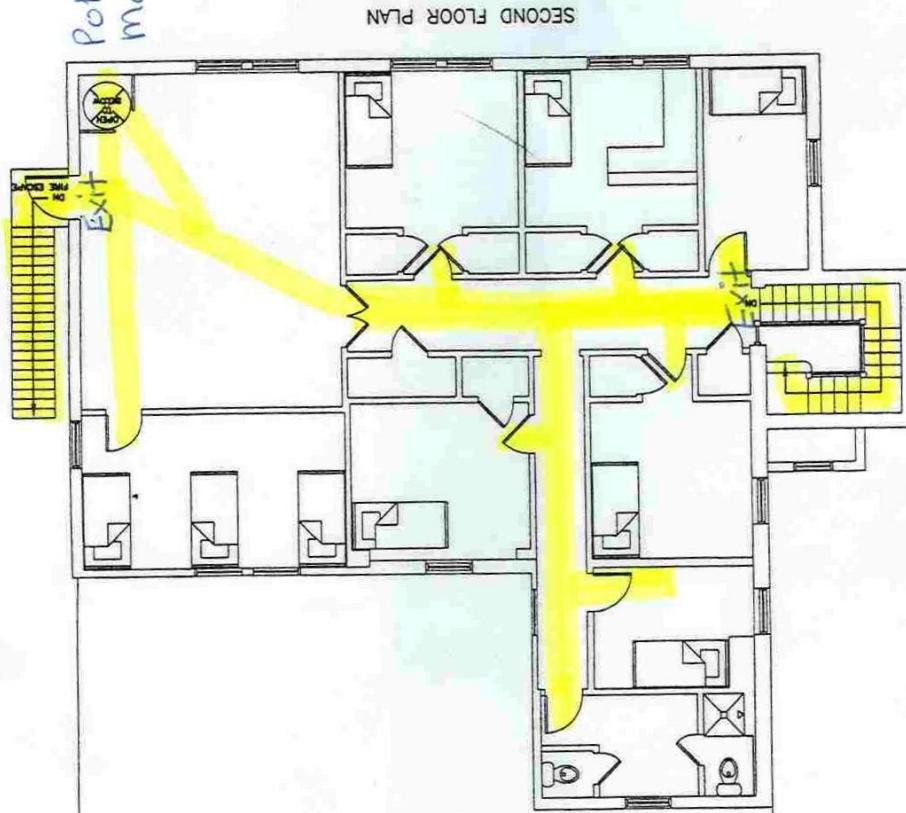


Fire Department Main Floor

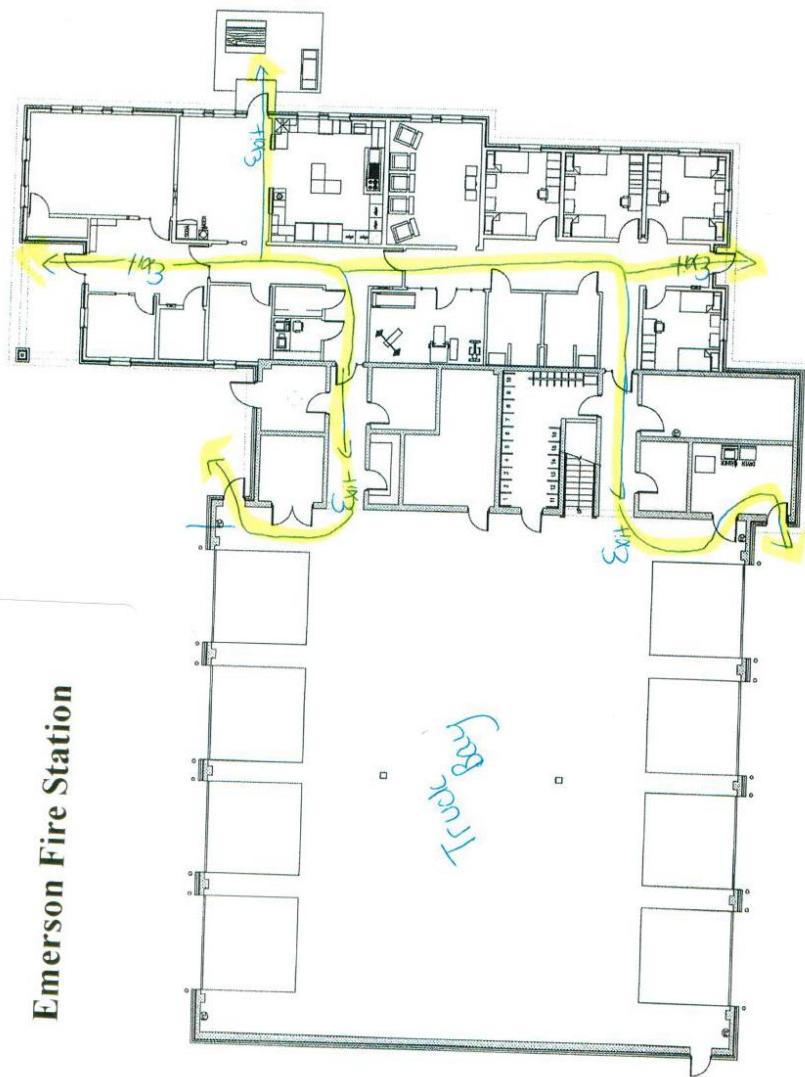


Fire Dept. Top Floor

Pole- Exit to
Main Floor



Emerson Fire Station



Attachment B
Parks and Recreation Department

1. RECREATION CENTER BUILDING at 220 Neptune Drive

Building Supervisor:

The Building Supervisor will be the Parks and Recreation Department Director. In the absence of the Director, the responsibility would pass to (in order) (a) Parks and Recreation Deputy Director (b) Parks and Facilities Manager (c) Program Assistant (d) Registration Program Registrar (e) Financial Administrative Assistant (f) part-time Recreation Dept. employee currently supervising the building.

Emergency Wardens:

- There shall be one emergency warden for the building, to be designated by the building supervisor. The building supervisor may designate an employee near at hand for expediency, or may designate a particular employee to handle this task.
- The emergency warden will insure that the entrance doors are either secured or visually monitored to prevent unaware members of the general public from entering the building during an emergency.

Evacuation Assembly Area:

The employee assembly area after evacuation is the northeast corner of the large parking lot (on the south side of the building) near the sidewalk.

The Preschool Program has their own assembly area on the sidewalk near the drop off area by the parking lot on the north side of the building. The emergency warden will include accounting for the Preschool teachers if an event takes place when Preschool is in session. (The Preschool teachers account for the children.)

Critical Operations Employees: N/A

Building Systems:

- Fire Alarm pull stations, smoke and heat detectors – maintained by Northeast Security (800-462-9022). Alarms to Northeast Security, who contacts the Fire Department.
- Panic alarms at each work station are maintained by Northeast Security (800-462-9022). Alarms to Northeast Security, who then contacts the Police Department.
- Fire extinguishers are located throughout the building. Operation of these extinguishers is limited to trained employees.
- The building is fully sprinkled.
- There is also a security system for the building, maintained by Northeast Security (800-462-9022), who contacts the Police Department in the event of an intrusion.

