

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet

34
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 8/07/2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:

Safety Committee / Emergency Action Plan for Employees

Requested Meeting Date: 8/13/2013 Estimated Presentation Time: Consent Agenda

Presenter: Bobbie Danielson

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation) n/a
- What type of expenditure is this? Operating Capital Other (attach explanation) n/a
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No (workload)
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No

BJD

HR Review

Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____


Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY HUMAN RESOURCES

Bobbie Danielson, HR Manager
bobbie.danielson@co.aitkin.mn.us
Nicole Visnovec, HR Specialist
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306
Job Hotline 218-927-7393
Fax 218-927-7374
www.co.aitkin.mn.us

To: County Commissioners
Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager 

Date: August 7, 2013

Subject: Safety Committee Recommendation / Emergency Action Plan for Employees

Background

The Safety Committee is currently working on developing and/or updating a number of safety policies and procedures, seeking input from department heads and staff. The first one is an Emergency Action Plan for Employees, copy attached for your review.

It is unclear whether older versions of this plan were ever adopted by the Board, or not. Just in case, we're asking that any prior versions be replaced by this new plan.

Action Requested

Motion to adopt the attached Emergency Action Plan for Employees, effective August 13, 2013, noting upon approval by the Board, this Plan shall replace and supersede all prior Emergency Action Plans for employees.

If you have any questions or require additional information prior to the meeting, please feel free to contact me.

**AITKIN COUNTY
EMERGENCY ACTION PLAN
FOR EMPLOYEES**

INCLUDING SOME OF THE KEY OSHA REQUIREMENTS FOR EMERGENCIES

Implemented [insert date, pending board approval 8/13/2013]

EMERGENCY ACTION PLAN

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INTRODUCTION

Purpose

This Emergency Action Plan is for internal use only. It is different than the “county-wide” local Emergency Operations Plan (EOP*) prepared by the County Emergency Management Director that addresses the general public and Aitkin County as a whole and does not include Public Health Pandemic Preparedness which is coordinated by local Public Health officials. This Emergency Action Plan is for Aitkin County Employees only.

This Emergency Action Plan covers designated actions department heads and employees must take to ensure employee safety from fire and other emergencies. The goal is to protect lives and property in the event of an emergency. Management and employee commitment and support are critical to the plan’s success. Each employee is responsible for knowing their role in the event of an emergency.

*A copy of the Aitkin *County-Wide* Emergency Operations Plan can be obtained from the Sheriff’s Office.

EMERGENCY PLANNING

Contacting Employees

Each department shall establish a system to communicate and get in touch with staff, whether to let employees know the organization is closed or to contact certain employees in the event of a catastrophe. This can be as low-tech as a phone card that employees can carry in their wallets listing names and phone numbers, or it can be a phone tree or system of sending voicemail, text messages, and/or email to multiple employees at once. Department heads are encouraged to test the system annually to see if it is possible to contact everyone.

Keep in mind, during a disaster or an interruption, you can’t always count on being able to dial in, log in, or walk in. Also, in the event of an emergency, it could be important to have ready access to important personal information about your staff. This includes their home telephone numbers and the names and telephone numbers of their next of kin.

Train and Practice Drills

The best way to protect employees and the organization is to prepare to respond to an emergency before it happens. Few people can think clearly and logically in a crisis, so it is important to do so in advance, when you have time to be thorough.

Department heads are required to train employees on their individual roles and responsibilities, hazards, notification and communication procedures, means for locating family members in an emergency, emergency response procedures, evacuation, shelter, and accountability procedures, location and use of common emergency equipment, and emergency shutdown procedures. Once department heads have reviewed the emergency action plan with employees and everyone has had the proper training, it is recommended to hold practice drills annually or as often as necessary to keep employees prepared. After each drill, gather management and employees in the department to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of the plan and work to improve it.

MEDIA PROCEDURES

All staff must refer media to a County spokesperson. The County assumes responsibility for issuing public statements during an emergency.

The County Administrator or designee will serve as the County spokesperson.

WORKPLACE EMERGENCY DEFINED

A workplace emergency is an unforeseen situation that threatens employees, customers, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade and include the following:

- Floods,
- Tornadoes,
- Fires,
- Toxic gas releases,
- Chemical spills,
- Explosions,
- Civil disturbances, and
- Workplace violence resulting in bodily harm and trauma.

CHAIN OF COMMAND AND AUTHORITY TO ORDER AN EVACUATION OR SHUTDOWN

The County Administrator, in cooperation with Sheriff, is responsible to lead and coordinate the emergency plan and evacuation. They are responsible:

- for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures;
- supervising all efforts in the area, including evacuating personnel;
- coordinating outside emergency services, such as medical aid and local fire departments, and ensuring that they are available and notified when necessary;
- directing the shutdown of business operations when required;
- training employees designated to assist in emergency evacuation procedures and who remain to operate critical business operations before they evacuate, so they are capable of recognizing when to abandon the operation and evacuate themselves.

Department Heads and Supervisors will serve as additional emergency action plan coordinators to assist employees during an emergency.

CRISIS MANAGEMENT TEAM MEMBERS AND RESPONSIBILITIES

Crisis Management Team

The Aitkin County Crisis Management Team members are:

County Administrator
County Sheriff
County Attorney
HHS Director and other HHS/Public Health staff as assigned by the Director
County Engineer
County Auditor
Business and Marketing Manager, Long Lake Conservation Center (LLCC)
Human Resources Director
IT Director
Building Maintenance Supervisor

Other employees may be called upon to assist as needed. The County Administrator, in cooperation with the County Sheriff, is in charge of making decisions, including but not limited to when to evacuate facilities.

Crisis Management Team Duties and Responsibilities

At his or her discretion, the County Administrator will:

- Convene the Crisis Management Team.
- Implement emergency procedures and evacuation orders, in cooperation with the Sheriff.
- Notify County Commissioners. An emergency meeting of the County Board may be called when deemed necessary by the County Administrator or Board Chair.
- Notify community agencies, if necessary.
- Serve as the media spokesperson.
- Implement steps for recovery and business continuity.

