



Board of County Commissioners Agenda Request

4B

Agenda Item #

Requested Meeting Date: 12/18/2018

Title of Item: Adopt Safety Policy and Emergency Action Plan for Employees

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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Submitted by: Bobbie Danielson	Department: HR Department
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 5 minutes
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Summary of Issue:

The Safety Committee and Department Heads have reviewed the attached policy updates. Changes are shown on the attached document. Highlights are summarized below for your convenience:

- *Tornado/Storm Shelter areas have been updated to reflect the office relocations.
- *Fire extinguisher training video is now located on the intranet.
- *In the event of a fire, the last person to exit each room will leave the office door open so the area can be cleared quickly by the supervisor (or designee).
- *Workplace Security/Safety section was added to include precautions that should be taken for on-site and off-site worker safety.
- *Guidelines for communicating with a client with mental illness section was updated.
- *Employees are required to report witnessed injuries and to document date, time, and circumstances observed.
- *PH Nurses will provide initial assistance when illness/injury incidents occur on the courthouse campus.
- *Dan Haasken, GIS Coordinator, updated the city map insert.
- *Safety Policy Acknowledgment of Receipt form attached.

(The lock down locations have purposefully been omitted from the attached public agenda copy for staff safety purposes, but will be included in the final safety policy and shared with all staff.)

Alternatives, Options, Effects on Others/Comments:

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

Recommended Action/Motion:

Motion to adopt the attached Safety Policy and Emergency Action Plan for Employees, effective December 18, 2018, noting upon approval by the Board this plan shall replace and supersede the prior Emergency Action Plan for Employees.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

N/A. Will be distributed electronically to staff and retained on the Intranet.

AITKIN COUNTY
SAFETY POLICY
AND
EMERGENCY ACTION PLAN
FOR EMPLOYEES

INCLUDING SOME OF THE KEY OSHA REQUIREMENTS FOR EMERGENCIES

Board Adopted [pending approval, December 18, 2018]

Deleted: August 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 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:

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

County Sheriff will:

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

Other Members of the Crisis Management Team will:

- o Serve as the media spokesperson if requested, in absence of the County Administrator.
- o 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:

- o Clearly marked and well lit;
- o Wide enough to accommodate the number of evacuating personnel;
- o Unobstructed and clear of debris at all times; and
- o 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 phones 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
Courthouse, South Annex Basement HHS* Sheriff's Office and Jail License Center	<p>During a severe thunderstorm warning: Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room. *Gather by unit.</p> <p>During a tornado warning: Basement of the building they are currently in.</p>
Employees in a Vehicle	<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>
Employees in the Outdoors	<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>

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CONTINUED ON NEXT PAGE

TORNADO/STORM SHELTERS AREAS, CONTINUED

Land Department	<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>
Long Lake Conservation Center	<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>
Road & Bridge Shops	<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>

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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. A fire extinguisher video is available for employees to watch on the intranet. All employees are expected to familiarize themselves with the location of such equipment.

Commented [BJD1]: New, recommended by Safety Cmte.

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. The last person to exit each room should leave the office door open as the supervisors (or designee) are sweeping the hallways. 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:

- o Gather employee rosters and floor plans.
- o Check the area before leaving, if it can be accomplished without risk to self.
- o Take roll call upon arriving at the designated assembly area. Report missing people to the County Administrator.
- o 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.
- o The County Administrator, Fire Chief, or Sheriff's Office representative will notify employees when they can reenter the building.
- o 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 South Annex Basement	Aitkin City Hall Council Meeting Room
Sheriff's Office and Jail	Follow departmental procedures
HHS	Aitkin PUC <u>Garage Bays</u> (gather by unit)
Land Department, License Center	Aitkin County Courthouse <u>Rotunda</u>
Road & Bridge, Aitkin Shop	Aitkin County Courthouse <u>Rotunda</u>
Long Lake Conservation Center	Cold Storage Building
Road & Bridge, Palisade Shop	LLCC Dining Hall Parking Lot
Road & Bridge, Hill City Shop	R&B to Palisade Community Center
Road & Bridge, Jacobson Shop	Hill City City Hall
	Jacobson Fire Hall

Deleted: West Annex

Deleted: Parks Shop

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:

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

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

- o Lock office doors and windows. Close window blinds.
- o Keep employees and visitors calm.
- o Not allow employees to leave the building until an all-clear signal is received from the County Administrator or Sheriff's Office representative.
- o 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.
- o Document all incidents.

