

Town of Needham Municipal Buildings and Property Safety and Emergency Guidelines



The Origin...

- The vision of the Town Manager to have all departments collaboratively develop a staff safety and emergency manual for municipal buildings

Manual Development

- Health Department spearheaded the development of this plan in developing emergency guidelines with input and collaboration of the crisis team as well as managers of the municipal buildings.
- Manual produced in house
- Low cost project with high impact support for town and it's employees



Needham, Massachusetts

Town of Needham Municipal Buildings and Property

**SAFETY & EMERGENCY
GUIDELINES**

- Quick Reference Guide -

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Prevent. Promote. Protect.

Manual Distribution and Training

- A copy of the manual was distributed to every town employee.
- Multiple trainings on the manual were then conducted by the Health Department, Police, and Fire for all town employees at separate municipal buildings.

Training Objectives 1

To explain protocols for each emergency situation

- Topics such as 9-1-1 Emergency Procedures, Fire, shelter in place and universal precautions.

Training Objectives - 2

Introduce the Crisis Team and it's function

- Town Manager, School Superintendent, Assistant Town Manager/Personnel Director, Assistant Town Manager/Finance Director, Police Chief, Fire Chief, Director of Public Works, Director of Public Health, Director of Public Facilities

Training Objectives -3

Introduce the safety and communication components of the Manual

- Employee safety
- Know hierarchy of communication
- Don't forget the Town Manager

Training Objectives - 4

Floor Captains Roles

- Floor Captains and their back-ups were identified for each floor of the town hall.
- Their primary role is to manage the emergency response and to ensure people are able to evacuate their floor safely if necessary.
- They were equipped and trained with radio communication devices that connected directly to the Town Manager, Assistant Town Manager, Health Department and the other Floor Capt

Training Objectives - 5

Review HeartSafe Community

- 79 Municipal employees certified in CPR/AED
- AED's in town buildings (Town Hall, Library, COA, DPW, and RTS)
- AED's in town buildings maintained by CPR/AED Coordinator (public health nurse)
- AED's in schools -maintained by school nurses



Training Objectives - 6

Review Universal Precautions

- Gloves
- First Aid kits in all municipal buildings

Dirty to Dirty! Clean to Clean!



Exercises and Real Responses

Communication Drills

- Town Hall – Floor Captain Communication Drill
- A communication drill was then held at the Town Hall in which all staff were trained on communicating over the Town Hall Intercom System.
- Quarterly Drills at Town hall with Radios



Floor Captain Communication



Exercises and Real Responses

Fire Drills

- Planned fire drill conducted by the Assistant Town Manager, Health Department and Fire Department.
- Real evacuation prompted by a false fire alarm in Town Hall.

Exercises and Real Responses

Lock-down Shelter-in-place Drill

- Murder – Lock-down
- Lock-down Shelter-in-place Drill in Town Hall conducted by the Assistant Town Manager, Health Department and Police Department
- Real Lock-down Shelter-in-place and subsequent evacuation prompted by a bank robbery in town square.

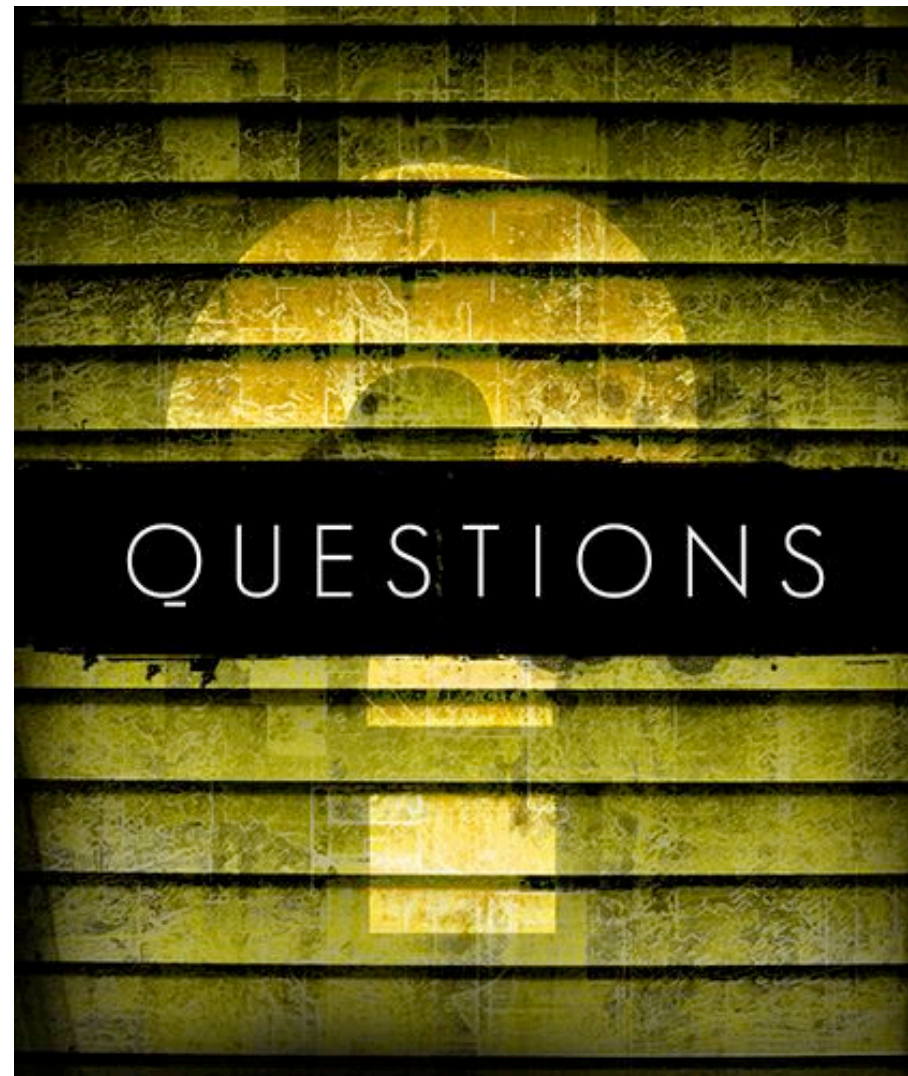




Next Steps...

- The Town Hall test phase was so successful that Needham plans to implement this in the remaining 4 municipal buildings

Questions?





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