County Sheriff will:

- Implement emergency procedures and staff evacuation orders, in cooperation with the County Administrator.
- Serve as the media spokesperson if requested, in absence of the County Administrator.

Other Members of the Crisis Management Team will:

- Serve as the media spokesperson if requested, in absence of the County Administrator.
- Assist the County Administrator and Sheriff as directed.

EVACUATION PROCEDURES, INCLUDING ROUTES AND EXITS

Evacuation procedures that show evacuation routes and exits shall be posted prominently in each department for all employees to see. Each department head will designate primary and secondary evacuation routes and exits. To the extent possible under the conditions, they will ensure that evacuation routes and emergency exits meet the following conditions:

- Clearly marked and well lit;
- Wide enough to accommodate the number of evacuating personnel;
- Unobstructed and clear of debris at all times; and
- Unlikely to expose evacuating personnel to additional hazards.

Department heads shall assign employees who are responsible for assisting coworkers with disabilities, checking offices, conference rooms, bathrooms, and other spaces before being the last person to exit the area. These employees may also be tasked with ensuring that fire doors are closed when exiting. All employees designated to assist in emergency evacuation procedures shall be trained by the Building Maintenance Supervisor in the complete workplace layout and various alternative escape routes if the primary evacuation route becomes blocked.

PROCEDURES FOR ASSISTING PEOPLE WITH DISABILITIES

Some people may have hearing, vision, speech, cognitive or intellectual limitations. Others may have limited proficiency in English. These people may not be able to take in or respond to information. In an emergency, they may not be able to hear verbal messages or see directional signs. In addition, they may not understand how to seek help. Employees will offer to assist these individuals during an evacuation.

Department heads will ensure that emergency routes and exits are clear of debris at all times so there are no obstructions for wheelchair users. Elevators will not be used for evacuation purposes.

ACCOUNTING FOR STAFF FOLLOWING AN EVACUATION

Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accountability of employees, designated assembly areas will be utilized. Employees are required to report to the assembly area after evacuating. Each department must take a head count after the evacuation and identify the names and last known locations of anyone not accounted for and pass them to the County Administrator.

Employees who had clients or other customers with them at the time of evacuation will notify their department head of anyone not accounted for at the assembly area so that information can also be passed on to the County Administrator.

In the event the incident expands and further evacuation is needed, the County Administrator or Sheriff may send employees home by normal means, direct them to an alternate assembly area, or provide them with transportation to an offsite location.

RESCUE OR MEDICAL DUTIES

Rescue work will be left to those who are trained, equipped, and certified to conduct rescues. The employer provides periodic First Aid and CPR/AED training onsite. Employees who are interested in this training may contact their department head. Department heads may contact the Human Resources department for upcoming First Aid and CPR/AED training schedules.

EMERGENCY PHONE NUMBERS

Dial 911 for fire, ambulance, and police.	
American Red Cross	(800) 950-4275
Statewide Division of Emergency Management	(800) 422-0798
Disaster Assistance	(800) 404-2236
Crisis Line and Referral Services	(800) 462-5525

FLOODS

Once a river reaches flood stage, the flood severity categories used by the National Weather Service include minor flooding, moderate flooding, and major flooding. Each category has a definition based on property damage and public threat.

Minor Flooding - minimal or no property damage, but possibly some public threat or inconvenience.

Moderate Flooding - some flooding of structures and roads near streams. Some evacuations of people and/or transfer of property to higher elevations are necessary.

Major Flooding - extensive flooding of structures and roads. Significant evacuations of people and/or transfer of property to higher elevations.

The impacts of floods vary locally. Employees must use extreme caution if venturing near riverbanks and move to higher ground immediately should rising water threaten their safety. Most flood deaths occur in automobiles. Employees should not walk through areas where water covers roadways or drive vehicles into areas where the water covers the roadway. Flood waters are usually deeper than they appear. Just one foot of flowing water is powerful enough to sweep vehicles off the road.

Flood Duties and Responsibilities, Department Heads and Supervisors

When a Flood Watch has been issued in the area, department heads and supervisors will:

- Monitor Emergency Alert Stations or National Weather Service, and stay in contact with local emergency management officials.
- Review evacuation procedures with employees and visitors.

When a Flood Warning has been issued in the area, department heads and supervisors will:

- Advise staff and, as needed, implement emergency procedures and staff evacuation orders, as directed by the County Administrator or Sheriff.

SEVERE THUNDERSTORMS

Severe Thunderstorm Watch

A severe thunderstorm watch tells you when and where severe thunderstorms are likely to occur. Watch the sky and stay tuned to the National Weather Service, radio, or television for information.

Severe Thunderstorm Watch Procedures

When the National Weather Service issues a severe thunderstorm watch, it will be communicated by Dispatch to all employees via email. The notification will include the following information/instructions:

- County is under a severe thunderstorm watch
- Time severe thunderstorm watch expires
- Normal routine will not be interrupted unless a severe thunderstorm warning is issued
- If a severe thunderstorm warning is issued for Aitkin County, proceed immediately to the nearest designated storm shelter in your building.

Severe Thunderstorm Warning

A severe thunderstorm warning is issued when severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm.

Severe Thunderstorm Warning Procedures

When the National Weather Service issues a severe thunderstorm warning, all employees and visitors will proceed to the nearest designated storm shelter area in the building where they are located.

Thunderstorm Guidelines

Guidelines for what you should do if a thunderstorm is likely in your area:

- Postpone outdoor work activities.
- Get inside a building or hard top automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Remember, rubber-soled shoes and rubber tires provide NO protection from lightning.
- However, the steel frame of a hard-topped vehicle provides increased protection if you are not touching metal.
- Secure outside doors. Close window blinds, shades, or curtains.
- Use a corded telephone only for emergencies. Cordless and cellular telephones are safe to use.
- Use a battery-operated Weather Radio for updates from local officials.

