

White Lake Township

2025 Emergency Action Plan



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I. OPENING STATEMENT

The purpose of this document is to outline emergency procedures for the White Lake Township Offices. The document will be updated annually. Sections on training of White Lake Township employees and the documentation verifying such training must be completed within four to six weeks of hire or implementation of The Plan. The Plan will be reviewed, at a minimum, on an annual basis with all employees or more frequently as Department Heads deem appropriate.

II. EMERGENCY ACTION TEAM LEADER(S)

PRIMARY: Rik Kowall
Center Main Ph: 248-698-3300 x122
Director Main Ph: 248-830-1575
E-mail: rkowall@whitelaketwp.com

In the Absence of the Director, Emergency Action Team Leader(s) will be:

Anthony Noble, Clerk, 248-698-3300 x 110

III. STANDARD MEANS OF REPORTING EMERGENCIES

Report all emergencies to the Emergency 911 Dispatch Center by Dialing 9-1-1

A. Report all emergencies to White Lake Township Police and Fire Departments by dialing 9-1-1.

B. Emergencies are defined as those situations that include:

- Fires
- Tornado Warnings
- Explosions
- Active Violence Incidents
- Life safety issues
- Serious injuries
- Crime in progress
- Bomb threats
- Hazardous material release emergency.

IV. EVACUATION GUIDELINES

A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been given to each employee. All employees have been trained in the correct procedures to follow.

New employees are trained when assigned to a work area. The exits and shelter area are shown in Appendix D.

B. Evacuation Guidelines for People with Disabilities

- 1) **Blind and visually impaired:** may require guidance or assistance to the primary or to a secondary exit and to the rally site.
- 2) **Deaf / Hard of Hearing:** may not realize the evacuation alarm is sounding. Some may require alerting and guidance to the primary or secondary exit and to the rally site.
- 3) **Mobility Impaired and for people who use wheelchairs:** North exits (Main Building) and East exits (Annex) are barrier free, but they may need assistance in leaving the building and moving to the designed rally site.

C. Employee Accountability Procedures After Evacuations

Each department head is responsible for accounting for all assigned employees, personally or through a designee by advising and assisting those in his/her area to a predetermined designated rally point and by conducting a sweep check of their assigned area. Each employee is required to check in with their designated department head.

All department heads are required to report their head count to the Emergency Action Team Leader.

1) Alarm System

Alarm systems for notifying employees in case of an emergency are:

- Telephone system intercom in the event of: Fires, tornado warnings, explosions, active violence incidents, life safety issues, serious injuries, crime in progress, bomb threats, hazardous material release emergency.

D. Plan Availability

A copy of the facility emergency plan is maintained by each department head. A copy of the plan has also been furnished to the Police Department.

E. Training

Department heads and/or their designees have been assigned to assist in the safe and orderly emergency evacuation of other employees. A training documentation form is listed in Appendix B.

Training for these people is provided when:

1. The plan is initiated
2. Responsibilities change
3. Department head or employees are first assigned, or if transferred to an alternate designee.

V. SHELTER GUIDELINES

A. Shelter Locations have been designated for the building.

Building diagrams have been posted and/or distributed showing the nearest location. Department Heads will assist all visitors and employees to their assigned shelter located in the buildings' interior Men's and Women's Restrooms.

B. Tornadoes

These storms present the condition which causes the greatest concern for sheltering. They are most likely to occur during the spring months of April, May, and June. They can also happen during summer and again become more likely during fall months.

The two stages of tornado formation generally are:

Watch: A watch is issued when weather conditions are favorable for a tornado to form. Announcements are made by broadcast media and to key locations by telephone – No audible signals are given.

Warning: A tornado has been located in the watch area. All employees, students, and guests should go to shelter immediately if any one of the following signals is issued.

- Township sirens
- Tornado warning issued for the area on television or radio.
- Personal notification by department heads or by White Lake Township Police or Fire departments.

Department Heads or WLTPD/FD will notify persons within the buildings. The Township sirens will notify persons outside of buildings. In either case, the signal means people should go to weather shelter areas.

C. Hazardous Material Incident:

Hazardous material emergencies fall in to two primary types. One is an incident that occurs outside and near this building. The other type is an incident that occurs inside the building.

Hazardous Material Incident Outside and Near the Building:

The release of hazardous materials during a transportation accident or other circumstances may result in the need for immediate sheltering within the facility. Emergency shutdown procedures for the air handling system are managed by the Emergency Action Team Leader or his/her designee.

