



IONA MCGREGOR FIRE DISTRICT

6061 SOUTH POINTE BLVD
FORT MYERS, FLORIDA 33919

"Together we are fighting fire before the fire starts"



Emergency Action Plan Workbook

**In cooperation with the Iona McGregor Fire District goal of
Proactive Community Risk Reduction
Helping our community to be better prepared in times of Emergency**

An EAP can be useful in a wide range of emergencies. The response to many emergencies will include similar components, but they will also have unique components that will require careful planning and execution. It is important to identify the emergencies most likely to impact your organization and plan accordingly.

Putting together a comprehensive emergency action plan that deals with those issues specific to your facility / association is not difficult. It involves taking what you know from your community and describing how people within your sphere of influence or sphere of responsibility will respond to different types of emergencies, taking into account your specific facility / association layout, structural features, and emergency systems, etc.

Simply drafting an emergency action plan (EAP) is not enough to ensure the safety of your community or members. When actions become necessary you will need responsible, instructed individuals who can supervise and coordinate activities to ensure a safe and successful outcome. This means after this process of development the areas of need you identify should be regularly reviewed and practiced.

An event for your facility or community can be as minimal as a fire watch or as complex as a hurricane evacuation. Once the elements of Manage, Fight, Flee, or Shelter in Place have been assessed there should be corresponding individuals and processes which self actuate depending on the event or emergency. By adopting this proactive effort you are assuring the most positive and successful outcomes possible while reducing the stress and potential for harm to the best degree achievable.

Thank you for joining with the Iona McGregor Fire District to help our goal of overall community risk reduction through education, planning, and proactive initiatives to be prepared such as this.

In Service and Commitment,



Battalion Chief - Ed Steffens, M.A., CDM
Fire Marshal - Iona McGregor Fire District

EMERGENCY ACTION PLAN WORKBOOK

FACILITY NAME: _____

FACILITY ADDRESS: _____

DATE PREPARED: _____

FACILITY EMERGENCY CONTACTS:

- Designated responsible person _____
(Assoc. president, manager, management co. representative, owner, designee)
 - Phone: _____
 - Cell: _____
- Emergency Coordinator _____
 - Phone: _____
 - Cell: _____
- Area/Floor Monitors
 - Ground/lobby _____
 - 1st _____
 - 2nd _____
 - 3rd _____
 - 4th _____
 - 5th _____
- Team Assistants (help with physically challenged etc.)
 - Name _____ phone _____
 - Name _____ phone _____
 - Name _____ phone _____
 - Name _____ phone _____
 - Name _____ phone _____

