F9b

CITY OF HIAWATHA
CITY HALL EMERGENCY ACTION PLAN

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED REPONSIBLE OFFICIAL:

Name: City Administrator or designee Phone: 563-608-9666

EMERGENCY COORDINATOR:

Name: City Administrator or designee Phone: 563-608-9666

AREA/FLOOR MONITORS:

		Phone
Lower level of City Hall	Police Chief	319-640-6005
	Police Officer at reception desk	319-360-4347
Main Level of City Hall	Parks and Recreation Director	319-331-8959
	Community Development Clerk	319-651-6275
Upper Level of City Hall	City Administrator	563-608-9666
	City Clerk	319-270-8737

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911
PARAMEDICS: 911
AMBULANCE: 911
POLICE: 911

	Phone
MAYOR:	319-360-1986
CITY ADMINISTRATOR:	563-608-9666
BUILDING MAINTENANCE:	319-361-4824
POLICE CHIEF:	319-640-6005
FIRE CHIEF:	319-743-5079
COMMUNITY DEVELOPMENT DIRECTOR:	507-236-3395
WATER SUPERINTENDENT:	563-920-7254
PUBLIC WORKS SUPERINTENDENT:	319-310-4232
PARKS AND RECREATION DIRECTOR:	319-331-8959
LIBRARY DIRECTOR:	319-432-5333

EMERGENCY UTILITIES/AGENCIES PHONE NUMBERS

		Phone
ELECTRIC:	Alliant Energy	800-822-4348 (24 hours)
	REC	319-398-4406
WATER:	Water Superintendent	563-920-7254
GAS:	MidAmerican Energy	800-275-5743 (24 hours)
CABLE:	Mediacom	855-633-4226 (24 hours)
	ImOn	319-298-6484 (24 hours)
TELEPHONE:	CenturyLink	800-954-1211 (24 hours)
	Windstream	888-292-3827
RAILROAD	CN Railroad	800-465-9239 (24 hours)
UNDERGROUND LOCATES	Iowa One Call	800-292-8989
HEALTH DEPARTMENT	Linn County	319-892-6000
EMERGENCY MANAGEMENT	Linn County	319-363-2671
DEPARTMENT OF TRANSPORTATION		800-532-1121
DISTRICT ENGINEER		319-364-0235
DEPARTMENT OF NATURAL RESOURCES		515-281-8694 (Des Moines)
		563-927-2640 (Manchester)
ENVIRONMENTAL PROTECTION AGENCY		913-281-0991 (24 hours)
AMERICAN RED CROSS		319-393-3500

EVACUATION ROUTES

- Emergency Evacuation Plan Maps have been posted at each exit door in City Hall. The following information is marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull station locations
5. Assembly points

- Site personnel should know at least two evacuation routes.

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by city personnel are:

I. Medical Emergency
II. Fire Emergency
III. Severe Weather and Natural Disaster
IV. Bomb Threat
V. Chemical Accident/Spill
VI. Structure Climbing/Descending Location
VII. Utility Emergency
VIII. Civil Disorder/Violence

I. MEDICAL EMERGENCY

Call medical emergency phone number: 911

Provide the following information:

1. Nature of medical emergency,
2. Location of the emergency (address, building, area of building),
3. Your name and phone number from which you are calling

- Do not move victim unless absolutely necessary.
- Call personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich Maneuver in case of choking.

In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

II. FIRE EMERGENCY

When a fire is discovered:

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:

  3. Phone paging
  4. Voice communication
  5. Radio

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the employee parking lot by dumpster.
- Remain outside until the Fire Chief announces it is safe to reenter.

Designated supervisors must:

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel with the necessary information about the facility.
- Perform an accurate head count of the personnel reported to the designated area.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency procedures.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.
- Assist all physically challenged employees in emergency evacuation.

III. SEVERE WEATHER

Severe Thunderstorm:
When the National Weather Service issues a "Severe Thunderstorm" or lightening is present, employees should immediately take shelter in buildings and inform others present to do the same. Avoid areas where windows are located. A weather radio should remain tuned to the emergency-broadcasting network. Those in the building should remain in the safe area until the event has ceased and all warnings have expired.

Severe Thunderstorm Warnings are not issued based on lightning. All thunderstorms produce thunder and lightning and are potentially deadly. A Severe Thunderstorm Watch or a Tornado Watch are issued when conditions are favorable for the development of severe storms (wind gusts in excess of 58 MPH, quarter size hail or larger, or tornadoes). If you hear thunder, lightning is close enough to pose an immediate threat. A Severe Thunderstorm or Tornado Warning is issued when severe weather has been detected or may be imminent.

Note: the National Weather Service does not have to issue a warning for the Severe Weather Policy to be in effect.

Lightning:
The following locations can serve as shelters from lightning:

- Maintenance Facility located at 1410 Robins Road
- City Hall located at 101 Emmons Street
- Fire Station located at 60 10th Avenue
- Any other fully enclosed building

Lightning Safety Indoors:
While seeking shelter in a fully enclosed building, do not make contact with anything that can conduct electricity such as electrical equipment, cords and corded phones.

Other indoor precautions:

- Avoid plumbing fixtures including sinks, baths and faucets.
- Stay away from windows and doors and stay off porches.
- Do not lean against concrete walls or lie on concrete floors; they may contain metal bars inside.

In an urgent situation where an employee cannot access a designated shelter in a safe manner, the following locations may be used as a storm/lightning shelter:

- Inside the bathroom of a shelter (Shelters with open sides are not acceptable).
- Inside a hard-topped metal vehicle with the windows rolled up (mowers, tractors, excavation equipment, and other equipment and vehicles are not acceptable).

