

Emergency Response Plan (ERP)

The purpose of the Emergency Response Plan is to provide direction and information in regard to the roles and conduct in the event of an emergency on or around the premises of the Old Art Building.

1.0 Background

1.1

This plan was developed in collaboration with the Leelanau Community Cultural Center (LCCC) Board, Staff, County management, Law, Fire, Public Health, and other community partners to ensure coordinated participation and to best utilize available resources. This program, along with the appropriate training and exercises, will provide the necessary guidance to act quickly and knowledgeably to an emergency threat or hazard.

1.2

An informational gathering of said collaborators will occur in November 2020. It will include a chance to review the LCCC Emergency Response Plan followed by a demonstration and training exercise for general first aid, CPR (cardiopulmonary resuscitation), and AED (automated external defibrillator) activation and usage.

1.3

The LCCC will review this Emergency Plan yearly, check the first aid kit and replenish supplies when necessary.

1.4

Outline the responsibilities and duties of those in charge by the director or staff for each engagement at the Old Art Building (OAB):

- where to meet in case of an evacuation
- locations of fire alarms and extinguishers
- location of posters with a layout of the building and grounds
- whom to notify
- list of emergency phone numbers

1.5

The ERP will also include guidelines in many different threat scenarios, such as an evacuation, reunification, lockdown or shelter in place.

1.6

This Emergency Response Plan has been adopted by the LCCC Board of Directors effective: September 7, 2020

2.0 Geographical Issues

The Old Art Building (OAB) is located at 111 S. Main Street, Leland Michigan, 49654

The property consists of 200'x 130' feet and borders the Leland River to the North and Cedar Street to the South. To the West the property has 130' frontage on Main Street. To the East the OAB borders the library/museum campus.

The Leland River connects N. Lake Leelanau to Lake Michigan. There is a Dam at the entrance to Lake Michigan, in Fishtown, approximately 2 blocks away. The Old Art Building is located upstream from the Dam.

3.0 Potential Hazards

3.1

COVID-19 Guidelines

The LCCC follows the COVID-19 guidelines set forth in the most current Michigan State Order. Policies relative to crowd size, social distancing, facial covering and cleaning procedures are enforced by the person(s) in charge. Anyone exhibiting mild COVID-19 symptoms or any other illness will be required to leave the premises.

Appropriate signage will be placed throughout the building for as long as deemed helpful and appropriate. Contact information for the person responsible for event or class will be required.

3.2

Severe Weather/Tornadoes

The Old Art Building is subject to severe Midwest weather that includes high winds, tornadoes, heavy snow, and/or ice. These could lead to power outages, building damage, injury, and impacts on transportation.

The Leelanau Community Cultural Center (LCCC) staff has been trained on how to minimize injury during a catastrophic weather-related event. Personnel from the fire department has determined that the office/kitchen area and the women's restroom are the most appropriate areas in the building for safe shelter.

3.3

Fire

The Leland Fire and Rescue Department has two locations. The fire hall in Leland is fully equipped but only staffed on a "part time" basis. Response time is estimated to be five minutes. The second fire hall in the village of Lake Leelanau is fully equipped and fully staffed. The estimated response time from the Lake Leelanau station is estimated to be 15 minutes. Secondary and third emergency response teams would come from Suttons Bay and Cedar respectively. The OAB is a wood frame building and is almost 100 years old. Fire safety inspections are conducted two times per year. Staff is trained to use on-site equipment and follow evacuations procedures.

3.4

Medical Emergency

There is a moderate risk of injury, falls, allergic reactions, etc. EMS services will be called for more serious conditions such as heart failure and stroke. Staff is prepared to carry out the initial response until professional assistance arrives. AED equipment is on site and personnel are trained in its use.

3.5

Flooding and Other Mishaps

The possibility of extensive soil erosion exists if the Leland Dam were to break as well as flooding if the area receives heavy rain. As in any building, the potential exists for building mishaps such as power outage, sewage back-up and gas leaks. Staff has been trained on how to efficiently evacuate the building.

3.6

Unknown Persons on Site

The OAB is open to the public and out of town visitors are encouraged to visit. While there is no history of harmful activity the building is vulnerable to intruders with intent to do harm.

