

ALBANY PINE BUSH PRESERVE COMMISSION EMERGENCY ACTION PLAN

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INTRODUCTION

The Albany Pine Bush Preserve Commission (APBPC) as an employer, a landlord, an operator of a public use facility and a manager of a public preserve is required to provide procedures to assist its employees, visitors and tenants in various emergency situations inside the Discovery Center (DC) and throughout the preserve. These emergencies may include fire, medical, natural disasters, assault or destruction of property. The APBPC provides these procedures to all of its employees and tenants. Employees and tenants are responsible for personally acting in accordance with the Standard Emergency Procedure outlined below. Employees and tenants hosting visitors will be required to assist those visitors in an emergency as well (see Hosting). Individuals may volunteer to serve in other roles or provide care beyond the Standard Emergency Procedure at their discretion and up to their level of training. Training and supplies will be provided by the APBPC to employees and tenants so they may comply with these procedures.

APBPC staff and tenants will rely on and voluntarily assist Emergency Responders (Fire, Law Enforcement, Ambulance, Search and Rescue, Environmental Conservation Police Officers and Forest Rangers) up to their level of training. Employees and tenants are not required to possess the training or expertise to provide any medical, fire or rescue services. Employee and tenant roles in emergency situations are to activate the Emergency Responder System by calling 911 and communicate clearly as outlined in the Standard Emergency Procedure. Acting above and beyond this scope is voluntary.

Emergency situations are often dynamic and evolving. Keeping alert of the changes and planning ahead can be essential. Staying calm, acting quickly, being decisive and communicating clearly are important skills for all employees and tenants to use in any emergency situation. The APBPC cannot predict all emergencies that will occur at the Discovery Center and preserve. However, there are standard responses that employees and tenants can employ in any situation. The following document provides the scope of required response and resources to respond to emergency situations.

STANDARD EMERGENCY PROCEDURE

An emergency is a serious, unexpected, and often dangerous situation requiring immediate action. This is the general order of actions that will be followed. Depending on the conditions of the emergency, calling 911 immediately may be the first course of action.

1. Gather information

Upon the discovery of an emergency, quickly and safely gather information that will help emergency responders and will help you determine the type of emergency and appropriate response. Who, what, where, when and why.

2. Move to safety

Move yourself and any hosted individuals under your charge to safety (see also, Hosting).

3. Alert others you see on your way to safety

Alert others in immediate danger of the emergency as you make your way to safety

4. Call 911

Call 911 and report the emergency in as much detail as possible. Follow all instructions given to you by the 911 operator.

5. You may provide medical care up to your level of training

Evaluate providing medical care up to your level of training. If you do provide medical care up to your level of training, you may be covered by the Good Samaritan Law except in the case of gross negligence. Providing medical care up to your level of training is optional and no employee or tenant is required by the APBPC to provide medical care.

6. Follow the instructions of emergency responding agencies (ex. Fire department, paramedic, etc.).

APBPC vehicles may only be used to respond to emergencies upon request of or in coordination with emergency personnel (EMT, firefighter, police, etc.). Personal vehicles may not be used in these situations.

7. Follow the Incident Notification Procedure

After the event has been responded to, follow the [Incident Notification Procedure](#)

HOSTING

Employees and tenants host visitors in their daily operations. Hosts will make every effort to notify and guide their visitors in responding to emergencies. Hosts will communicate with emergency responders the last known location of their remaining visitors. Hosted visitors include:

- Visitors in the DC- The host is the Visitor Services Staff at the front desk.
- Visitors of employees or tenants- The host is the employee or tenant who the visitor is meeting with.
- Room rental participants- The host is typically either a Visitor Services Staff person or the employee/tenant who is organizing the room rental.
- Program participants- The host is the employee or tenant leading the program.

EVACUATION PLAN FOR PEOPLE WITH DISABILITIES

If an APBPC staff or tenant employee cannot use an element of the standard building egress system, they will require an evacuation plan and potentially an evacuation assistant. If required, it would be the responsibility of the APBPC or Tenant Office Manager to create this plan and to request reasonable accommodations to assist individuals in utilizing our building egress system. An evacuation assistant is any willing employee or tenant whose primary work location is on the same floor as the person in need of assistance, who will assist the person in need in evacuating the building. The Office Manager of each floor will coordinate the creation of and practice of an individual evacuation plan for individuals requesting assistance. The Office Manager will use the National Fire Protection Association's "Emergency Evacuation Planning Guide for People with Disabilities" (Appendix A) to create the plan.

Hosted visitors with disabilities will have the assistance of the host in navigating the standard building egress system.

