

William J. Robinson Community Center & Calvin Township Hall

Building Emergency Plan

Mission: The Calvin Township Board is elected to serve its community. The board shall conduct township business with honesty, ethic and transparency acting in the community's best interest.

Note to all who use this facility: as a building occupant, you need to be familiar with this plan.

Read it carefully. If you have any questions, consult your local township board representative.

Keep the following in mind as you read through this document:

1. Evacuation routes, exit points, and where to report for roll call after evacuating the building.
2. When and how to evacuate the building.
3. Locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, and first aid kits.
4. Proper guidelines for notifying emergency responders about an emergency in the building or work area:
 1. contact 911
 2. Give address: Calvin Township Hall, 18727 Mt. Zion Rd, Cassopolis, MI 49031
 3. Telephone number: 269-476-2620
 4. Your name
5. Potential exposure to hazardous materials in and around the work area, as well as any means of protecting yourself in the event of an emergency.
6. Forces outside the building, hazards and severe weather.
7. Telephone numbers of township board members:
 - Supervisor - Adrienne Glover 269-476-9633 cell # 269-228-2243
 - Clerk - Leozie Broadnax 269-641-5223 cell # 574-612-6338
 - Treasure - Rosemary Gillam 269-362-0674
 - Trustee - Rebecca Mitchell 269-476-2812 Cell # 269-506-3075
 - Trustee - Keith Carter 269-476-2220 cell # 269-506-6108

BUILDING INFORMATION

Building Name: William J. Robinson Community Center, 18727 Mt. Zion St., Cassopolis, MI

Calvin Township Hall, 18693 Mt. Zion St., Cassopolis, MI

Telephone number for both buildings is 269-476-2620

Township Supervisor: Adrienne Glover, 63602 Calvin Center Rd, Cassopolis, MI

Alternate contact: See any Township Official

William J. Robinson Community Center & Calvin Township Hall
Building Emergency Plan

Description of Building

The William J. Robinson Community Center and the Calvin Township Hall are a single story facility. There are two points of entry/exit from the buildings. There are no elevators connected to the Community Center or Hall. The William J. Robinson Community Center is a facility whose purpose is to provide opportunities for social and educational events, and recreational activities. The Township Hall purpose is to provide offices and space to conduct the business of the township.

William J. Robinson Community Center & Calvin Township Hall

Building Emergency Plan

Emergency/Evacuation Assembly Area (EAA)

The Emergency/Evacuation Assembly area should be far enough away from the building to prevent individuals becoming injured from any incident that would trigger a building evacuation.

The Emergency/Evacuation Assembly area for the William J. Robinson Community Center is:

The pavilion in the park is the furthest point away from the building.

The Emergency/Evacuation Assembly area for the Calvin Township Hall is:

The pavilion in the park is the furthest point away for the building.

Emergency Management Area (EMA)

Command Post

The command Post is the designated area near the scene staffed by those responsible in coordinating emergency response to the incident.

The Command Post which is the same location as the Emergency/Evacuation assembles Area (the Park Pavilion).

Building Safety Committee

Adrienne Glover
Rosemary Gillam
Keith Carter

Leozie Broadnax
Rebecca Mitchell

Unique Hazards Found in the Buildings

Cleaning supplies: Clorox Bleach and toilet bowl cleaner.

William J. Robinson Community Center & Calvin Township Hall

Building Emergency Plan

EMERGENCY GUIDELINES

Immediate Emergency Notification

911	Any Emergency	
Adrienne Glover	Township Supervisor	(269) 476-9633 Cell# (269) 228-2243
Leozie Broadnax	Township Clerk	(269) 641-5223
Rosemary Gillam	Township Treasurer	(269) 362-0674
Rebecca Mitchell	Township Trustee	(269) 476 2812 Cell# (269) 506-3075
Keith Carter	Township Trustee	(269) 476-2220 Cell# (269) 506-6108