Hazardous Material Incident Inside This Building:

There are no extremely hazardous materials kept within the buildings. Most are Corrosive materials that are in acceptable quantities.

Main Building

Storage Room near front entrance

- Corrosive disinfectant / cleaner 3 gal.
- Corrosive toilet bowl cleaner 6-32 oz. bottles

Main Storage Room (across from Planning)

- Corrosive disinfectant / cleaner 6 gal.
- Corrosive toilet bowl cleaner 9-32 oz. bottles

Annex Building

First Floor Storage Room

- Corrosive disinfectant / cleaner 6 gal.
- Corrosive toilet bowl cleaner 9-32 oz. bottles

VI. Fire or Explosion Action Plan

A. Notification and Warning

- 1) Notification of a fire or explosion onsite is made by calling 911.
The first person spotting a fire should call 911 and, fight the fire only if:
 - a. The fire is small and is not spreading to other areas.
 - b. Escaping the area is possible by backing up to the nearest exit.
 - c. The fire extinguisher is in working condition and personnel are trained in its use.
Please note: Portable fire extinguishers are for witnessed fires only. The intended use is not to search for fires or sources of smoke.

B. General Response

- 1) Personnel should evacuate the site upon notification of a possible fire/explosion and report to the rally points.
- 2) Follow nearest Exit signs out of the buildings.
- 3) Department heads will check their areas to ensure that all persons have taken the appropriate action.
- 4) Department heads will account for their personnel at the evacuation rally point and report this information to the Emergency Action Team Leader or alternate designee.
- 5) Personnel should remain at the rally point and await further instructions.
- 6) The Emergency Action Team Leader will authorize re-entry into the site/facility after being cleared to do so by the Fire Incident Commander or designee at the scene.
- 7) The all-clear notice will be disseminated to personnel at the rally point.

C. Emergency Action Team Leader Checklist - Fire/Explosion

- 1) Call 911.
- 2) Activate the Site Emergency Action Plan.
- 3) Ensure that all persons in the unit have evacuated.
- 4) Account for all personnel at the rally point.
- 5) Ensure that emergency medical care is provided to injured persons by trained emergency responders.
- 6) Direct all persons to the White Lake Township Community Hall in inclement weather.
- 7) Authorize re-entry into the building after being cleared to do so by the Fire Incident Commander or designee.

D. Department Head - Fire/Explosion

- 1) Notify persons of the need to evacuate.
- 2) Direct persons to the rally point.
- 3) Ensure that all persons in the unit have evacuated.
- 4) Account for all unit personnel at the outside rally point.
- 5) Direct all personnel to proceed to off-site evacuation shelter in inclement weather.
- 6) If proceeding to an alternate location, ensure you have building access.
- 7) Ensure that emergency medical care is provided to injured persons.
- 8) Give all-clear notice to persons at the rally area after receiving all clear from the Fire Incident Commander or designee.
- 9) Assist with re-entry into the building.

VII. Tornado/Severe Weather Action Plan

A. Notification and Warning

Notification of a tornado warning is received by local sirens and/or NOAA weather radio. The onsite warning signal for a tornado consists of T.V., Radio, and Telephone System Intercom.

B. General Response

- 1) When a tornado watch is issued, Emergency Action Team Leader shall determine if any action is necessary.
- 2) If a tornado warning is issued, personnel should seek shelter immediately. See Tornado Shelter locations on building evacuation/sheltering maps.
- 3) Department Heads will check their work areas (if possible) before seeking shelter to ensure that all persons have received the warning notice and have gone to the shelter.
- 4) Department Heads will account for their personnel at the tornado shelter and will report this information to the Supervisor.
- 5) When the tornado warning is canceled or downgraded, the Emergency Action Team Leader will determine if continued weather monitoring is advisable and take the appropriate steps as necessary.
- 6) Personnel should remain in the tornado shelter until the all-clear notice is given.

C. Emergency Action Team Leader Checklist – Tornado

- 1) If a tornado has been spotted, or a warning, issued; notify all personnel to seek protective shelter immediately as directed
- 2) Ensure that all persons in the building have assembled in tornado shelter areas.
- 3) Account for all personnel at the shelter area.
- 4) Determine what employees and citizens should do during- interim period.
- 5) Continue to monitor weather.
- 6) When the tornado warning is canceled or down-graded, determine if continued weather monitoring is advisable and take the appropriate steps as necessary.
- 7) Assist with re-entry into workstations after all-clear.
- 8) Ensure that emergency medical care is provided to injured persons.