EMERGENCY RESPONSES

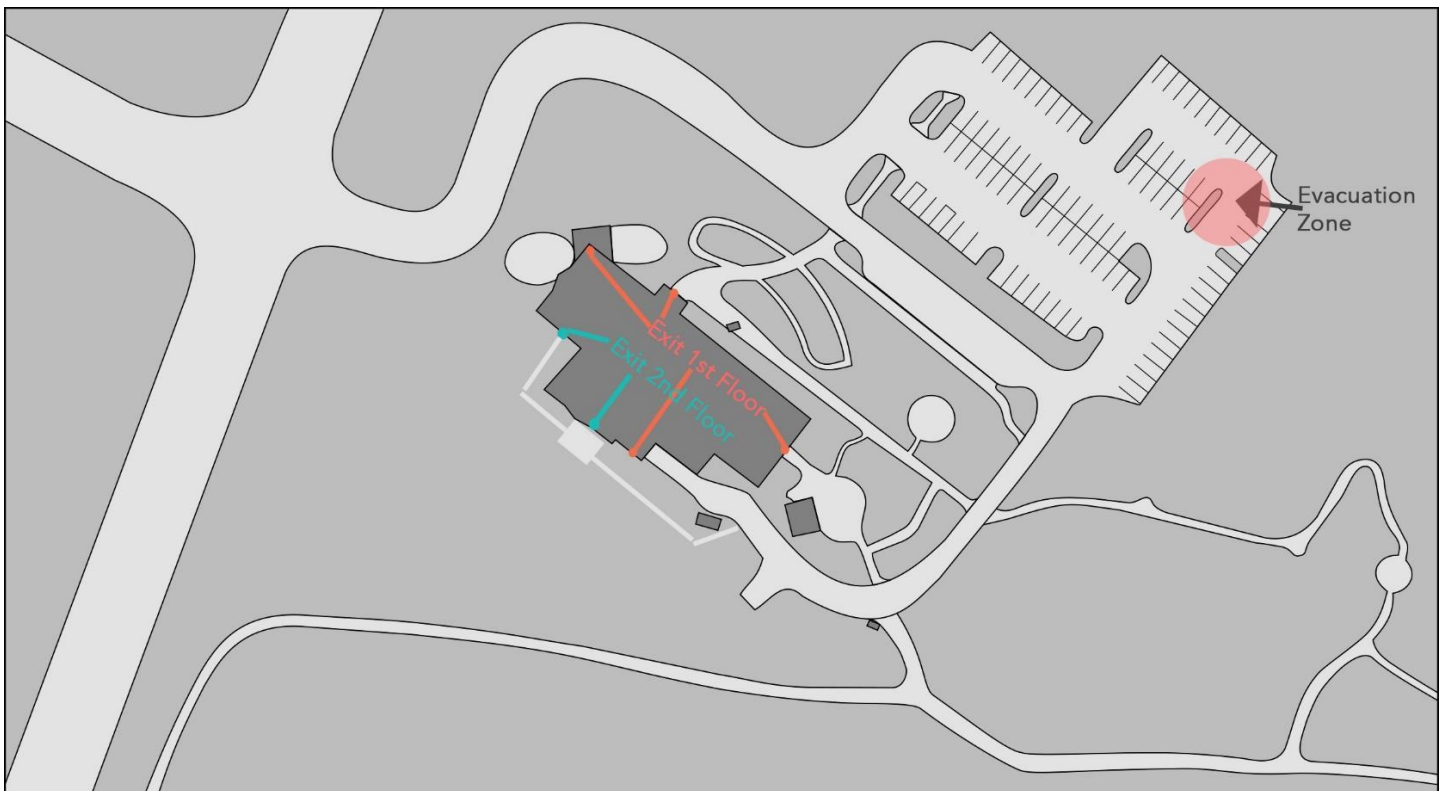
In the event of an emergency, employees, tenants and hosted visitors will follow the appropriate response below depending on the type of emergency. The responses below follow the Standard Emergency Procedure (pg. 4) and provide details specific to each type of response. Staying calm, acting decisively and communicating clearly are all essential skills in any emergency. Try to bring a phone with you, if possible, as this will give you an essential tool in communication.

EVACUATE

Evacuation of the DC building is required for fires, earthquakes and other situations where the building may no longer be safe. In an emergency, anyone may call for evacuation by activating the fire alarm.

1. Gather information.
2. Move to safety: Move yourself and any hosted visitors to the Evacuation Zone detailed in Figure 1. Do not move away from the Evacuation Zone unless directed to by an emergency responder or if the Evacuation Zone becomes unsafe.
3. Alert others: Pull the fire alarm to notify others of the need to evacuate.
4. Call 911: Provide details of the emergency and any known individuals who did not evacuate.
5. You may provide care for any injured persons up to your level of training.
6. Follow the instructions of emergency responding agencies.
7. Follow the [Incident Notification Procedure](#).

FIGURE 1 EVACUATION ZONE



SHELTER IN PLACE

Shelter-in-place is required for emergencies where travel outside may not be safe such as a bomb threat, tornado, release of contaminants into the environment, active shooter in the area (see Active Shooter section for more details) or others. "Shelter in place" means moving to an interior room within the facility, or one with no or few windows, and taking refuge there. In many cases, local authorities will issue advice to shelter-in-place.

1. Gather information.
2. Move to safety: Move yourself and any hosted visitors to an interior room with no windows. Secure doors from the inside of the room. If possible, block vents if air contamination is suspected. Do not leave the room until it is safe or you are directed to by an emergency responder.
3. Alert others: Verbally notify those in and around the building to shelter in place.
4. Call 911: Provide details of the emergency including your location and the number of people with you.
5. You may provide care for any injured persons up to your level of training
6. Follow the instructions of emergency responding agencies.
7. Follow the [Incident Notification Procedure](#)

Possible shelter in place locations

1. Basement
2. Pine Barrens Room (1st floor)
3. Supply Area (1st Floor)
4. APBPC Staff Bathroom (1st Floor)
5. Maple Room (2nd floor)