WORKPLACE SECURITY/SAFETY

Workplace security and safety aims to protect people and property whether on-site or off-site the facility. It is the responsibility of every individual to be vigilant about security and safety. Be prepared, you won't always know the security risk.

Commented [BJD2]: Taken from HHS materials

Commented [BJD3]: Sent to Jon Cline for review - checked General Operations policy too (no duplication there)

The following precautions and measures should be taken for on-site security:

- o Arrange office furniture in a secure set-up.
- o Lock doors at night and unlock doors in the morning.
- o Stay between the individual and the exit door.
- o Keep the door cracked open if you know someone is a security risk.
- o Clear desk and area of objects that could be harmful.
- o Develop a signal or phone message in office to obtain assistance or break individual's train of thought.
- o Send an e-mail to notify staff of potential volatility of individual prior to their visit to your office.
- o Bring in another staff member if meeting alone. They can offer assistance and assess the situation.
- o Be aware of the individual's body language.
- o Depart as soon as possible.
- o Scream loud for help if needed.

The following precautions and measures should be taken for off-site security:

- Review and notes/discussions about the individual prior to meeting off-site visit or similar types of calls/visits.
- Request the individual to come to the office.
- Take a cell phone.
- Dress for safety. Avoid wearing jewelry, restrictive clothing, and carrying valuables.
- Check in with staff before and after the appointment.
- Be exceptionally alert when subjects are unknown, if the area has a high crime rate, or is isolate, or for indicators of a domestic dispute or physical violence.
- Maintain your car in good mechanical condition (examples: replace a low battery and have a full tank of gas)
- Check out the neighborhood before parking and getting out of your vehicle.
- Park your vehicle close to the area you are visiting and in a manner to allow fast and easy exit where you won't be blocked in.
- State clearly who you are and why you are there.
- Explain your responsibility to inquire about visitor's identity.
- Anticipate the unexpected and make a tentative plan of action.
- Be cautious about entering homes or places with large groups of people. Only allow one person to talk at a time.
- Make note of all exits. Stay near the door and keep car keys accessible.
- Take Self Defense course(s)
- If you are suspicious or it is known to be a hostile environment, bring a co-worker along. For certain job positions, take a deputy along.
- Obtain a list of out-of-town law enforcement for closer assistance in the field.
- If the environment is hostile, leave and come back another time. Do not turn your back or allow disturbed persons to walk around you.

Warning sign that a person is becoming hostile:

- History of Violence
- Increase physical activity: pacing, restlessness, inability to sit still.
- A sudden stopping of activity
- Forced eye contact – staring, lack of eye contact, avoidance
- Body language/non-verbal indicators include: clenched fists, dilated pupils, coiled posture, etc.
- Non-communication: sullen, underlying anger and consciously holding back.
- The person physically moves back and tells you to get away or move back.
- Dress that is inappropriate for the weather or time of year.
- Body language that doesn't match verbal clues or messages.
- Possible active state of mental illness – acting in a bizarre manner.
- Carrying a weapon and making it visible to you.

In the event someone is poses a security/safety concern take the following actions:

- Stay calm, remain patient, be courteous, and listen attentively
- Maintain eye contact. Give the individual an opportunity to turn away, break eye contact.
- Keep control of the situation and yourself.
- Keep pitch and volume of your voice down. Keep your muscles relaxed.
- Talk to them and inform them of their rights.
- Let them know you understand their anger and are here to help.
- Do not invade personal space. Keep a distance of three feet and stand at a 45 degree angle from the person.
- Remain seated as long as the individual.
- Find out why and whom the anger is directed toward.
- Stand to the side of the individual.
- Offer appeasement and appear sympathetic. Be prepared to follow through on any statements you make.