Lightning Safety Tips for Inside the Building

Avoid contact with corded phones, electrical equipment or cords, and plumbing. If you plan to unplug any electronic equipment, do so well before the storm arrives. Stay away from windows and doors. Do not lie on concrete floors or lean against concrete walls.

Places to Avoid during a Severe Thunderstorm / Employees in the Field

Avoid natural lightning rods, such as a tall isolated tree in an open area, hilltops, open fields, the beach, or a boat on the water. Avoid isolated sheds or other small structures in open areas and anything metal, such as tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.

For employees who are in the field, see also the tornado/storm shelter areas below, sections “Employees in a Vehicle” and “Employees in the Outdoors”.

Severe Thunderstorm Duties and Responsibilities, Department Heads and Supervisors

When a severe thunderstorm warning has been issued, department heads and supervisors will:

- Gather employee rosters and weather alert radio.
- Direct employees and visitors to proceed in a quick and orderly manner to the nearest storm shelter in the building.
- Instruct employees and visitors not to leave the building.
- Take roll call upon arriving at the shelter area. Report missing people to the County Administrator.

Severe Thunderstorm Duties and Responsibilities, Employees

When a severe thunderstorm warning has been issued, employees will:

- Employees with a weather alert radio should bring the radio to the storm shelter area.
- Proceed to the nearest designated shelter area in the building by the quickest route, assisting clients, customers, and/or individuals with disabilities.
- Move quickly but in an orderly manner so that all may arrive safely.
- Take a seat in the shelter area or calmly remain standing.
- Remain in the shelter until the weather threat is over. Note, there is no “all clear” signal

given – this will typically be provided by listening to the radio or TV station, or by contacting the County’s dispatch center.

TORNADOS

Tornados are nature’s most violent storms. Spawned from powerful thunderstorms, tornados can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour.

Tornado Watch

Weather conditions are considered favorable for tornados to form in and near the watch area. These conditions are determined by the National Weather Service which transmits the watch information through weather radio, television and radio. When a tornado watch has been issued, employees should monitor the weather radio, local radio or television for additional watches or warnings.

Tornado Watch Procedures

When the National Weather Service issues a tornado watch, it will be communicated by Dispatch to all employees via email. The notification will include the following information/instructions:

- County is under a tornado watch
- Time tornado watch expires
- Normal routine will not be interrupted unless a tornado warning is issued
- If the weather radio or outside sirens sound indicating a tornado warning for Aitkin County, proceed immediately to the nearest tornado/storm shelter area in your building.

Tornado Warning

A tornado warning means that a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado. **Take shelter immediately.** Remember that tornados can form and move quickly; therefore, there may not be adequate time to issue a warning. If severe thunderstorms occur, be alert to the fact that a thunderstorm could trigger a tornado, and be prepared.

Tornado Warning Procedures

When the National Weather Service issues a tornado warning, the tornado sirens will be activated. All employees and visitors will proceed to the nearest designated tornado/storm shelter area in the building where they are located. Shelter areas depend on your location at the time of the tornado warning. If you are in a building, stay in that building and go to the nearest designated tornado/storm shelter area. Designated shelter areas include areas such as a basement. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls.

Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.

If you are outside, immediately enter the nearest building and proceed to the nearest designated tornado/storm shelter area. If you are outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. You are safer in a low, flat location.

Never try to outrun a tornado in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornados causes most fatalities and injuries.

Places to Avoid During a Tornado / Employees in the Field

Avoid all outside walls, elevators and windows of buildings. Avoid any low-lying area that could flood. Do not use vehicles for shelter. Avoid building areas with large roof spans.

For employees who are in the field, see also the tornado/storm shelter areas below, sections “Employees in a Vehicle” and “Employees in the Outdoors”.

Tornado Duties and Responsibilities, Department Heads and Supervisors

When a tornado warning has been issued, department heads and supervisors will:

- Gather employee rosters and weather alert radio.
- Direct employees and visitors to proceed in a quick and orderly manner to the nearest tornado/storm shelter area in the building.
- Instruct employees and visitors not to leave the building.
- Take roll call upon arriving at the shelter area. Report missing people to the County Administrator.

Tornado Duties and Responsibilities, Employees

When a tornado warning has been issued, employees will:

- Employees with a weather alert radio should bring the radio to the tornado/storm shelter area.
- Proceed to the nearest designated shelter area in the building by the quickest route, assisting clients, customers, and/or individuals with disabilities.
- Move quickly but in an orderly manner so that all may arrive safely.
- Take a seat in the shelter area or calmly remain standing.
- Remain in the shelter until the tornado warning is over. Note, there is no “all clear” signal given – this will typically be provided by listening to the radio or TV station, or by contacting the County’s dispatch center.

TORNADO / STORM SHELTERS AREAS

In the event of severe weather conditions, occupants of the following buildings should go to the storm shelter area indicated:

Building or Worksite	Tornado/Storm Shelter Areas
<p>Courthouse and West Annex HHS Sheriff's Office and Jail</p>	<p>During a severe thunderstorm warning: Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room.</p> <p>During a tornado warning: Basement of the building they are currently in.</p>
<p>Employees in a Vehicle</p>	<p>During a severe thunderstorm warning: Do not drive unless necessary. Tune in to your radio to stay informed of approaching storms. Turn on your headlights and slow down. Allow extra distance for braking. Pull safely onto the shoulder of the road away from any trees that could fall on the vehicle. Stay in the car and turn on the emergency flashers until the heavy rains subside. An automobile provides better insulation against lightning than being in the open. Avoid contact with any metal conducting surfaces either inside your car or outside. Avoid flooded roadways and downed power lines.</p> <p>During a tornado warning: Do not drive during tornado conditions. Never try to out-drive a tornado in a vehicle. Tornadoes can change direction quickly and can lift a car or truck and toss it through the air. Get out of your vehicle immediately and seek shelter in a nearby building. If there is no time to get indoors, or if there is no nearby shelter, get out of the car and lie in a ditch or a low-lying area away from the vehicle. Be aware of the potential for flooding. Lie flat and face-down, protecting the back of your head with your arms. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.</p>
<p>Employees in the Outdoors</p>	<p>During a severe thunderstorm warning: If possible, seek shelter in a vehicle or sturdy building.</p> <p>Avoid the following: Natural lightning rods such as a tall, isolated tree in an open area. Hilltops, open fields, the beach, or a boat on the water. Isolated sheds or other small structures in open areas. Anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.</p> <p>During a tornado warning: If possible, seek shelter in a sturdy building. If not, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees and cars as you can; they may be blown onto you in a tornado.</p>

