



Emergency Response and Workplace Safety Policy

Purpose

It is the policy of Macomb Township to ensure the safety and wellness of all employees and patrons. This policy outlines procedures to be followed in the instance of a workplace emergency or threat as well as identify inappropriate conduct related to workplace safety. This policy replaces the Emergency Evacuation and Response Plan Policy and the Workplace Safety Policy.

Emergency Situations

In conjunction with training videos completed during employee orientation and in-person trainings facilitated by the Fire Chief, this policy will be used as the basis of safety training for all employees. Each employee should become familiar with his/her building and be aware of the building's alarm system, emergency exits, fire extinguisher & AED placement.

In the event of an emergency at a Township Building, any employee may call 9-1-1 and/or activate the building's fire alarm system.

Emergency Contacts

The Three Elected Officials are the Township's designated emergency contacts:

Township Supervisor	Township Clerk	Township Treasurer
Janet I. Dunn	Kristi Pozzi	Karen Goodhue
(586) 992-0710 x2222	(586) 992-0710 x2224	(586) 992-0710 x2262
Cell: (586) 713-4612	Cell: (586) 651-7361	Cell: (586) 615-5656

Safety Marshall

Each Department Head should designate a Safety Marshall for his/her department. The Safety Marshall's responsibilities will be outlined in each procedure and vary based on the type of emergency. Department Heads may designate themselves or an assignee as the Safety Marshall.

Severe Weather Procedure – Township Buildings

1. When severe weather is anticipated, the Township supervisor will monitor the forecast radar via radio, web and television to determine if additional action is needed.
2. If damage (i.e. broken glass, flying objects) is likely (or already exists), the Supervisor will notify all Department Heads to evacuate areas of danger. Department Heads will communicate the evacuation notice to employees and visitors within the department.

3. Employees should secure all monies and critical/protected documents, lock computer equipment and valuables and close all doors unless doing so would jeopardize their safety.
4. Safety Marshalls will guide employees and visitors within the building should to a protected area, such as the lowest level of the building in an interior hallway or a location not exposed to windows.
5. Once in the protected area, the Safety Marshall is responsible for conducting a head count to identify any employees in the department missing from the protected area.
6. Any injuries should be reported to the Township Supervisor and Department Heads will be required to submit an incident report to the Human Resources Department if an employee is injured.

Tornado Procedure – Field Work

1. When in the field and a tornado is heard/seen, take cover immediately.
 - a. If you are in a vehicle, immediately go to the nearest sturdy building and never attempt to out-drive a tornado.
2. Once you are in a sturdy building, go to the lowest level of the building in a location not exposed to windows.
3. If there is no building nearby, lay flat in a low spot and use you arms and hands to protect your head.
4. Whenever it is safely possible to do so, call your Department Head to notify of your whereabouts.

Fire/Building Evacuation Procedure

This procedure should be utilized in situations where it is unsafe for employees and patrons to remain inside Township buildings. During an evacuation it is extremely important to remain calm and evacuate immediately.

1. If an employee sees smoke or fire inside a Township building, he/she should activate the fire alarm. If it is safe to do so, employees may utilize fire extinguishers placed throughout the building to extinguish the fire.
2. If the fire alarm is activated or evacuation orders are otherwise given, calmly evacuate the facility via the nearest emergency exit. If the nearest emergency exit is blocked or unsafe, use another emergency exit within the building.
3. If it is safe to do so, bring your phone and wallet/purse and leave all other personal belongings behind.
4. Do not use elevators to exit the building. Close all doors and windows along the escape route.
5. If it is safe to do so, assist persons with disabilities so that they may evacuate safely.
6. Once outside the building, navigate to the designated assembly point.
7. Upon safe arrival to the assembly point, one of the Township's Emergency Contacts outlined above should call 9-1-1 and provide the following:
 - a. Name

- b. Building address
- c. Nature and extent of the fire
8. Once at the assembly point, the Safety Marshall is responsible for conducting a head count to identify any missing employees from the department.
9. Any injuries should be reported to the Township Supervisor and Department Heads will be required to submit an incident report to the Human Resources Department if an employee is injured.
10. Do not re-enter the building until the first responders indicate the building is safe.

Workplace Threat Procedure

The safety of Macomb Township employees and patrons is top priority and all threats will be considered serious until proven otherwise. This procedure should be utilized in situations that threaten the safety and wellbeing of employees and patrons.

Written Threats

Written threats may be received via paper distribution or email. Any employee who receives a written threat should immediately notify his/her Department Head and then call 9-1-1.

