



Stoughton Utilities

600 South Fourth Street
P.O. Box 383
Stoughton, WI 53589-0383

Serving Electric, Water & Wastewater Needs Since 1886

STOUGHTON UTILITIES POLICIES APPROVED BY THE STOUGHTON UTILITIES COMMITTEE AND THE STOUGHTON COMMON COUNCIL

January 14, 2003

Stoughton Utilities Emergency Evacuation Plan



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STOUGHTON MUNICIPAL UTILITIES EMERGENCY EVACUATION PLAN

STOUGHTON MUNICIPAL UTILITIES BUILDING EMERGENCY EVACUATION PLAN 600 SOUTH FOURTH STREET

PURPOSE: To provide information and direction for the employees/visitors of the Municipal Utilities Building in the event of a fire or severe weather.

STATEMENT OF POLICY: In order to provide protection of the employees and citizens in the Utilities Building should there be a fire or weather severe enough to warrant emergency shelter, a well-defined emergency plan is essential. All employees should become familiar with these procedures, and should be prepared to assist other employees and/or citizens in the event of an emergency.

IN THE CASE OF FIRE

EMPLOYEES AND VISITORS

1. If not already done, call 911.
2. Remain calm.
3. Follow your supervisor's instructions.
4. Immediately leave your work area.
5. Exit the building.
6. Proceed to the Utility parking lot.
7. Remain in the parking lot until you receive further instructions from your supervisor.

SUPERVISORS

1. Instruct employees to leave the area immediately.
2. Insure that handicapped/disabled employees and/or general public receive assistance.
3. Verify that **ALL** employees have vacated the work area.
4. Leave the building, checking for stragglers.
5. Proceed to the Utility parking lot.
6. Verify that **ALL** employees are accounted for.
7. Keep all employees in the area until further instructions are received.

IN CASE OF SEVERE WEATER (Tornado, Severe Thunderstorms, etc.)

EMPLOYEES AND VISITORS

1. Notification of severe weather may be received from the Front Office, or from any reliable source (radio, police dispatch, etc.)
2. The front office will do an all call on the phone system notifying all departments.
3. The front office will also notify crews in the field from the Base radio system.
4. Upon receiving notification of approaching severe weather, ensure other employees are notified.
5. Insure that handicapped/disabled employees and/or general public receive assistance.
6. Supervisors should ensure that department offices have been secured before leaving the area.
7. Proceed to the basement located in the Southeast corner of the building.
8. Remain in the basement until further instructions are received from your supervisor.
9. When the "All Clear" is given return to your departments.

IN CASE OF BOMB THREAT

EMPLOYEES AND VISITORS

1. If not already done, call 911
2. Remain calm.
3. Follow your supervisor's instructions.
4. Immediately leave your work area.
5. Exit the building
6. Proceed to the utility parking lot.
7. Remain in the parking lot until you receive further instructions from your supervisor.

SUPERVISORS

1. Instruct all employees to leave the building immediately.
2. Insure that handicapped/disabled employees and/or general public receive assistance.
3. Verify that **ALL** employees have vacated the building.
4. Proceed to the Utility parking lot.
5. Verify that **ALL** employees are accounted for.
6. Keep all employees in the area until further instructions are received.

ACCIDENTAL CHEMICAL RELEASE MEASURES

EMPOLYEEES AND VISITORS

1. Remain Calm
2. Immediately evacuate all unauthorized personal from area.
3. Before handling or containing any chemical refer to the Stoughton Municipal Utilities **HAZARD COMMUNICATION PROGRAM**.
4. Look up the **MSDS** information of the chemical. **ACCIDENTAL RELEASE MEASURES**.
5. Follow the **MSDS** manufacture instructions carefully.
6. **MSDS INDEX LOCATIONS:** Utility Building: Storage Room and Shelf by copy machine. Water Department: Supervisor office and in chemical rooms. Wastewater: Supervisors office and cl2 room.
7. Local emergency Numbers: **Fire/Police 9-1-1** Madison **Hazardous Incident Team (HIT) 9-1-1** or **255-7272 Hydrite Chemical Company 414-277-1311.**

STOUGHTON WATER UTILITY BUILDINGS EMERGENCY EVACUATION PLAN ALL PRODUCTION WELLS

PURPOSE: To provide information and direction for the employees/visitors of the Utilities Building in the event of a fire or severe weather.

STATEMENT OF POLICY: In order to provide protection of the employees and citizens in the Utilities Building should there be a fire or weather severe enough to warrant emergency shelter, a well-defined emergency plan is essential. All employees should become familiar with these procedures, and should be prepared to assist other employees and/or citizens in the event of an emergency.

IN CASE OF FIRE

EMPLOYEES AND VISITORS

1. If not already activated, call 911.
2. Remain calm.
3. Immediately leave the building.
4. Insure that handicapped/disabled employees and/or general public receive assistance.
5. Proceed to the nearest exit and exit the building checking for stragglers.
6. Proceed to a safe area away from the building.
7. Remain in the area until you receive further instructions from your supervisor.

SUPERVISORS

1. Instruct employees to leave the area immediately.
2. Insure that handicapped/disabled employees and/or general public receive assistance.
3. Verify that **ALL** employees have vacated the work area.
4. Leave the building, checking for stragglers.
5. Proceed to the Utility parking lot.
7. Verify that **ALL** employees are accounted for.
8. Keep all employees in the area until further instructions are received.

IN CASE OF SEVERE WEATER (Tornado, Severe Thunderstorms, etc.)