- o Signal a co-worker or supervisor that you need help.
- o DO NOT CONFRONT dangerous individuals or put yourself or others in harm's way.
- o Use your prearranged duress signal.
- o Scream loud for help.
- o Never attempt to grab a weapon
- o Watch and take advantage of any opportunity to escape if the individual is armed.

GUIDELINES FOR COMMUNICATING WITH A CLIENT WITH MENTAL ILLNESS

Mental illness alone does not increase the risk of violence, but when mental illness is combined with other risk factors such as substance abuse, it does increase the risk of violence. The following guidelines will enhance the staff person's ability to relate to the client, in the office or in the field.

- o State clearly who you are and the purpose of your contact.
- o Be respectful and empathetic to the person. When someone feels respected and heard, they are more likely to return respect and consider what you have to say.
- o Give honest, factual answers whenever necessary. If you do not know, say so.
- o Do not belittle any concerns which the individual raises. If they are experiencing events like hallucinations, be aware that the hallucinations or the delusions they experience are their reality. You will not be able to talk them out of their reality. They experience hallucinations or delusional thoughts as real and are motivated by them. Communicate that you understand that they experience those events. Do not pretend that you experience them. Some individuals with paranoia may be frightened, so be aware that they may need more body space than you.
- o Listen to the person and try to understand what he/she is communicating. Find out what reality based needs you can meet. Respond from a professional, not personal level.
- o Particularly on initial contact, do not give advice as to handling the psychological problems. You may just be seeing the tip of the iceberg.
- o Be supportive in comments and gestures. Remember non-verbal communication includes facial expression, body language, and tone of voice.
- o Keep a current list of community resources that you can suggest to them if they need it.
- o Call for help if you feel physically threatened or need assistance de-escalating the person.

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Be empathetic, non-threatening, and sincere in your intention to help.

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Deleted: <#>Don't assume mentally ill people should "know better" and are in need of a good lecturing to straighten them out.
Know how to activate emergency mental health backup and use it if the individual appears to be a danger to themselves or others.

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:
[Redacted]	[Redacted]

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:

- o If communication is available, dial 911.
- o 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.
- o If you are not in a room, try to get into one.
- o 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.
- o Stay away from the windows and doors.
- o Keep everyone together. Try to remain as calm as possible.
- o Keep rooms secure until law enforcement arrives and gives directions.
- o 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.
- In situations where a Public Health Nurse is present, that nurse will conduct an initial assessment and perform first aid as necessary.¹
- Do not move the victim, except if evacuation is absolutely necessary.
- If the person is suicidal, try to isolate him from other people. Keep the incident site and victim area free from non-essential personnel. 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).
- An incident report should be completed by an Aitkin County employee who witnessed the accident or who was given information by the victim or another witness. If the injured/ill party refuses to have an ambulance summoned and/or to seek medical attention, this should be specifically noted on the form.

¹ When incidents occur on the courthouse campus, Aitkin County Public Health nurses will do an initial assessment and initiate first aid. The responding nurse will complete a nursing assessment form at the time the individual is examined. The originals will be sent to the Human Resources office. It is to be

noted that, while a nurse is usually accessible to Public Health staff via telephone, there is not always a nurse physically present in the office. In the event that no nurse is available, the support staff taking the call will inform the caller that is the case.

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 derailed 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, Road & Bridge facility, Long Lake Conservation Center, Aitkin County Fairgrounds, McGregor Airport/Industrial Park, City Parks or Campgrounds. (Maps attached.)

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SAFETY IN THE FIELD AND IN CLIENT HOMES

[On final copy, insert the MCIT info in this section. See separate attachment. It covers noxious plants, offsite employee safety and security considerations, pets and pests; best practices for identifying and controlling risk. This covers ticks, fleas, etc.]

See MCIT attachments

ERGONOMICS

Ergonomic assessments are available to staff through MCIT. To schedule an ergonomic assessment of your work area, please contact the Human Resources Department.

