**Town: Date:**

**Name Person Completing Form: Title:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMERGENCY ACTION PLAN**

**(29CFR 1910.38)**

An Emergency Action Plan (EAP) must be kept in the workplace and available for employees to review. Emergencies may include fires, chemical releases, natural disasters etc. This portion of the plan contains planning for Natural Disasters and Extreme Weather only. The second OSHA Administrative Work Session and other half of the EAP will address fires and chemical releases and incidents.

The EAP must contain the following elements listed in the column on the left in the chart below. The tasks listed in the column on the right are suggestions for what to consider when planning. Please use the information in this document to complete your Town’s EAP. Although OSHA requirements address employees, Towns might consider the presence of residents on site when planning.

Ideally the town will map relevant information from this plan on a layout of the transfer station (TS) site. This information can be considered part of the “Site Safety Plan.”

Towns will need to assign a position(s) to take responsibility for:

* completing each of the following tasks to establish emergency preparedness, response system, and recovery procedures,
* educating the attendants on these procedures,
* directing and supporting attendants during emergency events, and
* helping to make decisions during extreme weather conditions.

| **Requirement** | **Tasks to Comply with Requirements** |
| --- | --- |
| 1. Establish emergency evacuation escape procedures, evacuation route, and assembly area/rally point. | * Develop evacuation procedures for when attendants:   + Close the TS and evacuate.   + Need to direct the actions of residents on site (e.g., bring them to the rally point, ask them to stay on their cars during a thunderstorm).   + Arrive at the rally point. * Establish an evacuation route. * Establish an assembly area/rally point. |
| 1. Procedures to be followed by employees who may be required to remain in the facility to operate critical plant operations prior to evacuation. | Develop guidance on when:   * To close the TS and then leave. * To just leave without shutting down. * To shut down the master electrical switch. * Other: |
| 1. Procedures to account for all employees after evacuation is completed. | * Develop a procedure to account for employees, including assigning a point person to confirm that employees made it safely to the rally point, and if not, include procedures to follow-up. |
| 1. Procedures for reporting emergencies including posting of phone numbers. | Assign a position to:   * Complete the Emergency Contact List in the Attendant Handbook and specify who to call for various types of incidents. * Keep the contact list updated. |
| 1. Names or job titles of persons or departments who can be contacted for further information or explanation of duties under the plan. | * For this information, review the document completed by the Town titled *Town Personnel Responsible for Implementation of OSHA Program Tasks* located in the front jacket of the Administrative Binder, and update if needed. |
| 1. Training - A sufficient number of employees must be designated and trained to assist in the emergency evacuation of employees *and residents*. | * All employees must be trained initially and whenever there are changes in the evacuation plan. |
| 1. Establish an employee alarm system to warn employees. For workplaces where there are 10 or fewer employees, shouting is acceptable. | * Inform attendants to use and listen for voice alerts. |
| 1. Determine if any of the employees will be required to perform rescue and/or medical duties. | * If so, you must have procedures, train on the procedures, and equip them. * The alternative is for attendants to call 911. * Assign a position to ensure that employees receive medical care if needed. |
| 1. Determine if the Town will have the attendants *shelter in place*.   Note that not all TS have adequate facilities to *shelter in place*. | If so, the town must:   * purchase supplies and keep the supplies within the expiration date, * provide a procedure, including what do with residents during a weather event (e.g., hail), and * provide oversight. |
| 1. Develop procedures on what attendants should do when there is a *power outage*. | Considerations:   * If it is dark and winter, consider visibility and heat for the attendant’s building, and possibly close the transfer station. * If it’s during the day, they could collect all types of waste, except for materials that go in the compactor (which requires power). * They could close the transfer station. * The Town could use its notification system to notify residents. |

**Planning for Extreme Weather**

|  |  |
| --- | --- |
| Which Town department monitors weather conditions for the TS? | ❒ DPW, ❒ BOH, ❒ other: |
| Who notifies TS supervisor and makes decisions about closing the TS? |  |
| Does your Attendant’s Shed have: | ❒ AC, ❒ insulation, ❒ adequate heat |
| If answer is no, and either heat or AC is needed, can the shed handle a higher electrical load? | Heat - ❒ Yes, ❒ No  AC - ❒ Yes, ❒ No |
| Other considerations: |  |

**Determining When to Close the Transfer Station Due to Weather Conditions**

**Develop Threshold Criteria** – using *Heat Stress* and *Wind Chill* thresholds and some other decision-making criteria about when to close the transfer station. Ideally the Town can establish thresholds ahead of time, yet there may be circumstances that require an assessment in real time. :

* Consider the hours the TS is open, is it in the hottest or coldest part of the day?

If needed, could the TS schedule be changed based on seasonal variations to reduce risk from extreme temperatures? This could help minimize the need to make changes on a more frequent basis.

* Reassess threshold criteria for when to close the transfer station when hiring new staff based on their age, medical conditions, medications, etc. that could affect their ability to safely work in extreme temperature conditions.
* Consider whether attendants have had time to acclimatize to the weather. For example, is there extreme heat at the very beginning of the summer, or did the increase in heat happen part way through the summer when people have adapted to some degree?

**Ensure Attendants Receive Emergency Alerts**

* Ensure attendants have some avenue of communication:
  + Do they have a personal or work cellphone or landline at the transfer station?
  + Is it a form of communication they can be reached on (e.g., there is cell service at the TS) and that they can receive alerts on?
* Ensure attendants are:
  + signed-up for the National Weather System weather alerts,
  + signed up for Town notification systems, and
  + are notified of changes in the Town Notification System if and when they happen.

**Notify the Community –** recommendations:

* Use the Town’s Emergency Notification System to alert people when the TS is closed.
* Post a blurb on the Town’s webpage or local newspaper to alert residents to check if TS is open during extreme weather conditions and events.

**Notes:**

* If the Town has existing emergency preparedness and response procedures and assigned roles that address some or all the requirements, please use your existing systems, and enhance where needed to comply with requirements.

In order to prevent any confusion, all guidance and emergency systems should align with the Town’s existing roles and responsibilities and procedures.

* Coordinate with all relevant Town Departments to create the EAP. Once the plan is complete, provide a copy of the current plan and all subsequent revisions to all participating departments and the attendants to ensure everyone is on the same page.