

Emergency Action Plan

29 CFR 1910.38
Written Program

I. POLICY

This Emergency Action Plan is intended to provide guidelines on general evacuation and means of egress along with inclement weather procedures that will help provide protection against injury to our employees and customers, damage to property, and disruption of business operations. All employees are to become familiar with the provisions of this plan in an effort to make their responses automatic in the event of a possible fire or other emergency requiring evacuation.

II. EMERGENCY EVACUATION

A. Fire and Emergency Evacuation

- a) The first employee aware of a fire in the building is to alert other occupants by activating the fire alarm system. If building is not equipped with alarm system, occupants should be alerted with a general announcement utilizing the phone system.
- b) If you are in the vicinity of the fire when it is discovered, do not attempt to extinguish it unless you have been trained in the proper use of a portable fire extinguisher, the fire is very small in size, and it can be easily controlled without placing yourself or other building occupants in danger. Remember, the primary concern of our business is not the loss of property, but the safety of our employees and customers.
- c) In the event of a fire or emergency that requires evacuation of the building, each employee is to immediately leave the building by the nearest available exit. If time permits and without placing an employee in danger, a call to the fire department is to be made by dialing 911 before evacuating the building. If time does not permit a call from the building, it is to be made outside from an available car phone, cellular phone, or neighboring business by dialing 911 immediately after evacuating the building.
- d) The Department Head or designee is assigned to act as a fire warden to ensure all employees have evacuated the building.
- e) County Administration office should be notified at (828) 632-9332.

B. Chemical Spills

- a) If a large spill occurs that requires evacuation, follow the procedures identified by emergency personnel (Emergency Management, Fire Department, Police Department). Be aware that prior to evacuation, special procedures may need to be followed. This may include turning off electrical power to the building. Once the spill has been cleaned up, employees will be notified of procedures to follow for returning to work. This will be conducted via telephone and/or radio. If the building sustains damage, restoration procedures will be addressed by Maintenance and Administration.

C. Hazardous Material Spills

Spills of hazardous material substances can occur at any place and at any time.

a) *If Inside*

1. Avoid direct or indirect contact with the substance.
2. Evacuate the building if the situation requires. If shelter-in-place is the best reaction, appropriate measures need to be taken to shut off the HVAC system and close all windows and doors.
3. Contact off-site emergency response personnel (911).
4. If spilled material is known, attempt to locate Material Safety Data Sheets (MSDS) for product.

b) *If Outside*

1. Move upwind and uphill from the spill.
2. Contact off-site emergency response personnel (911).

III. PROCEDURE
Inclement Weather Procedures

A. Tornadoes

- a) When the weather is severe, all efforts will be made to listen for weather reports regarding the changing weather conditions in our area. If a tornado warning is issued, all employees will be informed immediately through the intercom system and/or verbally within each department. Employees will be instructed to take shelter when deemed appropriate, in low-lying areas (basements), bathrooms, closets, and/or hallways away from windows. Employees will be instructed to stay in their sheltered area until they are notified that it is clear.
- b) If an injury has occurred, emergency response will be addressed immediately by dialing 911. If property damage has been sustained, appropriate safety measures will be addressed by Department Responders to ensure that other employees are not injured due to debris (glass, metal) or other potential hazards (electrical shorts, flooding).
- c) If required, the restoration procedures will be addressed immediately by the designated employees to start the recovery process. This may include recovery of critical documents, computer backup tapes, and insurance policies, setting up a temporary location, identifying temporary payroll procedures, clean up of building, along with other key recovery procedures deemed necessary.

B. Hurricanes/High Winds/Flooding

- a) Preparations for the hazard are to be made within each department to protect employees from injury and to safeguard building & property. Depending on the hazard, preparations may include: backing up computers, storing critical documents, removing equipment/paper from areas known to flood, boarding up windows, and sending employees home before the weather becomes too serious.

- b) Once the emergency passes, employees will be notified of procedures to follow for returning to work. This will be conducted via telephone and/or radio. If the building sustains damage, restoration procedures will be addressed by Maintenance and Administration.

C. Severe Weather Key Terms

As issued by the National Weather Service, the following are key terms in regards to severe weather:

a) Weather “Watch”

- 1. Weather conditions are favorable for severe weather to develop during the next 24-36 hours. No severe weather currently exists within Alexander County; therefore, no action other than preparation is required at this time.

b) Weather “Warning”

- 1. Weather conditions have produced, or soon will produce, severe weather within Alexander County. Immediate action should be taken to protect life and property.

c) Tornado “Warning”

- 1. Proceed to the designated safe area within your building.
- 2. If outside, return to the building and proceed to the safe area.
- 3. If you are outside and no shelter is available, find the lowest ground point, such as a ditch, and lie prone with hand overhead.
- 4. Stay away from windows and skylights.
- 5. Use “head tuck” position when appropriate to protect from flying object.
- 6. Remain in designated safe area until cleared by building administration.

d) Severe Thunderstorm “Warning”

- 1. If outside, return to building for protection and shelter.
- 2. If inside, stay away from windows in case high gusty winds occur with the storm, which may cause windows to break.

e) Winter Storm “Warning”

- 1. Issuance of a winter storm warning indicates some form of frozen precipitation (snow, sleet, freezing rain, etc.) is occurring, or will soon occur, within Alexander County which will provide significant accumulation of frozen precipitation.