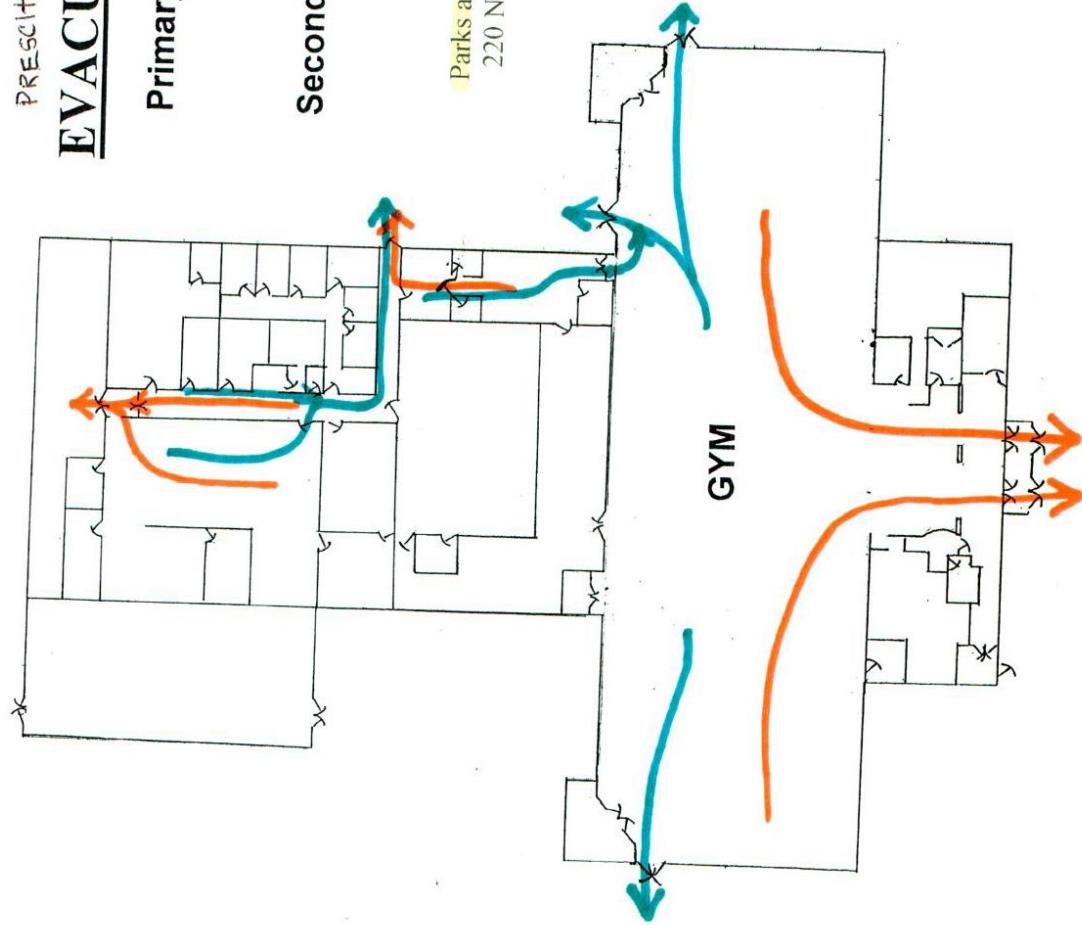
PRESCHOOL, ADMIN, AND GYM

EVACUATION PLAN

Primary Route 

Secondary Route 

Parks and Recreation Department
220 Neptune Drive, Brunswick



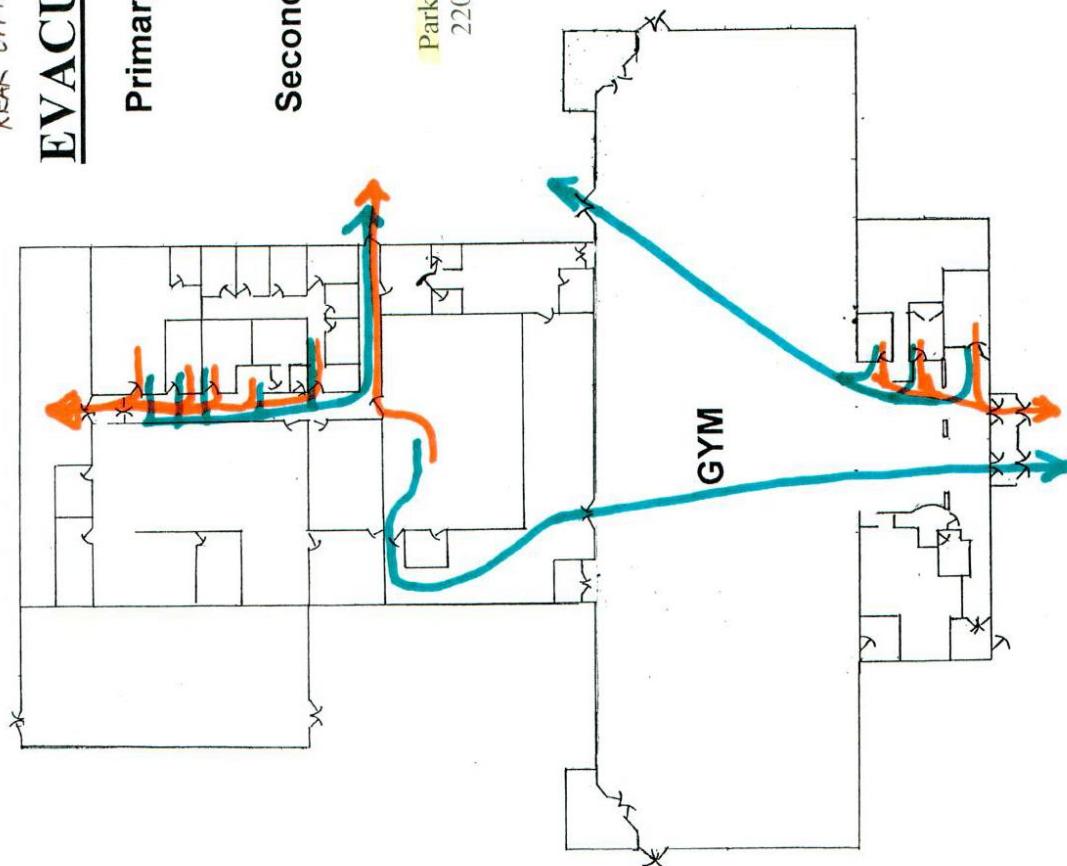
REAR OFFICES, FRONT OFFICES, STERKSE AREA