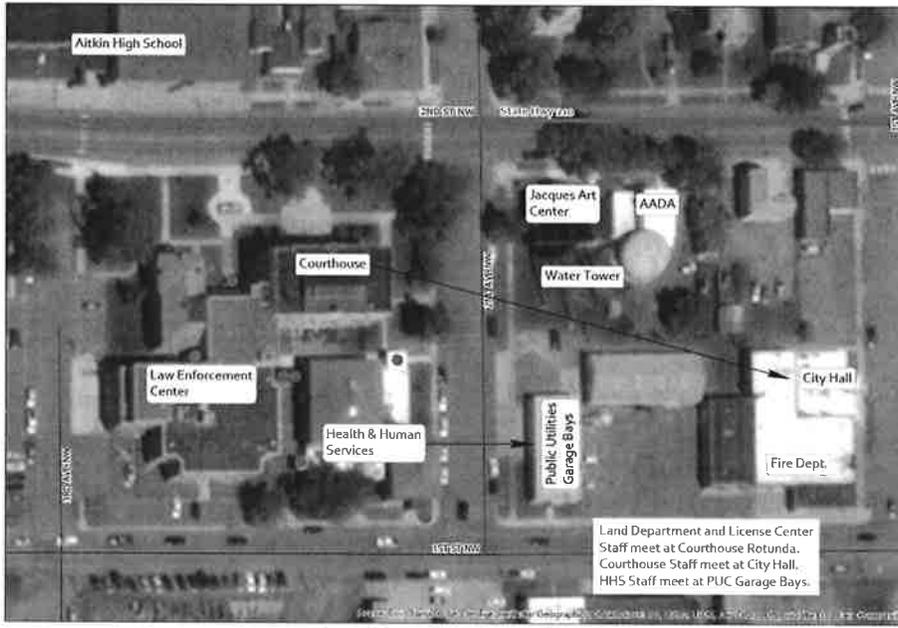
REPORTING HAZARDS

Employees are required to promptly report to their supervisor when they observe an employee or non-employee accident or fall, documenting the date, time, and circumstances observed.

Employees are required to report all workplace safety and health concerns 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.



**Aitkin County Emergency
Action Plan**



Exit



Map prepared by Aitkin Co. for graphic display purposes only.
Aitkin Co. assumes no liability for any errors, omissions or inaccuracies herein contained.