D. Department Head Checklist - Tornado

- 1) Notify employees and citizens of the need to move people to the tornado shelter areas.
- 2) Assist in moving people to the shelter area.
- 3) Ensure that all persons in the building have taken shelter.
- 4) Account for all employees and citizens at the shelter area.
- 5) Remain with employees and citizens at the shelter area.
- 6) Give all-clear notice to employees and citizens when the tornado warning is canceled.

VIII. Hazardous Materials Action Plan

Hazardous material incidents can occur anywhere. Sites located near major transportation routes, or in areas with other facilities using chemicals, should be aware of the possibility of a hazardous material incident and have provisions in place for protecting people at the site. Depending upon the size and location of the incident and the direction of the plume, either evacuation or in-place sheltering could be used. The incident could be a transportation accident, explosion, fire, or release of toxic materials causing environmental contamination. These incidents could cause injury or loss of life to persons coming in contact with or inhaling the material. Some hazardous materials cannot be detected by human senses because they are colorless and odorless. These materials are particularly dangerous because they can cause widespread injury or death without adequate warning and protective measures.

A. Definition of a Hazardous Material Emergency:

Releases of hazardous substances (Radioactive, Chemical, or Biological agents) that pose a significant threat to health and safety or that, by their very nature, require an emergency response regardless of the circumstances surrounding the release are deemed emergency situations.

B. EMERGENCY RELEASE PROCEDURES:

- Evacuate personnel from the release site and neighboring areas and advise all personnel to evacuate via the telephone intercom system.
- Isolate the release area and close doors to the room(s) where the release occurred.
- Call 911 from a safe location to report the release location and type.
- Leave the buildings by your primary route or, if blocked, use the secondary routes.
- Obey the directions of fire and police personnel and the building's Emergency Action Team Leader and Department Heads.
- Rescue and medical/first aid duties will be performed by trained fire and/or police personnel.

C. Notification and Warning

Notification of a hazardous material incident occurring offsite that may affect the facilities may be received by telephone, or local emergency personnel going door-to-door, email, or emergency notification systems.

D. General Response

- 1) The Emergency Action Team Leader determines appropriate response actions based on advice from emergency personnel.

- 2) If conditions warrant, the Department Heads will determine what precautionary protective actions, including protective sheltering if necessary. This generally involves staying indoors, shutting all doors and windows, and shutting off the ventilation system(s).
- 3) If a precautionary evacuation is warranted, proceed to off-site emergency rally points.
- 4) The Department Heads will check their areas to ensure that all persons have taken the appropriate action.
- 5) The Department Heads will account for their personnel at the assembly area and report this to the Site Emergency Action Team Leader.
- 6) Personnel should remain at the rally points for further instructions.

E. Emergency Action Team Leader Checklist - Hazardous Material

- 1) Notify all staff of possible hazardous materials emergency.
- 2) Determine appropriate response action based on advice from Emergency Personnel.
- 3) Maintain contact with emergency response personnel.
- 4) Initiate protective sheltering (stay indoors, shut all doors and windows shut off ventilation system).
- 5) Coordinate with Emergency Personnel to determine evacuation to off-site rally point is needed.
- 6) Give all-clear signal to people when instructed that danger is over.

F. Department Head Checklist - Hazardous Material

- 1) Activate the Site Emergency Action Plan.
- 2) Notify persons of the protective actions they are to take and check work areas to ensure that everyone has received instructions.
- 3) Ensure that protective action instructions are disseminated to personnel.
- 4) Instruct all staff to move to the indoor shelter to await evacuation if necessary, and initiate protective sheltering.
- 5) If protective sheltering is warranted ensure that all doors and windows are closed, the ventilation system is turned off, and all personnel remain indoors until it is safe to go outside.
- 6) Ensure that emergency medical care is provided to those needing it.

VIII. Severe Winter Weather Action Plan

A. Notification and Warning

Notice of a severe winter weather watch or warning is received by weather-band radio, traditional radio, or telephone. The Emergency Action Team Leader will notify all about a watch or warning.

B. General Response

- 1) In the event a severe winter weather watch is issued, the Emergency Action Team Leader will monitor weather conditions.
- 2) If a severe winter weather warning is issued, employees may be released early as deemed appropriate. Onsite operations may be minimized or curtailed as necessary.
- 3) Personnel released early will be recalled the following day, if conditions permit.