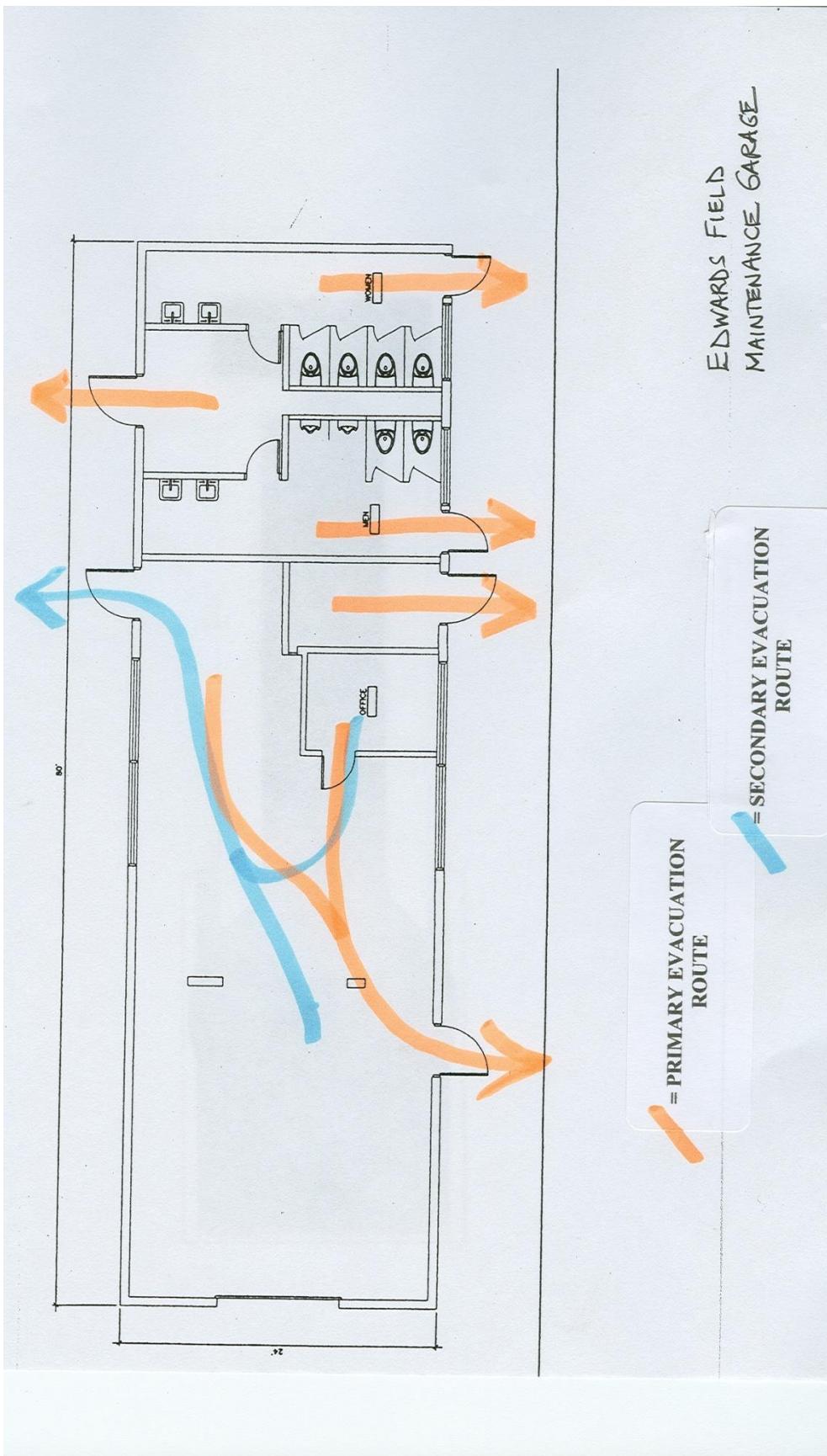
EVACUATION PLAN

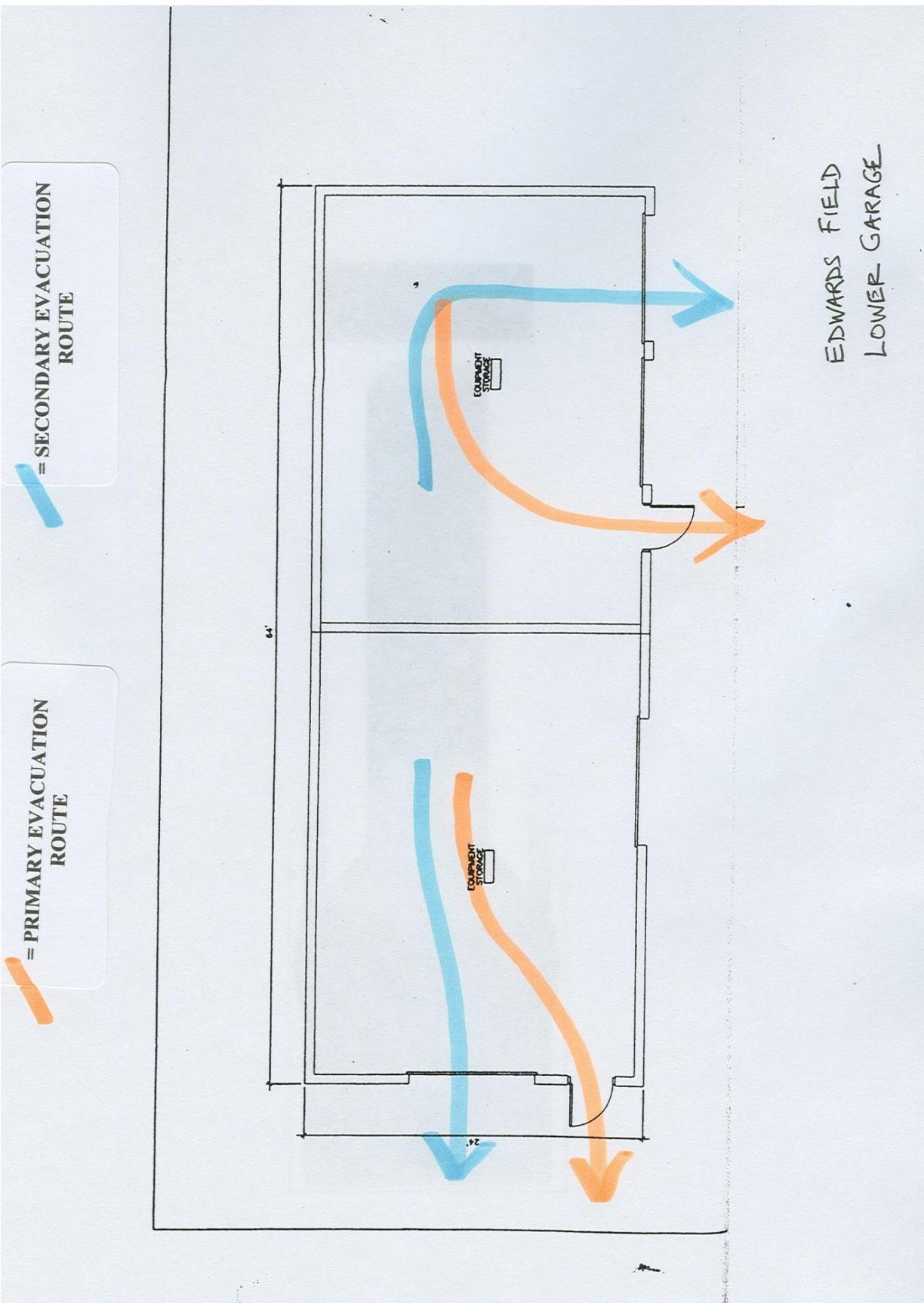
Primary Route →

Secondary Route →

Parks and Recreation Department
220 Neptune Drive, Brunswick

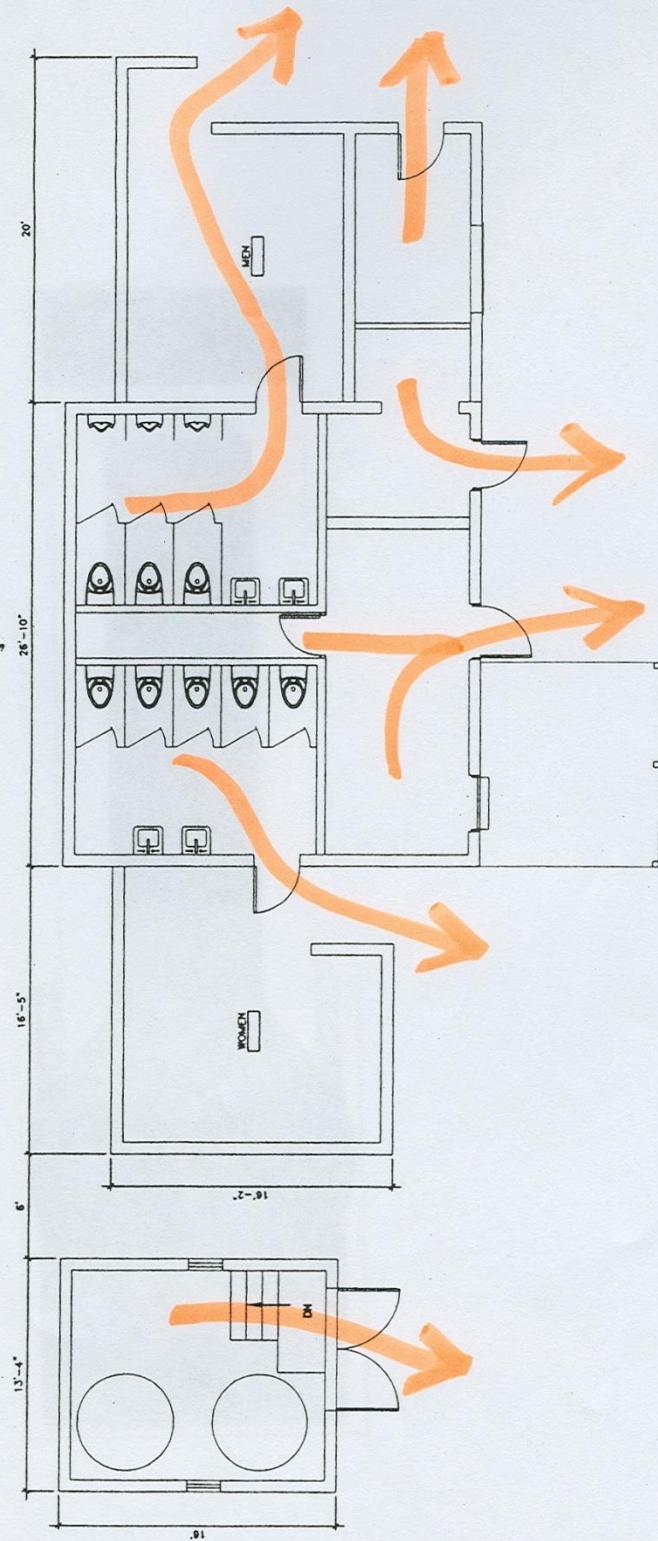






COFFIN POND
CONCESSION & CHLORINE BLDGS.

 = PRIMARY EVACUATION
ROUTE



Attachment C
Police Department

Emergency Wardens:

- This position will be filled by the highest ranking official on the premise or their designee. Radio contact will be maintained with the Officer in Charge for the shift and the communications personnel.
- The Communications Supervisor (or Officer) will be tasked with determining whether to evacuate with the mobile command center and equipment, or to transfer communications to Cumberland County.

Evacuation Assembly Area:

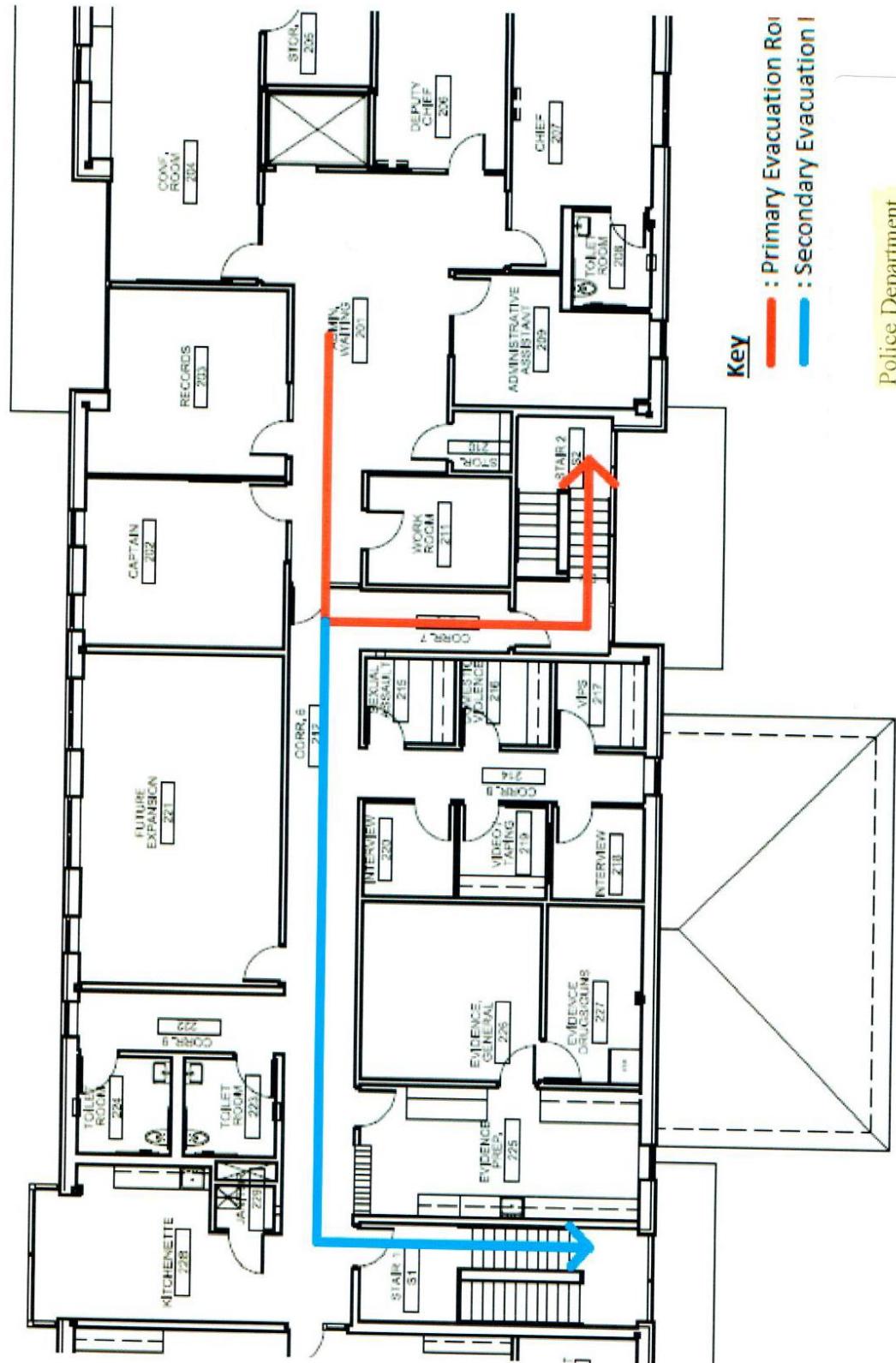
- The primary assembly area will be in the parking lot at the rear of the Station. Depending on the nature of the emergency and because of law enforcement responsibilities, certain Police Department employees may be giving response duties.