What to do if someone is struck by lightning:
Lightning victims do not carry an electrical charge, are safe to touch, and need urgent medical attention. Cardiac arrest is the immediate cause of death for those who die. Some deaths can be prevented if the victim receives the proper first aid immediately.

Call for help. Call 9-1-1 or your local ambulance service.

Give first aid. Do not delay CPR if the person is unresponsive or not breathing. Use an Automatic External Defibrillator if one is available.

If possible, move the victim to a safer place. Lightning can strike twice. Don't become a victim.

Caught Outside During Severe Weather:
There is no safe place outside during severe weather and there may be nothing to prevent the chance of being struck by lightning. This is why it is imperative that employees get to a designated storm/lightning shelter at the first signs of severe weather.

In the event an employee is caught outside during severe weather, NOAA recommends taking the following precautions to decrease the risk of being struck by lightning:

- Avoid tall structures or objects such as isolated tall trees, hilltops, utility poles, cell phone towers, cranes, large equipment, ladders, scaffolding, or rooftops.
- Avoid open areas such as fields. Never lie flat on the ground.
- Make your way to dense areas of smaller trees surrounded by larger trees, or retreat to low lying areas (valleys or ditches but watch for flooding).
- Avoid bodies of water such as pools, streams, lakes, and rivers.
- Avoid wiring, plumbing, and fencing.
- Do not take shelter in sheds, pavilions, tents, or covered porches.

Severe Weather Procedures – Employee Responsibilities:
Within Hiawatha, it is anticipated that an employee should be able to reach their vehicle within five minutes and a safe shelter location within 10 minutes.

When severe weather or lightning is heard, seen or detected within a five mile radius of Hiawatha, all outdoor activity shall stop and employees working outside shall seek shelter in a designated storm/lightning shelter immediately. Employees shall remain in storm/lightning shelter until all severe weather is outside of a 10 mile radius of Hiawatha, waiting a minimum of 30 minutes from the last observed lightning or thunder before resuming normal work activities. The weather status must be verified using NOAA weather reports.

Employees should take shelter when they are aware of lightning. Employees should not wait for supervisor to notify them. If sheltering because of severe weather, employees should notify their supervisor once they are safe.

Employees with the responsibility for job duties involved with a recreation program such as Adventure Camp must relocate all participants of the recreation program (including themselves) to a designated storm shelter immediately.

Severe Weather Procedures – Supervisor Responsibilities
When severe weather is within 20 miles headed toward Hiawatha, department supervisors shall be responsible for notifying employees with potential exposure to an occupational safety hazard, of the possibility of severe weather and lightning.

When severe weather or lightning is heard, seen, or detected within a five mile radius of Hiawatha, supervisors must ensure that all outdoor work activity ceases and employees seek shelter in a designated storm/lightning shelter.

Supervisors must ensure that employees remain in shelter until all severe weather is outside of a 10 mile radius of Hiawatha, waiting a minimum of 30 minutes from the last observed lightning or thunder before resuming normal work activities.

When outdoor work activities are required, supervisors shall continuously monitor weather conditions including watching for darkening clouds and increasing wind speeds, which can develop into severe storms.

Tornado:
When a warning is issued by sirens or other means, seek inside shelter. Consider the following:

- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows,
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Do not use elevators.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.
- At City Hall, the restrooms on level 1 are the designated shelter.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.
- If indoor, take cover in doorways, hallways or under desk.
- If outdoor, move away from building and stay on flat ground. Avoid areas of utility poles and overhead wires.
- If driving, pull off the road and stop your vehicle. Avoid stopping under a bridge or other man made structure or anything that may fall and cause damage.

Flood:
The timing of advanced warnings and/or the extent of the flooding will dictate the course of action to be taken. The Emergency Coordinator and/or Fire Chief will determine if conditions necessitate that City buildings be closed and employees sent home.

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended evacuation routes.

If outdoors:

- Employees in the field should be extremely careful when flood warnings for Linn County are in effect as many roads and streams in the area are subject to flash flooding.
- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency coordinator or the designated official.
- Stay indoors.

If there is no heat:

- Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
- Prepare a lean-to, wind break, or snow cave for protection from the wind.
- Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle.
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
- Turn on the dome light at night when running the engine.
- Tie a colored cloth to your antenna or door.
- Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

IV. BOMB THREAT

If a suspicious package is received call the Police Department at 319-393-1212. Do not intercom call or dial the extension.

When receiving a telephone bomb threat begin recording (if button is available on phone system) the conversation and obtain as much information as possible (refer to the Bomb Threat Checklist below). Be calm, courteous and listen. Do not interrupt the caller.

While taking the call, immediately notify fellow employees. The first person notified should call 911 as quickly as possible. Evacuate the building in accordance with the fire evacuation procedure.