10/17/2018

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

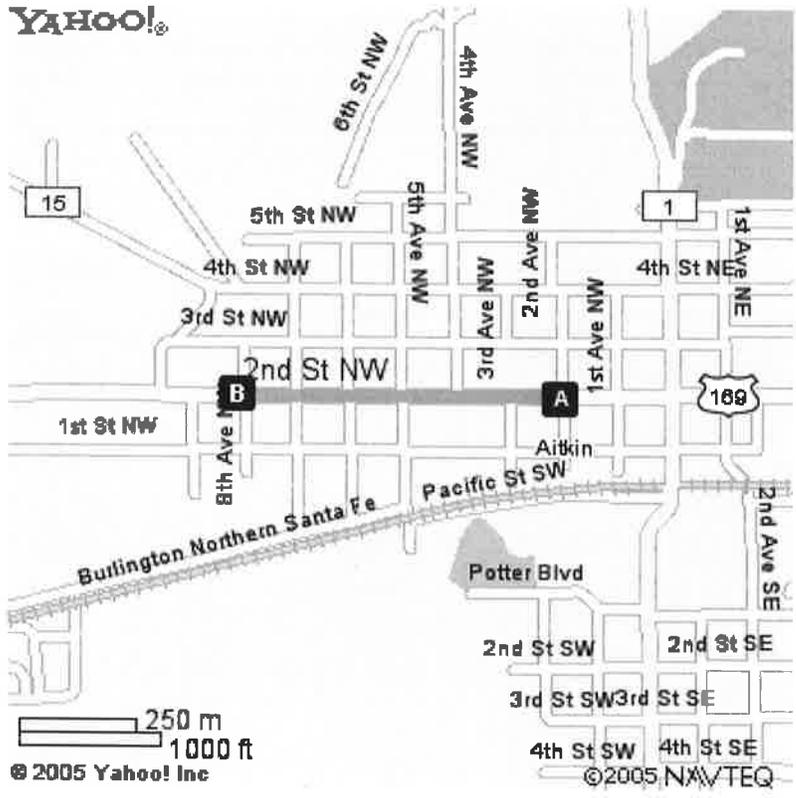
A = Courthouse

B = Aitkin City Hall



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

A = Courthouse B = Westside Church



Additional maps are being created and will be attached when completed.

HCS Pictograms and Hazards

Health Hazard



- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

Flame



- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides

Exclamation Mark



- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Nonmandatory)

Gas Cylinder



- Gases Under Pressure

Corrosion



- Skin Corrosion/Burns
- Eye Damage
- Corrosive to Metals

Exploding Bomb



- Explosives
- Self-Reactives
- Organic Peroxides

Flame Over Circle



- Oxidizers

Environment (Nonmandatory)



- Aquatic Toxicity

Skull and Crossbones



- Acute Toxicity (fatal or toxic)



Aitkin County

Safety Policy

Acknowledgment of Receipt

Adopted: [insert date]

Directions: Please sign and return this acknowledgement form to the Human Resources Office by [insert date]. The signed form will be placed in your personnel file.

The Aitkin County Safety Policy and Emergency Action Plan for Employees contains important information pertaining to my employment at the County. I understand that I should consult my supervisor if I have any questions about the information contained in the policy.

A copy of this policy has been given to me to retain for future reference and/or I have been provided with the following website address, [insert link to policy on intranet], where I have obtained an electronic copy of the policy. I agree to familiarize myself with its contents and comply with the information provided.

Furthermore, I understand that the policy may be modified by the County Board, at its sole discretion, with or without notice, at any time. I understand the policy is not intended to cover every situation which may arise during my employment, but is simply a general guide.

I have received the policy and I understand that it is my responsibility to read and comply with the policies contained within and any revisions made to it.

If any specific provisions of this policy conflicts with any current union Agreement, the union Agreement rules will prevail. Nothing in this policy is intended to modify or supersede any applicable provision of state or federal law.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____

West annex, second floor

Vault in Court Administrator's Office or private offices



Noxious Plants¹

Date: May 2016

Some employees who work off site may encounter plants that can produce strong allergic reactions and may even cause more harm. Many of these plants receive the noxious designation from federal and state agencies. Although this is not a complete list, the following are some of the most common noxious plants or weeds in Minnesota. According to the Minnesota Department of Transportation all of the plants listed regularly appear in roadside ditches or along other paths of travel.

Wild Parsnip



Description/Identification: Consists of a hollow grooved flowering stalk that can grow up to five feet in height. The leaves at the base can be up to six inches in height and have between five and 15 leaflets. The plant also features small yellow flowers on umbrella-shaped growths 2 to 6 inches across.

Precautions: Use protective clothing, goggles or face mask. Contact with the plant's sap can cause severe blistering and swelling when combined with exposure to sunlight.

Poison Ivy



Description/Identification: Can be encountered as a shrub up 2 feet or a vine up to 10 feet. It has three shiny- or dull-surfaced leaflets with smooth to very coarsely toothed edges. Lower leaf surfaces tend to be pale and hairy. Small greenish flowers are present on leaf axils. Creamy white to tannish, round, berry-like fruits approximately one-fourth inch in diameter grow in August through September and persist through winter.

Precautions: Use protective clothing, rubber gloves and long sleeves. Contact with the compound urushiol found in the sap and oils from the plant can cause blistering even during the winter. Smoke from burning poison ivy can deliver urushiol to airways and lungs. Urushiol can stay on pets, tools, toys and other objects for long periods and can effectively be transferred and cause irritation at a later date.