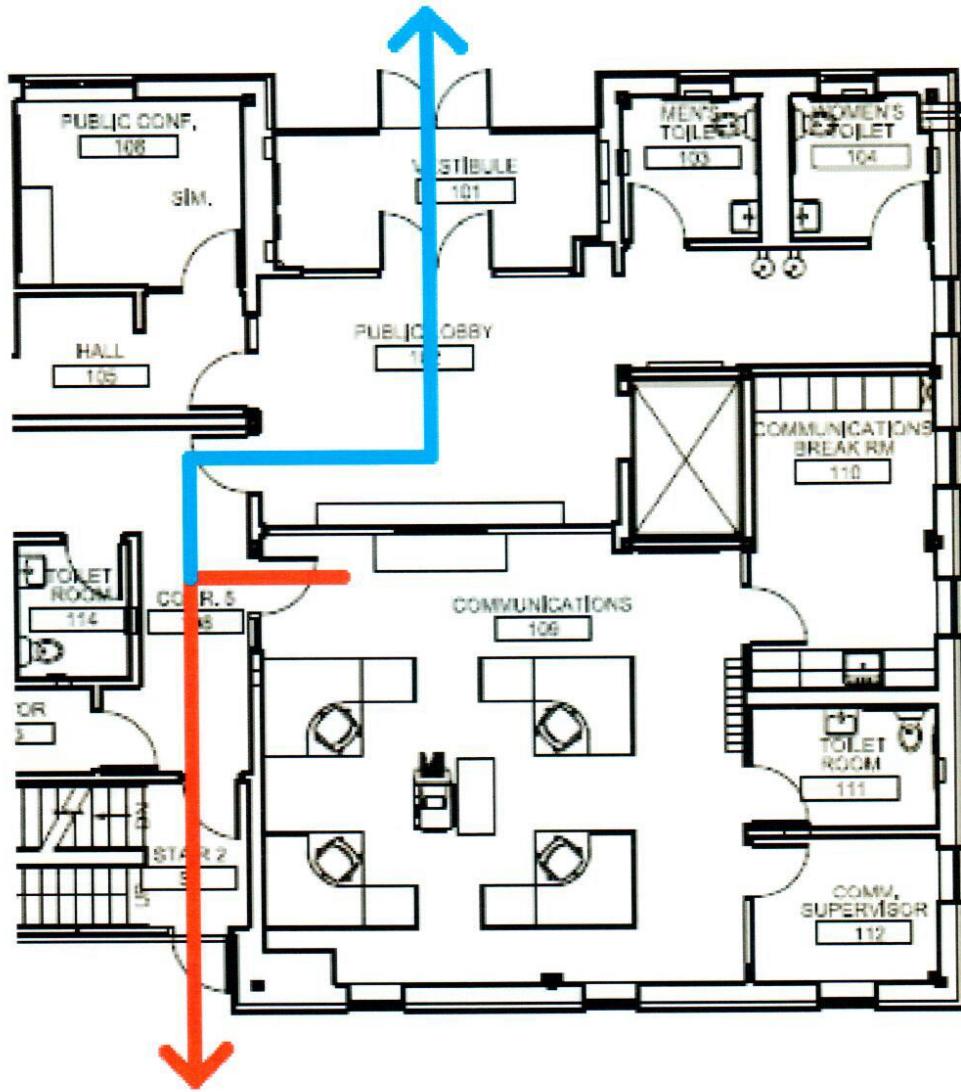
Critical Operations Employees:

- All Communications Officers are/will be trained in transfer of communications to Mobile Command Unit or another area PSAP.

Systems Identifications:

- Fire Alarms:
Maintained by Northeast Security (800) 462-9022.
Alarm notification goes directly to Northeast, who notifies Public Safety.