BOMB THREAT CHECKLIST

Your Name: _____ Time: _____ Date: _____

Caller's Identity: Male _____ Female _____ Adult _____ Juvenile _____ Approx. Age _____

Origin of Call: Local _____ Long Distance _____ Telephone Booth _____

Voice Characteristics

____ Loud ____ Soft
____ High Pitch ____ Deep
____ Raspy ____ Pleasant
____ Intoxicated _____
Other

Accent

____ Local ____ Not Local
____ Foreign ____ Region
____ Race

Speech

____ Calm ____ Angry
____ Rational ____ Irrational
____ Coherent ____ Incoherent
____ Deliberate ____ Emotional
____ Righteous ____ Laughing

Manner

____ Calm ____ Angry
____ Rational ____ Irrational
____ Coherent ____ Incoherent
____ Deliberate ____ Emotional
____ Righteous ____ Laughing

Language

____ Excellent ____ Good
____ Fair ____ Poor
____ Foul _____
Other

Background Noises

____ Factory ____ Trains
____ Machines ____ Animals
____ Music ____ Quiet
____ Office ____ Voices
____ Street ____ Airplanes
____ Traffic ____ Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING – KEEP CALLER TALKING – IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____
Where is it located? Building _____ Area _____
What kind of bomb? _____
What kind of package? _____
How do you know so much about the bomb? _____
What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Call the Hiawatha Police Chief and relay information about call. Notify your supervisor immediately.

V. CHEMICAL ACCIDENT/SPILL

Chemical accidents can come from external or internal operations. An example of an external accident would be if chlorine and ammonia based cleaning solutions were mistakenly combined resulting in the release of toxic gas.

When notified of a potential chemical hazard that originated outside the building, employees should follow directions given by HAZMAT, fire and/or police personnel. If the building is to be evacuated, be sure that restrooms, break-rooms, meeting rooms and all potential spaces where an employee may be located are checked. Render first aid as necessary.

If a chemical accident is the result of internal operations call 911 to report the incident. If the accident occurred in a building, the building should be immediately evacuated. If the incident occurs in the field, employees should leave the area and attempt to prevent others from entering. Render first aid as necessary.

When a Large Chemical Spill has occurred (greater than ½ gallon):

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g. pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g. mercury) spill cleanup.

- Evacuate building as necessary

When a Small Chemical Spill has occurred (less than ½ gallon):

- Notify the Emergency Coordinator and/or department supervisor.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

VI. STRUCTURE CLIMBING/DESCENDING EMERGENCY

List structures maintained by site personnel:

No.	Structure Type	Location	Emergency Response Organization
1	Roof at City Hall	101 Emmons Street	Hiawatha Fire Department

Emergency Response Organization(s):

Name: Hiawatha Fire Department **Phone: 911**

VII. UTILITY EMERGENCY

If an employee detects the odor of natural gas, all those within the general area, or building, should be notified and evacuated. Restrooms, break rooms, meeting rooms and other areas where employees may be located should be checked. Equipment and lights should NOT be turned on or off. Call 911 and Mid American Energy from another location

In the event of an electrical power failure, all employees should stay in the building until notified otherwise.

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss:

- Fire sprinkler system
- Standpipes
- Potable water lines
- Toilets
- Add propylene-glycol to drains to prevent traps from freezing

Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.
Upon Restoration of heat and power:
Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.

Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

VIII. CIVIL DISORDER/VIOLENCE

Call 911. Upon being informed of a civil disorder, all employees will report to their respective work areas if possible. Employees in the field should avoid the identified problem area and return to their fixed workstation.

In an effort to limit the possibility of violent acts, access to all buildings should be limited to as few entrances as possible. Areas not normally accessed by the public should be secured from other areas. Visitors should only be allowed to enter these areas after they have been identified and then only when escorted. Those who staff main entrance reception areas should have the ability to discretely request and receive assistance from other employees. If the potential for physical violence exists, the employee(s) should immediately attempt to remove themselves from the situation, contact the police and notify their supervisor. All acts of violence must be reported to a supervisor.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area	Job Title	Description of Assignment
City Hall	Mayor	Answer citizen questions
City Hall	City Administrator	Answer citizen questions
City Hall	Community Development Director	Answer citizen questions

Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.

In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate city offices to initiate backups.

The following offices should be contacted:

Name/Location: City Clerk/City Hall
Telephone Number: 319-270-8737

The backup facility is the Hiawatha Maintenance Shop located at 1410 Robins Road.
Telephone Number: 319-393-6601

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Title	Responsibility	Date
City Administrator	Evacuate upper floor	
Community Development Director	Evacuate main floor	
Parks and Recreation Director	Evacuate Community Center	
Police Chief	Evacuate lower level	

Hiawatha Public Library
EMERGENCY ACTION PLAN

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

Designated Responsible Official:
Name: Jeaneal Weeks Phone: 319-432-5333

Secondary Responsible Official:
Name: Alicia Mangin Phone: 765-661-3363

Emergency Coordinator:
Name: Jeaneal Weeks Phone: 319-432-5333

EMERGENY CITY PHONE NUMBERS

Fire Department:	911		
Paramedics:	911		
Ambulance:	911		
Police:	911		
Mayor:		Bill Bennett	319-360-1986
City Administrator		Kim Downs	563-608-9666
Building Maintenance:		Jerry Rowray	319-361-4834
Police Chief:		Dennis Marks	319-640-6005
Fire Chief:		Mike Nesslage	319-743-5079
Community Development Director:		Patrick Parsley	507-236-3395
Water Superintendent:		Marty Recker	563-920-7254
Public Works Superintendent:		Rod Jasa	319-310-4232
Parks and Recreation Director:		Kelly Willadsen	319-331-8959

EMERGENCY LIBRARY PHONE NUMBERS:

Cedar Rapids Public Library:	319-261-7323
Marion Public Library:	319-377-3412
State Library of Iowa:	515-281-4105

EMERGENCY UTILITIES/AGENCIES PHONE NUMBERS:

Electric:	Alliant Energy	800-822-4348 (24 hours)
Water:	Marty Recker	563-920-7254

Gas:	Mid-American Energy	800-275-5743 (24 hours)
Internet:	ImOn	319-298-6484 (24 hours)
Telephone:	ImOn	319-298-6484 (24 hours)

