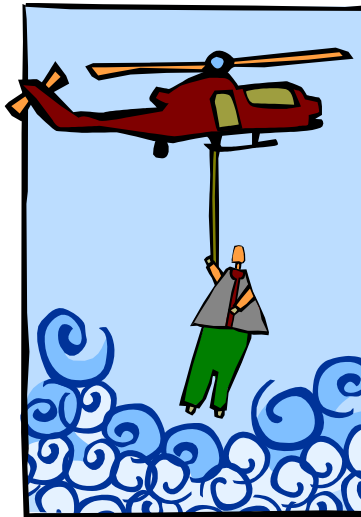


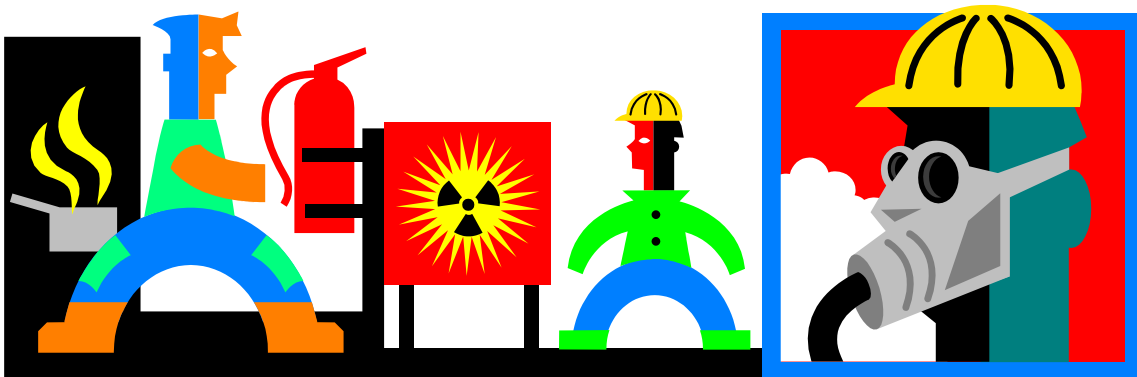
# TULSA PARKS ADMINISTRATIVE AND PROGRAM CENTER



## EMERGENCY ACTION



## & EVACUATION PLAN



# **Emergency Action Plan**

## **Tulsa Parks Maintenance Offices 1712 Charles Page**

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# Emergency Action Plan

Tulsa Parks Administration and Program Center 1712 Charles Page

## Facility Warden and Assistant Warden Duties:

These individuals are responsible for coordinating the emergency action plan and to provide organization and guidance in the event of an emergency. Their duties include: training of staff in the process of the various emergencies and responses; use and protocol for communication of emergencies to facility staff (monitoring the weather alert radios and use of the intercom system for notification of drills and emergency situations); conducting emergency drills and seeing that building occupants are accounted for in both drills and actual emergency situations. Their duties do not include the performance of heroic acts.

### Emergency Situations

### Actions to be Taken

Severe weather - **warning issued by the National Weather Service of dangerous or severe weather involving high winds, tornadic activity, deluge, etc.**

**Follow instructions of Weather Service (per weather alert radio), other authority to take shelter (See emergency map for storm refuge) or evacuate the facility by announcing the severe weather warning over the emergency intercom.**

Fire – **indicated by alarm or odor and/or visible smoke/ fire in the facility**

- 1. Call 911\* immediately.**
- 2. If the fire is contained or controllable, a trained employee should use the fire extinguisher to put out the fire.**
- 3. If the fire is large or out of control, announce a fire warning over the intercom and evacuate the building to the Emergency Assembly Area (See emergency site map) and account for all occupants. Report anyone missing to the Fire Department.**

Flood – **as notified by TAEMA, indicates the threat or warning of dangerous flood waters and accompanying instructions as to facility evacuation or workforce mobilization to handle the public emergency.**

**Follow TAEMA and/or Department instructions for safety and to meet the needs of the event.**

## Emergency Situations

Atmospheric contamination – **dangerous toxic chemical release into the atmosphere requiring special action to protect staff and the public.** Notice would typically come from **TAEMA or other Federal or State agencies as to the nature of contamination and proper actions to be taken.**