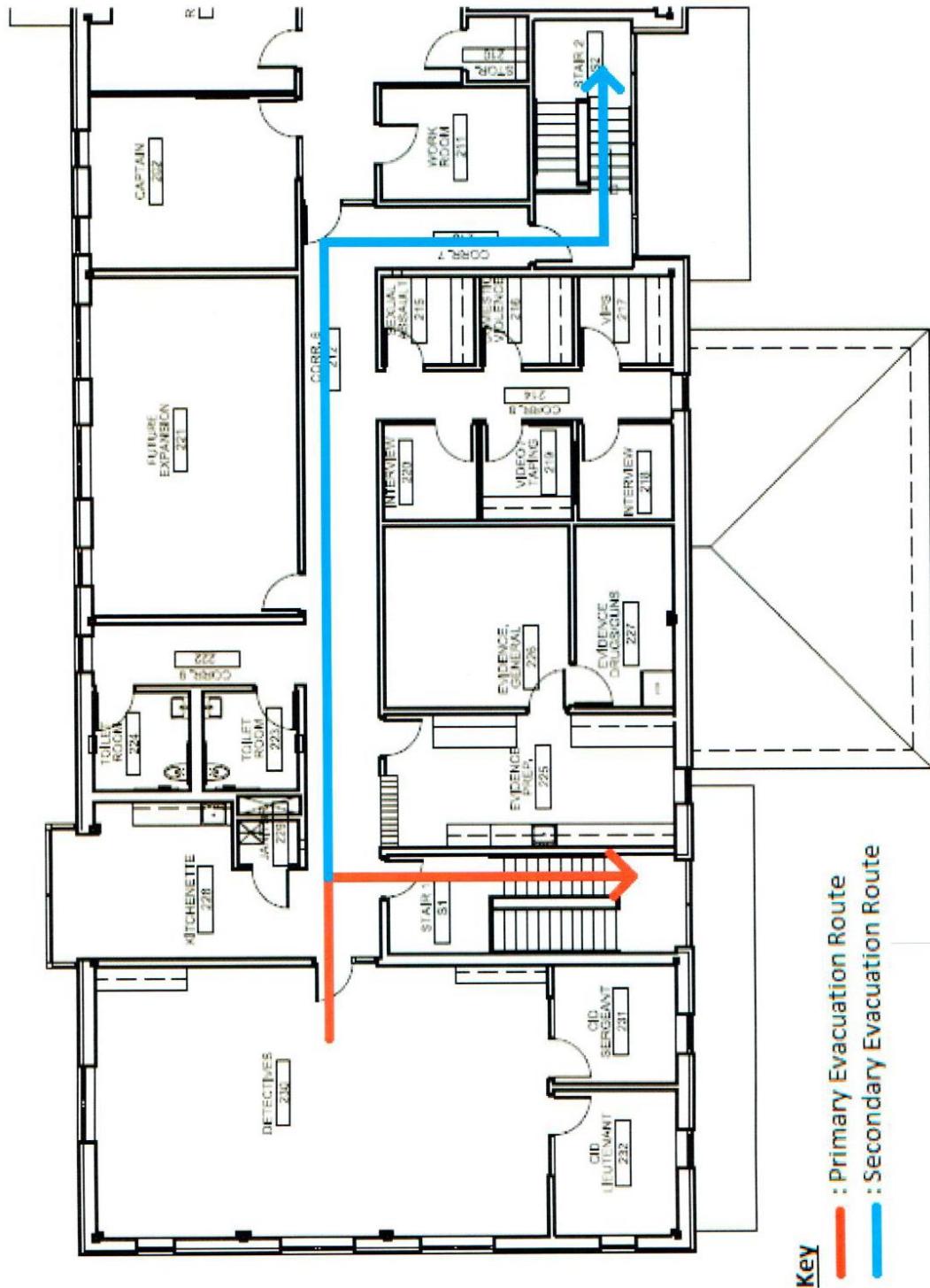


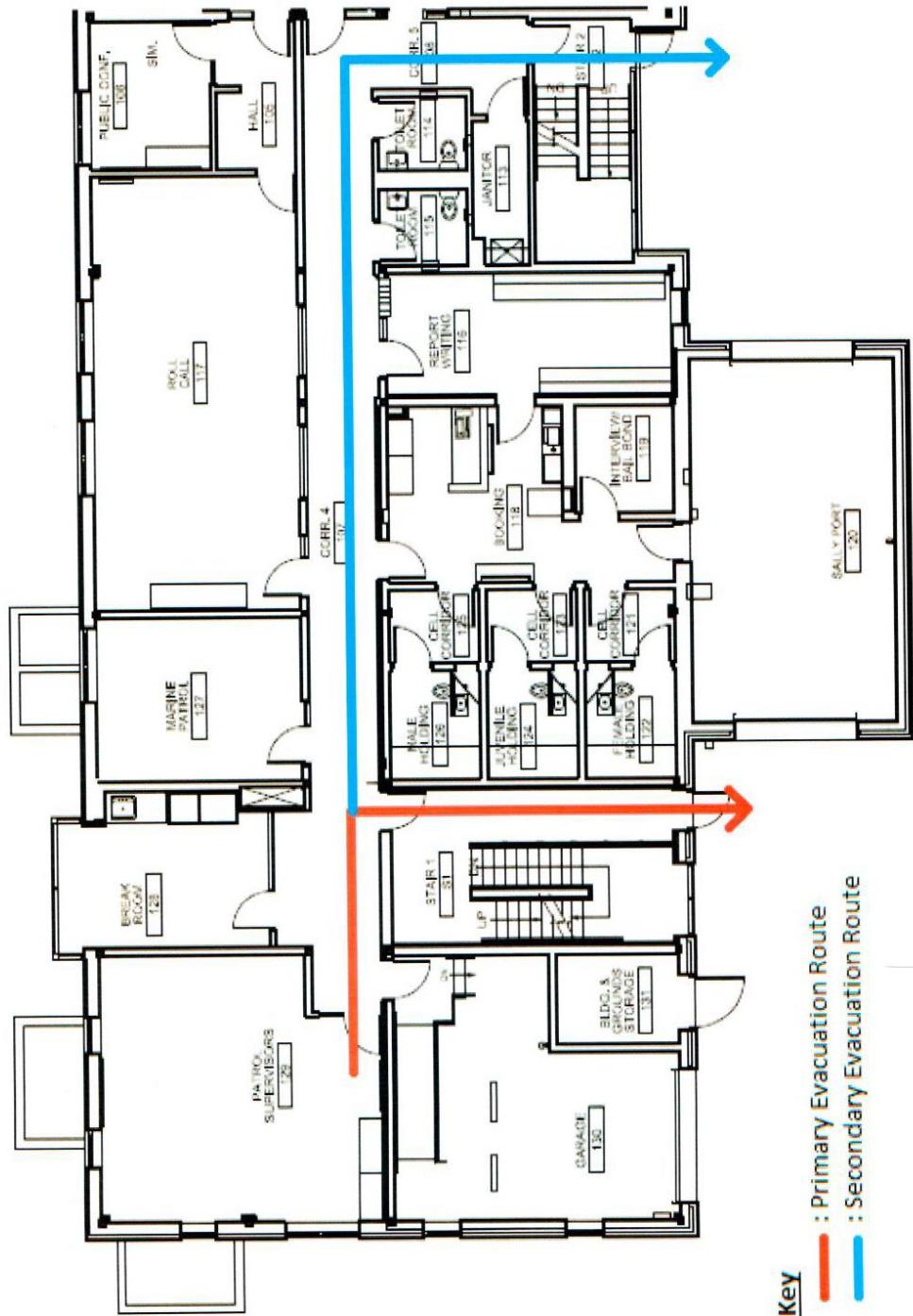


Key

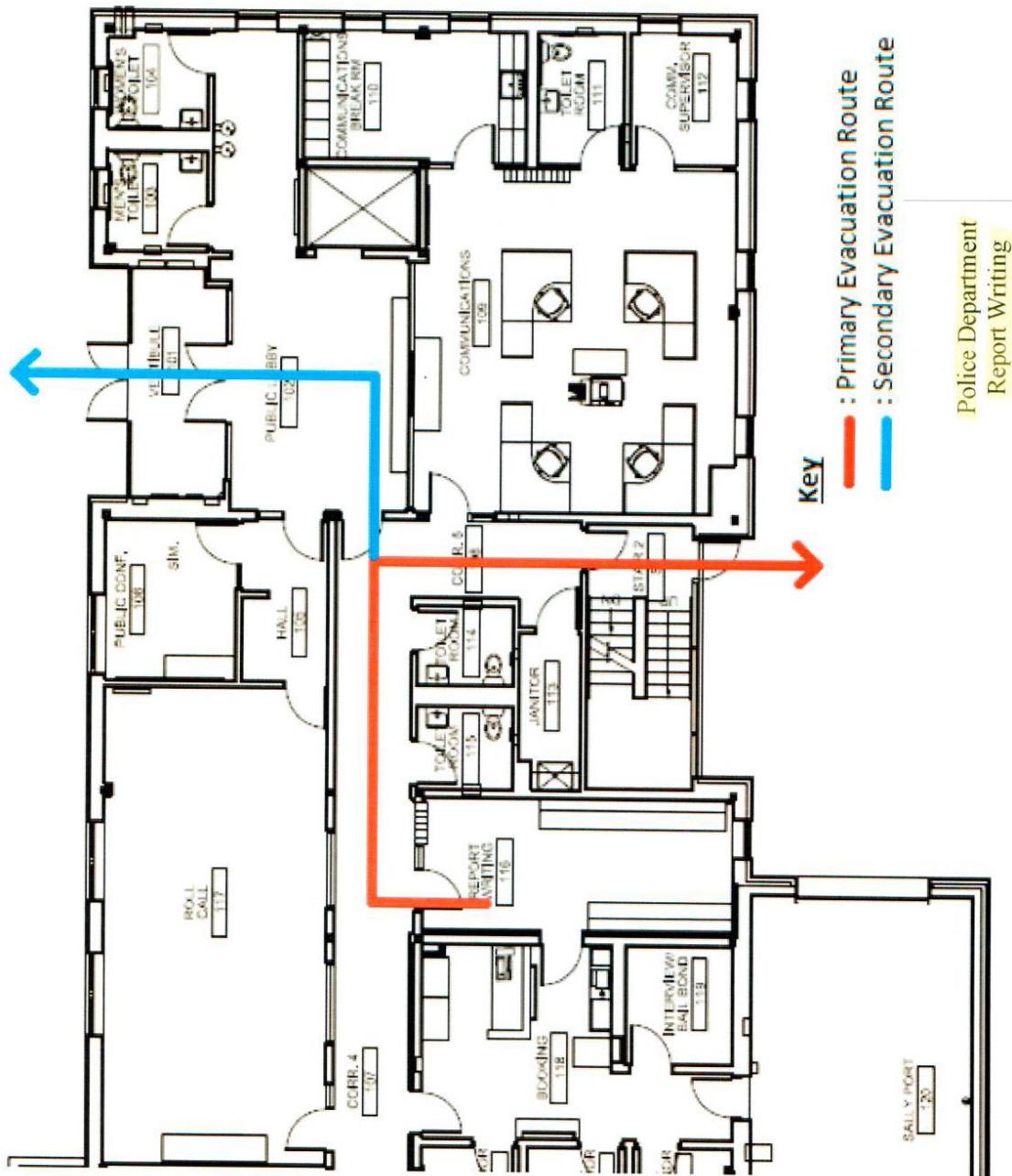
Police Department
Communications/Dispatch

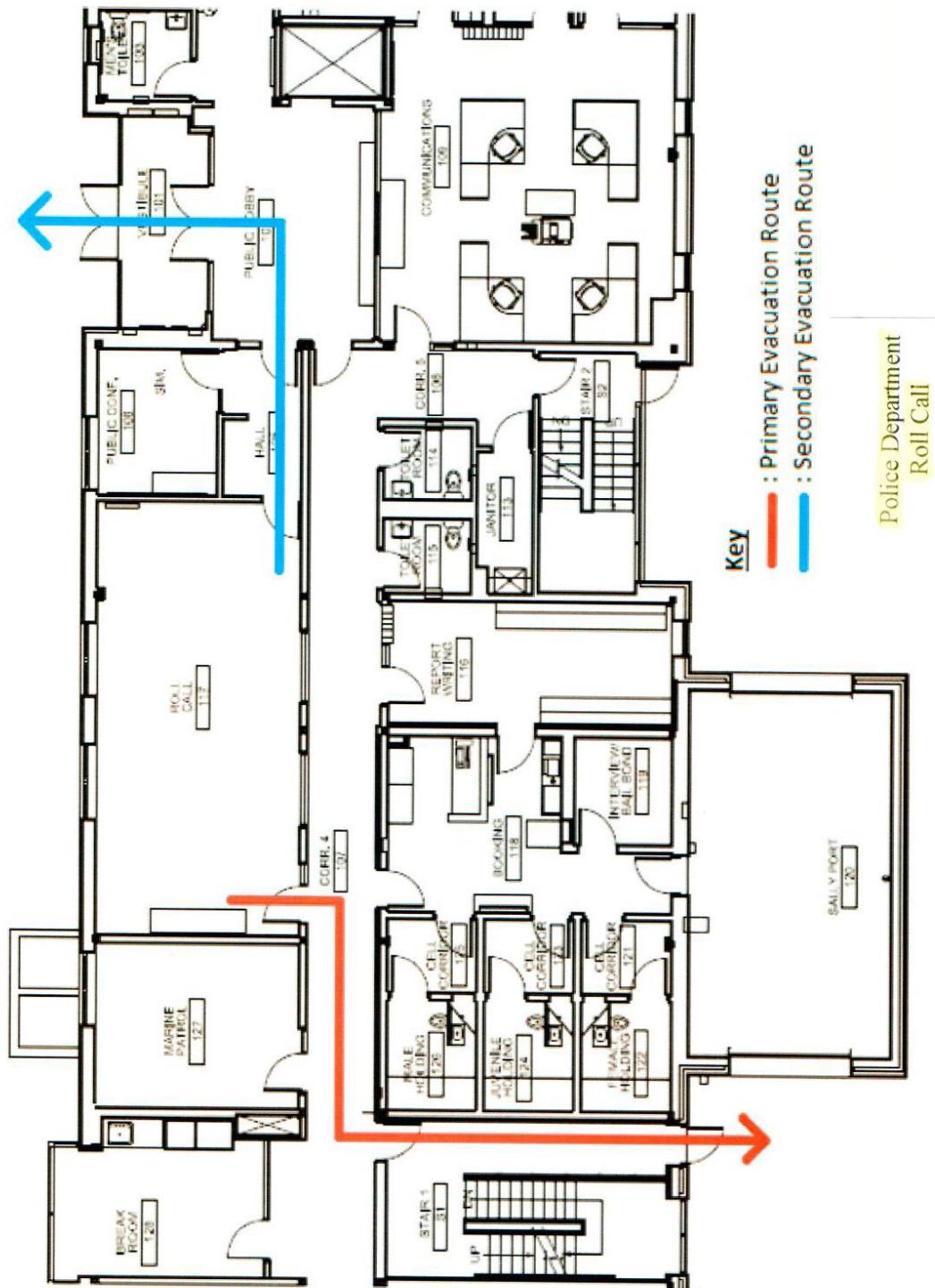
- : Primary Evacuation Route
- : Secondary Evacuation Route