EVACUATION ROUTES

Emergency Evacuation Plan Maps have been posted at each exit door in the library. Site personnel should know all three evacuation routes. The following information is marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Location of fire extinguishers
4. Fire alarm pull station locations
5. Assembly points

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by city personnel are:

I. Medical Emergency
II. Fire Emergency
III. Severe Weather and Natural Disaster
IV. Bomb Threat
V. Chemical Accident/Spill
VI. Structure Climbing/Descending Location
VII. Utility Emergency
VIII. Civil Disorder/Violence

I. MEDICAL EMERGENCY

Call the medical emergency phone number: 911

Provide the following information:

1. Nature of medical emergency
2. Location of the emergency (address, building, area of building)
3. Your name and phone number from which you are calling

- Do not move the victim unless absolutely necessary
- Call any personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help. If personnel trained in First Aid are not available, at a minimum, attempt to provide the following assistance:

  1. Stop the bleeding with firm pressure on the wounds (avoid contact with blood or other bodily fluids through the use of gloves).

2. Clear the air passages using the Heimlich Maneuver in case of choking.

- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (located in a binder at the circulation desk) and wear the appropriate personal protective equipment. Attempt First Aid ONLY if trained and qualified.

II. FIRE EMERGENCY

When a fire is discovered:

- Activate the nearest fire alarm.
- Notify the local fire department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:
  1. Phone paging
  2. Voice communication

Fight the fire ONLY if:

- The fire Department has been notified.
- The fire is small and not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble on the sidewalk along West Willman Street, south of the parking lot.
- Remain outside until the Fire Chief announces that it is safe to reenter.

Designated supervisors must:

- Coordinate an orderly evacuation of personnel and public.
- Perform an accurate head count of personnel with necessary information about the facility.
- Perform an accurate head count of the personnel reported to the designated area.
- Provide the Fire Department with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency procedures.

All staff must:

- Ensure that all employees have evacuated the library.
- Report any problems to the Emergency Coordinator at the assembly area.
- Assist all physically challenged employees in emergency evacuation.

III. SEVERE WEATHER

Severe Thunderstorm:
When the National Weather Service issues a "Severe Thunderstorm" or lightening is present, employees should immediately take shelter in buildings and inform others present to do the same. Avoid areas where windows are located. A weather radio should remain tuned to the emergency-broadcasting network. Those in the building should remain in the safe area until the event has ceased and all warnings have expired.

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- Stay away from windows and doors and stay off porches.
- Do not lean against concrete walls or lie on concrete floors; they may contain metal bars inside.

In an urgent situation where an employee cannot access a designated shelter in a safe manner, the following locations may be used as a storm/lightning shelter:

- Inside the bathroom of a shelter (Shelters with open sides are not acceptable).
- Inside a hard-topped metal vehicle with the windows rolled up (mowers, tractors, excavation equipment, and other equipment and vehicles are not acceptable).

What to do if someone is struck by lightning:
Lightning victims do not carry an electrical charge, are safe to touch, and need urgent medical attention. Cardiac arrest is the immediate cause of death for those who die. Some deaths can be prevented if the victim receives the proper first aid immediately.

Call for help. Call 9-1-1 or your local ambulance service.

Give first aid. Do not delay CPR if the person is unresponsive or not breathing. Use an Automatic External Defibrillator if one is available.

If possible, move the victim to a safer place. Lightning can strike twice. Don't become a victim.

Caught Outside During Severe Weather:
There is no safe place outside during severe weather and there may be nothing to prevent the chance of being struck by lightning. This is why it is imperative that employees get to a designated storm/lightning shelter at the first signs of severe weather.

In the event an employee is caught outside during severe weather, NOAA recommends taking the following precautions to decrease the risk of being struck by lightning:

- Avoid tall structures or objects such as isolated tall trees, hilltops, utility poles, cell phone towers, cranes, large equipment, ladders, scaffolding, or rooftops.
- Avoid open areas such as fields. Never lie flat on the ground.
- Make your way to dense areas of smaller trees surrounded by larger trees, or retreat to low lying areas (valleys or ditches but watch for flooding).
- Avoid bodies of water such as pools, streams, lakes, and rivers.
- Avoid wiring, plumbing, and fencing.
- Do not take shelter in sheds, pavilions, tents, or covered porches.

Severe Weather Procedures – Employee Responsibilities:
Within Hiawatha, it is anticipated that an employee should be able to reach their vehicle within five minutes and a safe shelter location within 10 minutes.

When severe weather or lightning is heard, seen or detected within a five mile radius of Hiawatha, all outdoor activity shall stop and employees working outside shall seek shelter in a designated storm/lightning shelter immediately. Employees shall remain in storm/lightning shelter until all severe weather is outside of a 10 mile radius of Hiawatha, waiting a minimum of 30 minutes from the last observed lightning or thunder before resuming normal work activities. The weather status must be verified using NOAA weather reports.

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When severe weather or lightning is heard, seen, or detected within a five mile radius of Hiawatha, supervisors must ensure that all outdoor work activity ceases and employees seek shelter in a designated storm/lightning shelter.

Supervisors must ensure that employees remain in shelter until all severe weather is outside of a 10 mile radius of Hiawatha, waiting a minimum of 30 minutes from the last observed lightning or thunder before resuming normal work activities.

When outdoor work activities are required, supervisors shall continuously monitor weather conditions including watching for darkening clouds and increasing wind speeds, which can develop into severe storms.