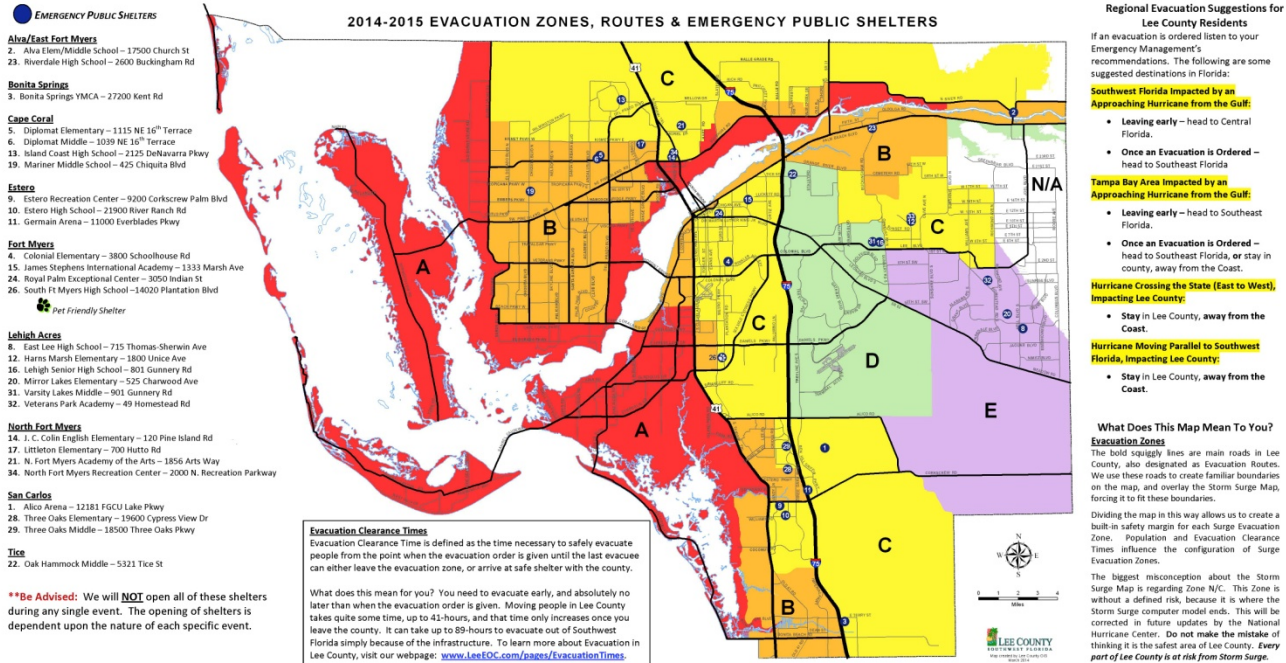
OTHER EMERGENCY PHONE NUMBERS

For reporting any kind of emergency; police, fire, or medical please remember to call **911**. The following numbers are non emergency contact information for questions or issues which are not emergencies.

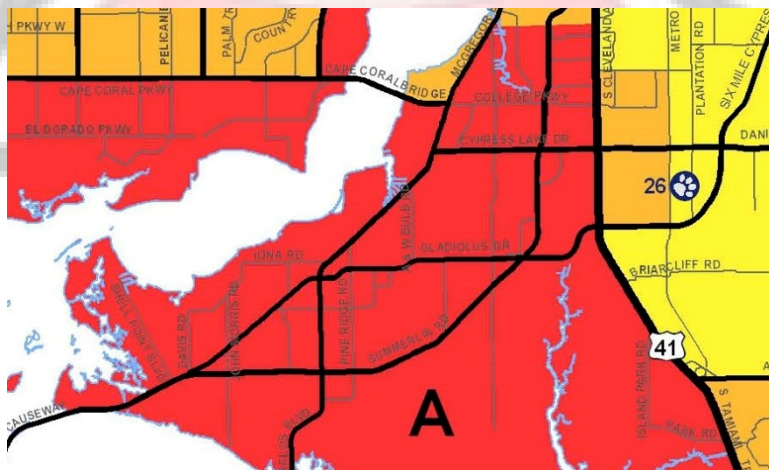
- Fire Department (MAIN) 239-433-0660
- Fire Prevention (IMFD) 239-425-9336
- LCEMS (medics) 239-533-3911
- LCSO (police) 239-477-1000
- Red Cross 239-278-3401
- FEMA (Federal emergency) 1-800-621-3362
- Div. Emergency Mgt. (state) 1-850-413-9969
- Storm Hot Line (county) 211
- Nat. Weather Service (state) 1-813-645-2323
- Traffic Hot Line (county) 511
- Manufactured Homes (state) 1-850-617-3004
- Electric _____
- Water _____
- Gas _____
- Telephone _____
- CPR / FIRST AID _____
- Insurance carrier _____
- Reputable Contractors
 - Plumbing _____
 - Electrical _____
 - HVAC _____
 - Structural GC _____

EVACUATION ROUTES

Beginning with the 10,000 foot approach we can see that Iona McGregor’s entire district is in evacuation zone “A”. This means that as we assess any facility regarding pending hurricane activity it is clearly our advice to evacuate as early as possible to a safer part of the County or State. Lee County suggests evacuating areas impacted by an approaching hurricane from the Gulf to move to Central Florida or the East half of the State.



The major corridors for evacuation from our district are: McGregor North, Summerlin Road North, and Gladiolus/6 Mile Cypress.



EVACUATION ROUTES (CONTINUED)

Moving closer then to examine your individual facility/occupancy addressing evacuation from a local perspective; evacuation routes from within the facility should be posted in common areas. Maps should include:

- Emergency exits

It is very common that in emergencies individuals routinely attempt to leave the same way they came in. Historically this has been the source of major life loss. Everyone should make themselves aware of at least two means of egress.

- Primary and secondary evacuation routes

Much to the first point everyone should try to have at least two path options to exit a building or structure.

- Locations of fire extinguishers

Not only is it important to know where fire extinguishers are located, it is equally important to be familiar with how to use one. Iona McGregor Fire Training Division is always available to offer groups of any size free onsite training in the importance and use of fire extinguishers.

- Locations of fire alarm pull stations

Not all alarm systems are automatic. It is in many instances necessary to manually activate an alarm by pulling an alarm pull station. Always remember if you have activated a fire alarm it is important to call 911 as well.