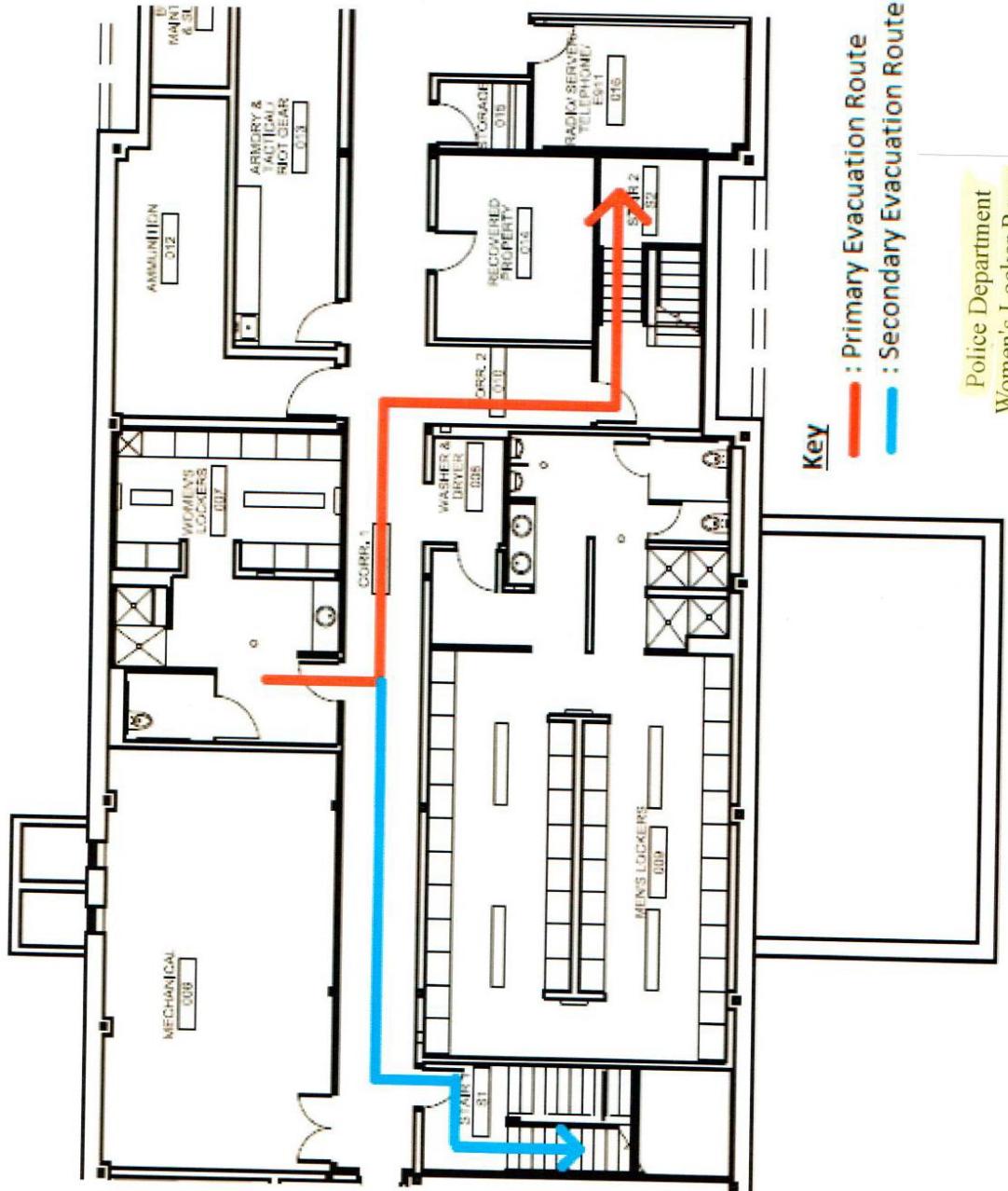


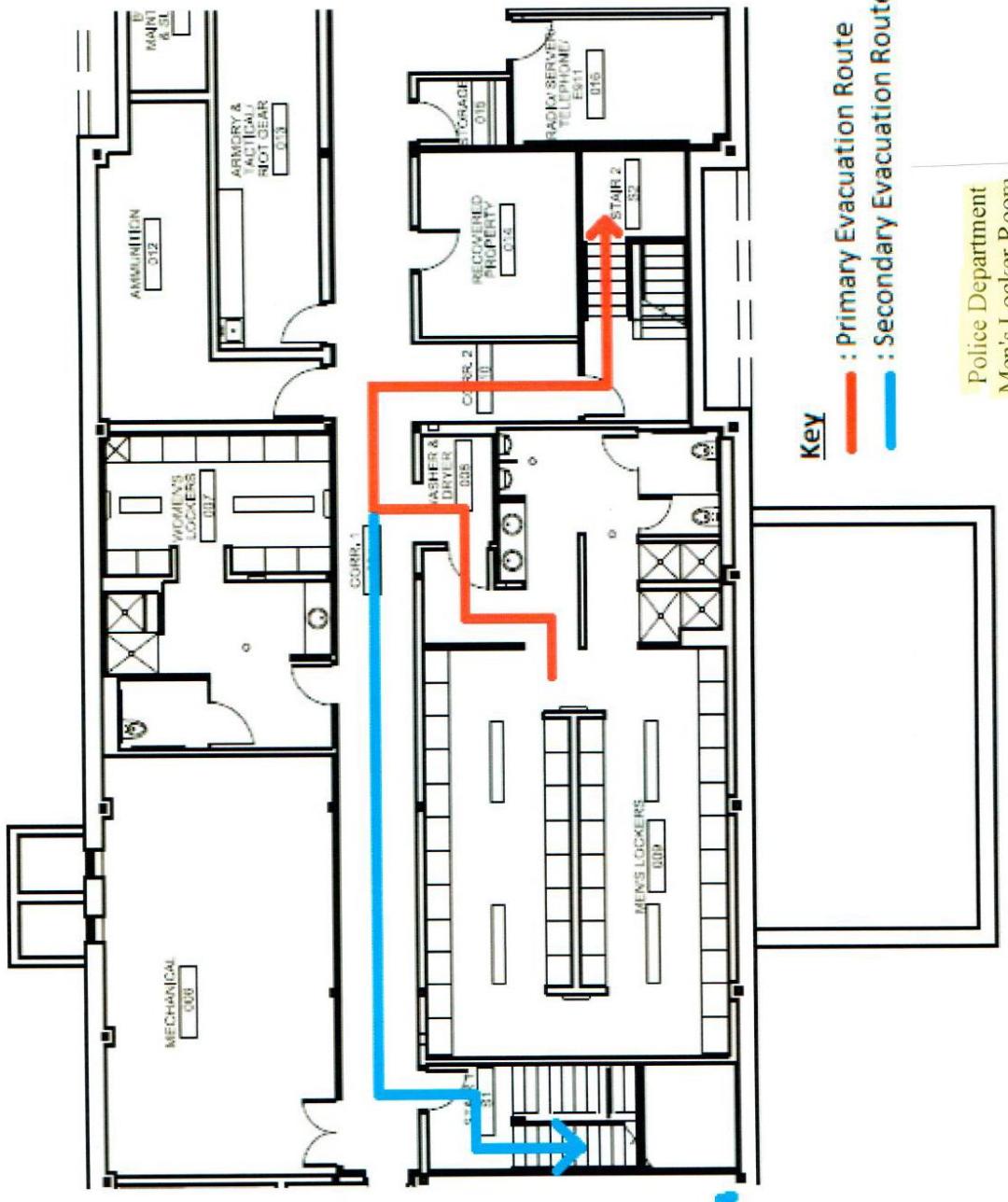


Police Department Patrol Supervisors









Attachment D
Public Works Department

Emergency Wardens:

This position will be filled by the highest ranking PWD management person on the premise or their designee.

Evacuation Assembly Area:

The assembly area is the island in the employee and visitor parking area in front of the PWD Office Building (gas pumps side). See Figure 1 below.

Critical Operations Employees: NA

Building Systems:

9 Industry Road (Main Office and Maintenance/Storage Garage):

- Fire Alarm system installed with heat and smoke detectors that cover the entire building – Monitored by Seacoast Security (888-654-2228) who will notify the Emergency Dispatch (911) when an alarm is tripped.
- There are also fire alarm pull stations near exit doors and when activated will sound the fire alarm system horns and lights in the building and Seacoast will automatically be notified to call 911.
- Panic Alarms are maintained by NorthEast Security (800-462-9022) with the alarm ringing directly into the Police Department (911).

10 Industry Road (Vehicle Storage Garage and Sign Workshop (across street):

- Building has full wet sprinkler system maintained by Eastern Fire & Sprinkler, system is not monitored.
- Need to call 911 for any building emergency. Assemble in same area (Fig. 1).