Tornado:
When a warning is issued by sirens or other means, seek inside shelter. Consider the following:

- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows,
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Do not use elevators.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.
- At the library, the restrooms are the designated shelter.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.
- If indoor, take cover in doorways, hallways or under desk.
- If outdoor, move away from building and stay on flat ground. Avoid areas of utility poles and overhead wires.
- If driving, pull off the road and stop your vehicle. Avoid stopping under a bridge or other man made structure or anything that may fall and cause damage.

Flood:
The timing of advanced warnings and/or the extent of the flooding will dictate the course of action to be taken. The Emergency Coordinator and/or Fire Chief will determine if conditions necessitate that City buildings be closed and employees sent home.

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended evacuation routes.

If outdoors:

- Employees in the field should be extremely careful when flood warnings for Linn County are in effect as many roads and streams in the area are subject to flash flooding.
- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency coordinator or the designated official.
- Stay indoors.

If there is no heat:

- Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
- Prepare a lean-to, wind break, or snow cave for protection from the wind.
- Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle.
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
- Turn on the dome light at night when running the engine.
- Tie a colored cloth to your antenna or door.
- Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

IV. BOMB THREAT

If a suspicious package is received call the Police Department at 319-393-1212.

When receiving a telephone bomb threat begin recording (if option is available on phone system) the conversation and obtain as much information as possible (refer to Bomb Threat Checklist below). Be calm, courteous, and listen carefully. Do not interrupt the caller.

While taking the call, immediately notify fellow employees. The first person notified should call 911 as quickly as possible. Evacuate the building in accordance with the fire evacuation procedure.

BOMB THREAT CHECKLIST

Your Name:_____ Time:_____ Date:_____

Caller's Identity: Male_____ Female_____ Adult_____ Juvenile_____ Approx. Age_____

Voice Characteristics		Speech		Language	
____ Loud	____ Soft	____ Calm	____ Angry	____ Excellent	____ Good
____High Pitch	____ Deep	____ Rational	____ Irrational	____ Fair	____ Poor
____ Raspy	____ Pleasant	____ Coherent	____ Incoherent	____ Foul	_____
____ Intoxicated	_____	____ Deliberate	____ Emotional		Other
	Other	____ Righteous	____ Laughing		

Accent		Manner		Background Noises	
____Local	____ Not Local	____ Calm	____ Angry	____ Factory	____ Trains
____ Foreign	____ Region	____ Rational	____ Irrational	____ Machines	____ Animals
____Race		____ Coherent	____ Incoherent	____ Music	____ Quiet
		____ Deliberate	____ Emotional	____ Office	____ Voices
		____ Righteous	____ Laughing	____ Street	____ Airplanes
				____ Traffic	____ Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING—KEEP CALLER TALKING—IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain hour_____ Time remaining_____

Where is it located? Building_____ Area_____

What kind of bomb?_____

What kind of package?_____

How do you know so much about the bomb?_____

What is your name and address?_____

If the building is occupied, inform caller that detonation could cause injury or death.

Did the caller appear familiar with building (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to checklist.

Call the Hiawatha Police Chief and relay information about the call. Notify your supervisor immediately.

V. CHEMICAL ACCIDENT/SPILL

Chemical accidents can come from external or internal operations. An example of an external accident would be if chlorine and ammonia based cleaning solutions were mistakenly combined resulting in the release of toxic gas.

When notified of a potential chemical hazard that originated outside the building, employees should follow directions given by HAZMAT, fire, and/or police personnel. If the building is to be evacuated, be sure that restrooms, break rooms, meeting rooms, and all potential spaces where an employee may be located are checked. Render first aid as necessary.

If a chemical accident is the result of internal operations, call 911 to report the incident. If the accident occurred in a building, the building should be immediately evacuated. If the incident occurs in the field, employees should leave the area and attempt to prevent others from entering. Render first aid as necessary.

When a Large Chemical Spill has occurred (greater than ½ gallon):

- Immediately notify the designated official and/or Emergency Coordinator.
- Contain the spill with available equipment (e.g. pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangements have been made) to perform a large chemical (e.g. mercury) spill cleanup.
- Evacuate the building as necessary.

When a Small Chemical Spill has occurred (less than ½ gallon):

- Notify the Emergency Coordinator and/or department supervisor.
- If toxic fumes are present, secure the area with caution tape or cones to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner while wearing the proper PPE.
- Review the general spill cleanup procedures.

VI. STRUCTURE CLIMBING/DESCENDING EMERGENCY

List structures maintained by site personnel:

1. Library roof 150 West Willman St

Emergency Response Organization:

Hiawatha Fire Department CALL 911

VII. UTITLITY EMERGENCY

If an employee detects the odor of natural gas, all those within the general area, or building, should be notified and evacuated. Restrooms, break rooms, meeting rooms, and other areas where employees may be located should be checked. Equipment and lights should **NOT** be turned on or off. Call **911** and Mid-American Energy from another location.

In the event of an electrical power loss to the library certain precautionary measures should be taken: Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss:

- Fire sprinkler system
- Standpipes
- Potable water lines
- Toilets
- Add propylene-glycol to drains to prevent traps from freezing

Upon restoration of heat and power:
Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.

Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and the water turned back on.

VIII. CIVIL DISORDER/VIOLENCE

Call 911. Upon being informed of a civil disorder, all employees will report to their respective work areas if possible. Employees in the field should avoid the identified problem area and return to their fixed workstation.