Non-Life Threatening Emergency Numbers

<u>Department</u>	<u>Telephone Number</u>
Sheriff, Central Dispatch	(269) 445-8644
Health Department	(269) 445-5280
Emergency Management	(269) 445-1460
Dept. of Natural Resources	(269) 685-6851
Poison Control Center	1-800-222-1222

<u>Medical Facility</u>	<u>Telephone Number</u>
-------------------------	-------------------------

Borgess Lee –Memorial Hospital, 420West. High St. (269) 782-7150
Dowagiac, MI 49047

Lakeland Community Hospital, 31 N. St. Joseph Ave, (269) 683-5510
Niles, MI 49120

Cass Family Clinic, 261 M62N, Cassopolis, MI 49031 (269-445-3874)

Emergency Information Channels

Radio Station - U93 FM-574-273-9300 , WGTO 910AM -269-445-0456, WSBT 960 AM, WDW 1440 AM and 101.5 FM.

Television Station –WNDU-TV #16, WSBT-TV #22- 574-233-3141, WSJV#28

William J. Robinson Community Center & Calvin Township Hall

Building Emergency Plan

General Evacuation Guidelines

A building occupant is required **by law** to evacuate the building when there is a fire.

Seating capacity of the William J. Robinson Community Center is 130.

Seating capacity of the Calvin Township Hall is 35.

When evacuating your building:

- Stay calm, do not rush, and do not panic. Safely stop what you're doing
- Gather personal belongings if it is safe to do so.
- Use the nearest safe exit, as indicated by the Emergency Evacuation Plan.
- Proceed to the designated Emergency Assembly Area (EAA) and or the Command Post and report to the safety person. (Park Pavilion)
- Do not re-enter the building until you have been instructed to do so by an emergency responder.

Notification

When you call 911, to request emergency assistance, you will be connected to Cass County Central Dispatch. Call from a safe location and remember to:

Stay calm

Be prepared to answer the following questions:

- Who are you? (Your name)
Where is the emergency located?
What is the emergency? (Fire, medical, hazardous material, etc.)

Gather any other information that may be useful for the emergency responders (e.g. are there any injuries involved?). **Do not hang up until instructed to do so** by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

William J. Robinson Community Center & Calvin Township Hall

Building Emergency Plan

Fire Guidelines

A building occupant is **required** by law to evacuate the building when the fire alarm sounds.

If there is a fire in the center or hall:

- From a safe location, call 911 and report the fire.
- Evacuate the building and proceed to the designated Emergency Assembly Area (EAA).
- Move away from fire and smoke. Close doors if time permits.
- Move well away from the building and go to your designated EAA.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Fire Prevention Guidelines

To prevent fire, this building maintains a good housekeeping policy, which includes:

- Storing flammable and combustible materials in an approved manner
- Avoiding lighting candles or anything flammable inside of the buildings area that burns longer than a minute.

The elected township officials will do a yearly inspection with Penn Township Fire Department to maintain fire extinguishers in these buildings and keep them in good working condition.

The fire extinguishers are located in the following locations:

- The main hall area on the west wall of the building.
- By the back door

The First Aid Stations are located in the following locations

- Kitchen on-top of the refrigerator in the community center
- Storage closet in the top file cabinet drawer in the township hall.

Civil Disturbance/Demonstration Guidelines

Most demonstrations that occur are peaceful, and people not involved should attempt to remain un-involved. Should a disturbance occur, and seems to threaten the occupants of the building, immediately call 911.

William J. Robinson Community Center & Calvin Township Hall

Building Emergency Plan

Criminal or Violet Behavior Guidelines

Everyone is asked to assist in making the Center and Hall a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you are the victim of or are involved in any violation of the law on Calvin Township property such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risk, **call 911** as soon as possible and give them the following information:

- Nature of the incident;
- Location of the incident;
- Description of the person(s) involved;
- Description of property involved.