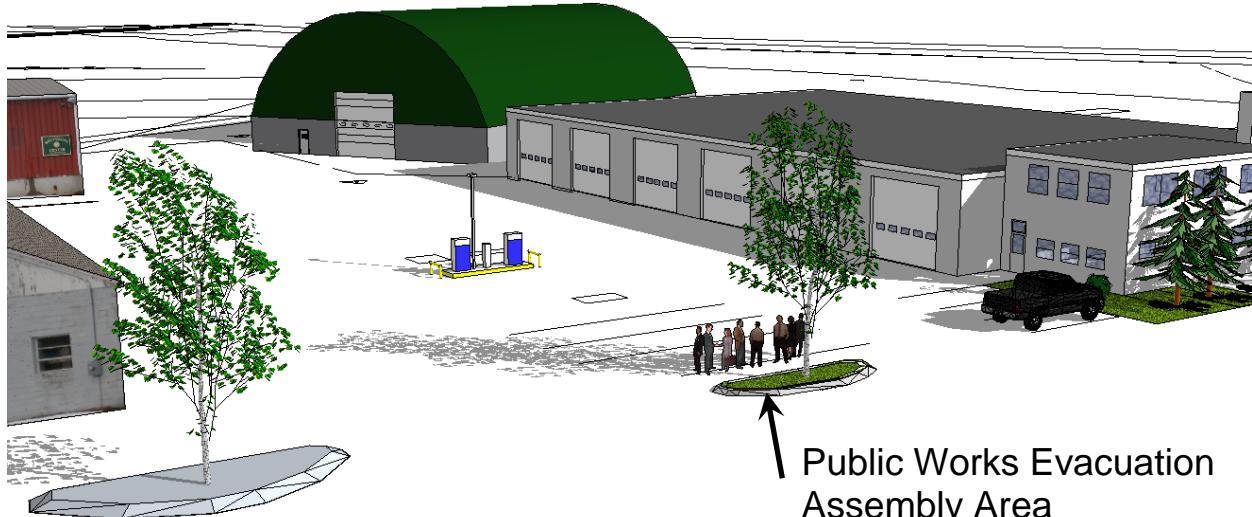
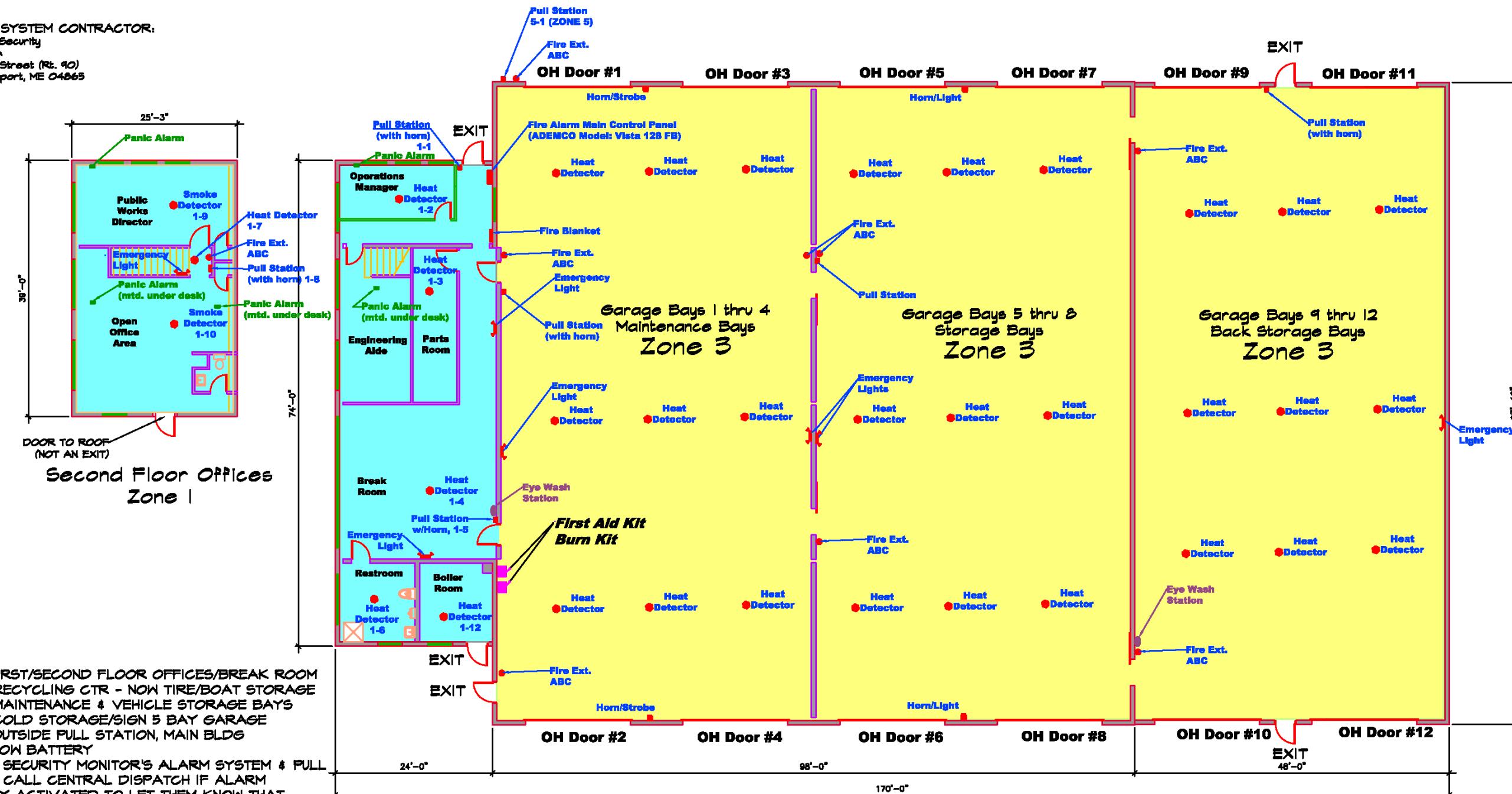


Figure 1
9 Industry Rd

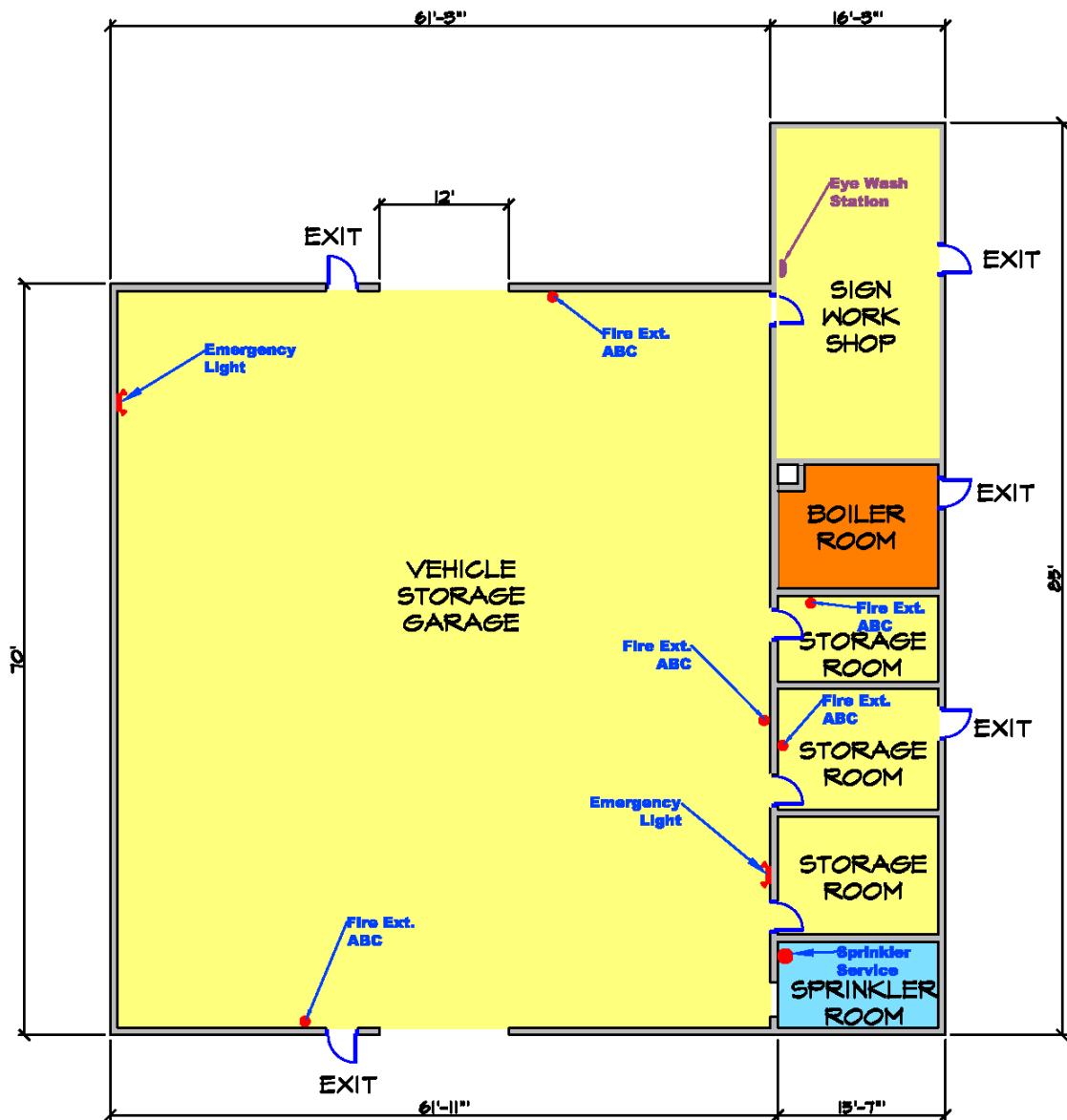
FIRE ALARM SYSTEM CONTRACTOR:
 Seacoast Security
 P.O. Box A
 290 West Street (Rt. 90)
 West Rockport, ME 04865
 236-4876