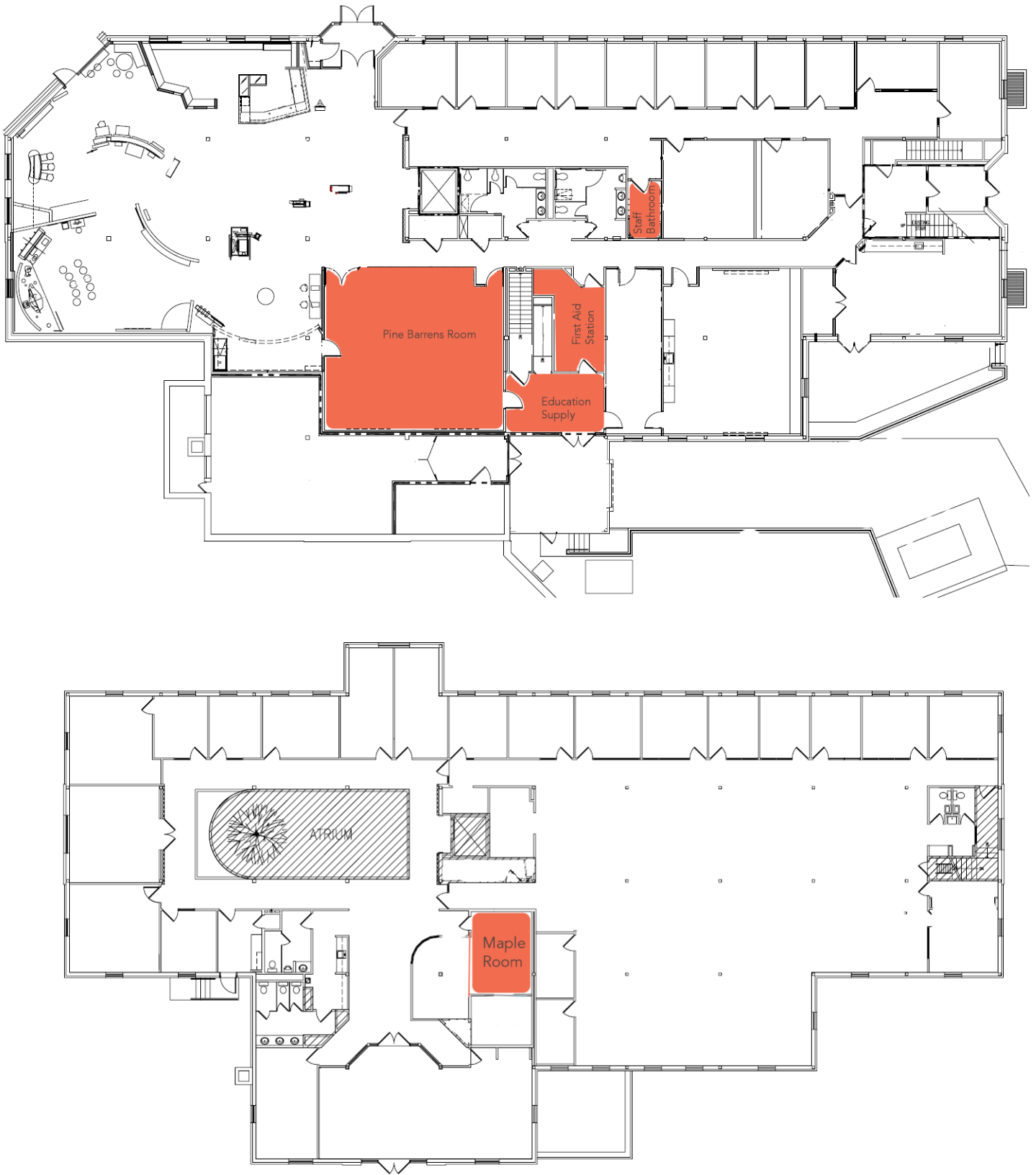


FIGURE 2: SHELTER IN PLACE LOCATIONS. THE TOP IMAGE IS OF THE FIRST FLOOR AND THE BOTTOM IMAGE IS OF THE SECOND FLOOR.

MEDICAL

Medical emergencies are acute injuries or illnesses that pose an immediate risk to a person's life or health. Providing care up to your level of training is a voluntary action any staff or tenant can take but is not required. Training is provided by the APBPC for all employees, volunteers and tenants who wish to participate. APBPC vehicles may only be used to respond to emergencies upon request of or in coordination with emergency personnel (EMT, firefighter, police, etc.). Staff and tenants who participate in providing care in medical emergencies may be covered from personal liability under the Good Samaritan Law except in the case of gross negligence:

"...any person who voluntarily and without expectation of monetary compensation renders first aid or emergency treatment at the scene of an accident or other emergency outside a hospital, doctor's office or any other place having proper and necessary medical equipment, to a person who is unconscious, ill, or injured, shall not be liable for damages for injuries alleged to have been sustained by such person or for damages for the death of such person alleged to have occurred by reason of an act or omission in the rendering of such emergency treatment unless it is established that such injuries were or such death was caused by gross negligence on the part of such person." See NYS Public Health Law § 3000-a(1).

1. Gather information.
2. Move to safety only if the current location is dangerous to the patient or caregiver. Otherwise provide care in place.
3. Alert others: Let other employees/tenants know of the emergency so that they can assist with care, calling 911 or crowd control.
4. Call 911.
5. You may provide care for any injured persons up to your level of training.
6. Follow the instructions of emergency responding agencies.
7. Follow the [Incident Notification Procedure](#).

CALL FROM A VISITOR IN AN EMERGENCY

Visitors in distress are often not in the presence of staff, volunteers or tenants. They call us asking for help for a variety of emergencies. Our goal is to connect the visitor with emergency responders as quickly as possible. APBPC vehicles may only be used to respond to emergencies upon request of or in coordination with emergency personnel (EMT, firefighter, police, etc.)

1. Gather Information: Find out the person's location, details of emergency, phone number and name.
2. Move to safety: Since we are not in any immediate danger, we will not need to do this step.
3. If needed, alert others: Ask for assistance from other staff if needed.
4. Call 911: Ask the visitor to hang up the phone and dial 911 and let them know you will also be calling 911. Call 911 and provide them with the information gathered above.
5. You may provide care for any injured persons up to your level of training.
6. Follow the instructions of emergency responding agencies: You may volunteer to help emergency responders locate the individual, provide trail maps and orientations or provide equipment as requested and available.
7. Follow the [Incident Notification Procedure](#).

ASSAULT

Assault is intentionally or recklessly causing physical injury to another person. This can include domestic disputes, active shooters, armed robbery, bomb threat or other situations where harmful contact may occur. In the event of violence or a credible threat of violence:

1. Gather information.
2. Move to safety: Move yourself and any hosted visitors to safety so that you can notify emergency services.
3. Alert others: Let others know so that they do not become involved.
4. Call 911.
5. You may provide care for any injured persons up to your level of training.
6. Follow the instructions of emergency responding agencies.
7. Follow the [Incident Notification Procedure](#).

DESTRUCTION OF PROPERTY

Destruction of property is the damage to real (fixed like land or a building) or personal property (moveable like a car or jacket) through another's negligence or willful action.

1. Gather information.
2. Move to safety: Move yourself and any hosted visitors to safety so that you can notify emergency services.
3. Alert others: Let others know so that they do not become involved.
4. Call 911.
5. You may provide care for any injured persons up to your level of training.
6. Follow the instructions of emergency responding agencies.
7. Follow the [Incident Notification Procedure](#).

WILDFIRE

It is important to understand the difference between a wildfire and a prescribed fire for our site. Prescribed fires DO NOT constitute an emergency. Wildfires DO constitute an emergency. A wildfire in the preserve or on the DC grounds is a fire that was unplanned. APBPC vehicles may only be used to respond to emergencies upon request of or in coordination with emergency personnel (EMT, firefighter, police, etc.)

1. Gather information.
2. Move to safety: Move yourself and any hosted visitors to safety and away from the fire and smoke.
3. Alert others: Let others you encounter know so that they can move away from the wildfire as well.
4. Call 911.
5. You may provide care for any injured persons up to your level of training.
6. Follow the instructions of emergency responding agencies.
7. Follow the [Incident Notification Procedure](#).

ACTIVE SHOOTER

The guidance provided by the Albany County Sheriff's department in the case of an Active Shooter is "Run, Hide, Fight". An Active Shooter is an individual actively engaged in killing or attempting to kill or injure people. The response to an active shooter is slightly different from the response to other emergencies as it is typically a quickly evolving emergency that requires a varied response.

