

Emergency Numbers

Emergency Dispatch

9-1-1

Non-Emergency Police Department

(609) 921-2100

Non-Emergency Fire Department

(609) 497-7637

Type	Company Name	DAYTIME Contact Number	AFTER HOURS Contact Number
Electrician 1	Magic Touch	732-888-9625	732-522-2325
Electrician 2	Cifelli Electric	609-921-3238	609-921-3238
HVAC 1	Air Care of NJ	609-581-9977	609-658-2326
HVAC 2			
Plumber 1	Magic Touch	732-888-9625	732-522-2325
Plumber 2	Redding Plumbing	609-924-0166	609-924-0166
Water Company	New Jersey American Water	800-272-1325	800-272-1325
Gas & Electric Company	PSE&G	800-436-7734	800-436-7734
Roofing	United Roofing	609-468-4946	609-468-4946
Snow Removal	Reliable Industries	609-222-9135	609-222-9135
Tree Service	Rich Tree Service	908-755-6008	908-755-6008
PHA Maintenance	PHA Maintenance	609-924-3448	609-468-6806

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PHA Emergency Action and Fire Prevention Plan

Section 1.0 Introduction

Emergencies occur regularly and it is incumbent upon staff of the PHA to be prepared. The effect of the emergency must be controlled by means of a proper pre-emergency plan. In order to respond to this need, the Princeton Housing Authority (“PHA”) has developed the following policy which all employees are expected to follow in preventing or responding to emergencies in the workplace.

Section 2.0 Scope And Application

The PHA Emergency Action and Fire Prevention Plan applies to all employees of the PHA. Employees who fail to comply with the Emergency Action and Fire Prevention Plan will be subject to disciplinary action in accordance with the PHA’s Personnel Policies and Procedures Manual.

Section 3.0 Elements

1. **Emergency Reporting.** An employee must immediately notify the Deputy Director if they believe they have observed an emergency. For imminent hazards (fire, smoke, medical emergency, etc.), the employee should call 9-1-1 and then notify the Deputy Director. The Deputy Director shall then instruct the employee in the proper reporting of the emergency to the appropriate authority. Emergencies include but are not limited to: hazardous material exposure, fire, utility shutdown, downed power lines, bomb threat or suspicious package, extreme weather event (blizzard, tornado, etc.), natural disaster, medical episode, public disturbance, or pandemic.

If an emergency alarm is activated, 9-1-1 must be notified.

2. **Emergency Notification.** Once the Deputy Director or most senior employee has determined that an emergency exists, they must notify all employees and persons impacted. He/she should ask for the attention of all PHA employees and then clearly communicate the nature and location of the emergency. The Director should then instruct employees on the procedures to follow during the emergency. If the emergency has rendered a building unsafe, the Director should order employees and residents to evacuate the building and meet in the parking lot. The exact meeting spot shall be at a safe distance from the building and shall not interfere with the ingress/egress of emergency response vehicles and personnel. If the emergency has not impacted the building’s safety, then the Director shall instruct employees and residents to either shelter in place or seek a designated safe location within the building.
3. **Building Evacuation.** In the event that an emergency alarm has sounded or the Deputy Director has ordered an evacuation, employees must stop what they are doing immediately. Remain calm, locate the nearest safe exit, and evacuate the building avoiding the use of any elevators. After evacuating the building, employees should proceed to the parking lot unless instructed otherwise and keep a safe distance from the building being evacuated. Do not leave the area or attempt to return to the building. Follow the Deputy Director's instructions at all times.

4. **Critical Building Operations.** There are no critical building operations which would require continued operation during an emergency. Therefore, all employees must evacuate the building as soon as an emergency alarm has sounded or an evacuation has been ordered. The on-duty boiler operator should, if possible, turn off the emergency switches to all boilers on their way out of the building.
5. **Accounting of Employees.** At the commencement of each workday, supervisors must take attendance of their subordinates. The attendance sheet should remain with the supervisor at all times. In the event of an emergency, the supervisor will be tasked with using the attendance sheet to account for all of their subordinates. If an employee is unaccounted for, the supervisor may sweep the area for the missing employee if it is safe to do so. If the supervisor does not conduct a sweep or if a sweep is unsuccessful, the supervisor must immediately notify first responders. Employees are not permitted to leave the designated safe location until instructed to do so by their supervisor.
6. **Emergency Operations.** The PHA prohibits its employees from performing rescue, medical, or fire-fighting operations, as these operations are outside the scope of their employment. Failure to comply with this prohibition will not only subject employees to disciplinary action, it will also endanger the trained professionals who are tasked with responding to such emergencies. This prohibition exists to prevent employees from exposing themselves to conditions which they are not trained or equipped to address, thereby creating the risk that the employee will be added to the number of people who are in need of rescue. If trained professionals are not yet on scene, call the appropriate emergency line after you have safely reached the designated safe location.