Giant Hogweed



Description/Identification: Large plant (10-20 feet tall) with leaves up to five feet across. Features spotted leaf stocks with the underside of leaves and stems covered with coarse white hairs. Has umbrella shaped flowers that sprout small white florets.

Precautions: Use protective clothing, goggles or face mask. Contact with bristles (stiff hairs) or the plant's sap can cause severe blistering and swelling when combined with exposure to sunlight.

Grecian Foxglove



Description/Identification: Has alternate, smooth, stalk-less upper leaves with toothless edges (lance shaped). Leaves at the base are oval and rounded. Tubular flowers attached to a central stalk. Flowers have a brown or purple veined upper hood and a creamy-white elongated lower lip.

Precautions: Use protective clothing, in particular, rubber gloves and long sleeves. Grecian foxglove contains toxins (cardiac glycosides) that potentially can be absorbed through the skin. These compounds are harmful to livestock and humans.

Common Tansy



Description/Identification: Reaches 2 to 5 feet in height. Stems appear woody and are slightly hairy to smooth and at the base are purplish-red. Leaves are toothed on edges and 2 to 12 inches long. Single stems support multi-branched, flat clusters of bright yellow button-like flowers and like the leaves are strongly aromatic.

Precautions: Gloves should be used when handling this plant. The alkaloids contained in common tansy are toxic to livestock and humans if consumed in quantity. Toxins can potentially be absorbed through skin.

¹ Minnesota Department of Transportation with the United States Department of Agriculture Plants Database. "Minnesota Noxious Weeds." 2015.

Ticks and Lyme Disease



For more information about Lyme disease, visit <http://www.cdc.gov/Lyme>

How to prevent tick bites when working outdoors

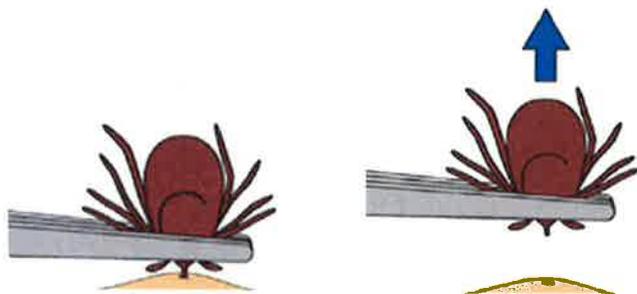
Ticks can spread disease, including Lyme disease. Protect yourself:

- Use insect repellent that contains 20 - 30% DEET.
- Wear clothing that has been treated with permethrin.
- Take a shower as soon as you can after working outdoors.
- Look for ticks on your body. Ticks can hide under the armpits, behind the knees, in the hair, and in the groin.
- Put your clothes in the dryer on high heat for 60 minutes to kill any remaining ticks.

How to remove a tick

1. If a tick is attached to you, use fine-tipped tweezers to grasp the tick at the surface of your skin.
2. Pull the tick straight up and out. Don't twist or jerk the tick—this can cause the mouth parts to break off and stay in the skin. If this happens, remove the mouth parts with tweezers if you can. If not, leave them alone and let your skin heal.
3. Clean the bite and your hands with rubbing alcohol, an iodine scrub, or soap and water.
4. You may get a small bump or redness that goes away in 1-2 days, like a mosquito bite. This is not a sign that you have Lyme disease.

Note: Do not put hot matches, nail polish, or petroleum jelly on the tick to try to make it pull away from your skin.



If you remove a tick quickly (within 24 hours) you can greatly reduce your chances of getting Lyme disease.



Facial paralysis.



Bull's eye rash on the back.



Arthritic knee.



When to see your doctor

See a doctor if you develop a fever, a rash, severe fatigue, facial paralysis, or joint pain within 30 days of being bitten by a tick. Be sure to tell your doctor about your tick bite. If you have these symptoms and work where Lyme disease is common, it is important to get treatment right away.

If you do not get treatment, you may later experience severe arthritis and problems with your nerves, spinal cord, brain, or heart.

Antibiotics are used to treat Lyme disease

Your doctor will prescribe specific antibiotics, typically for 2-3 weeks. Most patients recover during this time. You may feel tired while you are recovering, even though the infection is cured.