1. Gather information.
2. Move to safety:
 - a. RUN- Move yourself and any hosted visitors to safety and away from the active shooter and toward emergency responders. Leave your personal belongings behind and keep your hands visible at all times. As the situation progresses, you may need to move to another location or be prepared to Hide or Fight.
 - b. HIDE- This may be an interior lockable room such as the rooms detailed above in Figure 2 on page 7 "Shelter In Place Locations" or may be an exterior location away from the sight of the active shooter. Lock the door and secure any entry points. Turn off the lights, silence your cell phones. As the situation progresses, you should be prepared to fight. Find any items that you can use as a weapon and keep them close to your person such as fire extinguishers, chairs or other objects that you can throw.
 - c. FIGHT- As a last resort and only when your life is in imminent danger, fight. Attempt to incapacitate the active shooter, act with physical aggression and throw items at the active shooter.
3. Alert others: Let others you encounter know of the active shooter so that they can move away.
4. Call 911 when it is safe to do so.
5. You may provide care for any injured persons up to your level of training.
6. Follow the instructions of emergency responding agencies.
7. Follow the Incident Notification Procedure.

[Appendix B](#) is a printable document from the Department of Homeland Security on Coping with an Active Shooter Situation.

INCIDENT NOTIFICATION PROCEDURE

After the initial response (Steps 1-6) a call notification is required for all emergencies. If you are instructed to do so by the Executive Director or their delegate, you may also be required to E-mail a notification to staff and/or tenants. Only one staff or tenant involved should make the notification. It is important to identify the person who will be following the Incident Notification Procedure - to avoid duplication.

CALL

Call the first person on the list for the location where the emergency occurred. If you are unable to reach them in person leave them a message and move on to the second person on the list. Continue through the list until you reach someone in person, leaving messages as you proceed. Provide them with the details and current status of the emergency.

FOR EMERGENCIES IN THE DISCOVERY CENTER BUILDING AND GROUNDS

1. Chris Hawver	Building Phone
518-469-9061 cell	518-903-2192

FOR EMERGENCIES IN THE PRESERVE AND ON TRAILS

1. Chris Hawver	2. Joel Hecht
518-469-9061 cell	518-522-9195 cell
518-690-2765 office	518-690-2773 office

E-MAIL

Send Emergency Notification Email to all APBPC staff and Tenants Main Contacts. The Tenant Main Contact are responsible for distributing this email to their office staff.

To: staff@albanypinebush.org; Julia.miyake@tnc.org; mark@mohawkhudson.org; sarah@mohawkhudson.org

Subject: Emergency Notification Email

Body: This email is to notify you that an emergency has occurred. 911 has been notified already. This email is only to keep you informed of significant incidents after the fact. The details are below. If your employees, do not have email addresses please notify them of this communication. Please contact Chris Hawver (chawver@albanypinebush.org) with any questions.

Date of Emergency: [Month Day, Year]

Time of Emergency: [HH:MM AM/PM]

Location: [Address or general description]

Type of Emergency: [Evacuation, Shelter in Place, Medical, Wildfire, Assault/Battery or Destruction of Property]

Description: [Briefly describe the emergency and response from an objective stance. Do not use names. Write what was witnessed and avoid assigning blame; write only what you witnessed and do not make assumptions about what occurred.]

MEDIA

If a significant emergency occurs in the preserve or DC that elicits media attention, the APBPC Executive Director will be the only one to respond to the media. All media inquiries will be directed to the Executive Director. If the Executive Director is unreachable, the APBPC Board Chair or a delegate of the Executive Director may serve in this role.

TRAINING/DRILLS

It is important that staff and tenants are given the appropriate training and opportunities to practice their emergency response. The following is a list of trainings and drills that will be conducted.

Evacuation Drill: These drills are conducted 2 times per year. They are unannounced drills that all building occupants are required to fully participate in. In an evacuation drill, the fire alarm will fully activate with visual and audible alarms. However, the fire department will not show up as they will be notified prior to the drill. Staff and tenants are expected to evacuate the building. The drill is timed and a report will be sent to all staff and tenants afterwards. The goal is to complete evacuation in under 2 minutes and 30 seconds. An announcement will be given allowing reentry, once everyone has arrived at the evacuation zone.

Active Shooter Training: These trainings are workshops that typically last 2-3 hours and are voluntary for all staff, tenants and volunteers. They cover what to do in an active shooter situation and provide participants with important skills in responding to these situations. They are taught by the Albany County Sheriff's office and will be offered every other year on odd years (2019, 2021, 2023, etc.).

First Aid/CPR/AED Training: These trainings will be offered one time per year and are voluntary for most staff, tenants and volunteers. They will provide training to help span the time between a medical emergency and the arrival of EMS personnel.

Fire Extinguisher Training: This training will be offered every other year on even years (2020, 2022, 2024, etc.). The training covers when to use a fire extinguisher and how to use a fire extinguisher. These trainings are voluntary for all staff, tenants and volunteers.

Safety Data Sheets (SDS) Orientation: The location and purpose of the SDS binder is reviewed for new hires during orientation by the Office Manager.

Scenarios: EAP committee members will lead a scenario discussion annually to further facilitate understanding of the EAP and its application. If the discussion brings up any necessary changes the committee will incorporate edits into this document and submit it for approval.

SUPPLIES

It is important that staff and tenants are given the appropriate supplies in order to respond to emergencies. The following is a list of supplies available to assist in an emergency response. We will rely on emergency responders for evacuation or responses that require vehicles. APBPC vehicles may only be used to respond to emergencies upon request of or in coordination with emergency personnel (EMT, firefighter, police, etc.)

FIRST AID STATION

The First Aid Station is located on the first floor of the DC across from the public restrooms. This area has a full range of first aid supplies that are available for use as well as a stock to re-supply all First Aid Kits. This area is maintained regularly and stocked on a yearly basis by the Lead Educator. Below is a minimum inventory of this area. If you use the last item in this area, notify the Lead Educator so that it can be restocked.