- Assembly points

If there may be an evacuation of your facility there should be a predetermined location where everyone can gather to await further assistance. Assembly points should be clear of potential collapse, vehicle, inclement weather or other hazards.

Assembly point on/near property _____

Assembly point away from property _____

Emergencies Outside of the Building — In most cases, when an emergency starts outside of the building, the safest thing to do is find a safe place within the building. Most often, emergencies outside of the building will be weather-related or natural disasters like a tornado, earthquake or lightning storm.

Emergencies Within the Building — For emergencies occurring inside of the facility (e.g., fires, power outages, etc.), the main goal is to get everyone out of harms way. To achieve this goal you, your facility staff or volunteers identified in your plan should be aware of the fastest and safest way out of the building. It will also be necessary to ensure that evacuation procedures are easily accessible to customers or visitors inside of the building. Having a broad understanding of the layout of a building can help everyone prepare for unanticipated detours along the most common emergency exits.

Health Emergencies — If someone inside of the building is injured or harmed in some way, an EAP can assist in getting emergency response initiated quickly. Residents, staff or volunteers should be prepared to respond to a wide range of plausible health scares such as a heart attack, seizure, possible drowning and more. Depending on the emergency, local emergency medical services may be contacted. Be sure that these authorities will have easy access to the injured person and they'll be able to exit the building quickly when it is time to do so. Remember also, if an individual suffers a medical emergency like a stroke or heart attack, there is no need to make everyone in the entire facility aware. The EAP for these types of emergencies will be much simpler and involve immediately contacting medical help and identifying individuals within your organization or community trained in First Aid to help stabilize the victim.

After an EAP has been activated it may be necessary to notify parents, guardians or next of kin for the people involved. Depending on the situation, family members may need to be alerted immediately to provide information or come and pick their children up. Your facility or organization should utilize this EAP to detail who is responsible for alerting family members, what emergencies require alerting families, and what information should be relayed. It is also important to maintain up-to-date contact information for all members and parties identified on the first pages of this workbook. As well, there should be some consensus on who of those contacts may be able to assist with family notifications.

Part of you EAP should also include photo documentation of all common areas and any special appurtenances like awnings, tiki huts, or other vulnerable items.

Team Assistants and Emergency Cordinators check list

- Location(s) of disabled residents

- Out of State contact information (or ensure availability of Vile of Life, DNR, ICE)

- Contact telephones for all residents
- (potential) Storage place for community dry goods and equipment.
 - Water
 - Non perishable / canned food / MREs
 - Blankets, pillows, air mattresses
 - Can opener / basic utensils
 - First aid kit
 - Garbage bags
 - Tarpaulin(s), duct tape, rope
 - Hygiene supplies
 - Work gloves

ACTIONS • “INCIDENT SPECIFIC”

- **MEDICAL**

ALWAYS - Call 911

It is best not to move an injured person unless absolutely necessary for their own safety.

With the 911 operator be prepared to give the following information:

- Nature of the emergency (fall, chest pain, poisoning, etc.)
- Location of the emergency (address, building, unit number where the emergency is)
- Your name
- Your phone number (where you can be reached on call back if needed)
- Details regarding the current status of the injured (are they breathing, are they conscious, are they armed, etc.)
- Gate code or other access information (if applicable)
- Also be aware you may be asked to perform pre arrival instructions
- You may be asked to stay on the line

You may call (call out) to someone you know has training in first aid, CPR, first aid for choking, etc. If no one is available to render first aid, at a minimum, attempt to provide the following assistance: stop bleeding with firm direct pressure on wounds. Use a towel or some other barrier to avoid direct contact with blood or other body fluids. Clear and maintain an open airway if victim is incapacitated.

Occasionally a victim is exposed to a potentially hazardous material. Situational awareness is key to avoid becoming a victim yourself. Look for material safety data sheets (MSDS) before risking any personal exposure. Attempt first aid only if trained and qualified.

For further instruction and training in first aid or CPR you may contact the Iona McGregor Fire Division of Training by calling our main office line and asking about such offerings.

- **FIRE**

When a fire is discovered:

- **ALWAYS - CALL 911**

Your best chance to survive a fire is early detection and alerting of the fire department

- Activate any local alarm devices – pull stations, voice communications, etc.
- Fight the fire – only when fire is small and not spreading; only if trained and capable in the use of a fire extinguisher.
- Evacuate the area – close doors to contain the fire if possible
- Evacuate the building – alert potential victims but do not hesitate to leave the fire area

Upon being notified about the fire emergency, occupants must:

- 1 – Evacuate; leave the building using the designated routes.

