Town of Needham Municipal Buildings and Property
Safety and Emergency Guidelines

Needham Public Health
Prevent. Promote. Protect.
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
SAFETY & EMERGENCY GUIDELINES

- Quick Reference Guide -

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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 its 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
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 Captains.
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!
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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