C. Emergency Action Team Leader Checklist- Severe Winter Weather

- 1) Monitor weather conditions.
- 2) Notify personnel when a severe winter weather warning has been issued.
- 3) Release personnel early.
- 4) Recall personnel the following day if the severe winter weather warning has been terminated.

X. Active Violence Incidents/Dangerous Persons Action Plan

The unpredictable and variable nature of these events makes the development of procedures difficult, but certain fundamental concepts do apply. It must be recognized that the nature of a violent event or intrusion, and the manner in which it unfolds will determine the response.

A. Notification and Warning- Intruder in the Buildings or on Premises

- 1) The first person becoming aware of the incident or dangerous person should call 9-1-1, seek immediate shelter, and let those around you know if safe to do so, etc.
Once the person is in a secure location, immediate contact should be made to Emergency Personnel by calling 911.

B. General Response

- Upon notification of a violent incident/dangerous person, assistance from law enforcement and emergency personnel will be requested, as needed.
- The type of protective actions taken will depend upon the type and location of the incident.
- Incidents in the Buildings:
 - If you receive word that the threat is not near your location and you can safely do so, evacuate the building immediately!
 - If you are not able to find a way to evacuate, then ensure that you seek a secure location where you can protect yourself. Further you should identify weapons that could possibly assist you in case of direct attack.
 - Remain in that location until further notification is received from the White Lake Police that the incident has been resolved.
 - THIS MAY TAKE A LONG PERIOD OF TIME SO REMAIN PATIENT!
- Incident in the vicinity of this building or facility
 - If near you, Secure-In-Place
 - If not in your direct vicinity, evacuate immediately, call 9-1-1 and go to designated area.

Do not prop doors open or leave keys in the doors.

C. Emergency Action Team Leader Checklist - Violent Incident

- 1) Identify the situation.
- 2) Issue protective action notification to either evacuate or secure-in-place
- 3) Secure yourself in a locked office and call 9-1-1 if you have information to report on the intruder.
- 4) Brief the local law enforcement/emergency personnel on the situation when they arrive or over the phone.
- 5) Consult with law enforcement personnel to determine if evacuation is appropriate.
- 6) Authorize the use of organization resources by local emergency responders.
- 7) Account for all personnel.

D. Department Head Checklist - Violent Incident

- 1) Implement protective actions immediately upon becoming aware of the situation.
- 2) Secure yourself in an office or other place that can be locked down and call 9-1-1 if you have information on the intruder.
- 3) Verify that protective actions are underway.
- 4) Establish communications with Emergency Personnel, if not already in place.
- 5) Assist in accounting for all persons.
- 6) Coordinate evacuation if advised by law enforcement.
- 7) If evacuated, remain with evacuated personnel at the rally points until the all-clear signal is given.
- 8) Coordinate notification of critical persons, i.e., family members, administrators, etc.

XI. Bomb Threat or Suspicious Package Action Plan

A. EMPLOYEE BOMB THREAT GUIDELINES

PURPOSE

The purpose of these guidelines is to establish recommended procedures for the handling of bomb threats

- a) Provide for the orderly receipt and dissemination of "bomb threat" information to appropriate personnel.
- b) Provide for orderly evacuation of the offices.
- c) Provide for an orderly search of buildings for a suspected explosive device.
- d) Provide for control and security of a suspected device pending the arrival of emergency personnel.

B. RECEIPT AND DISSEMINATION OF INFORMATION

- a) Receipt of Information
 1. Obtain as much information as possible concerning the threat.
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your address?
 - i. What is your name?
 2. Obtain as much information as possible about the caller.
 - a. Write down the exact wording of the threat.
 - b. Was the caller male or female?
 - c. Race, ethnicity, accent, age, etc.?
 - d. Voice characteristics and pitch?
 - e. Background noises?
 - f. Length of call?
 - g. Telephone number at which call is received?
 - h. Other comments, which may prove valuable in the evaluation

3. Identify the person receiving the call.

b) Dissemination of Information

1. **Dial 9-1-1** and advise the dispatcher of the information obtained.
 - a. Answer any additional questions the dispatcher may have.
 - b. These questions are critical and provide the information necessary to determine the necessary emergency action.
2. Normally, the building is not evacuated for bomb threats. This is the reason for the screening questions above. **Only if directed by the officer or if a suspect device is located or observed**, should you evacuate the building.
3. If you are evacuated, evacuate the building with the other occupants. After you exit the building, report to the nearest police officer and identify yourself as the person receiving the call.
4. **Do not hang up unless directed.** Advise your Department Head. The dispatcher may want to talk to the Department Head or other building personnel.
5. Follow the further instructions of your Department Head and/or police personnel.

