

ILLINOIS PUBLIC WATER SUPPLY

EMERGENCY PROCEDURES

QUICK REFERENCE GUIDE

Revised 2-5-2004

EVACUATION

**MOVE ALL EMPLOYEES AND VISITORS FROM THE ENTIRE FACILITY
TO THE OUTSIDE GROUNDS**

Evacuation routes are posted in each area.

1. Employees and visitors should move together as a group
2. Evacuate using stairway. **DO NOT USE ELEVATORS!**
3. Keep moving until the group is well away from the building, from smoke and fumes
4. Assist all injured parties throughout evacuation, until the injured person is placed in the hands of responsible emergency medical personnel

EVACUATION PROCEDURES

FIRE PROCEDURES

Race to Safety

R Rescue

Non-response (trained emergency response) employees and visitors in immediate danger should be evacuated from the building to a safe place, well away from fire and smoke, and rescue operations.

A Alert

- Alert the fire department by activating pull alarm or phoning 911.
- Alert on-site response employees to put on necessary safety gear.

C Contain the Fire

- Close all doors in the area of the fire.
- Make sure fire doors in other areas remain closed.

E Extinguish and Evacuate

- Extinguish fire with on-site fire extinguisher IF you can do so without placing yourself or others in danger.
- Evacuate the area to a safe place, well away from fire, smoke, fumes and rescue operations.

FIRE PROCEDURES

TORNADO WARNING/ACTIVITY

A Tornado warning will be announced throughout the plant by PA system and alarm

- Police and administrative office staff will monitor weather radios and contact the water treatment plant and pumping stations in event of a tornado.
- Plant personnel will have a weather radio in the control room and issue warning throughout the plant, over the radio to distribution crews, and to all other manned facilities.
- Close windows, shades, drapes, window coverings.
- Stay away from windows.
- Move all employees and visitors to an interior hallway, away from all treatment or pumping equipment, especially chemical feeders. Stay together.
- Remain calm and await "all clear" notification.
- In the event of damage, await "all clear".
 - Identify anyone injured or needing immediate assistance.
 - Call "911" for assistance.

TORNADO WARNING/SEVERE STORM

ELECTROCUTION

ELECTROCUTION CAN BE DANGEROUS FOR RESCUERS!

**BE ESPECIALLY CAREFUL IF WATER IS PRESENT ON
YOUR HANDS, THE FLOOR OR THE INJURED PERSON!
STAY DRY!**

Electric shocks from high voltage electricity such as power lines or rail way cables is instantaneously fatal. Never approach a casualty of this shock, as high voltage electricity can travel several meters through the air. Call 911 immediately and restrict the area from entry.

- **TURN OFF THE ELECTRICITY!**
Switch off the current or turn off the master switch.
 - Move the injured person away from contact with the electricity source. Use a wooden chair, broom handle, or other dry non-metal object.
 - Call 911.
 - Check for breathing and pulse. Give CPR if necessary.
 - Remember, the injured person may be burned.

ELECTROCUTION

CHEMICAL SPILLS

TOXIC CHEMICAL RELEASE: CHLORINE GAS, AMMONIA, LIQUID CHLORINE OR OTHER SUBSTANCE POSING IMMEDIATE HEALTH

DANGER: Evacuate the area. Close all fire doors. Contact the fire department or appropriate emergency response crew immediately. If the substance is liquid and a drain is in the area of the spill, contact the sewer department.

If it is safe for you to clean up the spill:

READ MATERIAL SAFETY DATA SHEET (MSDS) FOR SPILLED CHEMICAL.

- Read the section **STEPS TO BE TAKEN IN CASE MATERIAL IS RELEASED OR SPILLED.**
- Read the **WASTE DISPOSAL METHOD** listed.

LOCATE CHEMICAL SPILLS KIT:

- Apply gloves and protective eye wear.
- Use chemical pads located in the kit to soak up the spill.
- Place contaminated pads and gloves in the disposal bag and seal.

