

# **CITY OF KETTERING**

## **EMERGENCY PREPAREDNESS PLAN PREAMBLE**

### **GENERAL GUIDELINES**

The following general guidelines should be followed whenever the disaster plan has been activated at the City of Kettering.

- Personnel recalled to the City for disaster response will park away from emergency vehicular traffic areas. The Kettering Police Department will direct emergency and employee vehicles. All employees will be required to show their City identification badge or other City-related identification to enter the building.
- Personnel in the place of the problem at the time of the disaster will maintain a position that does not hamper evacuation. Move in a calm, purposeful manner to prevent unnecessary concern or alarm to visitors/vendors. It is imperative that unnecessary noise and activity be controlled.
- Telephone lines must be kept open for emergency communications.
- All inquiries from the media and family members will be directed to the Department Director. Employees should NOT answer questions relating to victims or the general disaster situation except as requested by the E.O.C.
- After a disaster or drill, the City of Kettering Safety Committee will critique the actions of each department. Those departments that did not follow proper procedures will be inserviced on the correct action.