4.0 Planning Assumptions

4.1

A single site incident such as fire, gas main break or hazardous material exposure, or COVID incident could occur at any time without warning. The person in charge should not wait for direction from local response agencies before activating this plan.

4.2

Assistance from law enforcement, fire, and emergency managers will be available in serious incidents. However, the person in charge should be prepared to carry out the initial response until professional assistance arrives.

4.3

In most cases, law enforcement or fire service personnel will assume command depending on the type and size of the emergency.

4.4

There may be numerous injuries or varying degrees or seriousness. Rapid and appropriate response will reduce the number and severity of injuries.

4.5

Having the staff participate in ongoing and scheduled emergency training sessions can improve the LCCC staff's ability to respond and reduce incident related injury and losses.

4.6

Incident management will be conducted in a manner consistent with the principles contained in the US Department of Homeland Security National Incident Management System documentation.

4.7

An intentional threat against the LCCC or visitors will result in law enforcement and security actions.

4.8

The LCCC will coordinate emergency actions under this plan with neighboring organizations and businesses when appropriate.

4.9

Staff is typically not on site when the building is being rented for weddings and other private events. Renters are shown the ERP manual and shown the location of all emergency equipment and supplies.

4.10

There is no perfect incident management system. The LCCC staff and resources may be overwhelmed. However, staff will attempt to make every reasonable effort to manage the situation with the resources and information available at the time.

5.0 Incident Response

5.1

Executive Director

The Executive Director (ED) is responsible for the activation of the LCCC ERP, including all necessary procedures to insure the protection of life and property. With the guidance from the Board President, if the same is available, the ED shall focus on policy level decisions and interfacing with others having concerns for the well-being of persons and property affected by the incident and the responsibility of the LCCC. The ED may assign the role of Incident Commander the direct responsibility for dealing with the incident, or because of shortage of available staff, may have to act as the Incident Commander. The ED shall also be responsible for instituting and conducting for staff members and others who may be expected to be involved (i.e. teachers) drills and refreshers on skills necessary to appropriately react in the event of an incident. The ED shall be responsible for having on hand the most current Covid-19 Guide

5.2

Incident Commander

The Incident Commander (IC) has the direct responsibility for dealing with the incident. The IC shall take directions from the ED in dealing with the incident to the extent that existing policies and practices of the LCCC do not provide guidance. These responsibilities include but are not limited to the following:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this ERP and other policies and procedures of LCCC
- Take steps deemed necessary to ensure the safety of persons on the premises
- Determine whether to implement incident management protocols (i.e. Evacuation, Secure Mode, Lockdown, etc.)
- Arrange for transfers to safety of persons when safety is threatened by a disaster, or confirm that such transfers are already in the hands of competent persons
- Work with emergency services providers
- Keep the ED and other officials informed of the situation
- Assure that adequate records are being made of the measures taken and accounting for the status of persons known to be on the premises at the time of the incident

5.3

All current Board members are encouraged to attend training, take steps to ensure safety of persons on the premises and determine whether to implement incident management.

5.4

Permanent staff members shall be responsible for the persons on the premises that are engaged in activities for which the staff members have responsibility. They shall also have such responsibilities for the property and records of LCCC as are appropriate to that person's position. These responsibilities include but are not limited to the following:

- Attend training and keep current proficiency in first responder first aid, including CPR, Heimlich Maneuver and use of an AED. In the event of an incident they shall provide such emergency services as needed.
- Attend drills and be proficient in dealing with Incident management protocols, including evacuation of the building in the event of a disaster requiring same
- Be familiar with fire suppression techniques and other procedures appropriate to preserve the building and other improvements and records on the premises
- Direct persons on the premises to inside or outside assemble or shelter in place in accordance with the circumstances, with the direction of the IC
- Take reports from any program leader or teacher and direct such leader or teacher regarding assembly of persons in classes and take reports of any missing persons
- Report missing persons to the IC
- Delegate, if required, the rendition of first aid to other qualified persons
- Answer communications and provide information to others as required and directed by the IC
- Provide safety for the essential records and documents of LCCC
- Provide such other services as may be required by the IC.