Bomb threat -

Medical emergencies – **as observed/ reported, potential life/ health threatening incident**

## Actions to be Taken

**Upon receipt of instruction from emergency agency, announce to the staff over the intercom and instruct in action, which may be to remain in the facility with windows and doors closed and control ventilation.**

**Announce immediate evacuation of the facility over the intercom and call 911\* from another location to report the threat.**

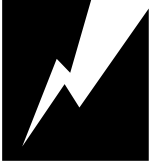
**Notify 911\* immediately requesting an ambulance. Follow first aid/ CPR protocol to provide initial care. Use the emergency intercom to call for help from coworkers in the building. Remember do not move the victim, unless absolutely necessary because of life threatening situation, and immobilize the neck and spine to do so; deal with injuries in priority bleeding, respiration and circulation.**

## Emergency Intercom Procedures

The emergency map indicates the locations of emergency warning intercoms throughout the facility. These intercoms are to be used for emergency notification only. They are equipped with a tone signal (labeled “Call” on the device), which is activated by pressing the call button. This will cause all of the intercom units to emit a steady tone as long as the button is depressed. Before announcing an emergency and giving instructions over the intercom, the tone signal should be used to indicate to everyone in the building that important instructions are to follow.

By depressing the “Talk” button you can speak into the unit and transmit voice instructions to all of the other intercom units in the building. Depending on the emergency situation, you should announce the appropriate instructions to staff. Press the “Call” button, followed by the “Talk” button and announce the emergency instructions (See Emergency Announcements, Pg. 5) at least twice in succession, considering time available (impending danger) of the particular emergency situation.

## EMERGENCY INTERCOM NOTIFICATION<sup>#</sup> (EMERGENCY USE ONLY!)



**SEVERE WEATHER** – Use intercom to announce (press/hold TALK button) weather alert information (tornado or dangerous storm) to take refuge or evacuate.

---



**FIRE** – Press CALL button twice (2) – press/hold TALK button and announce, “There is a fire. Evacuate to the assembly area.” Repeat the announcement and evacuate.

---



**BOMB** – Press Call button twice (2) – press/hold TALK button and announce, “There is a Bomb (threat) (location), evacuate to the assembly area.”  
Repeat the announcement and evacuate.

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**FLOOD OR DISASTER** – use the intercom (press/hold TALK button) to announce TAEMA instructions, including evacuation or assembly for action.

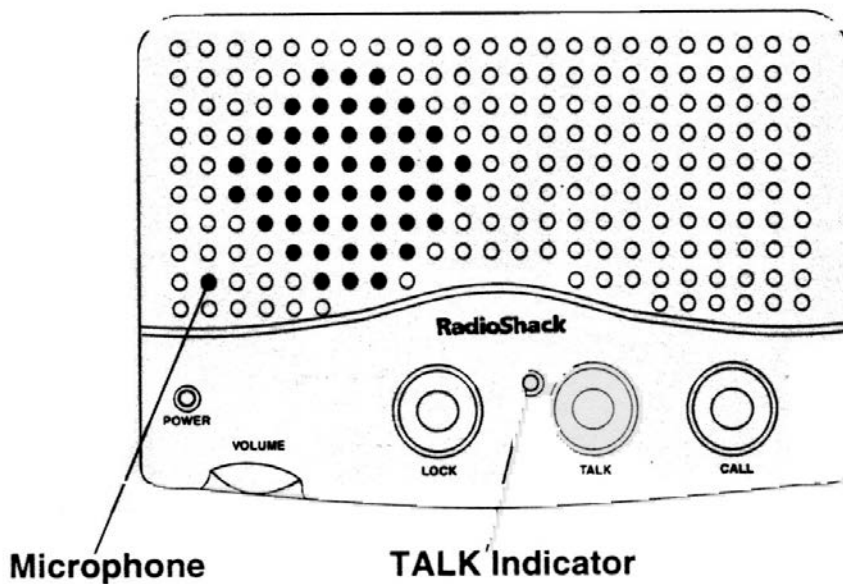
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**MEDICAL EMERGENCY** – use the intercom (press/hold TALK button) to call for help and/ or to get someone to call 911, when you can't.

