

RRCA Emergency Preparedness Plan

Threat of Fire:

- When onsite fire alarm sounds, the Millville Fire Department is sent a notification.
- Staff will phone 911 to confirm notice was sent to MFD and concurrently begin evacuation, via 4 egress locations.
- Evacuation Plan: Staff, board and/or volunteers will make loud vocal announcement offering assistance - to any identified person with a disability to assist them safely out of the building.
- Fire Alarm sounds loudly for vision impaired, and also flashes emergency lights for hearing impaired.

Threat of Robbery (armed & unarmed)

- If safe to do so, staff or volunteer will enact silent alarm (one in giftshop, one placed inside interior office), which alerts the Millville Police Department.
- Simultaneous to setting off alarm, turn over cash drawer.
- After robber leaves the facility, record time/date playback on monitoring system recorder.
- Staff or volunteer should write down immediate details of appearance of robber.
- Wait onsite for police department.

Terroristic Threats

- Call 911 or enact alarm button (directly linked to Millville Police Department).
- If possible, evacuate building, and assist patrons to get to safety, Ask if anyone needs assistance, or identify persons' with disabilities to assist. If evacuation is not possible, attempt to get to a protected area ie. Basement, separate room, or behind a sturdy counter or surface.

Safety Drills:

Seek out emergency preparedness workshops offered by ADA advisory board. Review this policy and update as needed. Reassess the emergency preparedness plan with staff, board members and volunteers annually.

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