FIRST FLOOR PLAN 9 INDUSTRY RD

BRUNSWICK PUBLIC WORKS DEPT. FIRE ALARMS/DETECTORS/EXTINGUISHERS PLAN

SCALE: 1/16" = 1'-0"
 FEBRUARY 4, 2013, JAF



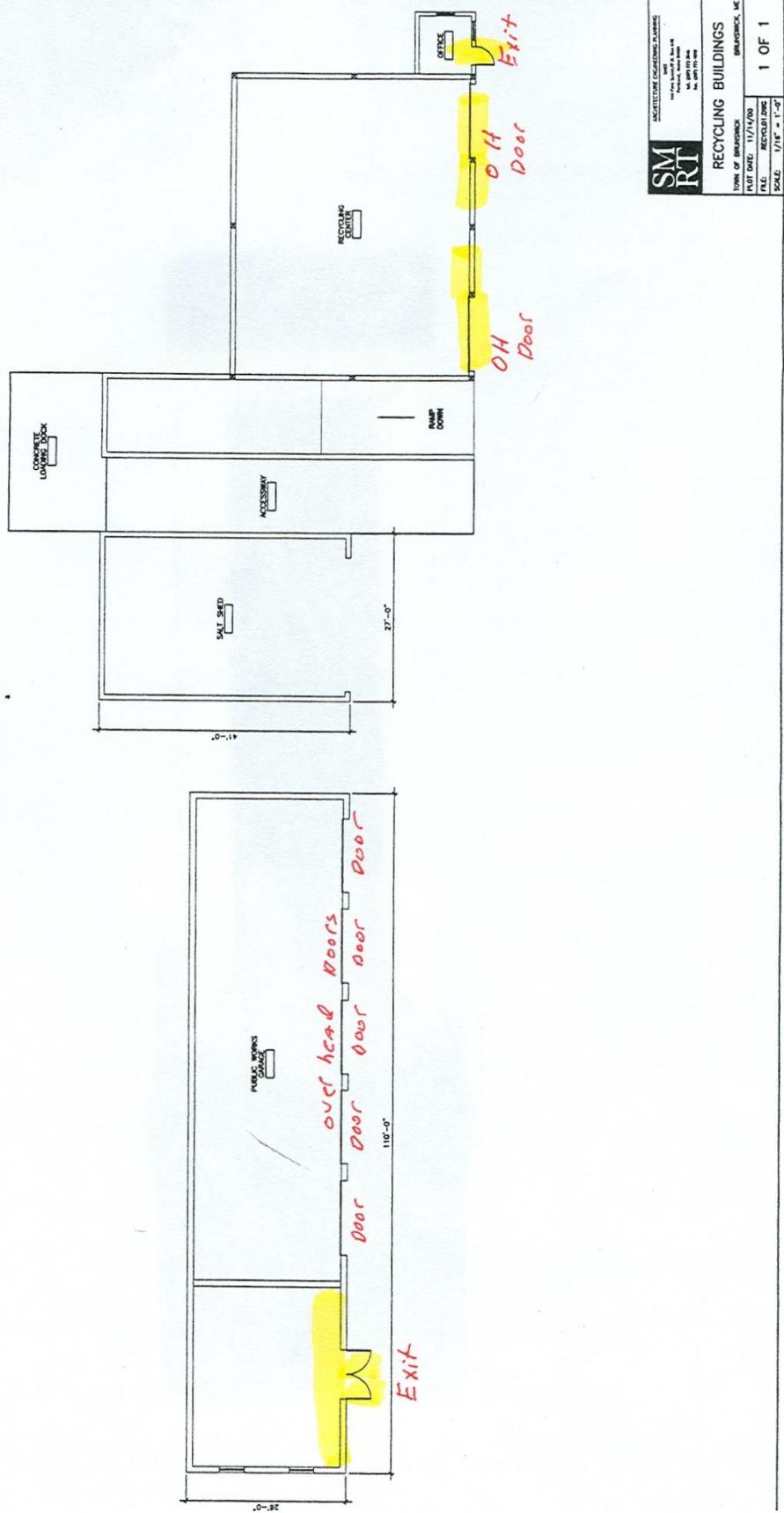
NOTES:

1. SPRINKLER SYSTEM MAINTAINED BY:
EASTERN FIRE & SPRINKLER SVCS.
170 KITTY HAWK AVE
AUBURN, ME 04210
784-1501
2. IF SPRINKLER SYSTEM ACTIVATED WILL RING LOCAL BELL IN BUILDING
AND OUTSIDE - ALARM IS LOCAL ONLY, NO OUTSIDE NOTIFICATION.
3. SPRINKLER INFO: 6 INCH SUPPLY LINE, WET SYSTEM
4. FOR EMERGENCY SERVICE (POLICE OR FIRE) CALL 911

PUBLIC WORKS STORAGE BUILDING
10 INDUSTRY RD
FIRE SAFETY SYSTEMS

BRUNSWICK PUBLIC WORKS DEPT
DATE: FEBRUARY 4, 2015
SCALE: 1/16" = 1'-0" FEET
DRAWN BY: JRH/JAF

GROSS FLOOR AREA=5,670 S.F.



Attachment E **Town Hall**

Building Supervisor: Town Manager. In his absence, the responsibility would pass to the Department Head of his choosing.

Emergency Wardens:

- Accounting Assistant, Nancy Darling, will be responsible for the Finance and Tax Departments.
- Administrative Assistant, Julie Erdman, will be responsible for the Planning and Codes Department.
- Executive Administrative Assistant, Debbie Blum, will be responsible for the Town Clerk and Town Manager's Departments.
- H.R. Manager, Jessica Factor, will be responsible for Business Development and the Assessing Department, in the absence of the Administrative Assistant.
- IT/Cable TV Manager, Bryan Cobb, will be responsible for the IT/Cable and Facilities Departments.
- Human Services Office Manager, Judy Hardy-Goddard, will be responsible for the Human Services Department.
- Alternate Warden is Deputy Town Clerk, Elin Gould.
- Tenants on the third floor will be made familiar with evacuation procedures and where the evacuation assembly area(s) are.

Evacuation Assembly Area: Two locations: Across Station Avenue (OA sidewalk) or the Noble Street lawn area.

Critical Operations Employees:

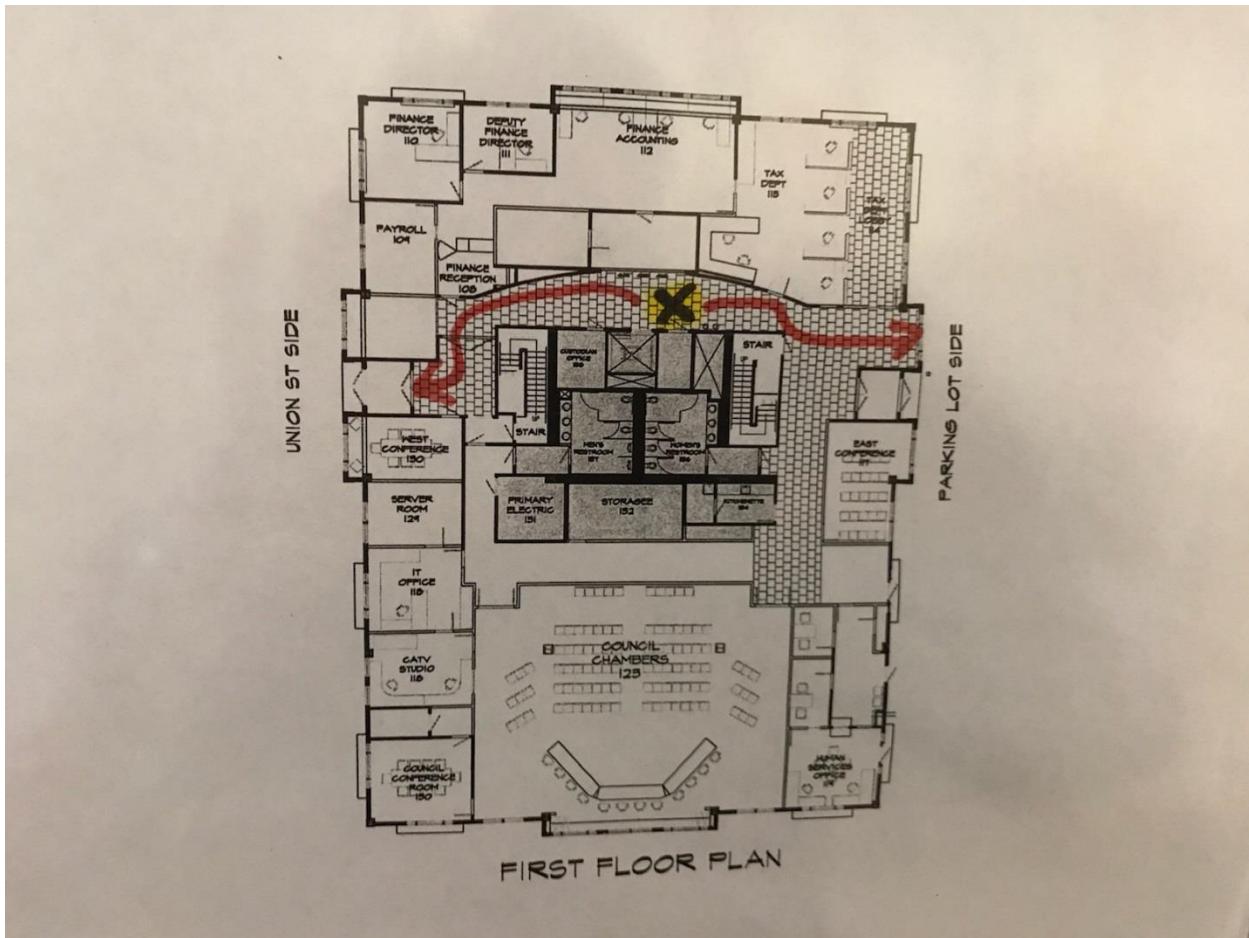
To lock up vaults/cash drawers:

- Clerk's Office: Each Employee should quickly lock their respective cash drawer and then evacuate the building. Deputy Town Clerk Elin Gould will lock the vault and evacuate. In her absence, the responsibility would pass to Linda Stromski or Susan Karnes, Assistant Town Clerks.
- Tax Office: Each Employee should quickly lock their respective cash drawer and then evacuate the building. Office Manager, Tricia Goud, will verify all employees and visitors to the Tax Office are evacuated.

Systems Identifications:

- Panic Buttons: Maintained by Northeast Security (800) 462-9022. Alarm goes directly to Northeast Security, which then notifies Public Safety.
- Fire Alarms: Maintained by Northeast Security (800) 462-9022. Alarm goes directly to Northeast Security, which notifies Public Safety.

Brunswick Town Hall First Floor



Brunswick Town Hall Second Floor