Assemble in the pre-determined designated area

Remain outside and assembled until a fire officer or other competent official directs you otherwise. Be prepared to coordinate the evacuation of multi story buildings with the direction of fire crews. A typical scenario would utilize a single stairwell as an evacuation route while another stairwell would be for fire operations only.

- Close your door as you leave
- Remember; two routes to escape
- Stay low in smoke conditions

- Do not use elevators
- Gather at designated area and take a head count
- Do not return to the building for under any circumstance
- 2 – shelter in place; remain in a safe secure location taking steps for safety and to identify your position to arriving fire crews. Separate floors of low, mid and high-rise buildings are designed as areas of refuge. Sheltering in place should include the following:
 - Close all windows and exterior doors. Do not lock a door you may need as a means of rescue or egress.
 - Place a sign in an exterior window or on a unit entry door indicating that you are in the unit including the number of people.
 - If there is danger of explosion close window shades blinds and curtains
 - Turn off all heating and air conditioning systems
 - Move to an interior room or space. Bring pets with you.
 - Call 911 operators and advise them of your location and decision. Call your emergency contact or emergency coordinator. Notify someone of your location. Keep a phone with you which you may be reached if needed. Do not stay on the phone if that is your only means to receive instruction.



- Advise if you have any special needs or may need assistance due to disabilities.
- Rolled towels can be used to keep smoke from entering doors
- Have a radio or television tuned in to a news station that may be covering the event. An additional battery operated radio is always useful as well.
- Listen for any instruction which fire crews may be attempting to convey.

As a suggestion, buildings and facilities which may encounter a need to shelter in place should pre plan for the needs of those residents. Identifying special needs and persons with disabilities would provide critical information to arriving fire and EMS crews.

- **EXTENDED POWER LOSS**

In the event of an extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility.

- Food stores: canned foods and other non perishable food items should be kept during hurricane season as a regular habit.
- Water: bottled water should also be regularly kept; especially during hurricane season.
- All unnecessary electrical equipment and appliances should be turned off. Restored power can often surge and damage equipment.
- Cell phone for emergency calls. Conserve the batteries. Many hardware stores sell hurricane radios and lamps which can have the dual mode of recharging small devices like your cell phones.

- **SEVERE WEATHER OR NATURAL DISASTER**

- Tornado:
When warnings are issued seek shelter immediately.
Seek small interior rooms on the lowest floor available.
Preferably hallways or rooms without windows.
Use blankets or bedding for protection.
Remain sheltered until the tornado threat is declared over.
- Earthquake:
Stay calm and follow instructions when advised
Keep away from overhead fixtures, tall furniture, and electrical equipment
- Flood:
Seek shelter in high ground areas.
Stay tuned to potential for flood water in your immediate area.
Be prepared to evacuate if instructed by emergency responders.
Follow evacuation routes if instructed to do so.
If in a vehicle which becomes disabled due to water, abandon immediately and seek high ground.
- Hurricane:
The nature of a hurricane provides for more warning than other natural and weather related disasters. A hurricane watch is issued when a hurricane becomes a threat to coastal

areas. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and high winds are expected in an area within 24 hours.

- When a hurricane watch is issued:
 - Moor boats securely or move them to a safe location
 - Continue to monitor local TV and radio for updates
 - Follow instructions for evacuation of your area
 - Purchase hurricane supplies – food water etc.
- When a hurricane warning is issued:
 - Apply all building storm protection devices available
 - Follow evacuation instruction for your area

AFTER THE INCIDENT

When the disaster or event is over it is important to ensure it is safe to re inhabit buildings etc. There may be actions taken to return a facility or community to normal or near-normal conditions, including the restoration of basic services and the repair of physical, social and economic damages. Typical recovery actions may also include debris cleanup, as well as financial assistance to individuals or common association interests. Someone can be designated within your EAP as coordinator to contact the correct agencies or contractors to assess potential damage. Recovery differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery efforts are primarily concerned with actions that involve rebuilding destroyed property and the repair of essential infrastructure.

Designate someone to do wellness checks on those residents identified with special needs or elderly. Having identified these persons ahead of time as well as what to do in case some additional action may be required.

Finally, plan for a post incident review. This may equally as vital as the plan itself. Take a good look at what worked and what did not work as well and make change to this plan to remedy or improve its function.