CONTINUED ON NEXT PAGE

TORNADO/STORM SHELTERS AREAS, CONTINUED

<p>Land Department Parks Shop</p>	<p>During a severe thunderstorm warning: Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room.</p> <p>During a tornado warning: Basement of the Aitkin County Courthouse if time allows. Otherwise, to an enclosed, windowless area in the center of the building -- away from glass. Then, crouch down and cover your head.</p>
<p>Long Lake Conservation Center</p>	<p>During a severe thunderstorm warning: Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room.</p> <p>During a tornado warning: Northstar Lodge inner hall or the Marcum House “show room” if time allows. Otherwise, to an enclosed, windowless area in the center of the building – away from glass. Then, crouch down and cover your head.</p>
<p>Road & Bridge Shops</p>	<p>During a severe thunderstorm warning: Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room.</p> <p>During a tornado warning: To an enclosed, windowless area in the center of the building -- away from glass. Then, crouch down and cover your head.</p>

FIRES

Each department has an emergency procedures and evacuation plan to follow in the event of a fire. These are posted prominently in common areas and bulletin boards on each floor of the facility. Exits, fire extinguishers and first aid kits are located on each floor. All employees are expected to familiarize themselves with the location of such equipment.

If you see smoke or flames, immediately activate the nearest fire alarm and then call 911 from a safe location. If time allows, also notify the County Administrator. In the event that the fire alarm system is activated, all employees are to evacuate the building by following the procedures below.

Procedures:

In the event of a fire alarm test, an appropriate announcement will be made *prior to the test* by the Building Maintenance department. If no such announcement is made, employees must assume the fire alarm was sounded for an actual fire emergency. In the event of an actual emergency, all employees should immediately stop whatever they are doing, remain calm and report to the designated assembly area for fire evacuation. If possible, the last person to exit each room should close the door. Under any and all circumstances, employees should remember that safety to life should always come first.

When evacuating, if the nearest stairwell is blocked by smoke, employees should use another stairwell. Employees should not use the elevator. It is the responsibility of all able staff to assist any persons with disabilities in descending the stairwell in a safe and quick manner. The department head will have made every attempt, however, to make prior arrangements with staff for these individuals to have assistance in evacuating the building in the event of an emergency.

Employees who arrive at the designated assembly area first must position themselves far enough away from the entrance door(s) and/or building to enable everyone to assemble and stand clear of emergency vehicles. The street must be kept clear, so as not to hamper the movement of emergency vehicles into the area.

The Building Maintenance Supervisor or designee will meet the fire department at the entrance to provide additional information. No one may reenter the building without permission from the County Administrator, Fire Chief, or Sheriff's Office representative.

Fire Evacuation Duties and Responsibilities, Department Heads and Supervisors

When an evacuation occurs due to fire, department heads and supervisors will:

- Gather employee rosters and floor plans.
- Check the area before leaving, if it can be accomplished without risk to self.
- Take roll call upon arriving at the designated assembly area. Report missing people to the County Administrator.
- After consulting with the County Administrator or other appropriate officials, the department head may move employees and visitors to alternate locations. If weather is inclement or the building is damaged, the primary relocation center is Aitkin City Hall. The secondary relocation center is Westside Church. Maps to both locations are shown below.
- The County Administrator, Fire Chief, or Sheriff's Office representative will notify employees when they can reenter the building.
- The County Administrator will report the incident to the Fire Marshal as required by State Law.

Designated Assembly Areas for Fire Evacuation (Primary Relocation Center)

Building or Worksite on Fire	Designated Assembly Area
Courthouse and West Annex HHS Sheriff's Office and Jail	Aitkin City Hall Council Meeting Room
Land Department Parks Shop License Center Road & Bridge, Aitkin Shop	Aitkin County Courthouse Aitkin County Courthouse Cold Storage Building
Long Lake Conservation Center Road & Bridge, Palisade Shop	Palisade Community Center
Road & Bridge, Hill City Shop	Hill City City Hall
Road & Bridge, Jacobson Shop	Jacobson Fire Hall
Road & Bridge, McGrath Shop	McGrath DNR Building
Road & Bridge, McGregor Shop	McGregor City Hall

If the designated assembly areas noted above are unsafe due to the circumstances, the secondary relocation center is the Westside Church, 810, 2nd Street NW, Aitkin, MN.

DEMONSTRATION OR DISTURBANCE

In the event of a demonstration or disturbance, generally there will be no evacuation of the building. When a demonstration or disturbance develops, the County Administrator will, at his or her discretion:

- Notify police, if necessary.
- Notify Department Heads and County Commissioners.
- Initiate lock-down procedures, if deemed appropriate.
- Ask demonstrators to disperse.
- Contain unrest. Seal off area of disturbance.
- Move people involved in disturbance to an isolated area.
- Document incidents with recorder or take detailed notes.

When a demonstration or disturbance develops, department heads and employees will:

- Lock office doors and windows. Close window blinds.
- Keep employees and visitors calm.
- Not allow employees to leave the building until an all-clear signal is received from the County Administrator or Sheriff's Office representative.
- Take roll call. Attempt to contact employees who are away from the office, but are anticipated to return to notify them of the demonstration or disturbance, if deemed appropriate.
- Document all incidents.

LOCKDOWN PROCEDURES

A lockdown is a temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an "active shooter" or similar incident. When alerted, employees of any building identified will lock all doors and windows not allowing entry or exit to anyone until an all-clear notice has been issued by law enforcement officials. This converts any building into a large "safe room". The Sheriff is responsible for on-scene incident command.