FIRST AID STATION

Item Name	QTY	Unit
Ace bandages	5	Roll
Adhesive tape	5	Roll
Ammonia inhalants	6	Package
Antibiotic ointment	5	Tube
Antihistamine tablets	3	Package
Antiseptic towelettes	3	Package
Aspirin	4	Bottle
Band-Aid (assorted sizes)	5	Box
Biohazard bag & twist tie	1	box
Breathing barriers	5	
Burn gel	3	Package
Butterfly closures	1	Box
Cotton balls	3	Bag
Cotton swabs	2	Box
	3	
Eye cups	3	Package
First-aid manual	3	Item
Gauze pads 2x2	5	Box
Gauze pads 3x3	5	Box
Gauze pads 4x4	5	Box
Gauze rolls	10	Roll

Item Name	QTY	Unit
Glucose tablets	3	Package
Incident Form	5	
Instant cold packs	24	
Instant hand sanitizer	10	Bottle
Kleenex	12	Package
Large butterfly closures	3	Package
Narcan	1	
Non-latex gloves (S, M, L)	10	Box
Sanitary napkins	1	Box
Scissors	2	
Space blanket	5	
Splint	5	
Sterile eyewash	5	Bottle
Sting soothing swab	5	Package
Straps	2	
Tourniquet	3	
Triangular bandage	5	
Tweezers	2	
Warm packs	24	
Water	1	Case
Waterproof tape	5	Roll
Whistle	3	

FIRST AID KITS

First Aid Kits are located in APBPC program guide backpacks as well as APBPC vehicles and are stocked after each use from the supplies located in the First Aid Station in the Discovery Center and yearly by each department. Below is a minimum inventory of each kit.

PROGRAM GUIDE BACKPACK FIRST AID KITS

Item Name	QT	Unit
Alcohol swabs	1	
Ammonia inhalants	1	
antiseptic wipes	1	Tube
Aspirin	1	Bottle
Band-Aid (Assorted Sizes)	25	
Breathing barrier	1	
	1	
Gauze Pads 4x4	2	
Glucose tablets	1	Package
Hand sanitizer	1	
Instant cold packs	1	
Inventory list	1	
Kleenex	1	Package
Narcan	1	
Non-latex gloves	2	Pair
Roller bandage	1	Roll
Sanitary napkin	2	
Scissors	1	
Space blanket	1	
Splint	1	
Sting soothing swab	1	Package
Straps	2	
Triangle bandage	1	
Tweezers	1	

VEHICLE FIRST AID KITS

Item Name	QTY	Unit
ACE bandage	1	Roll
Adhesive tape	1	Roll
Ammonia inhalants	1	Package
Antibiotic ointment	1	Tube
Antihistamine tablets	1	Package
Antiseptic towelettes	1	Package
Aspirin	1	Bottle
Band-Aid (Assorted Sizes)	1	Box
Biohazard bag & twist tie	2	
Breathing barrier	1	
Burn gel	1	Package
Cotton balls	1	Bag
Cotton tipped swabs	1	Box
Eye cups	1	Package
First-aid manual	1	
Gauze pads 2x2	1	Box
Gauze pads 3x3	1	Box
Gauze pads 4x4	1	Box
Gauze roll	2	Roll
Glucose tablets	1	Package
Instant cold pack	2	
Instant hand sanitizer	1	Bottle
Inventory list	1	
Large butterfly wound closures	1	Package
Narcan	1	
Non-latex gloves	1	Box
Sanitary napkins	2	
Scissors	1	
Space blanket	1	
Splint	1	
Sterile eyewash	1	Bottle
Sting soothing swab	1	Package
Straps	2	
Blood stop sterile packet	2	Packette
Tourniquet	1	
Triangular bandage	1	
Tweezer	1	
Warm packs	2	
Water	3	Bottle

AED AND CPR KIT

A Public Access Automated External Defibrillator (AED) and a CPR Kit are located on the DC first floor next to the elevator. The AED is checked monthly to ensure that it is working properly and that additional accessories listed below are present. This AED is available for the trained public to use and is provided under the direction of Dr. Michael Dailey at the Albany Medical Center. The agreement is renewed yearly. A report is filed quarterly with the Regional Emergency Medical Organization (REMO) and is located <X:\Employee Resources\Health & Safety\AED\REMO PAD Provider Quarterly Report.pdf>. If the AED is used for an emergency medical situation, the data must be downloaded and sent along with a report to REMO. The report is located <X:\Employee Resources\Health & Safety\AED\QI Report.pdf>. Below is the minimum inventory of each kit.

INVENTORY OF AED CABINET

Item Name	QTY
Defibrillator	1
Adult pads	2
Infant/Child pads	2
Backup battery	1
Scissors	2
Breathing barrier	1
Non-latex gloves	1
Prep razor	1
Towel	1

The CPR kit is available for use by anyone (employee, tenant or public) willing and trained to provide CPR. It can be used in conjunction with the AED and is provided as a requirement of the DC's Food Permit from the Albany County Health Department.