IF THE CHEMICAL IS A HAZARDOUS CHEMICAL WASTE, write the name of the chemical on the chemical label, attach the label to the disposal bag and notify a licensed Hazardous Waste Hauler for pick up. All other chemicals can be placed in regular trash.

- Follow the methods listed on the MSDS for cleaning the contaminated area.
- Replace items used from the Chemical Spill Kit.

CHEMICAL SPILL

BOMB THREAT

IF YOU RECEIVE A BOMB THREAT, TRY TO KEEP THE CALLER ON THE LINE AND ASK THE FOLLOWING QUESTIONS:

- Where is the bomb?
- What time will the bomb explode?
- Why was the bomb put there?

LISTEN FOR:

- Background noise such as music, voices, train whistles, construction, traffic, animal noises, clear, static, PA system, restaurant noises, or other sounds.
- Does the caller indicate knowledge of the water plant or pumping facility by descriptions of equipment or processes, locations, or comments?
- What are the voice characteristics:
 - Male or female?
 - Age?
 - Accent or ethnic words used?
 - What is the mental condition? (Angry, excited, frightened, etc.)

WRITE DOWN THE EXACT WORDS OF THE THREAT.

CONTACT WATER SUPERINTENDENT IMMEDIATELY AFTER CALLER HANGS UP. IF SUPERINTENDENT IS NOT AVAILABLE, CALL 911.

If it is necessary to search the work area:

- Look for anything out of place – bags, packages, boxes, containers.
- Notify superintendent or emergency responder (police, fire, security) immediately.
- DO NOT touch or try to move any package or item that may contain a bomb.
- Follow evacuation procedures if necessary.

BOMB THREAT

**IF ANYONE COMES INTO THE WORKPLACE WITH A WEAPON
OR CONCEALING A WEAPON:**

- Remain calm. Do not confront the person.
- Immediately call "911"
 - Notify Supervisor
 - Notify Security
- Limit access to the area where the person is located.

**WHEN POLICE ARRIVE, PROVIDE AS MUCH OF THE FOLLOWING
INFORMATION AS POSSIBLE:**

- Location of person with weapon
- Type of weapon (gun, knife, shotgun, grenade, dynamite, flammable chemical, or other substance)
- Location of weapon if person does not have it in hand or on their person. (In the middle desk drawer, on the bookshelf on the west wall, etc.)
- Is another person being threatened or held hostage? If so, where?
- The mental and emotional condition of the suspect with the weapon.

WEAPON

EMERGENCY PHONE NUMBERS

Emergency	Call:
HEALTH EMERGENCY -- Employee, Visitor cardiac/respiratory arrest, serious illness or accident	911 Supervisor _____
THREATENING BEHAVIOR -- Threatening behavior from visitor, employee	911 Supervisor _____ Security - immediate assistance will be dispatched
WEAPON - Person displaying or concealing a weapon	911 Supervisor _____
BOMB THREAT - Received Written letter or note Phone call Threatened in person	911 if bomb presence verified If bomb presence unknown: Supervisor _____ Police _____ Fire _____
CHEMICAL SPILL - Reported or witnessed	Specific area code & number -- Release or spill of any chemical that requires special handling for safe clean-up and disposal Fire Department or Hazardous Emergency Response Agent
FIRE - Reported or witnessed	911 -- Fire or smoke

WHEN TO CALL 9-1-1

EMERGENCY PHONE NUMBERS

ILLINOIS EMERGENCY MANAGEMENT AGENCY 24 HOUR LINE: 217-782-7860
OR 800-782-7860
ILLINOIS EPA EMERGENCY RESPONSE: 217-782-3637

Water Operator

Water Supply Official Custodian

Fire Department

Police Department

ESDA Coordinator

Media Coordinator

Hazardous Material Clean-Up Firm

Back Hoe Operator

Plumber

Disinfectant Supplier

Supplier

Supplier

Manufacturer

Manufacturer

Local Health Department

Illinois EPA Regional Office

EMERGENCY PHONE NUMBERS