One means of securing the property is to implement lockdown procedures. Lockdown procedures may be used in situations involving hostile intruders or other incidents that may result in harm to persons inside the building. When instructed by the Sheriff or County Administrator to "Lockdown" specific areas or the entire facility, the following procedures are to be implemented.

Recommended lockdown areas, if available given the circumstances:

If you are here:	Report to here:
Courthouse, first floor	Basement in the Assessor's Office, Vault next to the IT Department, or private offices
Courthouse, second floor	Vault in either the Recorder's Office, Auditor's Office, or Treasurer's Office, or private offices
Courthouse, third floor	Jury Passage, or private offices
West annex, first floor	Basement in the Administration Department or other interior rooms or private offices; Sheriff's Administration Area.
West annex, second floor	Vault in Court Administrator's Office or private offices

HHS, first floor	Interview and Observation Rooms or private offices
HHS, second floor	Public Health meeting room or private offices
Land Department Shop	Vault or private offices
Long Lake Conservation Center	Interior rooms, depending on location in the facility.
License Center	Back Hallway and Restroom Areas
Road & Bridge, Aitkin Shop	Office, Shop lunch rooms, or private offices
Road & Bridge, All Other Shops	On-site Office

Procedures:

Once the notice to "Lockdown" has been issued, take the following action:

- Follow instructions;
- Try to remain calm;
- Remain indoors, e.g. go to the recommended lockdown area, if available, or use your office or an interior room, a vault or conference room. Select a room that can be locked. When in "Lockdown" you are allowed to move about the facility for certain needs, e.g. bathroom, water, but you are not allowed to leave the building unless an all-clear has been issued by law enforcement;
- Lock all doors and windows, close blinds;
- Turn off all lights;
- Occupants should be seated below window level, toward the middle of a room away from windows and doors;
- Remain silent;
- Turn off all radios or other devices that emit sound;
- Silence cell phones;
- If gunshots are heard lay on the floor using heavy objects, e.g. tables, filing cabinets for shelter;
- If safe to do so, turn off gas and electric appliances, e.g. heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, e.g. air conditioner. Use phones only for emergency notification to police or dispatch;
- Do not shelter in open areas such as hallways or corridors. Go to the nearest vault, office, conference room, or basement that can be locked.
- If outdoors seek nearby shelter, e.g. large trees, walls, mail boxes, and wait for additional instructions from law enforcement.
- Do not unlock doors or attempt to leave until instructed to do so by law enforcement officials.

Evacuation

If you are instructed to evacuate a given building, follow directions given by law enforcement officials.

Alternative Shelter

Should a lockdown be implemented, staff outdoors should seek immediate cover and concealment by using trees, mailboxes, walls, vehicles, fire hydrants or trash cans while waiting for instructions from law enforcement . Law enforcement will determine the most appropriate alternative shelters and have licensed peace officers assigned to secure those locations.

HOSTILE INTRUDER OR SHOOTING

Over the past several years, there have been incidents of extreme violence committed at government centers, schools, and college campuses across the country. While we have been fortunate not to have experienced such an occurrence, it is prudent and responsible to set forth procedures in reference to the response and management of a hostile intruder incident. One of the key components to safety in the workplace and elsewhere is to be vigilant on being the eyes and ears of the public safety community and to report all suspicious activity to law enforcement.

Although the probability of such an incident occurring is minimal, it is our intent to make information available so that employees might increase their chances of survival in a hostile intruder situation. In the event that a person(s) threatens the personal safety of Aitkin County employees, please be aware of the following guidelines for hostile intruder situations.

These guidelines cannot cover every possible situation that might occur, but it is a tool that can reduce the number of injuries or death if put into action as soon as the situation develops. Time is the most important factor in the optimal management of these types of situations.

Notification of Hostile Intruder(s)

You may be the first to encounter the hostile intruder by sight or sound (e.g., gunshots). If so, dial 911 as soon as you are safe to report the situation. If you are safe to report the situation, also notify the County Administrator and your department head. Aitkin County will use all means available to notify employees of the presence of a hostile intruder including email and phones.

Department Head and Supervisors may issue lock-down procedures whenever deemed necessary. (Refer to Lockdown Procedures section).

Hostile Intruder in the Building

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, and if you cannot escape the threat by getting out of the building without putting yourself in harm's way, we recommend the following procedures be implemented:

- If communication is available, dial 911.
- Implement lockdown procedures. Lock employees and visitors in an office or room, and if possible cover any windows or openings that have a direct line of sight into the hallway.
- If you are not in a room, try to get into one.
- Do not sound - or respond to - a fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit. Turn off the lights, lock the windows, and close the blinds or curtains.
- Stay away from the windows and doors.
- Keep everyone together. Try to remain as calm as possible.
- Keep rooms secure until law enforcement arrives and gives directions.
- Stay out of open areas and be as quiet as possible.

If for some reason you are caught in an open area such as a hallway, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.

- If you think that you can safely make it out of the building by running, then do so. If you decide to run do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc. between you and the hostile person(s) to block your view from the intruder. When away from the immediate area of danger summon help any way you can and warn others.
- You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- If the person(s) are causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
- If you are confronted by the hostile intruder, cannot run away, and feel that your life is in danger you will have to decide if it is necessary to fight back to survive.

CLEARLY THIS OPTION IS A LAST RESORT:

- Throw things at the intruder's head to first create a distraction. This may even buy enough time to allow you to run away.
- If you are with others, attack as group all at once.
- If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes. Be respectful. Ask permission to speak and do not argue or make suggestions.
- Once law enforcement arrives, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

SERIOUS DEATH OR INJURY

When a serious injury or death incident occurs on county property, department heads, supervisors, and/or employees will:

- Dial 911. If possible, do not leave the victim unattended.
- If possible, isolate affected people and evacuate others.
- Initiate first aid, if trained.
- Do not move the victim, except if evacuation is absolutely necessary.
- If the person is suicidal, try to isolate him from other people. Prevent others from witnessing a traumatic event if possible. Stay with the person until law enforcement arrives. Do not leave a suicidal person alone.
- Notify the County Administrator.
- If it's an employee, notify the employee's Emergency Contact Person (on file in the HR office).