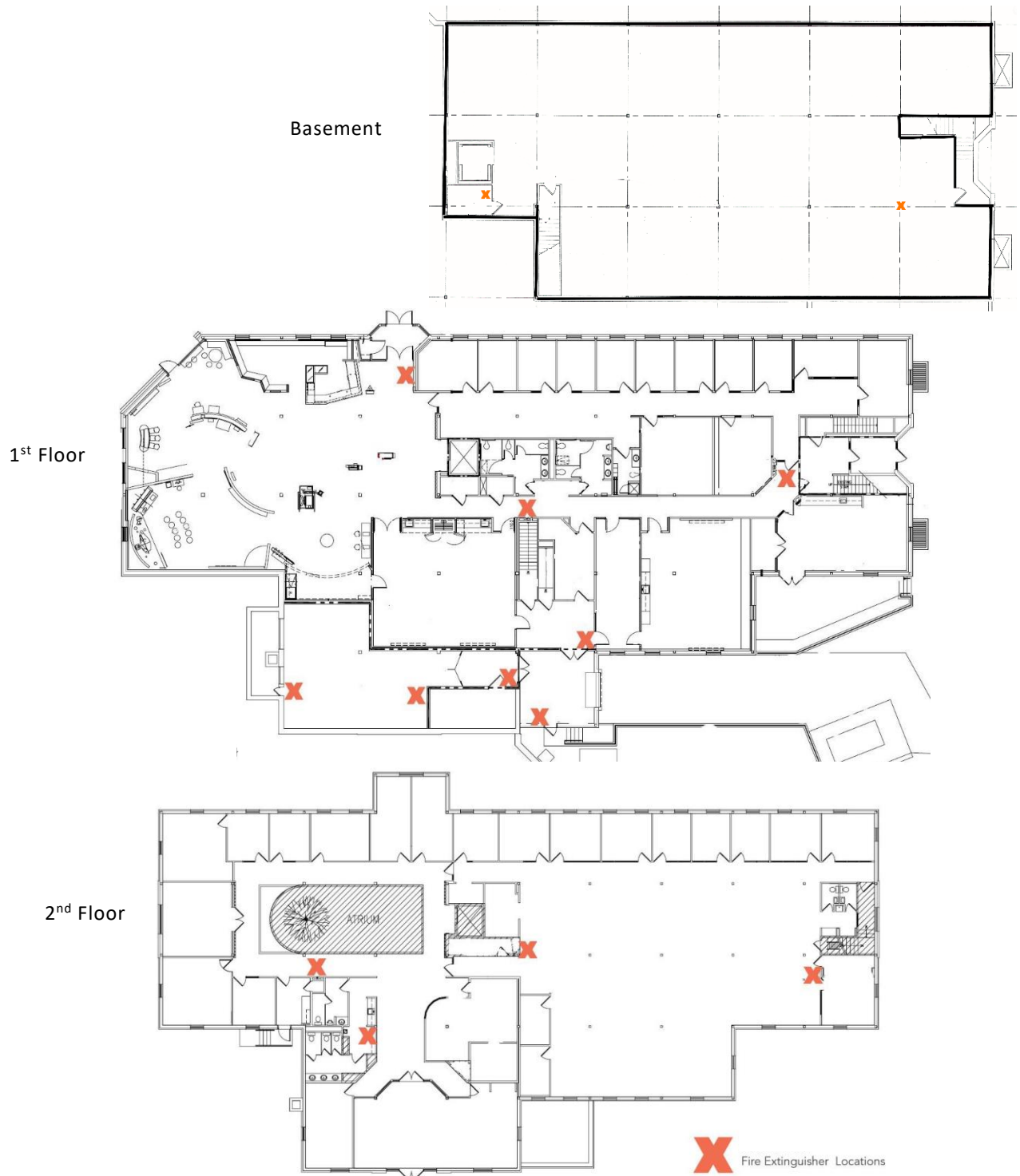
INVENTORY OF CPR KIT

Item Name	QTY
Breathing barrier	4
Non-latex gloves	4
Antiseptic towelettes	4
Biohazard bag & twist tie	1

FIRE EXTINGUISHERS

Fire extinguishers are provided for use by any emergency responder, employee, tenant or visitor. The proper use of a fire extinguisher is important to understand prior to use. Employees and tenants are encouraged to attend a Fire Extinguisher Training. Fire extinguishers are maintained and inspected on a yearly basis. Fire extinguishers are located throughout the building as described in Figure 3 and in all 6 APBPC vehicles.

FIGURE 3



SAFETY DATA SHEETS (SDS)

A binder of SDS is located in the first floor kitchen and provides details on the proper handling of treatment for exposure to hazardous materials used in our work (building and preserve). An electronic library is also maintained and the binder is updated quarterly. Appendix E provides instructions on how to access and update our SDS library. It is the responsibility of each employee to add new products to the SDS library as they are acquired. It is the responsibility of the Hiring Manager/supervisor to train employees how to add new products and it the responsibility of the Office Manager to provide the location of and use of the SDS Library to new employees. It is the responsibility of the Discovery Center Operations Coordinator to do yearly audits of the library and to quarterly update the binder.

ROLES AND RESPONSIBILITIES

EMPLOYEES/TENANTS

- Follow standard procedure in an emergency for self.
- Know the locations of exits, supplies, shelter in place rooms and evacuation zones.
- Participate in mandatory drills and training.
- If willing, volunteer as an evacuation aid.
- If willing, become trained to provide first aid, operate the AED, provide CPR, operate the fire extinguishers and/or become knowledgeable on how to respond to active shooters.
- Restock first aid supplies from kits as used.

DISCOVERY CENTER MANAGER

- Update Emergency Action Plan document every year or as needed.
- Coordinate building related trainings.
- Maintain AED and public access defibrillation Memorandum of Understanding (MOU).

DISCOVERY CENTER OPERATIONS COORDINATOR

- Maintain accurate SDS Library and Binder.
- Ensure building safety features are in working order.
- Coordinate Evacuation Drill.

LEAD EDUCATOR

- Stock and maintain First Aid Kits and Station.
- Coordinate First Aid/CPR trainings.
- Remind departments to restock their first aid kits before March 31 each year.

OFFICE MANAGER(S)

- Manage custom evacuation plans for employees with disabilities.
- Onboarding-Ensure all new staff receive the Emergency Action Plan to review with their Supervisor and understand their role.
- Onboarding- Ensure all new staff receive an overview of the SDS program and know the location of the SDS binder.
- Collects and files training certificates and sign-in sheets.

HOSTS

- Ensure that all visitors are aware of the emergency exits. This is accomplished by reading the "Notification for Room Rentals" (Appendix D).
- Lead groups in emergency giving clear directions to exits, shelter in place locations and/or instructions to keep your group safe.
- Know the best routes to move your group to safety.
- Identify yourself as the person for visitors to look to in an emergency.

EXECUTIVE DIRECTOR

- Respond to all media inquiries.
- Communicate with Board Chair and full Board as necessary.
- Delegate media response/communication to others as necessary.

CONCLUSION

Emergencies are diverse and our responses to them are varied. Common procedures outlined in this document provide the structure needed for employees and tenants to know their responsibility in responding to any emergency. Action above these minimum requirements is voluntary and will be only up to your level of training.

APPENDIX A- NATIONAL FIRE PROTECTION ASSOCIATION'S "EMERGENCY EVACUATION PLANNING GUIDE FOR PEOPLE WITH DISABILITIES"

A link to this guide can be found here: <https://www.nfpa.org/downloadable-resources/guides/evacuation-guide-pdf>

APPENDIX B- HOW TO RESPOND TO AN ACTIVE SHOOTER (DHS PUBLICATION)

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

COPING

WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

PROFILE

OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

CHARACTERISTICS

OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



APPENDIX C- BUILDING SAFETY FEATURES

TYPE OF CONSTRUCTION

- 1B Fire Resistive

OCCUPANCY TYPE

- The occupancy type is group C1 Business (Office Space) Floor Area (sq.ft.): 25,000
- Building Phone for Immediate Needs: 518-903-2192
- The Fire department is familiar with the building layout, fire safety features and emergency procedures.