PHA employees will never, at any time, be directed to perform any action that will endanger their life.
7. **Further Information.** If further explanation of the Emergency Action and Fire Prevention Plan is needed prior to the occurrence of an emergency, contact the Executive Director.

Section 4.0 Emergency-Specific Action Plans

1. **Hazardous Materials.** Immediately call 9-1-1 and provide the location of the incident, the name of the hazardous material(s), and the amount of hazardous material(s). Notify residents of the affected building. Evacuate from the affected building and proceed to the designated safe location. Await emergency response by trained professionals.
2. **Fire.** Immediately pull the nearest fire alarm (if it has not yet activated) and call 9-1-1 to provide the location of the incident. Notify residents of the affected building. Evacuate from the affected building and proceed to the designated safe location. Await emergency response by trained professionals.
3. **Electrical Outage.** Emergency exit signs should illuminate the building exits. Immediately call the utility company to report the outage. Notify residents of the affected building. Report to the office and remain there unless or until

instructed otherwise by a supervisor.

4. **Downed Power Lines.** Immediately call 9-1-1 and the utility company and provide them with the location of the incident and pole number if available. Keep employees and residents a safe distance away from the power lines until trained professionals arrive. Do not attempt to approach or touch any type of downed lines, even if you are sure the line is not used for electricity. Even if you are correct, it is possible that the line is making contact with a live power line somewhere out of sight, meaning that contact with the non-electrical line will result in electrocution. Leave the task of moving downed lines to the properly equipped and trained professionals.
5. **No Heat.** Immediately call the utility company and provide them with the location of the incident. Notify residents of the affected building. Close off unneeded rooms or areas. Stuff towels or rags under doors. If building temperatures fall outside the range deemed acceptable by law, the Executive Director or his/her designee will reach out to local hotels to find alternate accommodations for the affected residents.
6. **Bomb Threat.** If the PHA receives a bomb threat or a report of a suspicious package, immediately call 9-1-1 and provide details of the incident. Notify residents of the affected building. Evacuate from the affected building and proceed to the designated safe location. Await emergency response by trained professionals. Do not attempt to investigate the incident yourself.
7. **Tornado.** If the PHA receives a tornado warning, immediately notify residents and report to the designated safe location. If a safe location has not been designated, seek shelter on the lowest floor of a PHA building in a room or hallway away from exterior doors, windows, and sharp objects. Remain sheltered in place until instructed otherwise by a supervisor.
8. **Hurricane.** If the PHA receives a hurricane warning, immediately notify residents and be ready to evacuate the building. Avoid areas that might be affected by flooding.
9. **Flood.** Immediately call 9-1-1 if assistance is needed. For minor flooding, secure the area until removal of water is completed. For major flooding, immediately notify residents of the affected building and seek higher ground. Avoid entering flood water if possible because the water may contain hidden hazards (such as electricity or sharp objects). If you must enter flood water, exercise extreme caution. Be ready to evacuate the building. If housing units become affected, the Executive Director or his/her designee will reach out to local hotels to find alternate accommodations for the affected residents.
10. **Earthquake.** Immediately drop down to your hands and knees, cover your head and neck with your arms, crawl to shelter (e.g. a sturdy table) or next to an interior wall, and hold onto something sturdy. Be ready to repeat the above steps if you feel an aftershock. Call 9-1-1 if assistance is needed. If the building is damaged, evacuate the building. If you are trapped, protect your mouth, nose, and eyes from dust.
11. **Medical Episode.** If you notice someone having a medical episode, immediately call 9-1-1 and provide the location and nature of the medical

episode. Identify yourself to the individual having the medical episode and try to keep them calm. Stay with them until trained professionals arrive.