ALL EMPLOYEES AND VISITORS

1. Notification of severe weather may be received from the Front Office, or from any reliable source (radio, police dispatch, etc.)
2. The front office will also notify crews in the field from the Base radio system.
3. Upon receiving notification of approaching severe weather, ensure other employees are notified.
4. Insure that handicapped/disabled employees and/or general public receive assistance.
5. Employees should ensure that the buildings have been secured before leaving the area.
6. Proceed to the west wall of the building if you remain in the building.
7. Remain in the building until further instructions are received from your supervisor or you receive an "All Clear".

IN CASE OF BOMB THREAT

EMPLOYEES AND VISITORS

1. If not already done, call 911
2. Follow your supervisor's instructions.
3. Immediately leave your work area.
4. Exit the building
5. Proceed to the utility parking lot.
6. Remain in the parking lot until you receive further instructions from your supervisor.

SUPERVISORS

1. Instruct all employees to leave the building immediately.
2. Insure that handicapped/disabled employees and/or general public receive assistance.
3. Verify that **ALL** employees have vacated the building.
4. Proceed to the Utility parking lot.
5. Verify that **ALL** employees are accounted for.
6. Keep all employees in the area until further instructions are received.

ACCIDENTAL CHEMICAL RELEASE MEASURES:

EMPLOYEES AND VISITORS

1. Remain Calm
2. Immediately evacuate all unauthorized personal from area.
3. Before handling or containing any chemical refer to the Stoughton Municipal Utilities **HAZARD COMMUNICATION PROGRAM.**
4. Look up the **MSDS** information of the chemical. **ACCIDENTAL RELEASE MEASURES.**
5. Follow the **MSDS** manufacture instructions carefully.
6. **MSDS INDEX LOCATIONS:** Utility Building: Storage Room and Shelf by copy machine. Water Department: Supervisor office and in chemical rooms. Wastewater: Supervisors office and cl2 room.
7. Local emergency Numbers: **Fire/Police 9-1-1** Madison **Hazardous Incident Team (HIT) 9-1-1** or **255-7272** Hydrite Chemical Company **414-277-1311.**

STOUGHTON WASTEWATER UTILITY BUILDINGS EMERGENCY EVACUATION PLAN

PURPOSE: To provide information and direction for the employees/visitors of the Utilities Building in the event of a fire or severe weather.

STATEMENT OF POLICY: In order to provide protection of the employees and citizens in the Utilities Building should there be a fire or weather severe enough to warrant emergency shelter, a well-defined emergency plan is essential. All employees should become familiar with these procedures, and should be prepared to assist other employees and/or citizens in the event of an emergency.

IN CASE OF FIRE

EMPLOYEES AND VISITORS

1. If not already activated, call 911.
2. Remain calm.
3. Immediately leave the building.
4. Insure that handicapped/disabled employees and/or general public receive assistance.
5. Proceed to the nearest exit and exit the building checking for stragglers.
6. Proceed to a safe area away from the building.
7. Remain in the area until you receive further instructions from your supervisor.

SUPERVISORS

1. Instruct employees to leave the area immediately.
3. Insure that handicapped/disabled employees and/or general public receive assistance.
4. Verify that **ALL** employees have vacated the work area.
5. Leave the building, checking for stragglers.
6. Proceed to the Utility parking lot.
7. Verify that **ALL** employees are accounted for.
8. Keep all employees in the area until further instructions are received.

IN CASE OF SEVERE WEATHER (Tornado, Severe Thunderstorms, etc.)

ALL EMPLOYEES

1. Notification of severe weather may be received from the Utilities Office, or from any reliable source (radio, police dispatch, etc.)
2. The Utilities office will also notify crews in the field from the Base radio system.
3. Upon receiving notification of approaching severe weather, ensure other employees are notified.
4. Insure that handicapped/disabled employees and/or general public receive assistance.
5. Employees should ensure that the buildings have been secured before leaving the area.
6. Proceed to the tunnels or the west wall of the building if you remain in the building.
7. Remain in the building until further instructions are received from your supervisor or you receive an "All Clear".

IN CASE OF BOMB THREAT

EMPLOYEES AND VISITORS

1. If not already done, call 911
2. Remain calm.
3. Follow your supervisor's instructions.
4. Immediately leave your work area.
5. Exit the building.
6. Proceed to the utility parking lot.
7. Remain in the parking lot until you receive further instructions from your supervisor.

SUPERVISORS

1. Instruct all employees to leave the building immediately.
2. Insure that handicapped/disabled employees and/or general public receive assistance.
3. Verify that **ALL** employees have vacated the building.
4. Proceed to the Utility parking lot.
5. Verify that **ALL** employees are accounted for.
6. Keep all employees in the area until further instructions are received.

ACCIDENTAL CHEMICAL RELEASE MEASURES:

EMPOLYEES AND VISITORS

1. Remain Calm
2. Immediately evacuate all unauthorized personal from area.
3. Before handling or containing any chemical refer to the Stoughton Municipal Utilities **HAZARD COMMUNICATION PROGRAM.**
4. Look up the MSDS information of the chemical. **ACCIDENTAL RELEASE MEASURES.**
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6. **MSDS INDEX LOCATIONS:** Utility Building: Storage Room and Shelf by copy machine. Water Department: Supervisor office and in chemical rooms. Wastewater: Supervisors office and cl2 room.
7. Local emergency Numbers: **Fire/Police 9-1-1** Madison **Hazardous Incident Team (HIT) 9-1-1** or **255-7272 Hydrite Chemical Company 414-277-1311.**