If you witness a criminal act or notice person(s) acting suspiciously in or around the Center or Hall, immediately contact 911 and notify any member of the township board of the situation.

Assist the police when they arrive by supplying them with any additional information requested; ask others to do the same.

Guidelines to respond to a telephone bomb threat

- Do not hang up the phone; keep the phone line open.
- Be calm and courteous; listen do not interrupt.
- Inform the caller that the area is currently occupied and that his or her action may cause serious injury to individuals in the area
- Report call immediately to 911 and the township officials.

Hazardous Material Guidelines

If you witness a hazardous material spill, evacuate the spill site area and warn others to stay away. Call 911 if you believe the spill may be life threatening. If you can determine that the spill is not life threatening, follow the guidelines outlined below.

- Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.
- Consult and notify any member of the Township Board.
- Isolate the spill area to keep everyone away, and post signs as necessary. If you require assistance to clean up the spill:

Contact David Smith (269) 445-1460, Office of Emergency Management

William J. Robinson Community Center & Calvin Township Hall

Building Emergency Plan

If you suspect or witness a release of hazardous material to the environment (air, water, ground) call 911.

Utility Failure

In the event of a major utility failure, notify any member of the township board.

Evacuate the building.

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to evacuate the building.

Flooding/Plumbing Failure

If flooding occurs, due to a plumbing failure or other problem:

- Cease using all electrical equipment.
- Contract Trustee Keith Carter (269) 506-6108.

Gas Leak

If you smell propane gas:

- Cease all operations immediately.
- Do not switch lights on or off.
- Notify Franger Gas – Jones (269)-244-8219 or 800-574-2765,
- Franger Gas - Elkhart– 574-264-2118. After hours for any gas concerns contact 800-238-2727.

Severe Weather Guidelines

Cass County may be vulnerable to severe weather events, including:

- Severe Thunderstorm
- Tornado
- High Wind
- High Heat
- Severe Winter Weather

The National Weather Service and/or the Emergency Management Division may issue one of two severe weather statements: Watch or Warning.

William J. Robinson Community Center & Calvin Township Hall

Building Emergency Plan

Severe Weather WATCH – Means conditions are favorable for the development of a specific severe weather event (thunderstorm, tornado, and flood).

Severe Weather WARNING – Means severe weather is occurring or is imminent, and proper actions should be taken to protect life and property.

Severe Thunderstorms Guidelines

Severe thunderstorms most commonly occur during the spring and summers months, although they have been known to occur at any time throughout the year.

Notification of a severe thunderstorm watch or warning will be received through one or more of the following;

- Local radio stations (Cass-WGTO 910 AM, South Bend- WSBT 960AM, Dowagiac WDW 1440 AM & South Bend- WNSN 101.5 FM, Constantine - 88.5 FM, Niles, 99.1FM.
- Cable television, local new channels: WNDU #16, WSBT #22 & WSJV #28.

During a severe thunderstorm watch or warning, you should monitor weather bulletins for upgrades to more extreme weather conditions (i.e. tornadoes or floods). The following precautions should also be exercised.

- Avoid remaining outdoors, especially near trees, electrical/radio towers or any other high structure, as lightning is prone to strike at the highest object in the area.
- If you are outdoors and cannot reach shelter, and you feel a tingling feeling or your hair standing on end, you are about to be struck by lightning.
- If outdoors, crouch down into a ball to position yourself at a lower profile.
- If indoors, save work, exit out of computer systems and power down systems. Lightning strikes will cause power surges that may damage or destroy computer equipment.
- Avoid using the phone during a severe thunderstorm.

William J. Robinson Community Center & Calvin Township Hall

Building Emergency Plan

Please do not call central dispatch or emergency management

For update information. Please continue to monitor radio & television stations

For further updates!

Seek shelter IMMEDIATELY!