When a serious injury or death incident occurs on county property, the County Administrator or designee will, at his or her discretion:

- Notify appropriate department heads and County Commissioners.
- Activate the crisis management team.
- Direct witness(es) to the Employee Assistance Program and/or critical incident team.
- Determine method of notifying employees.
- Refer media to County Sheriff.

When a serious injury or death incident occurs outside of work, the County Administrator or designee will, at his or her discretion:

1. Activate the crisis management team as needed.
2. Notify appropriate department heads before normal operating hours.
3. Announce availability of counseling services for those who need assistance.
4. Implement post-crisis intervention:
 - a. Meet with critical incident team/EAP counselors .
 - b. Determine level of intervention for employees and/or witnesses.
 - c. Designate rooms as debriefing areas.
 - d. Direct affected employees in work unit and other “highly stressed” individuals to debriefing areas.
 - e. Assess stress level of employees. Recommend additional counseling, EAP, or debriefing as needed.
 - f. Follow-up with people who received debriefing.
 - g. Allow for changes in normal routines to address injury or death.

BOMB THREAT

Bomb Threat Duties and Responsibilities, Employees

When a Verbal Bomb Threat has been received, employees will:

- Record the phone call, if feature is available.
- Complete the “Bomb Threat Phone Report” and “Caller Identification Checklist” on the following page. Keep a copy of this form under your desk phone for quick and convenient access, if necessary.
- Listen closely to the caller’s voice and speech patterns and to noises in the background.
- After hanging up the phone, immediately notify the Sheriff’s Office, County Administrator, and your Department Head.
- Evacuate to a safe distance outside of buildings, perhaps to the motor pool garage if deemed appropriate based on the circumstances.
- Do not use cell phones or two way radios. Bring vehicle keys. Do not enter vehicles.
- Unless asked by fire or law enforcement official to help search their work area, no employee may re-enter the building without permission from the County Administrator or designee.

When a Written Bomb Threat has been received, employees will:

- Immediately notify the Sheriff’s Office, County Administrator, and your Department Head.
- Avoid any unnecessary handling of the note. It is considered evidence by law enforcement. Law enforcement will collect the note as evidence.
- Evacuate to a safe distance outside of buildings, perhaps to the motor pool garage if deemed appropriate based on the circumstances.
- Do not use cell phones or two way radios. Bring vehicle keys. Do not enter vehicles.
- Unless asked by fire or law enforcement official to help search their work area, no employee may re-enter the building without permission from the County Administrator or designee.

Bomb Threat Duties and Responsibilities, Department Heads and Supervisors

When a Bomb Threat has been received, department heads and supervisors will:

- Gather employee rosters and floor plans.
- Report any unusual activities/objects immediately to law enforcement or fire department personnel.
- Evacuate staff and visitors immediately to a safe distance outside of buildings, perhaps to the motor pool garage if deemed appropriate based on the circumstances.
- Take roll call upon arriving at the relocation center. Report missing people to the County Administrator.
- After consulting with the County Administrator or other appropriate officials, the Department Head may move employees and visitors to alternate locations.
- The County Administrator or designee will notify employees when they can re-enter the building.

BOMB THREAT PHONE REPORT

- 1. Date and time call received:
- 2. Exact words of caller:
- 3. Remain calm and be firm. Keep the caller talking and ask these questions:
 - a. Where is the bomb?
 - b. What does the bomb look like?
 - c. When will it explode?
 - d. What will cause it to explode?
 - e. How do you deactivate it?
 - f. Why was it put there?
 - g. Did you place the bomb?
- 4. If the building is occupied, inform the caller that detonation could cause injury or death to innocent people.
- 5. If call is received on a digital phone, check to see the origin of the call.

Caller Identification Checklist

Caller's identity: _____

Did caller sound familiar? Yes No If yes, describe _____

Did caller appear familiar with the building or area by his/her description of the device location?
 Yes No If yes, describe _____

Sex/Age group: Male Female Juvenile Adult Approximate age: _____ Years

Origin of call: Local Long Distance Internal

Caller's voice: Loud Soft Fast Slow Deep
 Squeaky Stutter Crying Accent Righteous
 Distant Distorted Sincere Raspy Stressed
 Nasal Drunken Slurred Lisp Disguised
 Broken Calm Irrational Rational Angry
 Incoherent Excited Laughing

Background noises: Voices Airplanes Street traffic Animals Party
 Quiet Music Horns Bells Trains
 Office machines Factory machines

Name of employee receiving the call: _____

Telephone number call received at: _____

Immediately after caller hangs up, report bomb threat to 9-1-1.

BLOODBORNE PATHOGENS

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Employees who may encounter blood, urine, feces, vomitus, wounds, saliva, and other bodily fluids on the job shall receive bloodborne pathogens training. Tasks include, but are not limited to, providing emergency aid, nursing care, obtaining lab specimens, conducting sewer inspections, assessing of garbage, collecting contaminated water samples, working in tile and culvert conduits, mopping/cleaning, plumbing repairs, emptying trash, cleaning urinals, toilets, and drinking fountains, conducting pat and cell searches, responding to disturbances and fights, cleanup of blood/body fluid specimens, administering medication, chainsaw usage, and litter pickup.

Each department having employees with occupational exposure to bloodborne pathogens shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure. OSHA 1910.1030

The departmental policy shall be attached as an addendum and distributed to applicable employees.