In an effort to limit the possibility of violent acts, access to the library should be limited to as few entrances as possible. Areas not normally accessed by the public should be secured from other areas. Visitors should only be allowed to enter these areas after they have been identified and then only when escorted. Those who staff main entrance reception areas and the circulation desk should have the ability to discretely request and receive assistance from other employees. If the potential for physical violence exists, the employee(s) should immediately attempt to remove themselves from the situation, contact the police, and notify their supervisor. All acts of violence must be reported to a supervisor.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Library Assignments:
Director, Assistant Director, and Youth Services Librarian should remain on site to answer citizen questions.

Personnel involved in critical operations may remain on site upon the permission of the site designated official or Emergency Coordinator.

In case the emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate city offices to initiate backups.

Name/location: Director/Library
Phone number: 319-433-5333

The backup facility is Hiawatha City Hall located at 101 Emmons Street.

Name/location: City Clerk/City Hall
Phone number: 319-270-8737

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Library Director
Youth Services Librarian
Adult Services Librarian

CITY OF HIAWATHA
PUBLIC WORKS FACILITY / COLD STORAGE BUILDING
EMERGENCY ACTION PLAN

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED REPONSIBLE OFFICIAL:

Name: City Administrator or designee Phone: 563-608-9666

EMERGENCY COORDINATOR:

Name: City Administrator or designee Phone: 563-608-9666

AREA/FLOOR MONITORS:

		Phone
Public Works Facility	Public Works Superintendent	319-310-4232
Cold Storage Building	Public Works Foreman	319-538-8539
Cold Storage Water Depart. Area	Water Superintendent	563-920-7254

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911	
PARAMEDICS: 911	
AMBULANCE: 911	
POLICE: 911	Phone
MAYOR:	319-360-1986
CITY ADMINISTRATOR:	563-608-9666
BUILDING MAINTENANCE:	319-361-4824
POLICE CHIEF:	319-640-6005
FIRE CHIEF:	319-743-5079
COMMUNITY DEVELOPMENT DIRECTOR:	507-236-3395
WATER SUPERINTENDENT:	563-920-7254
PUBLIC WORKS SUPERINTENDENT:	319-310-4232
PARKS AND RECREATION DIRECTOR:	319-331-8959
LIBRARY DIRECTOR:	319-432-5333

EMERGENCY UTILITIES/AGENCIES PHONE NUMBERS

		Phone
ELECTRIC:	Alliant Energy	800-822-4348 (24 hours)
	REC	319-398-4406
WATER:	Water Superintendent	563-920-7254
GAS:	MidAmerican Energy	800-275-5743 (24 hours)
CABLE:	Mediacom	855-633-4226 (24 hours)
	ImOn	319-298-6484 (24 hours)
TELEPHONE:	CenturyLink	800-954-1211 (24 hours)
	Windstream	888-292-3827
RAILROAD	CN Railroad	800-465-9239 (24 hours)
UNDERGROUND LOCATES	Iowa One Call	800-292-8989
HEALTH DEPARTMENT	Linn County	319-892-6000
EMERGENCY MANAGEMENT	Linn County	319-363-2671
DEPARTMENT OF TRANSPORTATION		800-532-1121
DISTRICT ENGINEER		319-364-0235
DEPARTMENT OF NATURAL RESOURCES		515-281-8694 (Des Moines)
		563-927-2640 (Manchester)
ENVIRONMENTAL PROTECTION AGENCY		913-281-0991 (24 hours)
AMERICAN RED CROSS		319-393-3500

EVACUATION ROUTES

- Emergency Evacuation Plan Maps have been posted at each exit door in the Public Works Facility. The following information is marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Assembly points

- Site personnel should know at least two evacuation routes.

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by city personnel are:

I. Medical Emergency
II. Fire Emergency
III. Severe Weather and Natural Disaster
IV. Bomb Threat
V. Chemical Accident/Spill
VI. Structure Climbing/Descending Location
VII. Utility Emergency
VIII. Civil Disorder/Violence

I. MEDICAL EMERGENCY

Call medical emergency phone number: 911

Provide the following information:

1. Nature of medical emergency,
2. Location of the emergency (address, building, area of building),
3. Your name and phone number from which you are calling

- Do not move victim unless absolutely necessary.
- Call personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich maneuver in case of choking.

In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

II. FIRE EMERGENCY

When a fire is discovered:

- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:

1. Phone paging
2. Voice communication
3. Radio

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the employee parking lot by dumpster.
- Remain outside until the Fire Chief announces it is safe to reenter.

Designated supervisors must:

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel with the necessary information about the facility.
- Perform an accurate head count of the personnel reported to the designated area.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency procedures.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.
- Assist all physically challenged employees in emergency evacuation.

III. SEVERE WEATHER

Severe Thunderstorm:
When the National Weather Service issues a "Severe Thunderstorm" or lightening is present, employees should immediately take shelter in buildings and inform others present to do the same. Avoid areas where windows are located. A weather radio should remain tuned to the emergency-broadcasting network. Those in the building should remain in the safe area until the event has ceased and all warnings have expired.

Severe Thunderstorm Warnings are not issued based on lightning. All thunderstorms produce thunder and lightning and are potentially deadly. A Severe Thunderstorm Watch or a Tornado Watch are issued when conditions are favorable for the development of severe storms (wind gusts in excess of 58 MPH, quarter size hail or larger, or tornadoes). If you hear thunder, lightning is close enough to pose an immediate threat. A Severe Thunderstorm or Tornado Warning is issued when severe weather has been detected or may be imminent.

Note: the National Weather Service does not have to issue a warning for the Severe Weather Policy to be in effect.