If you wait longer to seek treatment or take the wrong medicine, you may have symptoms that are more difficult to treat.

Looking ahead to recovery

Take your antibiotics as recommended. Allow yourself plenty of rest. It may take time to feel better, just as it takes time to recover from other illnesses.

Some people wonder if there is a test to confirm that they are cured. This is not possible. Your body remembers an infection long after it has been cured. Additional blood tests might be positive for months or years. Don't let this alarm you. It doesn't mean you are still infected.

Finally, practice prevention against tick bites. You can get Lyme disease again if you are bitten by another infected tick.

Additional information

1. <http://www.cdc.gov/Lyme>
2. The Clinical Assessment, Treatment, and Prevention of Lyme Disease, Human Granulocytic Anaplasmosis, and Babesiosis: Clinical Practice Guidelines by the Infectious Diseases Society of America
<http://cid.oxfordjournals.org/content/43/9/1089.full>
3. Tick Management Handbook (Connecticut Agricultural Experiment Station, New Haven)
http://www.ct.gov/caes/lib/caes/documents/special_features/tickhandbook.pdf

For more information please contact Centers for Disease Control and Prevention
1600 Clifton Road NE, Atlanta, GA 30333
Telephone: 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-63548
Email: cdcinfo@cdc.gov Web: www.cdc.gov



Tick ID Card

Source: *Minnesota Department of Health*

The Minnesota Department of Health provides PDFs of the below cards to identify ticks. These cards provide a way for employees to carry information with them about identifying ticks that could cause Lyme disease, tick removal instructions and tips for preventing tick bites. Cards fit easily in wallets. Members can download PDFs from this Web page: www.health.state.mn.us/divs/idepc/dtopics/tickborne/card.html

Tick ID Card Front:



Tick ID Card Back:

Tick removal do's and don'ts

- DO remove as quickly as possible.
- DO use tweezers to grasp the head as close to the skin as possible.
- DO pull gently.
- DO use antiseptic on the bite.
- DO NOT burn off with a match.
- DO NOT squeeze the tick.
- DO NOT cover with petroleum jelly.
- DO NOT pour kerosene on the tick.

Preventing tick bites

- Avoid wooded and brushy areas with high grass and leaf litter.
- Use a repellent containing no more than 30 percent DEET.
- Use repellents that contain permethrin on clothing.



Pets and Pests: Best Practices for Identifying and Controlling Risks

Date: December 2015

Off-site employees may be exposed to pets, parasites, rodents or stinging insects while working. It is important to develop methods to recognize and mitigate the risks of these potential hazards. Mitigation efforts should focus on limiting the spread or severity of the risks to employees and clients. Specific situations may require consultation with professional exterminators to remove the source of the hazard.

What to Look for with Pets	Control Techniques
<p>Dogs¹</p> <ul style="list-style-type: none">• Raised ears, stiff tail, back hair standing up, staring or growling with lips pursed and teeth exposed• Protectiveness of food and toys• Eagerness to chase things	<ul style="list-style-type: none">• Request the client put the dog in another room with a closed door or outside during the visit• Ask clients what may trigger the dog and how the dog usually responds to triggers. Keep this information and ensure it is shared with anyone else who visits that location.• Remain calm²• Avoid sudden movements²• Avoid petting the dog²• Have something in hand with which to shield yourself, such as a bag, briefcase or purse²• Turn your side to an aggressive or threatening dog and back away slowly²• Do not turn your back on the dog²• Avoid direct eye contact²• If attacked and knocked down, use hands to protect head and neck in the fetal position²
<p>Cats¹</p> <ul style="list-style-type: none">• Tail thumping• Hissing or growling• Puffing of fur (trying to appear bigger)	<ul style="list-style-type: none">• Request the client put the cat in another room with a closed door or outside during the visit• Ask clients what may trigger the cat and how the cat usually responds to triggers. Keep this information and ensure it is shared with anyone else who visits that location.• Remain calm• Back away from the cat slowly• Do not disturb or try to pet the cat• Keep skin covered below the knee