2. Remain indoors. County Administration will make decision in regards to closings.

IV. ACTIVATION OF EMERGENCY EVACUATION

All employees and other occupants of the county buildings shall evacuate the building immediately upon notification of the fire. All occupants shall report to the identified meeting area so that a head count can be completed. The presence of any missing individuals shall be reported to the fires department upon their arrival.

A. Activation of Alarm/Notification of Emergency Personnel

- a) Building equipped with a fire alarm system
 1. Activation of alarm will be completed by use of the nearest pull station. This will also automatically alert emergency response personnel.
- b) Building not equipped with a fire alarm system
 1. Notification of building occupants will be completed by use of the paging system as a part of the telephone system. The receptionist will advise all occupants of the fire and advise all occupants to evacuate the building immediately.
 2. If no paging system is available, the county staff member(s) in charge of specific buildings will verbally notify all occupants as quickly as possible.
 3. Emergency personnel must be contacted manually by calling 911. Preferably this shall be done from outside of the building via cordless or cell phone. All restrooms will be checked to ensure any individuals inside will be aware of the fire.

B. All Clear

- a) Employees may return to the building **only** when an "ALL CLEAR" signal for the designee is given.

C. False Alarms

- a) Regard each alarm as if it was real since you will not know at the time of activation whether or not an alarm is false. Follow the above procedures.

D. Inspections and Record Keeping

- a) Extinguishing systems, fire detection systems, and alarm systems will be inspected.
- b) Inspections conducted annually at each location.
- c) Records shall be maintained with Emergency Services Department.

E. Emergency Codes

- a) The following are the codes that will be used by administration to alert staff of any incident on county property requiring specific action by staff. Please refer to the designated section of this guide for appropriate actions to be taken in response to each code.

<u>CODE</u>	<u>REQUIRED ACTION</u>
CODE IN	Work-Area Confinement
CODE IN – DOWN	Office Lockdown
CODE OUT	Evacuation Procedure

F. Lockdown Procedures

- a) Notify all personnel to LOCKDOWN by making the following announcement: **ATTENTION, THIS IS A CODE DOWN-IN ANNOUNCEMENT. REPEAT. PLEASE FOLLOW CODE DOWN-IN PROCEDURES IMMEDIATELY.** If the telephone paging system is not available, contact staff by phone. Use a designated runner only as a last resort.
- b) Contact off-site emergency services personnel (911).
- c) Lock all windows and doors. Turn off lights and close blinds.
- d) If the fire alarm goes off during a lockdown, do not evacuate the building. You will be given verbal instructions if there is a fire.
- e) Avoid confrontation with the intruder before law enforcement arrives.
- f) Document all decisions made and all actions taken, noting time of action or decision.
- g) Make a list of any known persons being held hostage.
- h) Provide access for law enforcement when they arrive. Provide information and assistance to law enforcement as requested.
- i) If the situation warrants, the immediate area and/or building should be evacuated when possible. Do not use the fire alarm system to evacuate the building in this situation.
- j) Access to the crime scene should be limited to those in authority.
- k) Provide an “ALL CLEAR” verbal signal to all staff once law enforcement indicates that the situation is under control.

G. Procedures to Account for all Employees

- a) Once outside the building, all employees are to assemble in the pre-designated location where a head-count is to be made by each Department Head or designee to ensure all assigned employees have safely exited the building.
- b) Department Head or designee will provide information to the Fire Department relative to location, size, type of fire, and any missing staff of the building.

V. ARMED OR DANGEROUS PERSON AND OTHER POLICE EMERGENCIES

- A. Contact off-site emergency response personnel (911) and provide the following information:

- a) Location of the incident.
 - b) Type of incident.
 - c) Number of injured (if known).
 - d) Number and location of intruders (if known).
 - e) Describe the intruders and weapons (if known).
- B. Immediately begin lockdown procedures.
- C. Remain in lockdown until an "ALL CLEAR" is given or until directed to another location by law enforcement.