Lightning:
The following locations can serve as shelters from lightning:

- Maintenance Facility located at 1410 Robins Road
- City Hall located at 101 Emmons Street
- Fire Station located at 60 10th Avenue
- Any other fully enclosed building

Lightning Safety Indoors:
While seeking shelter in a fully enclosed building, do not make contact with anything that can conduct electricity such as electrical equipment, cords and corded phones.

Other indoor precautions:

- Avoid plumbing fixtures including sinks, baths and faucets.
- Stay away from windows and doors and stay off porches.
- Do not lean against concrete walls or lie on concrete floors; they may contain metal bars inside.

In an urgent situation where an employee cannot access a designated shelter in a safe manner, the following locations may be used as a storm/lightning shelter:

- Inside the bathroom of a shelter (Shelters with open sides are not acceptable).
- Inside a hard-topped metal vehicle with the windows rolled up (mowers, tractors, excavation equipment, and other equipment and vehicles are not acceptable).

What to do if someone is struck by lightning:
Lightning victims do not carry an electrical charge, are safe to touch, and need urgent medical attention. Cardiac arrest is the immediate cause of death for those who die. Some deaths can be prevented if the victim receives the proper first aid immediately.

Call for help. Call 9-1-1 or your local ambulance service.

Give first aid. Do not delay CPR if the person is unresponsive or not breathing. Use an Automatic External Defibrillator if one is available.

If possible, move the victim to a safer place. Lightning can strike twice. Don't become a victim.

Caught Outside During Severe Weather:
There is no safe place outside during severe weather and there may be nothing to prevent the chance of being struck by lightning. This is why it is imperative that employees get to a designated storm/lightning shelter at the first signs of severe weather.

In the event an employee is caught outside during severe weather, NOAA recommends taking the following precautions to decrease the risk of being struck by lightning:

- Avoid tall structures or objects such as isolated tall trees, hilltops, utility poles, cell phone towers, cranes, large equipment, ladders, scaffolding, or rooftops.
- Avoid open areas such as fields. Never lie flat on the ground.
- Make your way to dense areas of smaller trees surrounded by larger trees, or retreat to low lying areas (valleys or ditches but watch for flooding).
- Avoid bodies of water such as pools, streams, lakes, and rivers.
- Avoid wiring, plumbing, and fencing.
- Do not take shelter in sheds, pavilions, tents, or covered porches.

Severe Weather Procedures – Employee Responsibilities:
Within Hiawatha, it is anticipated that an employee should be able to reach their vehicle within five minutes and a safe shelter location within 10 minutes.

When severe weather or lightning is heard, seen or detected within a five mile radius of Hiawatha, all outdoor activity shall stop and employees working outside shall seek shelter in a designated storm/lightning shelter immediately. Employees shall remain in storm/lightning shelter until all severe weather is outside of a 10 mile radius of Hiawatha, waiting a minimum of 30 minutes from the last observed lightning or thunder before resuming normal work activities. The weather status must be verified using NOAA weather reports.

Employees should take shelter when they are aware of lightning. Employees should not wait for supervisor to notify them. If sheltering because of severe weather, employees should notify their supervisor once they are safe.

Employees with the responsibility for job duties involved with a recreation program such as Adventure Camp must relocate all participants of the recreation program (including themselves) to a designated storm shelter immediately.

Severe Weather Procedures – Supervisor Responsibilities
When severe weather is within 20 miles headed toward Hiawatha, department supervisors shall be responsible for notifying employees with potential exposure to an occupational safety hazard, of the possibility of severe weather and lightning.

When severe weather or lightning is heard, seen, or detected within a five mile radius of Hiawatha, supervisors must ensure that all outdoor work activity ceases and employees seek shelter in a designated storm/lightning shelter.

Supervisors must ensure that employees remain in shelter until all severe weather is outside of a 10 mile radius of Hiawatha, waiting a minimum of 30 minutes from the last observed lightning or thunder before resuming normal work activities.

When outdoor work activities are required, supervisors shall continuously monitor weather conditions including watching for darkening clouds and increasing wind speeds, which can develop into severe storms.

Tornado:
When a warning is issued by sirens or other means, seek inside shelter. Consider the following:

- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows,
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.
- At the Maintenance Facility, the wash bay and the water tower are the designated shelters.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.
- If indoor, take cover in doorways, hallways or under desk.
- If outdoor, move away from building and stay on flat ground. Avoid areas of utility poles and overhead wires.
- If driving, pull off the road and stop your vehicle. Avoid stopping under a bridge or other man made structure or anything that may fall and cause damage.

Flood:
The timing of advanced warnings and/or the extent of the flooding will dictate the course of action to be taken. The Emergency Coordinator and/or Fire Chief will determine if conditions necessitate that City buildings be closed and employees sent home.

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended evacuation routes.

If outdoors:

- Employees in the field should be extremely careful when flood warnings for Linn County are in effect as many roads and streams in the area are subject to flash flooding.
- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency coordinator or the designated official.
- Stay indoors.

If there is no heat:

- Close off unneeded rooms or areas.
- Stuff towels or rags in cracks under doors.
- Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
- Prepare a lean-to, wind break, or snow cave for protection from the wind.
- Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle.
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
- Turn on the dome light at night when running the engine.
- Tie a colored cloth to your antenna or door.
- Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

IV. BOMB THREAT

If a suspicious package is received call the Police Department at 319-393-1212. Do not intercom call or dial the extension.

When receiving a telephone bomb threat begin recording (if button is available on phone system) the conversation and obtain as much information as possible (refer to the Bomb Threat Checklist below). Be calm, courteous and listen. Do not interrupt the caller.

