

Wayne County Human Resources
Department

Safety Division

County of Wayne Incident Response
Plan for County Employees

Inter -facility Emergency Response Guidelines for
All County Owned or Occupied Buildings.

Purpose:

In accordance with recognized OSHA standard 1910.38 and NFPA Life Safety Codes, the County of Wayne has developed the following guidelines for all county employees and current customer occupants in the event of emergencies or incidents that may occur outside of the normal workplace conditions.

This document will serve as an appendix to the Wayne County Emergency Operations Plan and will be titled the “Incident Response Plan for County Employees” or hereafter known as (IRCE). The IRCE will offer suggestions on various situations that may be expected to arise in the workplace such, as but not limited to the following: fire, chemical releases, severe weather, man-made disasters, hostage situations and abductions.

Safety and health are paramount in any incident and will remain the goal of county government when our employees or customers are involved. Upon adoption, this plan will serve as the standard for response to incidents involving Wayne County owned or occupied buildings. Specific departments within county government may have plans in place that are more detailed and or stringent than this one; however, this plan will serve as a minimum plan.

Definitions:

The IRCE will not circumvent the Wayne County Emergency Operations Plan and is intended to be a guideline only. An emergency is defined as an event which requires an immediate response by trained personnel. This plan will assist identified personnel in each department with the mitigation of such emergencies in a safe and timely manner.

Control Group:

Throughout the IRCE the “Control Group” will be referenced for decision making during all incidents. The Control Group will assemble in person when applicable and by phone at a minimum during any of the incidents outlined in this plan. Based on the incident the entire control group may not be needed. However, they will be notified of the incident at some point when applicable.

The Control Group will consist of the following and will be notified in the order below:

Wayne County Human Resources Department 705-1882
Monday thru Thursday 7:00 AM – 6:00 PM.

After hours emergency calls only 223-0204.
Ask for the Wayne County Safety Representative
and briefly describe the situation.

Wayne County Manager or designee 731-1435

Wayne County Facilities Director or designee 731-1168

Wayne County Sheriff or designee

731-1400

The Department Manager of the affected area, if incident is isolated.

Code Red:

The “Code Red” warning system was activated by Wayne County on August 12, 2008. Code Red is an automated warning system that provides emergency message notification to all citizens in Wayne County including county employees. The database is maintained off - site and has proven to be reliable in times of local emergencies.

Code Red is divided into two separate areas. One application will provide notifications to a specific set of citizens or employees based on the type of emergency and or geographical location. Also, specific groups can be notified that are pre – identified. The second application is weather alerts only. This service is free of charge but must be signed up for in order to receive the information.

In the future we will set up specific call groups for certain employees, for certain buildings or departments.

Responsibilities:

It shall be the responsibility of each Department manager to appoint wardens for each area or floor of their respective departments. These wardens will be responsible for several areas of operations during the implementation of any part of the IRCE. These individuals, along with the Department Manager and safety alternate shall be trained in the recognized and recommended response to various incidents as they relate to evacuation of employees and continuity of the department.

Training and Maintenance:

The Wayne County Human Resources Department shall be responsible for training of identified employees in the IRCE that have specific assignments as well as new employees. The same agency will also be charged with maintenance of the plan to include making changes after the initial approval and plan review each year at a minimum.

Evacuation:

Different types of emergencies will require a safe, orderly and quick evacuation of the building or facility which is occupied by Wayne County employees and or customers. As part of evacuation planning, the IRCE will incorporate the use of wardens to facilitate evacuation routes and movement to areas of refuge/assembly to attempt to reduce injuries during incidents in the workplace.

Evacuation routes:

In certain types of emergencies safe and orderly evacuation is the key to reducing personal injury. When an evacuation is not the desired response; a “shelter in place “or “lockdown “may be more appropriate.

Each building/facility will develop, train and exercise a primary evacuation route and an alternate evacuation route. The Safety Division will assist in this endeavor if needed and the Safety Division will approve all routes before entry into the IRCE.