C. EVACUATION PROCEDURES

a) Building Contact Person

The police will want to meet with Emergency Action Team Leader at an agreed upon location.

b) Information Evaluation

Normally a search will be conducted in the public areas before a building is evacuated; however, an immediate evacuation order may be given if the initial report appears to be authentic.

In many instances, the decision to evacuate will be a mutually agreed upon action between the Emergency Action Team Leader and the Police Incident Commander. However, if in the estimation of the Police Incident Commander the circumstances require evacuation, then the building will be cleared.

c) Evacuation

1. The immediate evacuation order will be given by the telephone system intercom and ensuring that it is complied with. Emergency response personnel will assist with the evacuation.
2. The occupants must respond to the rally points.

3. A search will be made of public areas regardless of whether the building is evacuated or not.

D. SEARCH PROCEDURES

- a) Based upon the information obtained, if a decision is reached not to evacuate, a search will be conducted of the building.
- b) The Police Incident Commander will **establish an incident command post** with needed technology and equipment away from the target building.
- c) The Police Incident Commander will designate areas of responsibility to be searched. The police may wish to use Department Heads, if possible, to search. Department Heads are more familiar with what should or should not be in each area than anyone else.
- d) Building re-entry will be prohibited until all clear is given after search or until the time given upon receipt of the threat information has passed.

E. SUSPICIOUS MAIL OR PACKAGE GUIDELINES

This information may help in identifying suspect packages and actions that should be taken if exposure to anthrax or other hazardous material contaminates may have occurred.

RECEIVING SUSPICIOUS MAIL OR PACKAGES

Pay attention to any mail or packages with the following if they are unusual in your unit:

- No return address or a strange or unexpected return address.
- Postmark does not match the return address.
- Mail directed to persons who no longer works in your unit.
- Mail marked "Personal" or "Confidential".
- Postmarks from a foreign country or the use of excessive postage.
- Mis-spelled words, improper addressing.
- Mail addressed to a Title or Office only, or to an incorrect Title or Office.
- An item that is oversized, lopsided or uneven.
- An item that is rigid or bulky.
- An item with a strange odor, stains, discoloration, leaking substance (powder, oil, etc).
- Protruding wires.
- Excessive tape.

F. IF YOU ARE UNCOMFORTABLE ABOUT A PACKAGE OR LETTER

- Do not open it.
- Do not shake it or empty out its contents.
- Place the item in a box or plastic bag. An airtight plastic storage container is suggested.
- If a container is not available, cover the item and leave it covered.
- Leave the area and keep others away from the item.
- If possible, clean your hands with an antibacterial product.
- Call 9-1-1 about the item.
- Prepare a list of persons in your area that may have handled the item.

G. IF YOU OPEN AN ENVELOPE OR PARCEL AND ENCOUNTER AN UNIDENTIFIED SUBSTANCE

- Do not panic, remain calm.
- Do not touch, smell, taste or try to analyze the substance.
- Carefully put the item down and step away.
- Do not carry the item to another location.
- Remain in the immediate area to minimize the spread of the substance.
- Alert others to keep away from your area.
- Turn off any circulating fans, air conditioners or heaters.
- Notify the Police Department at 9-1-1.
- Do not touch, handle, or attempt to clean up the substance.
- If you touched the substance with your hands, do not touch your face.
- Wait for trained emergency personnel to arrive.
- Be ready to inform emergency responders regarding who has had contact with the substance.

XII: Accountability during an emergency at White Lake Township

For building evacuations:

Persons within the facilities will be accounted for by actions conducted at the rally site. This accounting will be conducted by the Emergency Action Team Leader. The Emergency Action Team Leader's primary duty is to oversee the evacuation of building. The secondary duty will be to assign Department Heads to sweep check the room and other assigned areas of the building to assure that all others have left their areas or to do so themselves.

A. Rally Site Locations:

All employees must report to their designated rally points following an evacuation. The rally points are located at the Hawley Park Pavilion and White Lake Community Hall located at 7500 Highland Road.

B. People with Special Needs:

Certain employees may be assigned a "Buddy" employee. Each employee is responsible for reporting to his or her Department Head at the rally point so that an accurate head count can be made.