MEANS OF EGRESS

- Stairways
 - They are illuminated.
 - They do not lead directly to the street.
 - They do lead to exit corridors.
 - The fire rating of the rear staircase doors is 1 ½ hours.
- Elevators
 - There is one passenger elevator located near the main entrance.
 - Manufactured by Dover Elevator and maintained by Otis Elevator.
 - The call button is directed to Otis Elevator Dispatch and answered 24 hours/day.
 - Lobbies are signed to "Do not use elevator in case of fire."
 - The elevators are enclosed in a shaft well.
 - The elevators have a fire rating of 2 hours.
 - The elevators are equipped with emergency devices for use by firefighters.
 - There are provisions for removal of smoke in elevator shaft.
 - There are battery backup lights in the elevators.
- Stairwell Landing
 - The fire rating in the stairwell landings is 1 ½ hours.
 - Doors opening on the stairwells have a fire rating of 1 ½ hours.
 - Doors opening on the stairwells are self-closing.
 - Stairwells have stop-smoke barriers.

FIRE ALARM SIGNAL SYSTEMS

- Smoke Detectors
 - The smoke detectors are located in the ceiling of the core areas.
 - Their purpose is alarm and evacuation.
 - Smoke detector alarms shut off the interior supply fans, return fans, toilet exhausts and other miscellaneous exhausts.
- Alarm Sounding Device
 - The alarm is comprised of ceiling mounted speaker.

SMOKE AND HEAT VENTING

- The building's ventilation system and exhaust fans vent heat and smoke.

AIR CONDITIONING SYSTEM

- The building air conditioning system is zoned and located in the ceiling which is used as air plenums. The plenums are fire-stopped.
- There are smoke detectors located in the ductwork system. These will shut down the air conditioning system if and alarm is activated.
- Air conditioning ducts and openings in the floor are fire-stopped with non-combustible materials.

SPRINKLER SYSTEM

- The entire building is equipped with a sprinkler system. The types of valves used are wet.

FIRE DEPARTMENT CONNECTIONS

- There is one Fire Department connection located at the west end of the building.

OTHER INTERIOR ALARM SYSTEMS

- The alarm is automatic/manual ADT Unimode and is located in the 1st floor electrical room.
- It sounds the alarm for the entire building.
- It notifies "ADT" who will notify the Fire Department.

VOICE COMMUNICATION SYSTEMS

- Alarm Strobes
 - There are wall-mounted strobes throughout the building.
- Two-Way Communications
 - Telephones exist on all floors, elevator, and machine rooms.

EMERGENCY LIGHTING

- The source of power is battery backups in the stairways, common corridors and exit routes.
- Each floor is covered.
- The emergency lights are inspected monthly by the building management.

FIRE EXTINGUISHING SYSTEM

- There are fire extinguishers on each floor.
- The fire alarm system is maintained by "ADT".
- The SDS for all extinguishing agents are available in the SDS library located in the first floor kitchen.

APPENDIX D- EVACUATION MAP AND NOTIFICATION FOR ROOM RENTALS**ROOM RENTAL EMERGENCY NOTIFICATION- TO BE ANNOUNCED PRIOR TO ALL ROOM RENTALS****PINE BARRENS ROOM**

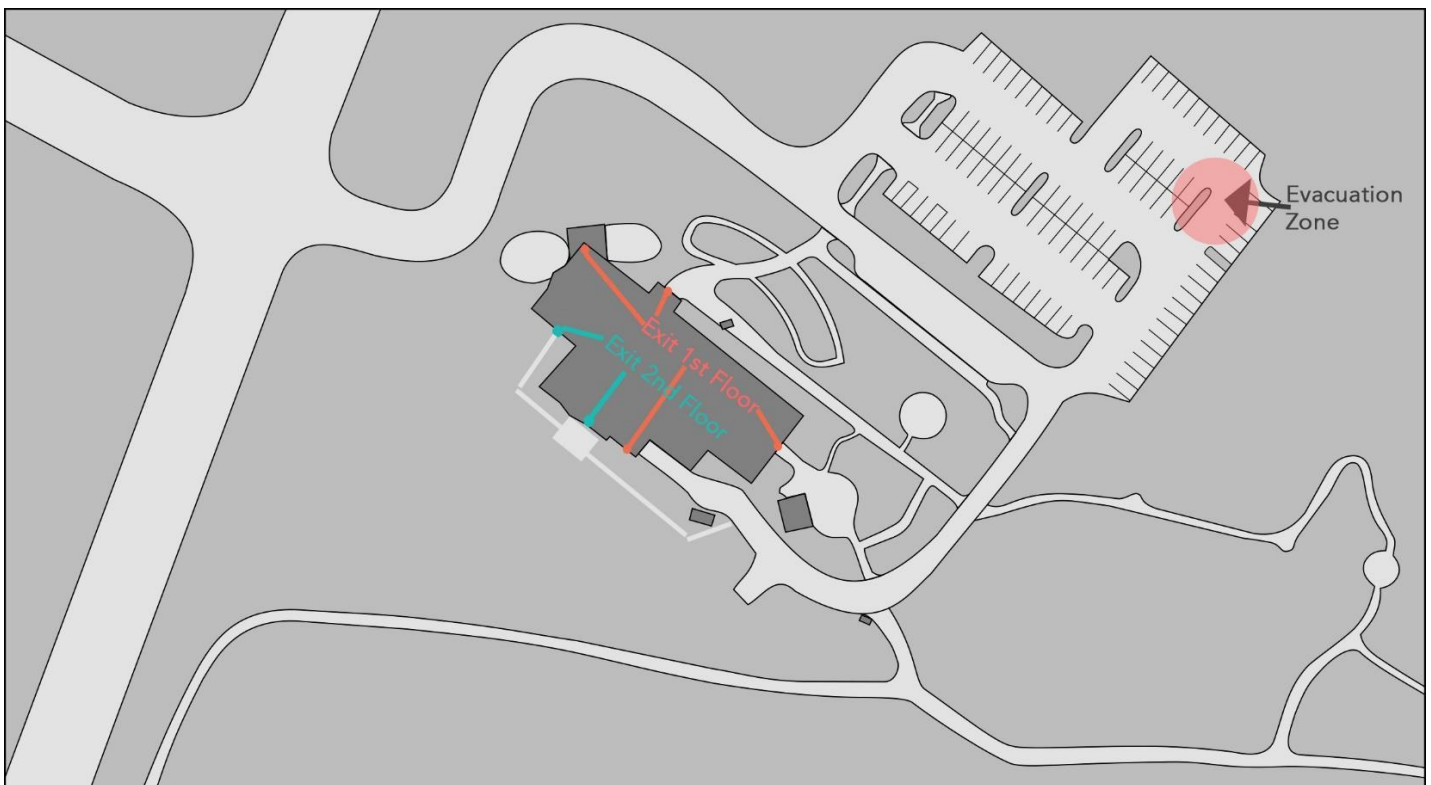
In the unlikely event the fire alarm sounds or we have to evacuate this room, we will exit out the door facing the Discovery Center lobby and proceed out the main entrance of the building. We will assemble near the dumpsters located at the back of the parking lot. I will assist in the evacuation process. If the primary exit is compromised, we will exit out the eastern door facing the preserve and assemble in the same location.

