

Emergency Safety Plan

Rev. 6/6/14

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Purpose: To establish emergency procedures for county facilities that have the potential for situations involving fire, severe weather, medical emergencies, bioterrorism, or circumstances that require evacuation.

Scope: All Wayne County facilities.

Attachments:

Evacuation Gathering Areas
Warning Signs for Suspicious Mail and Parcels

I. Employee Training

All Wayne County employees shall be trained in the general requirements of the Emergency Safety Plan.

A. Employee training shall include:

1. alarms used to warn employees
2. evacuation routes and gathering procedures
3. fire extinguisher use
4. hazard identification

II. Emergency Events

A. Fire

1. In case of fire, call 9-1-1. After notification of fire department, advise supervisor / department head.
2. Pull fire alarm if the building has manual fire alarm drops.

3. The supervisor / department head will evacuate all personnel to the _____ at a safe distance and initiate a head count. (Appendix B).
4. If the fire is diminutive in nature, an attempt to contain the fire will be made by those employees trained in fire extinguisher use.
5. Once outside, employees are not to leave the premises until notifying the supervisor / department head.
6. Any missing person will be reported to the responding emergency agency.
7. No person shall re-enter the building unless instructed by the emergency agency.

B. Medical Emergencies

1. Serious personal injury – includes all injuries that require medical attention beyond normal first aid.
 - a. Any employee may call E.M.S. (9-1-1) when a serious injury occurs. Advise supervisor / department head following notification.
 - b. Department Safety Committee members will update this information and have names on hand.
 - c. *Follow Accident / Illness Reporting, Recordkeeping and Investigation procedure*
 - d. In case of blood loss or body fluid excretion, clean up will be performed using personal protective equipment according to the blood borne pathogen procedure.

C. Tornado

Tornado warnings are issued by the National Weather Service and broadcasted over the weather band radio or posted on their website <http://www.weather.gov/> . Departments may purchase weather radios, use cell phone alerts from the NWS, or refer to their website when severe weather is imminent. Communication to Wayne County employees are as follows:

1. Initial Alert Set-up

- a. Supervisors, Safety Committee members, and designates will program their cell phone and computer email alert according to instructions in Appendix G so that all alerts arrive at the same time and response is consistent.

2. Chain of Command

- a. Supervisors, Safety Committee members, and designated personnel (Appendix G) will be responsible for advising their employees and customers of tornado warnings.
- b. The Safety / Loss Control Manager, or delegate when not available, will carry out communication to all county agencies through email.
- c. Supervisors will escort personnel and visitors to the lowest level of the building and be responsible for a head count.
- d. Employees may return to their work stations when the warning has been lifted by the National Weather Service.

D. Bioterrorism

1. Suspicious mail / letters (warning signs see attachment).

- a. Do not open
- b. If already opened, do not smell or taste
- c. Place product in 2 clear zip lock bags or cover with paper or clothing if item cannot be place in bags
- d. Evacuate area
- e. Wash hands with soap and water
- f. Call local law enforcement.

E. False Alarms (burglar, panic, fire)

In the case of alarms being tripped by accident, negligence, or wrongdoings, the following steps shall be taken:

1. Person with knowledge of false alarm
 - a. Notify and inform dispatch of false alarm (330-287-5703)
 - b. Notify Safety / Loss Control (330-287-5449)
dhodgson@wayneohio.org

2. Safety / Loss Control
 - a. Notify maintenance to disarm alarm
 - b. Report to scene
 - c. Inform / escort employees to work areas