C. Emergency Action Team Leader:

Duties of the Emergency Action Team Leader include:

1. Oversee the general evacuation and to assist the Department Heads in evacuating their areas
2. Check to see that the emergency has been called in to 9 - 1 - 1
3. Gather and consolidate status reports from all the Department Heads.
4. Meet and report to appropriate emergency responders on the status of the evacuation and present any information about the emergency. **In ALL emergency situations an Incident Commander will be established by the responding police, fire, or medical personnel.*

D. The Department Heads:

Their tasks are:

1. Have knowledge of where and how to use emergency resources for their assigned area.

2. Be able to lead their assigned area out of the buildings and to the assigned rally sites.
3. Conduct accountability and check others to establish if everyone is accounted for.
4. Report to the Emergency Action Team Leader.
5. Assist in providing for any special needs of those in their care.

E. Incident Commander

The Incident Commander is the designated emergency responder who will establish command of the emergency scene. For fires, explosions, or hazardous material release the Incident Commander will be from the Fire Department. For a crime, the Incident Commander will be the Police Department. For a medical illness emergency, the White Lake Township Fire Department will be the Incident Commander.

F. Accountability during after-hours operations:

All employees who are in the building during non-business hours are still expected to follow the emergency guidelines found in this document. Staff assigned to work after-hour operations will receive special training so they can advise and assist students and guests of the building during an emergency. It is understood that Police and Fire personnel will most likely have to sweep check the building at these times.

G. Sheltering:

Department Heads should take attendance of their staff once they are in their assigned shelter. Any missing person should be searched for, if it can be done safely.

XIII. Emergency Guidelines

EMERGENCY GUIDELINES			
Fire Guidelines	Weather Warnings	Active Violence	Hazardous Materials
<p>1. Make an announcement over telephone system Intercom and call 911.</p>	<p>If a weather warning is Issued, or severe or threatening weather approaches move to a safe shelter area.</p>	<p>1. If the incident is occurring near you, secure in place in a safe space where you are.</p>	<p>Exit the building if advised by Emergency Personnel and seek a safe rally site upwind of the building.</p>
<p>2. Evacuate the building utilizing the nearest safe exit.</p>	<p>Notification is through:</p> <p>1. Outdoor Warning Sirens.</p>	<p>2. If you can leave, evacuate immediately, call 9-1-1 if you have information about the incident. Otherwise:</p>	<p>SHELTERING IN PLACE:</p>
<p>3. Meet at the building's designated rally site: Hawley Park Pav., White Lake Community Hall .</p>	<p>2. Local TV or Radio.</p>	<p>RUN – Plan an escape route, leave belongings behind, when safe call 911.</p>	<p>1. Close and seal all doors and windows.</p>
<p>4. Follow the instructions of Emergency Action Team Leader and Department Heads, Police, Fire/EMS personnel.</p>	<p>3. Inside buildings: Intercom or the Dept. Heads.</p>	<p>HIDE – Locate an interior room – lock door, block with furniture, turn off lights, silence devices, avoid windows and doors.</p>	<p>2. Shut off any room air sources (vents, air conditioners, etc.).</p>
<p>Persons with Disabilities: Assist in relocating the person to the nearest safe fire rated stairwell and Inform the nearest emergency responder of their location.</p>	<p>WEATHER SHELTERS: Indicated on evacuation maps highlighted in yellow. Seek an area away from windows, in hallways, or the basement of the building.</p>	<p>FIGHT – If in imminent danger - act aggressively, yell loudly, throw/use objects as weapons to incapacitate attacker.</p>	<p>3. Remain sheltered in place until advised by emergency personnel it is safe to exit and be prepared to move to a different safe area or evacuate if advised.</p>

Revised 6/19/25

Appendix A: Memorandum to all employees

TO: All employees of the Township of White Lake

FROM: Rik Kowall, Supervisor

RE: Guidelines for Emergencies

DATE:

Attached is a set of guidelines for what to do in the event of an emergency in the White Lake Township offices. It is a part of a program entitled "The Emergency Action Plan." Please review and make yourself familiar with these guidelines.

Please make special note of the following:

For evacuation of the buildings- Be familiar with the rally site location. Our two rally sites for this building are: White Lake Township Community Hall and the Hawley Park Pavilion. That is where **ALL** visitors and employees are to meet in the event that we are required to evacuate the Township Offices.

For tornado or similar severe weather warnings: Be familiar with the nearest designated shelter areas in our building. Emergency Floor Plan Maps are being posted in the building that will indicate these shelters.

