



**TOWN OF ROCKY HILL:**  
2024 Workplace Emergency and Evacuation Plan

**TOWN OF ROCKY HILL**  
**WORKPLACE EMERGENCY AND EVACUATION PLAN**

**INTRODUCTION:**

Nobody expects an emergency or a disaster, especially one that affects them our employees or our town facilities. However, the truth is that emergencies and disasters can strike anyone, anytime and anywhere. We as town employees could be forced to evacuate our facilities when you least expect it.

This plan is a simple guide for our employees and residents to follow in the event of an actual emergency in one of our town buildings while they are present within the facilities.

**WHAT IS A WORKPLACE EMERGENCY?**

A workplace emergency is an unforeseen situation that threatens us as employees or customers, or the public; disrupts or shuts down our operations; or causes physical or environmental damage.

Emergencies may be natural or manmade and include some of the following:

- Floods,
- Hurricanes,
- Tornados,
- Fires,
- Hazardous material releases or spills,
- Explosions,
- Workplace violence resulting in bodily harm and trauma.

**TOWN BUILDINGS:**

All town buildings are inspected annually to insure compliance with the Connecticut Fire Safety Code and the Connecticut Fire Prevention Code and all referenced standards.

All required exits are clearly marked and illuminated to avoid confusion and to evacuate in an orderly and timely manner.

Additionally, all life safety systems are tested and inspected at least annually.

## **EMERGENCY ACTION:**

- In the event of an emergency, our local emergency officials may order you to evacuate. In some cases, such as police matters and active shooter situations our emergency officials may require you to defend in place in designated areas of the building.
- In the event of a fire emergency the fire alarm system will be activated by any of the red fire alarm pull stations (located at all required exits) or a sprinkler system or a fire / smoke detection initiating device.
- When the fire alarm system is activated each employee will respond by calmly and orderly leaving their work area and exiting the building via one of the identified exits that is not affected.
- Once outside of the building all employees and customers will be identified by one of the department heads, or designated person so that everyone is accounted for.
- Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass this information to the Incident Commander.
- Each department head will establish a method to account for non-employees such as suppliers or customers.
- In the event an incident expands employees may be sent home by normal means or evacuated safely of site by other means of transportation (i.e. town-owned public service buses).
- Facilities Dept. staff may be called upon to shut off systems at the direction of the Fire Dept. Incident Commander.
- Once the all clear is given town employees and customers may re-enter the building in a calm and orderly fashion.