1. If the threat is received on paper, store the document in a safe place and try to touch it as little as possible. Do not alter the document in any way. On a separate document, take notes surrounding the threat such as the date and time it was delivered, who delivered the document, what did they say, etc.
2. If the threat is received by email, keep the message open and print if possible. Do not delete the message or close out of the program. On a separate document, take notes surrounding the threat such as the date and time it was delivered, the sender, the subject line, etc.

Verbal Threats

Verbal threats may be received over the phone or in person.

1. If the threat is received over the phone, attempt to keep the caller on the line as long as possible and do not hang up.
 - a. Write a note or signal a coworker to call 9-1-1 from another phone line.
 - b. Take notes during the phone call and try to gather as much information as possible, such as:
 - i. Phone number/name from caller ID
 - ii. Caller sex
 - iii. Approximate age
 - iv. Speech patterns
 - v. Exact wording of threat
 - vi. Threat details (when, where, what, etc.)
 - c. Follow additional instructions provided by authorities.
2. If the threat is received in person, remain calm and alert and pay full attention to the person communicating the threat.

- a. When it is safe to do so, immediately notify your Department Head and the Township Supervisor of the threat.
- b. Write down as much information as you can regarding the threat and the person making the threat, such as:
 - i. Location
 - ii. Vehicle description (if they left the building)
 - iii. Name
 - iv. Sex
 - v. Race
 - vi. Age
 - vii. Height
 - viii. Speech patterns
 - ix. Exact wording of threat
 - x. Threat details (when, where, what, etc.)

Active Shooter Procedure

This procedure should be utilized in the instance of an active shooter situation. The Township will follow the response method promoted by the Department of Homeland Security – Run. Hide. Fight.

1. When there is an active shooter reported in the building, if you can get out, do. Always try to escape or evacuate and encourage others to leave with you.
 - a. Take your phone and wallet/purse and leave all other personal belongings behind.
 - b. Once you are out of the line of fire, proceed to the assembly point and try to prevent others from entering the danger zone.
 - c. Once at the assembly point, the Safety Marshall is responsible for conducting a head count to identify any missing employees from the department.
2. If you cannot get out safely, find a place to hide. Act quickly and quietly. Turn out lights, if possible, and lock/blockade the door. Silence your cell phone and do your best to remain quiet and calm. Stay in place until a first responder finds you and confirms it is safe to exit the building.
3. As a last resort and only if your life is at risk, fight. Attempt to incapacitate the shooter and act with aggression. Improve weapons and commit to taking the shooter down.
4. When it is safe to do so, one of the Township's Emergency Contacts should call 9-1-1 to report the incident.
5. Remember that the first responders on the scene are there to stop the shooter. Always remain calm, follow instructions and remember that help is on the way.

Suspicious Package Procedure

This procedure should be utilized in the instance that a suspicious package/item is identified on Township property or in a Township building.

1. If a suspicious package/item is found, notify your Department Head and the Township Supervisor immediately.

2. Call 9-1-1 and follow instructions from the authorities.
3. Do not touch or move the item/package.
4. Vacate the area surrounding the item/package and wait until law enforcement arrives for evaluation.

Workplace Safety

Macomb Township is committed to providing a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand the provisions outlined below.

Prohibited Conduct

Macomb Township does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- Causing or physical injury to another person.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on Township property or while on Township business.

Weapons

Macomb Township strictly prohibits employees from carrying or possessing weapons of any kind on Township Property. The only exceptions to this policy is for those granted an exception by the Township Supervisor under extraordinary circumstances.

All employees are also prohibited from possessing or discharging a weapon while in the course and scope of Township job performance. This policy also prohibits possession of explosives, certain knives and other dangerous weapons, including chemical substances intended to cause injury to others. Further, this policy also applies to any Township-sponsored meeting or function (e.g. parties and picnics).

Property Searches

Macomb Township reserves the right at any time and at its discretion to search all Township-owned or leased vehicles and all vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including discharge.

Procedure

Any potentially dangerous situations must be immediately reported to the Township Supervisor. Reports can be made anonymously, and all reported incidents will be investigated. Reports or

incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. Counseling will be provided as appropriate. Results of investigations will be disclosed in accordance with State and Federal Law. Macomb Township will actively intervene at any indication of a possibly hostile or violent situation.

Failure to abide by the terms and conditions of this policy may result in discipline up to and including discharge. Further employees are advised that violations of this policy may result in criminal prosecution.

Any employee who believes there may be a violation of this policy, or believes a potentially dangerous situation might exist, is to immediately report the situation to his or her department head, the Human Resources Director or the Township Supervisor.

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	Approvals:  Janet I. Dunn, Township Supervisor  Thomas D. Esordi, Human Resources Director		