Appendix B: Emergency Action Plan Training for White Lake Township

Name of Employee _____
Date _____ Signature of Employee _____
Instructor _____ Title _____
Instructor Signature _____ Date _____

Items Reviewed (Circle the topics covered):

1. Emergency Evacuation Procedures and Plan Overview
 - a. Escape routes and rally points
 - b. Special needs population evacuation
 - c. Accountability at the rally point
2. Sheltering in Place Procedures
 - a. Locations of shelter
 - b. Accountability at the shelter
 - c. Special needs population supplies
 - d. Equipment needed
3. Secure-in-Place Procedures
 - a. Secure locations and how to lockdown
 - b. Accountability at the site
 - c. Ability to silence all sound
 - d. Special needs population supplies
 - e. Equipment needed
4. Notification procedures
 - a. Staff/Administration
 - b. Police/Fire 911 Center contact

Appendix C: Definitions and Abbreviations

Disaster - An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including but not limited to fire, flood, snow, ice, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous material incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action, or paramilitary action, or similar effects resulting from terrorist activities, riots or civil disorders.

Emergency Situation - Any situation confronting, a site, facility, or community requiring emergency actions of a lesser nature than a disaster to include, but not be limited to, civil disturbances, labor strikes, and build-up activities prior to an actual disaster.

Evacuation - A protective action strategy that provides for the orderly movement of people away from an actual or potential hazard.

Protective Actions - those emergency measures taken to protect people from the effects of a hazard. These may include evacuation and in-place sheltering.

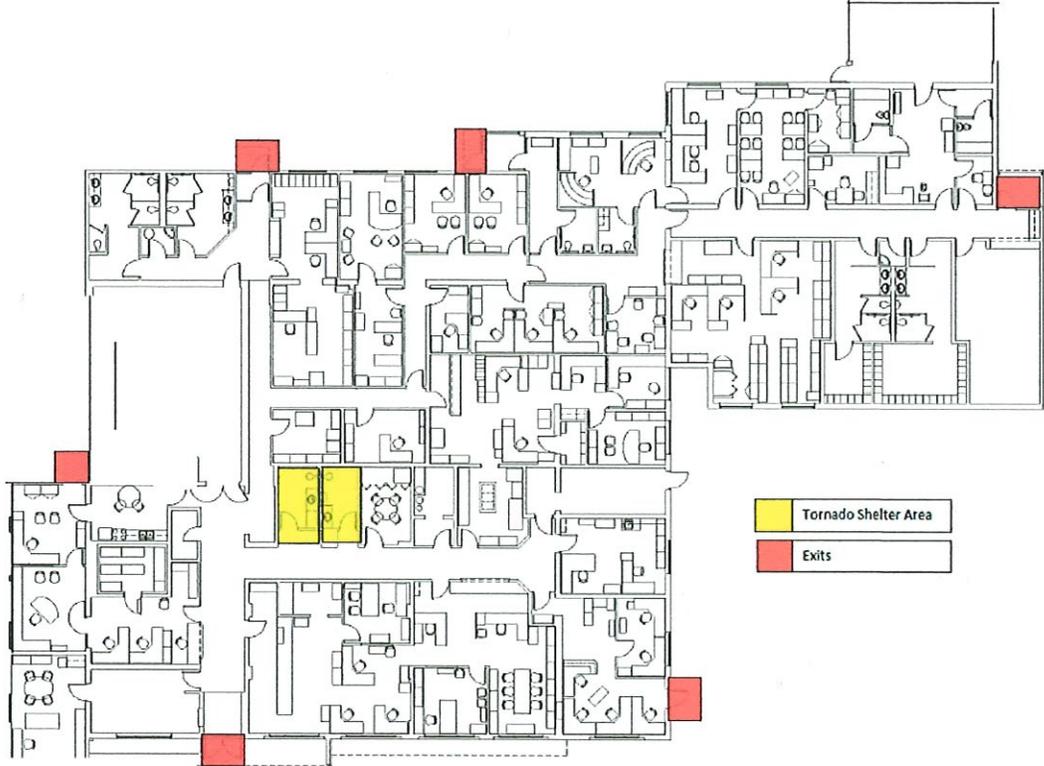
Rally Point - A designated area located away from the emergency scene, where persons gather during a site evacuation for the purpose of receiving emergency briefings and instructions, and to be accounted for. A Rally Point may or may not be offsite; the location generally depends upon the size and type of site involved and the type of surrounding land uses.

