

Appendix F: Emergency Action Plans

Emergency Action Plan for: Town of Clayton-Town Hall 405 Riverside Drive, Clayton, NY 13624

In the event of emergency, employees are alerted by:

- the sounding of an alarm
- verbal announcement

In the event of a fire, the fire alarm system will ring.

Despite the emergency situation, a verbal announcement will be given.

In the event of fire or other emergency, **all** employees shall evacuate immediately.

In the event of an emergency, employees shall evacuate by means of the **nearest** available marked exit.

Employees are **not** authorized to use any portable fire extinguisher that may be present to fight fires. In the event of fire, employees are to evacuate immediately.

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

After an emergency evacuation, employees are to gather in the following location(s): **at the Village dock facility, across from the Town Hall.**

After an emergency evacuation, the procedure for accounting for all employees is: **The Town Clerk or her deputy is responsible for accounting for all employees working during the emergency situation.**

For further assistance with emergency evacuation procedures, the following individuals may be contacted:

Town Supervisor
(315) 686-3512 ext. 20 Work

Town Clerk
(315) 686-3512 ext. 24 Work

**Emergency Action Plan for:
Town of Clayton-Highway Department
615 East Line Road, Clayton, NY 13624**

In the event of emergency, employees are alerted by:

- verbal announcement.

Despite the situation, a verbal announcement will be given for each emergency. Fire alarms will ring in the event of a fire-related situation.

In the event of fire or other emergency, **all** employees shall evacuate immediately.

In the event of an emergency, employees shall evacuate by means of the **nearest** available marked exit.

Employees are **not** authorized to use any portable fire extinguisher that may be present to fight fires. In the event of fire, employees are to evacuate immediately.

In the event of an emergency, the following employees are to remain in the workplace to shutdown or monitor critical operations before they evacuate: **Highway Superintendent**

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

After an emergency evacuation, employees are to gather in the following location(s): **in the front of the highway building complex in the parking lot.**

After an emergency evacuation, the procedure for accounting for all employees is: **the Deputy Highway Superintendent is responsible for accounting for all employees working during the time of the emergency situation.**

For further assistance with emergency evacuation procedures, the following individuals may be contacted:

Highway Superintendent
(315) 686-5122 Work

Town Supervisor
(315) 686-3512 ext. 20 Work

**Emergency Action Plan for:
Town of Clayton-Recreation Park Arena
600 East Line Road, Clayton, NY 13624**

In the event of emergency, employees are alerted by:

- verbal announcement.

Regardless of the emergency, a verbal announcement will be made.

In the event of fire or other emergency, **all** employees shall evacuate immediately.

In the event of an emergency, employees shall evacuate by means of the **nearest** available marked exit.

Employees are **not** authorized to use any portable fire extinguisher that may be present to fight fires. In the event of fire, employees are to evacuate immediately.

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

After an emergency evacuation, employees are to gather in the following location(s): **at the gazebo between the Arena and the Pool.**

After an emergency evacuation, the procedure for accounting for all employees is: **The highest-ranking official of the Arena present at the scene is responsible for accounting for all of the employees working on that day after an emergency evacuation.**

For further assistance with emergency evacuation procedures, the following individuals may be contacted:

Superintendent of Buildings & Grounds
315-686-4310 Work

Town Supervisor
315-686-3512 ext. 20 Work

**Emergency Action Plan for:
Town of Clayton-Transfer Site
County Route 4, Clayton, NY 13624**

In the event of emergency, employees are alerted by:

- verbal announcement.

Regardless of the emergency, a verbal announcement will be made.

In the event of fire or other emergency, **all** employees shall evacuate immediately.

In the event of an emergency, employees shall evacuate by means of the **nearest** available marked exit.

Employees are **not** authorized to use any portable fire extinguisher that may be present to fight fires. In the event of fire, employees are to evacuate immediately.

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

After an emergency evacuation, employees are to gather in the following location(s): **by the recycling bins after an emergency evacuation.**

After an emergency evacuation, the procedure for accounting for all employees is: **The foreman on duty is responsible for accounting for all employees on duty after an emergency evacuation.**

For further assistance with emergency evacuation procedures, the following individuals may be contacted:

Superintendent of Buildings & Grounds
315-686-4310 Work

Town Supervisor
315-686-3512 ext. 20 Work