

Procedure: *Site Specific Emergency Information*

Site: Town Lake Animal Center

Approval: _____ Date: _____ (updated 7-6-11)

Purpose:

The purpose of this procedure is to identify and communicate site-specific information to be used by the staff at the Town Lake Animal Center (TLAC), in implementing and adhering to the Department’s Emergency Plan.

Address:

1156 West Cesar Chavez

Emergency Services

911 For all emergency services

Procedure:

Emergency Coordinator, Area Wardens and Managerial Contacts

1. The City of Austin’s TLAC will assign an employee to act as the Emergency Coordinator for the site (See attachment A). In the absence of the Emergency Coordinator (EC), the role of EC will be assumed by back-up staff in the order listed on Attachment A.
2. The site has been divided into 9 zones with an Area Warden assigned to each zone (See Attachment A).
3. The numbers to be used to contact the Chief Animal Services Officer, Austin/Travis County Health & Human Services Department with primary responsibility for the site can be found on Attachment A.
 - 3.1. The Department’s emergency Plan should be followed when determining what manager and or executive is to be contacted.

Site Specific Emergency Systems

1. TLAC Complex
 - 1.1. The TLAC Complex is equipped with a public address (PA) system.
 - 1.2. The Complex has lighted exit signs in various locations.
2. Davenport Building
 - 2.1. The building has a central fire alarm system. Pull Stations used to activate the alarm are located at the exits to the building. The central fire alarm system will be the primary method used to notify staff in the Davenport Building of the need to evacuate.
 - 2.2. The central fire alarm system is monitored 24 hours per day, seven days per week (24/7).
 - 2.3. The building has smoke detectors in each of the main halls and kitchen.

Assembly Areas

1. **Exterior** – The primary site will be the WAYA Soccer Field adjacent to the parking lot immediately south of the Main building. Secondary location for bomb threats would be the baseball field located southwest of the Davenport building.

- 1.1. **Inclement Weather** – During inclement weather, the Emergency Coordinator will direct the occupants to either the YMCA or Austin High School.
2. **Interior** – The primary sites will be:
 - 2.1. **Davenport Building** – Primary area will be the Men’s restroom and kitchen. Secondary area will be the North hallway.
 - 2.2. **Main Building** – Primary area will be rooms, 104, 105 and 120 and the Men’s and Women’s restrooms, Rescue (Placement office).
 - 2.3. **Adoption Office** – Primary area will be the Davenport or Main Buildings.
 - 2.4. **Veterinarian Suite** – Primary area will be the Main Building. Secondary area will be Vestibule holding area.
 - 2.5. **Cat Adoption Building** – Primary area will be Davenport or Main Buildings. Secondary area will be the Men’s and Woman’s restrooms located just outside the entrance to the building.
 - 2.6. **Stray Cat Building** – Primary area will be the Davenport or Main Buildings. Secondary area will be the Cat Adoption Building’s Men’s and Woman’s restrooms.
 - 2.7. **Dry Storage** - Primary area will be the Main Building. Secondary area will be Vestibule holding area.
 - 2.8. **Behavior Trailer** – Primary area will be Davenport or Main Buildings. Secondary area will be the Cat Adoption Building’s Men’s and Woman’s restrooms.
 - 2.9. **Stray Runs/Barn** – Primary area, staff should move to the closest designated internal evacuation point (Davenport or Main Buildings). This will require the staff to have an in depth knowledge of the facility and the various evacuation points.

Verbal Communication of Emergency Events

1. **Davenport** – The building has a central fire alarm and PA system.
 - 1.1. The central fire alarm system will be the primary method used to notify staff in the Davenport Building of the need to evacuate.
 - 1.2. The central fire alarm system does not extend beyond the Davenport building. Therefore, emergency events (originating in Davenport) requiring the activation of the alarm must be accompanied by a PA announcement to ensure that staff occupying other areas of the TLAC complex are notified of the emergency event.
 - 1.3. Emergency events announced over the Center’s PA system requiring the evacuation of the building will require a staff member to activate the fire alarm system in the Davenport building. To ensure this, staff is required to activate the fire alarm system as they are exiting the building.
2. **Town Lake Animal Center** – The Center has a central PA system. Announcements made over the system can be heard in most offices and common areas.
 - 2.1. The PA system will be the primary method used to verbally notify staff of emergency events.
 - 2.2. The PA system does not extend to the behavior trailer, barn or the adoption building’s public restrooms. Therefore, emergency events will be communicated to these areas by word of mouth.
3. **Verbal Notification** - The first person to notice an emergency event must immediately take action in compliance with the Department’s Emergency Plan and ensure that the site’s staff, customers and visitors are verbally notified of the event and the action to take. Verbal notification will be as follows:
4. The first person to note the event will:
 - 4.1. Notify the staff within his/her work area and the remaining site occupants by announcing the emergency event over the PA system (See number 7).

- 4.2. If required by the emergency event, call 911. The emergency call to 911 must be made after the staff alert is initiated and must be made from a safe location. This information should be passed to the AW. To call 911, dial 9 first to access external lines.
5. Staff not involved in the notification must immediately take action in compliance with the Department's Emergency Plan.
6. Upon learning of the emergency, the site's Area Wardens will begin a room-by-room sweep of their zones notifying the staff, customers and visitors of the emergency and the action to take.
7. A PA announcement can be made from any of the TLAC phones. To make an announcement, dial "138".
 - 7.1. Precede the announcement with the words: "Attention, Attention", then proceed with the emergency message (e.g., "**Attention, Attention. Dangerous weather is approaching. Please move immediately to the interior assembly areas.**").
 - 7.2. The announcement should be repeated three times. If possible, the message should be repeated in Spanish.

Emergency Coordinator

1. Upon determining that an emergency event has occurred or is in progress, the EC will call and inform the appropriate executive staff.
2. The Department's Emergency plan should be followed when determining what manager and or executive is to be contacted.

Attachments: A – Listing of Emergency Coordinator and Area Wardens

Attachment A

Managerial Contacts

Abigail Smith

Chief Animal Services Officer

Office 972-6088 Cell- 777-9824 Pager-802-1750

Deputy Chief Ian Hallett

Name: Ian Hallett

Office: 972-6019 Cell-577-5205 Pager- 802-1758

Program Manager- Emergency Coordinator

Chris Robles

Office: 972-6024 Pager 802-1755

Area Wardens

Davenport Building:	Joan Hamilton, Amber Rowland
Adoption Office:	Amber Rowland, Ginger Scott or Lead
Cat Adoption building:	Ian Hallett or Lead
Main Building:	Kathryn Sharp, Sarah Hammond or Lead
Veterinary Suite:	Wendy Beaupre or Lead
Stray Cat Building:	Ian Hallett or Lead
Dry Storage Building:	Wendy Beaupre or Lead
Behavior Trailer:	Ian Hallett or Lead
Barn:	Ian Hallett or Lead
Stray Runs:	Animal Care Leads