Secure-in-Place – A term used for seeking out a secure location to hide or retreat to that provides you safety in the event of a dangerous situation. An example of this would be an armed intruder or dangerous person.

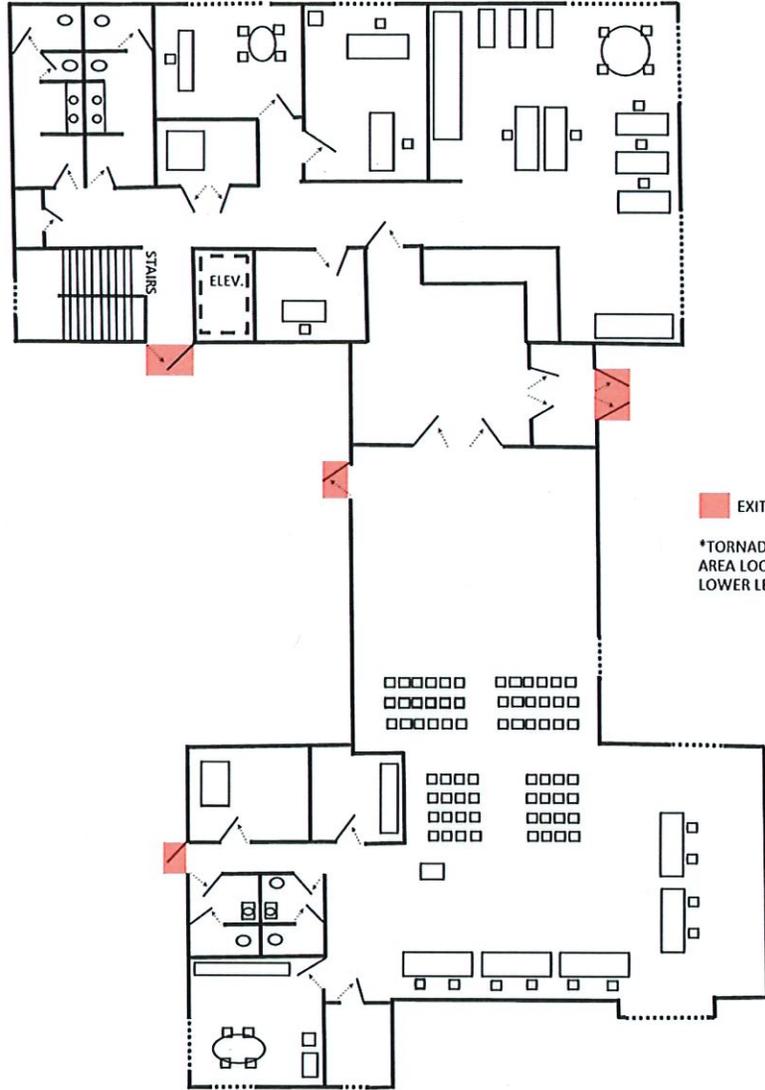
Shelter-in-Place – A term used for sheltering in the location you are at and keeping the hazard from infiltrating the site. Some examples include: tornado, winter weather, hazardous materials release.

Site Emergency Action Plan - the plan developed and maintained by White Lake Township for the purpose of organizing and coordinating its emergency response activities and operations.

Appendix D: Building Map



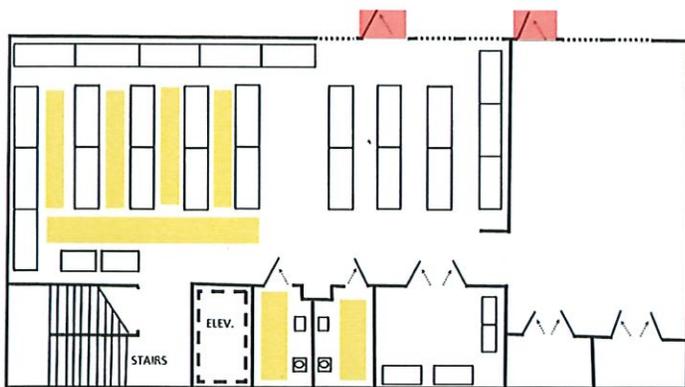
ANNEX- MAIN FLOOR



EXITS

*TORNADO SHELTER AREA LOCATED IN LOWER LEVEL

ANNEX LOWER LEVEL



EXITS

TORNADO SHELTER AREA