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<sup>#</sup> These instructions for announcements for the various emergencies are posted at each intercom location



## TURNING A STATION ON AND OFF

### 911 Emergency Procedures

When calling 911 remember to be prepared to answer questions:

**The nature of the emergency**

**Service(s) needed**

**Identify your location in detail** – Address, including specific location within a facility or on the site and the name of the facility (any identifying writing or markings, room number and floor, etc.). You'll be asked for the nearest cross street. Provide as much information as you can on **the extent and nature of the fire or emergency situation.**

**Follow the 911 operator's instructions.** Do not hang up unless instructed to do so by the 911 operator or emergency authority on site. If you use a landline phone to make the notification, the emergency communication system will automatically provide your facility address to the 911 operator, who can direct the service(s) needed to you. Also, a phone line open to the 911 operator adjacent to the emergency will allow the operator to know the status of the situation.

Address/location info. is not available if using a cell phone, so be ready to give detailed directions to your specific location. The operator will not have information as to directions within the building or site, unless you provide them, be detailed.

### What To Do If You're Trapped in a Fire

Put as much distance (and closed doors) between yourself and the fire as possible.

**Feel** doors before you open them... If they are warm to the touch, leave them closed. Try to find a totally enclosed room with a telephone and window.

Dial 911 to let the fire department know where you are. Use towels or clothing to block openings around doors and vents where smoke might enter. Put a wet cloth over your mouth or nose. Stay low to the floor to breathe the best air. Hang a blanket, towel, coat or sign in a window to identify your location for the firefighters. It is advisable **not** to open or break windows. Smoke from the outside can enter through open windows, and will also hamper rescue efforts.

### **How to Assist a Burn Victim**

Taking quick action is important when you're assisting a burn victim. There are five objectives: (1) relieve pain, (2) prevent infection, (3) alleviate shock, (4) calm the victim and (5) call for help.

Try to stop the burning process. Pull the victim away from the fire. If clothes are burning, get the person to drop and roll or wrap him/ her in a blanket.

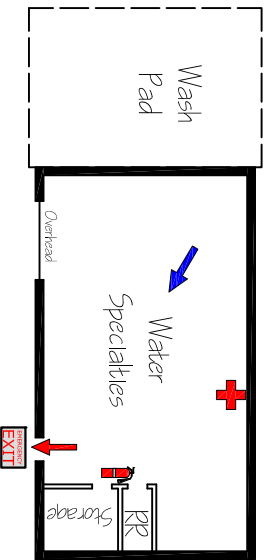
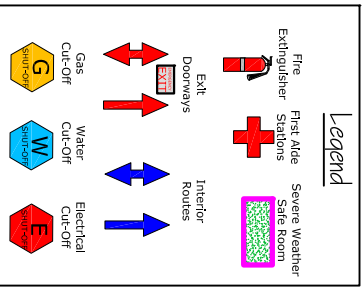
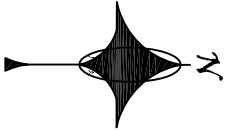
Remove any smoldering clothing, or clothing that's been contaminated by a burning chemical. Don't try to remove clothing that is stuck to the skin...cut it away or leave alone. Also, remove all jewelry. Metal retains heat and is difficult to remove if body parts swell.

If it's an electrical burn, turn off the power before you offer assistance. Use a blanket or protective clothing before touching the person in order to avoid becoming a victim yourself.

