

# **EMERGENCY ACTION PLAN**

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## **EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS**

**DESIGNATED RESPONSIBLE OFFICIAL** at Yaphank Fire District: **Manager**

Name: **Matthew Quinn** Phone: **(631-972-4864)**

**EMERGENCY COORDINATOR: DISTRICT MANAGER**

Name: **Matthew Quinn** Phone: **(631-972-4864)**

## **EMERGENCY PHONE NUMBERS**

FIRE DEPARTMENT: 631-924-3200

AMBULANCE: 631-924-3200

DISTRICT MANAGER: 631-972-4864

POLICE: 911

ELECTRIC: PSEG / 1-800-490-0075

WATER: SCWA / 631-698-9500

GAS: NATIONAL GRID/ 1-800-490-0045

YAPHANK FIRE DISTRICT 31 MAIN STREET YAPHANK, NY 11980  
EMERGENCY CONTACT  
DISTRICT MANAGER MATTHEW QUINN 631-972-4864

# EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
  1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers
  4. Fire alarm pull stations' location
    - a. Assembly points
  
- Site personnel should know at least two evacuation routes.

# **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- ACTIVE SHOOTER INCIDENT
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE DAMAGE
- EXTENDED POWER LOSS
- OTHER (specify) \_\_\_\_\_  
(e.g., terrorist attack/hostage taking)

# **Yaphank Fire District**

## **Emergency Action Plan**

### **Alerts:**

In the event of an emergency, employees are alerted by:

- Fire alarm sounding with activated strobe lights.
- By a member or an employee in the building
- Pagers
- Phone
- Siren
- Intercom

### **Policy:**

In the event of a fire or other emergency, the employees must immediately:

- Evacuate
- Notify 911
- Activate fire response through FRES
- Notify mutual aid if needed.
- Notify Brookhaven Town Fire Marshal (Hazmat Situation)
- Notify Supervisor
- Relocate apparatus.
- Repair damage.

### **Routes:**

In the event of an emergency, employees shall evacuate by means of the nearest available:

- Marked exit.
- Window
- Door
- Floor plans will be posted throughout the building with marked exits.

### **Extinguishers:**

In the event of a fire, the following individuals are authorized to use portable fire extinguisher to attempt to extinguish fire before evacuation:

- Supervisors
- Firefighters
- Anyone that is properly trained.

## Operations:

In the event of an emergency, the following employees are to remain in the workplace to shut down or monitor critical operations before they evacuate:

- District Manager
- Supervisor
- Chief

## Duties:

The following are to perform rescue or medical duties during an emergency:

- All qualified EMS personal
- Qualified Firefighter
- Qualified employees

## Assembly:

After an emergency evacuation, employees are to gather in the following locations:

- Front of the building east side by mailbox
- Town parking lot located west side of building across the street.

## Accounting:

After an emergency evacuation, the producer for accounting for all employees:

- Check gathering locations.
- Phone call in need.

## Security:

Measures that will take place:

- Default lockout (all exterior doors always secure)
- All overhead doors closed immediately after the apparatus exited and returned.
- Visitors can come only to the main door.
- Visitors must be identified and have a purpose.
- Anyone in a building that is not identifiable must be challenged.

#### No Electric Utilities:

- Generator activates.
- Should any generator fail contact company for backup.
- Contact Suffolk Fire Rescue for mobile backup unit.

#### Active Assailant:

- Lock yourself into a secure area or escape through a nearby exit.
- Call 911
- Do not engage the assailant unless absolutely necessary.
- Follow all directions of law enforcement.
- Send a message to all personnel to stay clear of the involved location.

#### Bomb Threat:

- Door access will be turned off.
- The Chief will divide the district into mutual aid departments for all emergencies.
- All buildings will evacuate to aforementioned meeting locations then to a further point.
- Provide law enforcement with all details of the threat.
- Buildings will be closed until they are searched by law enforcement.

#### Weather Emergency: (limited to Hurricanes, tornado etc.)

- Take portable communications to the basement (no windows)
- All members and employees to the basement