EYE AND FACE PROTECTION

Where the eyes or body of any employee may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided and properly maintained within the work area for immediate emergency use. OSHA 1910.133

RESPIRATORY PROTECTION

It is the employer's intent to prevent atmospheric contamination as far as feasible by accepted engineering control measures, such as enclosed or confinement of the operation, general and local ventilation, and substitution of less toxic materials. When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used to control occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. A respirator suitable for the purpose intended shall be provided to each employee when such equipment is necessary to protect the employee's health. OSHA 29 CFR 1910.134

HEAD PROTECTION

A protective helmet that complies with ANSI standards shall be provided to each employee who works in areas where there is a potential for injury to the head from falling objects. Employees are required to wear the protective helmets when working in said areas. OSHA 29 CFR 1910.135

FOOT PROTECTION

Employees who work in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where such employee's feet are exposed to electrical hazards are required to wear protective footwear. OSHA 29 CFR 1910.136

HAND PROTECTION

Employees are required to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and/or harmful temperature extremes. OSHA 29 CFR 1910.138

PERMIT-REQUIRED CONFINED SPACES

Each department having operations that take place in permit-required confined spaces shall implement and maintain a departmental confined spaces emergency action plan to include rescue procedures that specifically address entry into each confined space. (See also OSHA Publication 3138, Permit-Required Confined Spaces, and the National Institute for Occupational Safety and Health (NIOSH) Publication 80-106, Criteria for a Recommended Standard...Working in Confined Spaces.)

The departmental policy shall be attached as an addendum and distributed to applicable employees.

LOCKOUT/TAGOUT: THE CONTROL OF HAZARDOUS ENERGY

Each department that performs the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy, could harm employees shall implement and maintain a departmental lockout/tagout procedure and emergency action plan. Refer to OSHA 29 CFR 1910.147 for requirements.

The departmental policy shall be attached as an addendum and distributed to applicable employees.

HAZARDOUS SUBSTANCES / HAZARD COMMUNICATION

Each department that uses or stores hazardous substances at the worksite faces an increased risk of emergency involving hazardous materials. The department head shall implement and maintain a departmental emergency action plan concerning hazardous substances.

OSHA's Hazard Communication Standard (29 CFR 1910.1200) requires employers who use hazardous chemicals to inventory them, keep the manufacturer-supplied Material Safety Data Sheets (MSDSs) for them in a place accessible to workers, label containers of these chemicals with their hazards, and train employees in ways to protect themselves against those hazards. A good way to start is to determine from your hazardous chemical inventory what hazardous chemicals you use and to gather the MSDSs for the chemicals. MSDSs describe the hazards that a chemical may present, list the precautions to take when handling, storing, or using the substance, and outline emergency and first-aid procedures.

For specific information on how to respond to emergencies involving hazardous materials and hazardous waste operations, refer to 29 CFR, Part 1910.120(q) and OSHA Publication 3114, Hazardous Waste and Emergency Response Operations. Both are available online at www.osha.gov.

The departmental policy shall be attached as an addendum and distributed to applicable employees.

TOXIC SPILLS: SOLID, LIQUID, OR GAS

Anything toxic – solid, liquid, or gas – can escape the thing it's contained in and create a spill. When it's a gas (or an aerosol version of a liquid or a solid), it's generally called a *release*. The toxic substance forms a cloud, but it's still a toxic spill. If a train derails or a tanker truck has an accident and a toxic spill occurs on water, land, or underground, an evacuation may be ordered by the County Administrator or law enforcement officials.

When employees are alerted to the fact that there's a toxic spill nearby, before anything else everyone should get inside, close all windows and doors, and turn off the air conditioning, heating, and fresh air ventilation systems.

If an evacuation is necessary, relocation facilities will vary based on the circumstances, but may include areas such as the Land Department shop, Road & Bridge facility, Long Lake Conservation Center, Aitkin County Fairgrounds, McGregor Airport/Industrial Park, City Parks or Campgrounds. (Maps attached.)

REPORTING HAZARDS

Employees are required to promptly report workplace safety and health problems to their department head and/or the Human Resources Department so that the employer may attempt to eliminate or reduce the hazards.