OAK ROOM

In the unlikely event the fire alarm sounds or we have to evacuate this room, we will exit out the two exterior doors and proceed down the emergency path. We will assemble near the dumpsters located at the back of the parking lot. I will assist in the evacuation process. If the primary exit is compromised, we will exit this room through the main doors. We will walk down the hallway to the right through the office space and out the back entrance doors.

KARNER CLASSROOM

In the unlikely event the fire alarm sounds or we have to evacuate this room, we will exit out the door facing the hallway and proceed to the right, out the back entrance of the building. We will assemble near the dumpsters located at the back of the parking lot. I will assist in the evacuation process. If the primary exit is compromised, we will exit out the main door of the building.



APPENDIX E- SDS INSTRUCTIONS

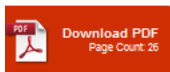
SDS Library Access

There are 3 locations where you can access our SDS Library: Online, X Drive, Print Copy in the Kitchen. See below for details.

Location 1: *electronic, requires internet access, searchable*

1. Go to www.SDSbinderworks.com
2. Click “Sign In”
 - a. Username: sds
 - b. Password: sds
3. Click “Login”
4. Search for SDS using any of the following fields. The less information put into the search field the more results will show.
 - Product Keyword
 - Manufacturer
 - Product Group
5. Click on the item to view summary page
6. Click on the picture of a pdf document to view the SDS

Example below



Location 2: *electronic, no internet require, searchable*

1. Go to <X:\Employee Resources\Health & Safety\SDS Library\start-here.html>
2. The digital inventory will open in your browser, even though it doesn't use the internet.
3. Click on the red text that says “Albany Pine – Main”
4. Choose to view the inventory in several ways by clicking on the red lettered sections.
 - Product Name
 - Manufacturer Name
 - Product Group
5. Within each view you can search using the search field.
6. To view an SDS click on the item.

Location 3: *hard copy binder with tabs*

1. Go to the kitchen and find the red “Right to Know” station. Locate the red SDS binder.
2. Using the Table of Contents and Tabs locate your SDS sheet.

SDS Records Management Responsibilities

Discovery Center Manager

- Manage SDS Binderworks subscription
- Liaison with SDS Binderworks staff
- Manage the Users on SDS Binderworks
- Be a resource for users in updating and accessing the inventories.
- Train Advanced Users As Needed
- Provide training for all APBPC Staff Advanced Users as requested by Department Director.
- Audit Every 3 years
 - Audit SDS Main Electronic Inventory for accuracy and active/archived inventory.
 - Coordinate update of all departments materials inventory. Archiving and adding inventory as needed.
 - Archive all unused products to maintain openings in electronic library for new products.


Discover Center Operations Coordinator

- Update Kit quarterly (January, April, July, October)
 - Numerically by product group organized by product name
 - Download
 - Print Double Sided with a 3 hole punch on the left side
 - Add to physical binder in kitchen
 - Print new updated label for binder. Located on DCOC U Drive
- Digital download quarterly (January, April, July, October)
 - Download zipped file
 - Extract the files from the zipped file and save them to the following location: X:\Employee Resources\Health & Safety\SDS_Library
- Maintain a Backup of all data quarterly (January, April, July, October)
 - Export to excel
 - Save file to DCOC U-drive.

Office Manager

- Inform and train new employees (Basic Level)
 - Accessing SDS inventory in case of an emergency.
 - Labeling secondary containers
 - Entering new SDS into inventory

All Permanent Staff

- Add SDS to electronic inventory as hazardous materials are acquired.
- Add hard copy SDS to binder filed under category
- Print and label all secondary containers with OSHA approved label.
 - In the right hand column of the inventory you will see a symbol like this . You can print on Avery 60502 or 60503 labels.
 - Put the label on the extra container.

ADD SDS TO LIBRARY

Advanced users are all permanent APBPC staff. Each staff person is responsible for providing updated SDS for new inventory in both Hard Copy and Electronic.

Login

1. Go to www.SDSbinderworks.com
2. Click "Sign In"
3. Username-first initial last name
4. Password- initially it is 1234, but you should set it to something you'll remember

How to View Inventory

1. From Dashboard, Hover over the "Manage Inventories" tab and click on "Active Inventories"
2. Click on the name of the Inventory you'd like to see
3. Filter by Keyword, Manufacturer or Product Group.
4. Click on a product to view its summary page.
5. Click on the pdf symbol to view the full SDS sheet

How to Add SDS sheets to Inventory

1. From Dashboard, click on the Products tab.
2. Search using the fields available for the product.

NOTE: If you leave the "Filter by Inventory" on "Inventory" you will search all of our library and the entire SDS Binderworks library. Basically, as users from other organizations upload their SDS sheets they become available to all users.

a. If you find the product

- i. Select it by clicking in the checkbox field to the left of the Product name and SDS
- ii. Click "Add Selected Products to Inventory" located at the top right of the table.
- iii. A pop-up window will appear. Click the checkbox next to the Inventory you would like to add the product.
- iv. Click "Add to Inventories" button

b. If you can't find the product

- i. Click on the SDS Requests tab
- ii. Fill out the information on the form
- iii. Click "Submit Request"

NOTE: We have 25 SDS Requests available to us each year. Please be prudent and judicial when using this limited service. If we go over 25 we will need to pay extra money to do so.