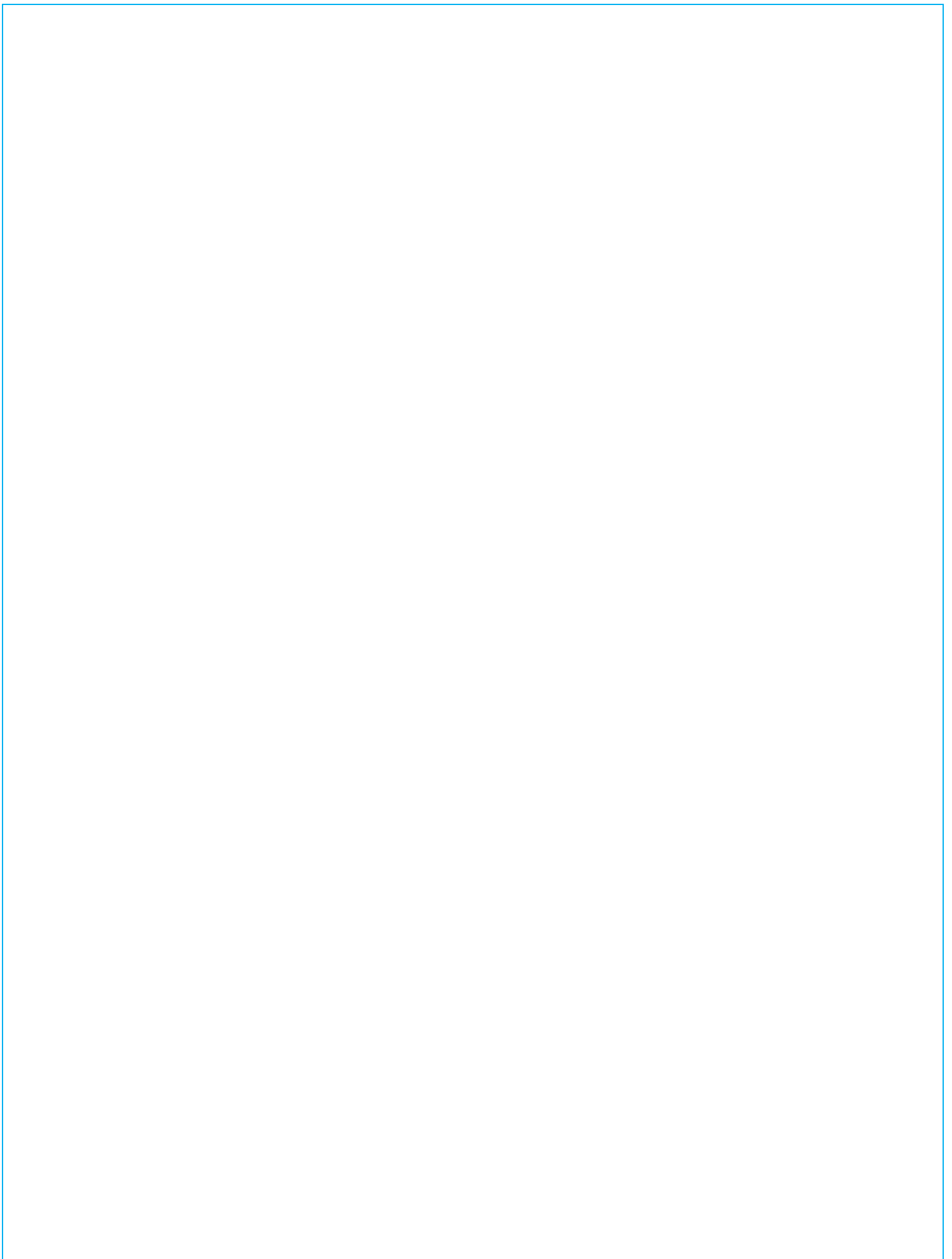
|                       |             |
|-----------------------|-------------|
| Chairman Peters       | AYE         |
| Commissioner Skidmore | AYE         |
| Commissioner Austin   | AYE         |
| Commissioner Thebold  | AYE         |
| Commissioner Schaaf   | NOT PRESENT |