“Best Shelter Area” locations are as follows:

- Men’s restroom
- Women restroom

Severe Winter Weather Guidelines

Severe winter weather comes in many forms, including:

- Winter Weather Advisory
- Winter Storm Watch
- Winter Storm Warning
- Freezing Rain (ice storm)
- Sleet

Primarily, severe winter weather is not as rapid, and can be predicted much further in advance. In brief, two statements will provide ample warning for a potential severe winter weather event;

Winter weather **WATCH** – Means that a particular winter weather event may be possible within the next 24-48 hours.

Winter weather **WARNING** – Means that a particular winter weather event is imminent within the next 24-48 hours.

The Township Supervisor will notify all of severe winter weather closings during normal working hours. During non-business hours, individuals may receive the information via WGTO 910 AM or WNSN 101.1FM your local cable channels.

William J. Robinson Community Center & Calvin Township Hall

Building Emergency Plan

Emergency Preparedness

Always be prepared for emergencies. An emergency kit that is easy to take out of the office to the Emergency Assembly Area (EAA) when evacuating the building is located in the kitchen on top of the refrigerator. This kit includes flashlights, basic first aid items and a battery power radio. A cell phone (the cell phone fully charged can call out to 911) when available is a valuable tool.

Evacuation Guidelines for People with Disabilities

The following guidelines have been adopted by the Calvin Township Board to assist in planning for the evacuation of people with physical disabilities.

In all emergencies after an evacuation has been ordered:

- Evacuate people with disabilities first, if possible.
- Check on people with special needs during an evacuation. A “buddy System,” where people with disabilities arrange for volunteers to alert them and assist them in an emergency, is used whenever possible.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Responses to specific disabilities in an emergency:

Blindness or Visual Impairment:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instruction or information

Deafness or Hearing Loss:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions, advising of safest route or direction by pointing towards exits or evacuation maps.

William J. Robinson Community Center & Calvin Township Hall

Building Emergency Plan

Mobility Impairment:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to the designated Best Shelter Area.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police and fire personnel will decide whether people are safe where they are, and will evacuate them as necessary.
- If people are in immediate danger and cannot be moved to a safe area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a two man carry technique.

POWER OUTAGES

If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone.

OTHER EMERGENCY EVACUATION GUIDELINES FOR PEOPLE WITH DISABILITIES.

Evacuating a disabled or injured person by oneself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

Evacuating is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

William J. Robinson Community Center & Calvin Township Hall

Building Emergency Plan

The following guidelines are general, and may not apply in every circumstance:

- Evacuate mobility-impaired individuals first while leaving the wheelchairs and other adaptive equipment for later if possible. This is standard practice to ensure the safety of disable people and volunteers.
- Always ASK disable people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them. Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation if conditions allow. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landing if necessary. Certain lifts may need to be modified depending on the person’s disabilities.
- Occupants should be invited to volunteer ahead of time to assist disable people in an emergency. If a volunteer is not available, designate someone to assist who is willing to accept the responsibility. Two or more trained volunteers, if available, should conduct the evacuation.
- Proper lifting techniques (i.e. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers’ back. Volunteers should obtain evacuation training for certain types of lifting techniques.

SUMMARY:

These procedures are intended to prepare users of the buildings, board and committee members in our building ahead of time for emergency evacuations. Everyone should take responsibility for preparing for emergencies and should consider what they would do and whether they need to take additional steps to be prepared.

Please date and sign that you are in receipt and have read the emergency plan,

Name

Date

William J. Robinson Community Center & Calvin Township Hall

Building Emergency Plan

Mission: The Calvin Township Board is elected to serve its community. The board shall conduct township business with honesty, ethic and transparency acting in the community's best interest.

Calvin Township Emergency Plan approve unanimously by the Township Board
September 9, 2014

Calvin Township Board Members:

Adrienne Glover	Supervisor
Leozie Broadnax	Clerk
Rosemary Gillam	Treasurer
Keith Carter	Trustee
Rebecca Mitchell	Trustee