12. **Public Disturbance.** Immediately call 9-1-1 and provide the location of the incident, a description of the individuals involved, and (if applicable) a description of any weapons they were carrying. Notify residents of the affected building. Remain calm and avoid confrontation. Attempt to leave the affected area if possible; otherwise, seek shelter immediately. Await emergency response by trained professionals.
13. **Pandemic.** Practice social distancing. Wear appropriate personal protective equipment. Comply with any directives issued by the Executive Director or government officials. Notify your supervisor if you become infected or come into direct contact with an infected person.

The PHA will cooperate with all public health authorities having jurisdiction. The Executive Director may implement appropriate measures to appropriately address the pandemic. These measures may include, but are not limited to social distancing rules, staggered shifts, additional personal protective equipment (i.e. masks and gloves), additional cleaning supplies (i.e. hand sanitizer and Clorox wipes), and restricting work orders to life, safety and sanitary items only. In addition, staff members who can perform their job duties without being on site may be permitted to work from home.

Section 5.0 Fire Prevention Plan

1. Safe Work Practices:

- a. Do not place or store flammables (books, rags, clothing, trash, combustible liquids or gasses, etc.) or Material Safety Data Sheets near potential sources of ignition (heaters, vents, electrical appliances, etc.).
- b. Do not bring portable space heaters or candles into the workplace.
- c. Do not allow unnecessary combustible materials to accumulate in the work area. Regularly dispose of combustible debris and ensure that the landscape is properly maintained (i.e. no accumulation of weeds or leaf litter).
- d. Do not block potential escape routes or access to firefighting equipment. Ensure that firefighting equipment is properly labeled and ready for use by trained professionals.
- e. Use only approved containers for storage of combustible materials.
- f. Ensure that extension cords and plugs are in good condition. Cords that are missing the grounding prong, spliced together, or missing their protective sheath (i.e. frayed) shall be immediately disposed of. Extension cords are for temporary use only and should not be relied upon for the long term.
- g. Appliances shall be plugged in and powered as directed in the accompanying manufacturer's instructions.

- h. Do not smoke inside buildings or in other work areas that contain fire hazards.
2. **Safe Operating Procedures.** All employees are expected to follow safe operating procedures in order to prevent accidental ignition of flammable materials and to control the accumulation of combustible materials. All flammable liquids are to be kept in approved storage containers. All compressed gas cylinders must be secured to prevent them from falling over.
3. **Fire Control Measures.** The PHA has installed a fire alarm system in each of its buildings as well as extinguishers in each housing unit. The PHA has also equipped the following locations with fire extinguishers:
 - a. Laundry Room - Redding Senior, Redding Family, Lloyd Terrace
 - b. Main Office - Lloyd Terrace @ Spruce Circle in the lobby area outside the Community Room
 - c. Community Room - 1 Redding Circle by the front entry door
 - d. Boiler Room - Hageman Homes on Clay Street on the wall by the boilers and at Lloyd Terrace @ Spruce Circle on the wall by the boilers
4. **Inspection of Fire Control Measures:** The PHA will ensure that the above fire control measures are regularly inspected and/or tested.

Section 6.0 Training of Personnel

The Emergency Action and Fire Prevention Plan shall be provided to all PHA employees. In addition, all supervisors and maintenance employees shall receive training, which shall consist of a review of each employee's responsibilities under the Plan. Training will be provided at the time the Plan is implemented and at any time the Plan is revised.

The Emergency Action and Fire Prevention Plan shall be reviewed with each new employee prior to the employee beginning his/her job duties. The employee's supervisor is responsible for completing this review. Under no circumstances should a new employee be allowed to begin work before this review is completed.

Extra copies of the Emergency Action and Fire Prevention Plan will be available in the Main Office.

Employee Acknowledgement and Signature Form

This form is to be signed and returned to the Executive Director or designee.

To assist PHA employees in developing preparedness for emergencies, The *PHA Emergency Action and Fire Prevention Plan* was developed. The policy details the responses which all employees are expected to follow in preventing or responding to emergencies in the workplace.

I understand if I have questions about the contents, I should contact the Executive Director or his/her designee for clarification.

I hereby acknowledge that I have received a copy of the PHA's Emergency Action and Fire Prevention Plan. I have read, understand, and agree to comply with the Emergency Action and Fire Prevention Plan. I understand that a failure to comply with the Emergency Action and Fire Prevention Plan may result in disciplinary action, up to and including termination of my employment.

Signature of Employee Date

Printed Name