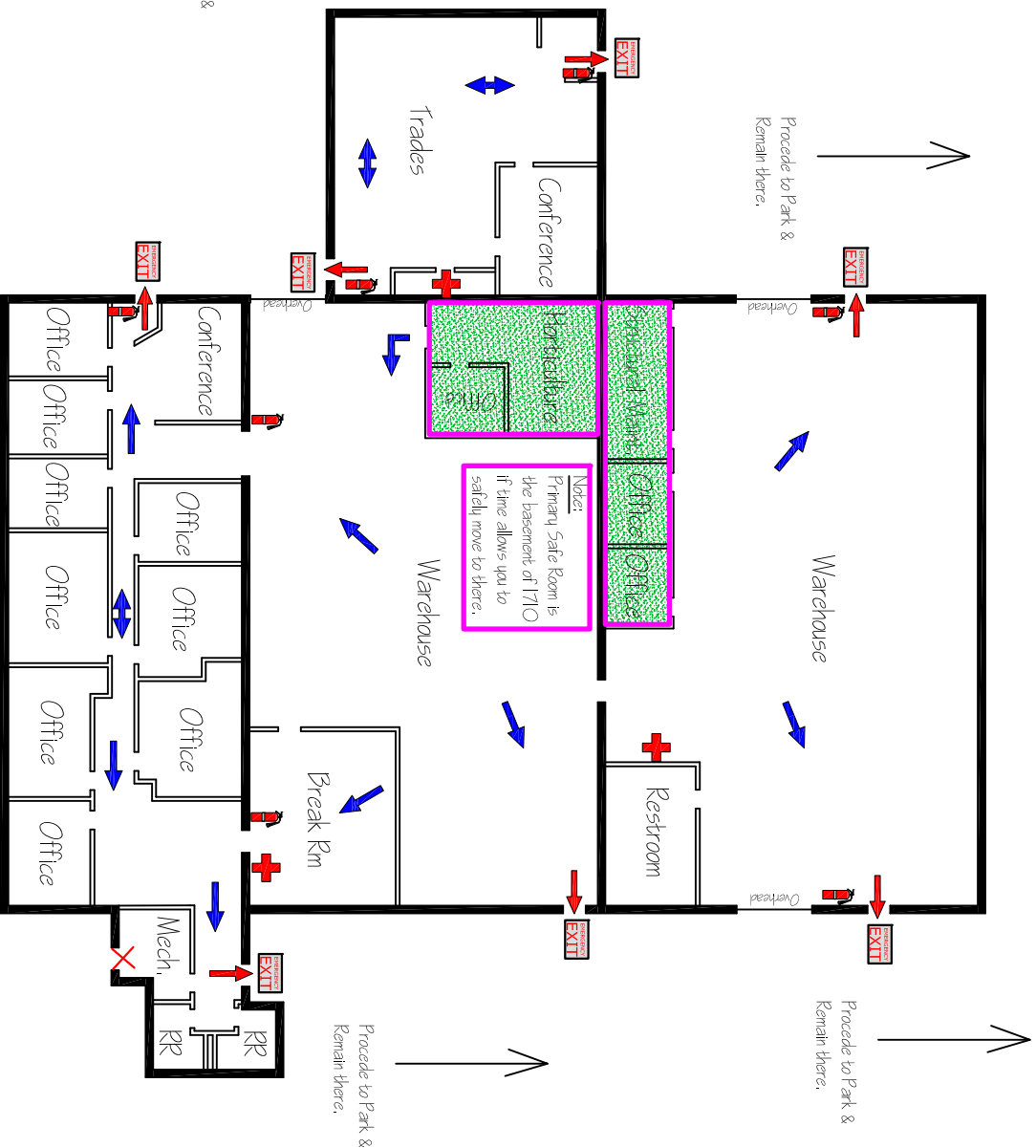
Hold the burn area under running water for 5-10 minutes. The skin will continue burning if it is not cooled for this length of time. Also, never put butter, petroleum jelly or any ointment on the burn. These "remedies" will make the injury worse. Try to keep the victim calm until emergency help arrives.

**NEWBLOCK MAINTENANCE**  
**1712 Charles Page Blvd.**  
**Tulsa, OK**  
**Est. - 1911**

**EMERGENCY PROCEDURES**



Proceed to Park & Remain there.





# EMERGENCY INTERCOM NOTIFICATION

## (EMERGENCY USE ONLY!)

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## **EMERGENCY PHONE NUMBERS**

<b>EMSA Ambulance</b>			911
<b>Tulsa Police Department</b>			911
<b>Tulsa Fire Department</b>			911
<b>City Medical</b>			(918)596-7075
<b>Warden:</b>	Joe Robberson	Office	(918)596-2494
		Cellular	(918)519-8726
		Home	(918)747-7157
<b>Assistant Warden:</b>	Mike Perkins	Office	(918)596-2548
		Cellular	(918)261-9107
		Home	(918)232-0446

## **HOSPITALS**

Hillcrest	(918)579-1000
Tulsa Regional Medical Center	(918)587-2561
St. Francis	(918)494-2200
St. Johns	(918)744-2345
Warren Clinic	(918)492-7200