While taking the call, immediately notify fellow employees. The first person notified should call 911 as quickly as possible. Evacuate the building in accordance with the fire evacuation procedure.

BOMB THREAT CHECKLIST

Your Name: _____ Time: _____ Date: _____

Caller's Identity: Male _____ Female _____ Adult _____ Juvenile _____ Approx. Age _____

Origin of Call: Local _____ Long Distance _____ Telephone Booth _____

Voice Characteristics

____ Loud ____ Soft
____ High Pitch ____ Deep
____ Raspy ____ Pleasant
____ Intoxicated _____
Other

Accent

____ Local ____ Not Local
____ Foreign ____ Region
____ Race

Speech

____ Calm ____ Angry
____ Rational ____ Irrational
____ Coherent ____ Incoherent
____ Deliberate ____ Emotional
____ Righteous ____ Laughing

Manner

____ Calm ____ Angry
____ Rational ____ Irrational
____ Coherent ____ Incoherent
____ Deliberate ____ Emotional
____ Righteous ____ Laughing

Language

____ Excellent ____ Good
____ Fair ____ Poor
____ Foul _____
Other

Background Noises

____ Factory ____ Trains
____ Machines ____ Animals
____ Music ____ Quiet
____ Office ____ Voices
____ Street ____ Airplanes
____ Traffic ____ Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING – KEEP CALLER TALKING – IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____
Where is it located? Building _____ Area _____
What kind of bomb? _____
What kind of package? _____
How do you know so much about the bomb? _____
What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Call the Hiawatha Police Chief and relay information about call. Notify your supervisor immediately.

V. CHEMICAL ACCIDENT/SPILL

Chemical accidents can come from external or internal operations. An example of an external accident would be if chlorine and ammonia based cleaning solutions were mistakenly combined resulting in the release of toxic gas.

When notified of a potential chemical hazard that originated outside the building, employees should follow directions given by HAZMAT, fire and/or police personnel. If the building is to be evacuated, be sure that restrooms, break-rooms, meeting rooms and all potential spaces where an employee may be located are checked. Render first aid as necessary.

If a chemical accident is the result of internal operations call 911 to report the incident. If the accident occurred in a building, the building should be immediately evacuated. If the incident occurs in the field, employees should leave the area and attempt to prevent others from entering. Render first aid as necessary.

When a Large Chemical Spill has occurred (greater than ½ gallon):

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g. pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g. mercury) spill cleanup.

- Evacuate building as necessary

When a Small Chemical Spill has occurred (less than ½ gallon):

- Notify the Emergency Coordinator and/or department supervisor.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

VI. STRUCTURE CLIMBING/DESCENDING EMERGENCY

List structures maintained by site personnel:

No.	Structure Type	Location	Emergency Response Organization
	None		

Emergency Response Organization(s):

Name: Hiawatha Fire Department **Phone: 911**

VII. UTILITY EMERGENCY

If an employee detects the odor of natural gas, all those within the general area, or building, should be notified and evacuated. Restrooms, break rooms, meeting rooms and other areas where employees may be located should be checked. Equipment and lights should NOT be turned on or off. Call 911 and Mid American Energy from another location

In the event of an electrical power failure, all employees should stay in the building until notified otherwise.

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss:

- Fire sprinkler system
- Standpipes
- Potable water lines
- Toilets
- Add propylene-glycol to drains to prevent traps from freezing

Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.
Upon Restoration of heat and power:
Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.

Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

VIII. CIVIL DISORDER/VIOLENCE

Call 911. Upon being informed of a civil disorder, all employees will report to their respective work areas if possible. Employees in the field should avoid the identified problem area and return to their fixed workstation.

In an effort to limit the possibility of violent acts, access to all buildings should be limited to as few entrances as possible. Areas not normally accessed by the public should be secured from other areas. Visitors should only be allowed to enter these areas after they have been identified and then only when escorted. Those who staff main entrance reception areas should have the ability to discretely request and receive assistance from other employees. If the potential for physical violence exists, the employee(s) should immediately attempt to remove themselves from the situation, contact the police and notify their supervisor. All acts of violence must be reported to a supervisor.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area	Job Title	Description of Assignment
Public Works Facility	Public Works Superintendent	Answer citizen questions
Public Works Facility	Public Works Foreman	Answer citizen questions
Public Works Facility	Water Superintendent	Answer citizen questions

Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.

In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate city offices to initiate backups.

The following offices should be contacted:

Name/Location: City Clerk/City Hall
Telephone Number: 319-270-8737

The backup facility is the Hiawatha City Hall located at 101 Emmons Street. Telephone Number: 319-393-1515

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Title	Responsibility	Date
Public Works Superintendent	Evacuate Public Works Facility	
Public Works Foreman	Evacuate Cold Storage Building	
Water Superintendent	Evacuate Cold Storage Building Water Department Area	

DRAFT

RESOLUTION NO. 18-
City Council

RESOLUTION APPROVING AMENDED EMERGENCY ACTION PLANS FOR PUBLIC LIBRARY, PUBLIC WORKS FACILITY AND CITY HALL

WHEREAS, the Safety Committee reviewed and determined it necessary to amend the Emergency Action Plans for Public Library, Public Works Facility and City Hall to add lightning safety procedures as outlined in the attached Exhibit "A," and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, to concur with the Safety Committee recommendation and said Emergency Action Plans for Public Library, Public Works Facility and City Hall are hereby amended, approved and adopted.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 21st day of February, 2018.

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Bill Bennett, Mayor

ATTEST:

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Kelly Kornegor, City Clerk