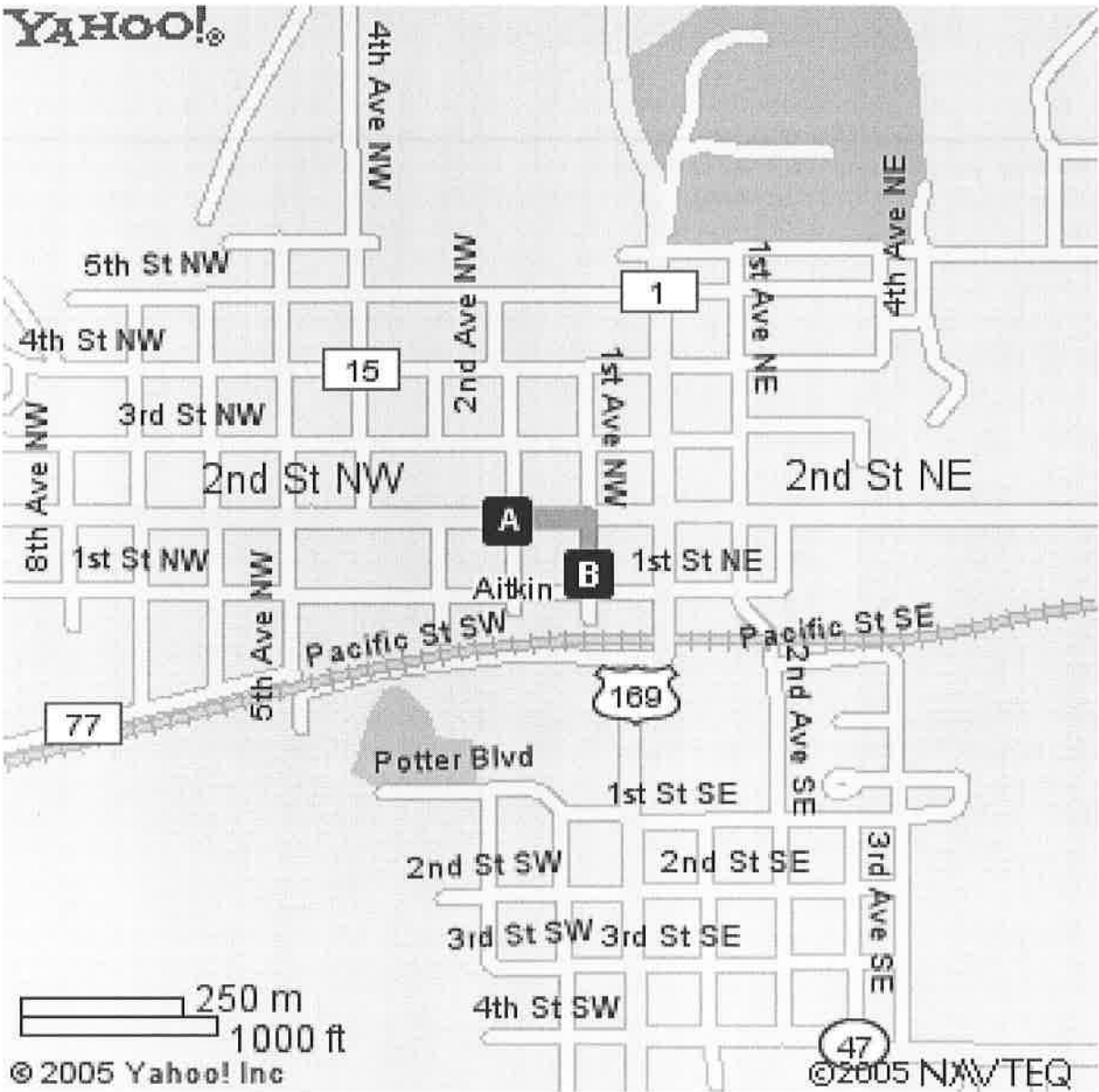
QUESTIONS / MORE INFORMATION

Employees may contact their department head or the Human Resources department at any time for more information about the Emergency Action Plan or for an explanation of their duties under the plan.

**PRIMARY DESIGNATED ASSEMBLY AREA FOR FIRE EVACUATION
MAP SHOWING COURTHOUSE AND CITY HALL**

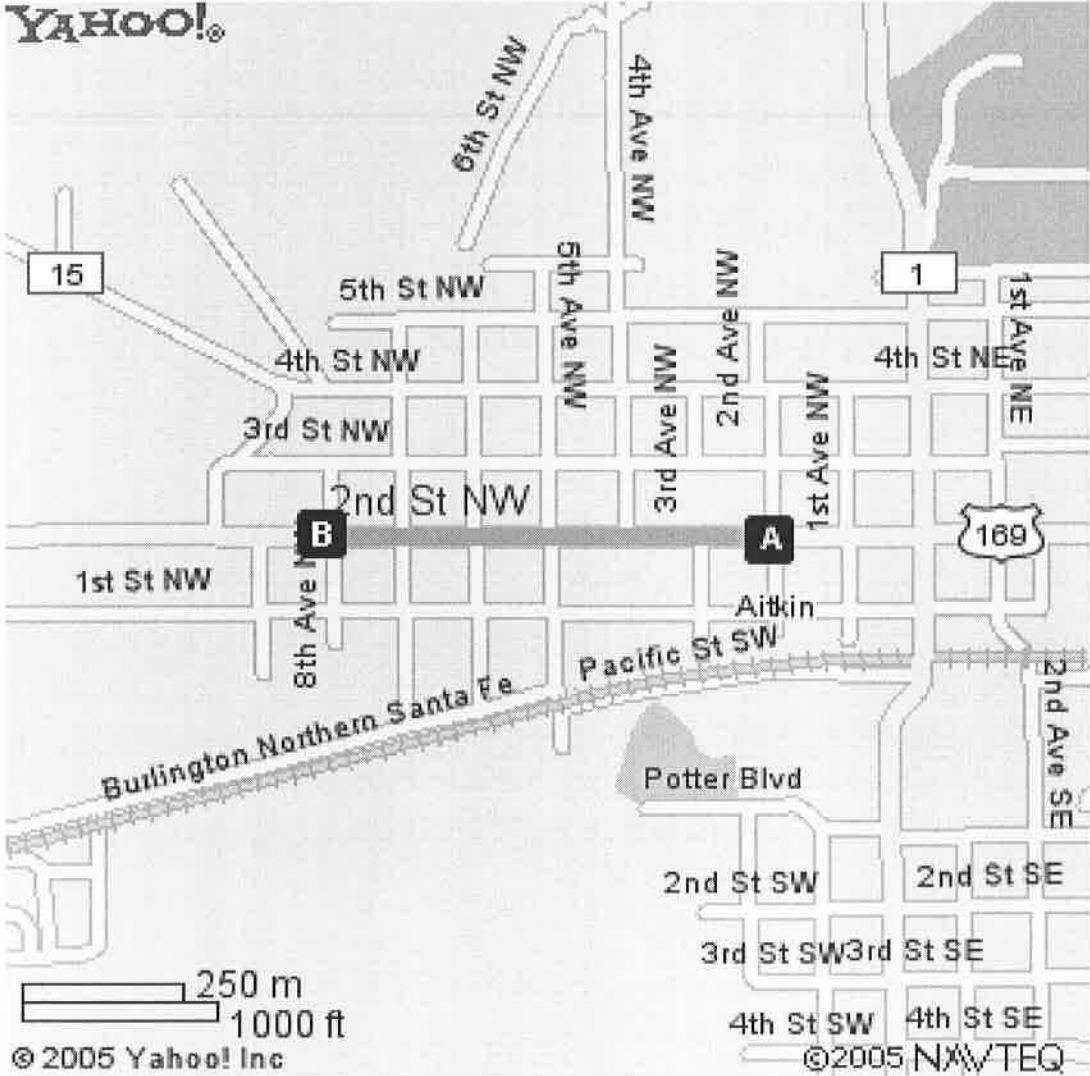
A = Courthouse

B = Aitkin City Hall



**SECONDARY DESIGNATED ASSEMBLY AREA FOR FIRE EVACUATION
MAP SHOWING COURTHOUSE AND WESTSIDE CHURCH**

A = Courthouse B = Westside Church



Will also attach maps to Land Dept shop, R&B Aitkin shop, LLCC, etc. on final copy. (Not included in board packet.)