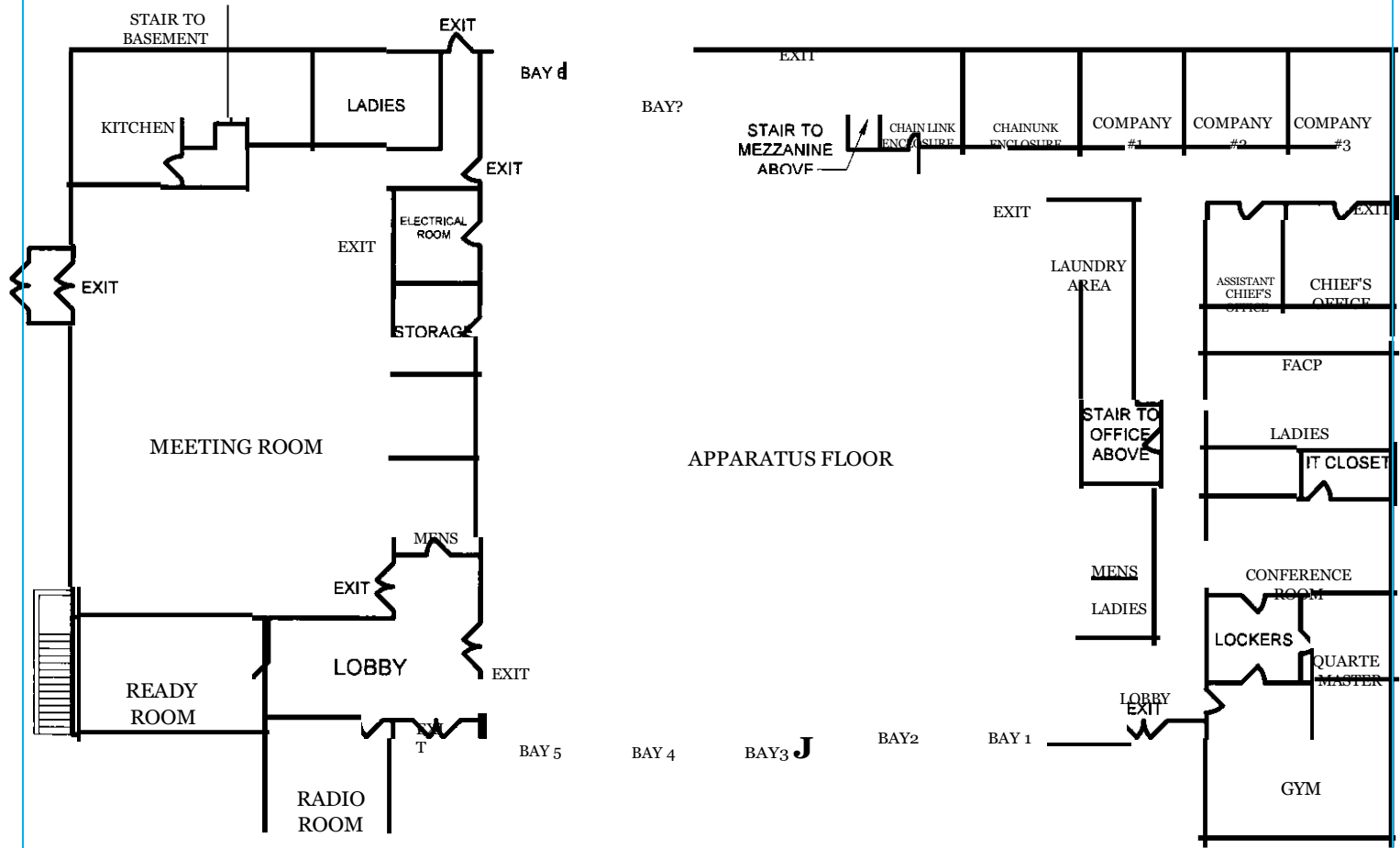
Adopted this 17th day of April 2024, by the Board of Fire Commissioners.

Re-adopted this 7<sup>th</sup> day of January 2025 by the Board of Fire Commissioners.

Attest by:

Paulamarie Rosso-Thompson  
District Secretary





**FIRST FLOOR PLAN**

EXIT

ROLL-U  
DOOR

BAY DOOR

STORAGE AREA

EXIT

EXIT

BAY DOOR

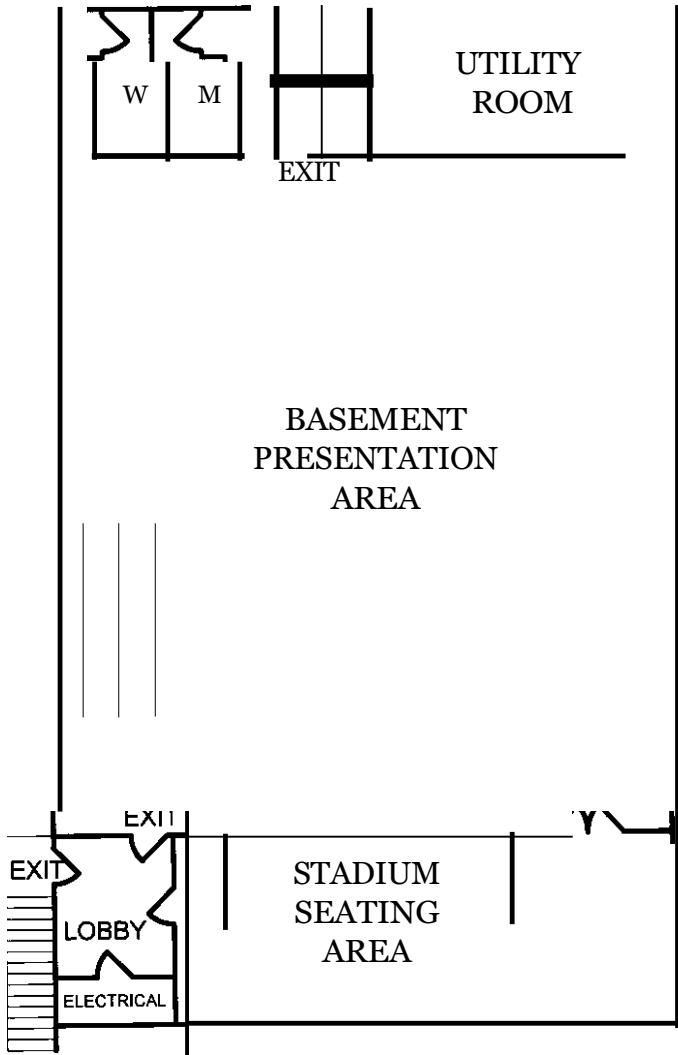
AMBULANCE  
APPARATUS  
FLOOR

BAY DOOR

AMBULANCE  
OFFICE

AMBULANCE  
BUILDING  
PLAN

EXIT



**BASEMENT PLAN**