What to Look for with Pests	Control Techniques
<p>Rodents</p> <ul style="list-style-type: none"> • Chewing on food packaging³ • Droppings or urine³ • Dead rodents • Rodent nests (shredded paper, fabric or dried plant matter)³ • Holes in walls or floors that rodents chewed open³ 	<p>Rodents</p> <ul style="list-style-type: none"> • Avoid touching dead rodents, droppings, urine or nesting materials with bare hands⁴ • Disinfect dead rodents, droppings or urine before cleaning up⁵ • Discard any food in food containers on which rodents have gnawed⁵
<p>Parasites</p> <ul style="list-style-type: none"> • Rashes or lesions on the client • Visible bugs:¹ <ul style="list-style-type: none"> ○ In cracks and crevices in the walls, floors and furniture ○ In baseboards ○ In seams of mattresses or box springs ○ Behind headboards • Bug fecal stains or molted skins 	<p>Parasites</p> <ul style="list-style-type: none"> • Take a portable hard surface chair or stool to sit on, avoid sitting on anything else, especially upholstered furniture, bedding or client clothing.⁶ • Only bring what is necessary into the home • Use proper personal protective equipment when appropriate⁶ <ul style="list-style-type: none"> ○ Shoe booties ○ Coveralls ○ Gown ○ Disposable gloves ○ Clean pads (to serve as a barrier for any equipment to be placed on the floor) ○ Dispose of all personal protective equipment after use • Wash hands frequently • Avoid skin-to-skin contact with people with parasites • Keep vehicle clean to avoid any pest hitchhikers⁶ • Wash any infested clothes on high heat (130 degrees or the hottest fabric can withstand) for at least 30 minutes.⁶
<p>Ticks</p> <ul style="list-style-type: none"> • High grass⁷ • Bushy areas⁷ • Leaf litter⁷ 	<p>Ticks</p> <ul style="list-style-type: none"> • Wear light colored clothes⁸ • Inspect self for any pests⁸ • Wear insect repellent with 20percent to 30 percent DEET on exposed skin and clothing⁹
<p>Bees, Wasps and Hornets</p> <ul style="list-style-type: none"> • Unusually high number of wasps, hornets or bees in a certain area • Wasp, hornet or bee nests • Litter or food waste with sugary substances likely to attract insects 	<p>Bees, Wasps and Hornets</p> <ul style="list-style-type: none"> • Avoid wearing fragrances that may attract insects¹⁰ • Avoid swatting or making fast movements at stinging insects¹⁰ • If a hornet, bee or wasp is found in the car, open car windows, pull over, stop and exit until the insect has left¹⁰ • Do not attempt to remove a nest¹⁰

Originally published in "Safety and Health Resources for Employees Who Work Off Site," December 2015

¹ The Occupational Health & Safety Agency for Healthcare in British Columbia. "Home and Community Care Risk Assessment Tool Resource Guide." Last modified April 2008.

² The Hawaiian Humane Society. "Be Canine Smart."

³ United States Environmental Protection Agency. "Identify and Prevent Rodent Infestations." Last modified Nov. 17, 2015.

⁴ Centers for Disease Control and Prevention. "How People Get Infected With Hantavirus Pulmonary Syndrome." Last modified Aug. 29, 2012.

⁵ National Park Service, U.S. Department of the Interior. "Hantavirus-Worker Protection." Last modified July 26, 2010.

⁶ Virginia Department of Agriculture and Consumer Services. "Bed Bug Action Plan for Home Health Care and Social Workers."

⁷ Minnesota Department of Health. "Tick ID Card: In the Woods: Spray Before You Work or Play." Last modified April 25, 2014.

⁸ National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention. "Protecting Yourself from Ticks and Mosquitoes."

⁹ National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention. "Ticks and Lyme Disease."

¹⁰ Canadian Centre for Occupational Health and Safety. "Working Safely Around Stinging Insects." Last modified Aug. 13, 2015.