VI. GAS LEAKS

Gas leaks are identified by an odor similar to rotten eggs. If a gas leak is detected, the following steps should be taken:

A. If Inside

1. Evacuate the areas/building as quickly as possible to the pre-determined high point remote from the building using basic evacuation procedures.
2. Do not turn on or off any electrical device including light switches.
3. Contact off-site emergency response personnel (911).

B. If Outside

1. Move upwind of gas odor.
2. Turn off all engines in the area.
3. Contact off-site emergency response personnel (911).

VII. BOMB THREAT PROCEDURES

- A. Record the telephone number located on the caller identification screen.
- B. Obtain as much information as possible from the caller (bomb location, detonation time, group taking responsibility, reason, etc). Record this information on the Bomb Threat Information Sheet attached.
- C. Immediately begin building evacuation.
- D. Contact off-site emergency response personnel (911).
- E. If a suspicious package or item is observed, DO NOT TOUCH.
- F. Do not utilize any mobile communications device.
- G. Employees may re-enter the building only when an "ALL CLEAR" is given by the designee.

BOMB THREAT INFORMATION FORM

If a bomb threat is received by telephone, the individual receiving the telephone call should attempt to:

- Keep the caller on the line as long as possible.
- Make a plan to establish some dialog:
“Could you repeat that please?”
“I’m having trouble hearing you. Tell me that again.”
“What did you say?”
- Listen very closely. Record as much information as possible including:

Time call received: _____

Location of the device: _____

Expected time of detonation: _____

Reason or motive for the bomb: _____

Any background noise on call: _____

Anything about how the bomb works: _____

Name of caller or person placing bomb: _____

Attitude of caller: _____

Approximate age of caller: _____

Any accent or peculiarity of caller: _____

Approximate age of caller: _____

Was the caller convincing/did the caller sound serious: _____

Was the voice familiar: _____

Use any trace option such as *69, recording equipment, or caller ID. If time permits, ask who they are. They may unthinkingly reply.

VIII. EXPLOSION

- A. Evacuate the building as quickly as possible.
- B. If things are falling around you, get under a desk or table until falling stops.
- C. If you become trapped in debris:
 - a) Do not light a match.
 - b) Do not move about or stir up dust.
 - c) Cover mouth with handkerchief or cloth.
 - d) Rhythmically tap on a pipe or wall to alert rescuers of your location.
 - e) Shout only as a last resort when you think someone can hear you.

IX. POWER OUTAGE PROCEDURES

- A. Ensure that all equipment is in OFF mode.
- B. If there is sufficient lighting but power is out, continue working and contact emergency services and maintenance immediately.
- C. If there is insufficient lighting to continue working, evacuate the building within one (1) hour.
 - a) Evacuation procedures as outlined in the EAP should be followed.

X. SERIOUS MEDICAL EMERGENCIES/INJURIES

- A. Contact off-site emergency response personnel (911). If possible, have the following information:
 - a) Location of the incident or the injured parties.
 - b) Nature of the injury, cause, and severity.
 - c) Victim's age and name, if possible.
 - d) Any medical information known.
- C. Contact emergency response staff in the building (if applicable).
- D. Locate the nearest first aid kit.
- E. Remain calm and composed; hysteria is contagious.
- F. Keep all non-essential personnel away from the scene.

- G. Do not move the injured person unless they are in a life-threatening environment.
- H. Have staff meet emergency responders and lead them to the emergency.

XI. EMPLOYEE TRAINING

- A. Provisions of the Emergency Action Plan will be reviewed with all assigned employees by the Safety Committee:
 - a) when the plan is developed,
 - b) upon initial employee hire or assignment,
 - c) when an employee's designated actions per the plan change, or
 - d) when the plan is updated or changed.
- B. Records of this training shall be maintained showing the review date, employee name, and person conducting the review.
- C. A copy of the written plan is kept on the premises and is available for review. A centralized copy will be located in the Human Resources Department.
- D. Safety Responders – the number of employees listed have been trained in how to handle an emergency evacuation, fire extinguisher, 1st aid, CPR, and blood-borne pathogen.

- a) Senior Center.....1
- b) Social Services.....2
- c) Health.....2
- d) E-911.....4
- e) Jail.....4
- f) Resource Center.....1
- g) Sheriff.....4
- h) Emergency Services.....1
- i) EMS.....1
- j) Library.....2
- k) Register of Deeds.....1
- l) Tax Office.....1
- m) Convenience Sites.....17
- n) Landfill.....4
- o) Administration.....2
- p) Environmental Health.....2
- q) Planning/Inspections.....2
- r) Recreation.....2
- s) Transportation.....2
- t) Garage.....1
- u) Public Building/Maintenance.....12
- v) Animal Control.....3
- w) Cooperative Extensions.....2
- x) Elections.....2
- y) Soil and Water.....2

- E. Each receptionist shall be provided with a quick reference guide and emergency numbers shall be posted in those locations.