Department Name:

Primary Evacuation Route:

Alternate Evacuation Route:

Evacuation Wardens:

Each department will be responsible for appointing an employee and a minimum of two alternates to act as evacuation wardens. Generally, there should be one warden for every twenty employees in the workplace. The wardens should be able to provide adequate guidance and instruction at the time of the required evacuation. The wardens shall be trained in the complete workplace layout and the various alternative evacuation routes from the workplace. All wardens and fellow employees should be made aware of non – ambulatory employees who may need extra assistance and hazardous areas to be avoided during emergency evacuation. Before leaving, wardens should check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area. After the evacuation is completed, the wardens should be able to account for or otherwise verify all employees and customers are in the area of refuge/assembly in accordance with the Accountability Appendix B of this document.

Required Evacuation:

The situations listed below are required incidents that mandate an evacuation of the workplace. This list is not all inclusive and may change depending on the situation.

Any audible fire alarm.

Anytime a Department Manager, supervisor, safety representative and or warden announces that the building must be evacuated.

During obvious emergencies when any reasonable person would know to leave the building immediately.

Areas of refuge/Assembly:

The designation of refuge/assembly areas for evacuation shall be determined and identified in the IRCE. Interior refuge/assembly areas may be within the same building but in a different area depending on the size of the facility and the location and type of the emergency.

Exterior refuge/assembly areas may include parking lots, open fields or streets which are located away from the site of the emergency and provide sufficient space to accommodate the employees. Employees should be instructed to move away from the exit discharge doors of the buildings, and to avoid congregating close to the building where they may hamper emergency operations. *These areas will identified by the Wayne County Human Resources Department. They will be marked with signage that is obvious to all occupants.*

Department:

Interior Refuge/Assembly Area:

Exterior Refuge/Assembly Area:

General Emergency/All Hazards:

- Dial 911 immediately
- Take appropriate actions for safety of the employees and customers
- Notify the Control Group

Bomb Threat:

- Remain calm and attempt to keep the caller on the phone
- Dial 911 immediately
- Notify the Control Group
- Evacuate the building
- Only take personal items with you

Fire:

- Sound the fire alarm if not already heard automatically.
- Dial 911 immediately
- Evacuate the building
- Notify the Control Group
- Only take personal items with you

Hostage Situation:

- Dial 911 immediately
- Evacuate the building if possible
- Secure areas that are feasible
- Notify the Control Group if possible
- Account for employees and customers

Intruders or Irate Persons:

- Dial 911 immediately
- Do not engage in a confrontation with the person
- Evacuate the building if possible
- Notify the Control Group if possible

Lockdown Procedure:

- Dial 911 immediately (inform them why you are locking down)
- Do not evacuate the building
- Move all employees to interior refuge/assembly area if possible
- Notify the control group if possible
- Secure all exterior and interior doors

Medical Emergencies/Severe Injuries:

- Dial 911 immediately
- Send a warden to direct the ambulance crew
- Keep other employees and customers away from the scene
- Notify the Control Group
- Only allow trained personnel to treat the injured

Tornado Warning:

- Initiate evacuation to interior refuge/assembly area
- Account for all employees and customers
- If damage is sustained, Dial 911 immediately
- Notify Control Group
- During warning period a warden must be posted in a safe location to monitor weather conditions by Internet, radio, telephone, etc.

Appendix A: Snow and Ice Procedure Plan

The County Manger will make a decision on whether or not to open the county offices by 6:00 am of the affected morning.

By 6:00 am, the Wayne County Facilities Director will asses the condition of all county facilities and inform County Manger if any facility cannot be made ready by 7:00 or 8:00 am depending on the departmental work schedule. The County Manager will then decide whether delayed openings are appropriate for some facilities and communicate appropriately. The message may be communicated to county employees by one or all of the following methods:

Code Red

Wayne County employee email

Phone calls

WGBR radio -1150 am

PACC 10 television

Wayne County Inclement Weather Hotline 731-1150

Wayne County EMS, Wayne County OES/911 Communications and the Wayne County Sheriff's office will keep 10 bags of ice melt each. The Wayne County Animal Adoption and Education Center and the Wayne County Landfill will keep at least 1 bag of ice melt each on hand at all times. In case of predicted snow or ice these departments will put out ice melt around their departments prior to inclement weather. Facilities Services Department will provide the ice melt.

The following procedures are used if Wayne County offices are closed:

Facilities Services will clear the Jeffreys Building parking lot and the front entrance on the John Street.

Facilities Services will clear the parking lot and front entrances of the Chestnut Street side of the Sheriff's Office and the main entrance of the Annex on 117 Bypass.

The following procedures are used if Wayne County offices are open to include delays:

Facilities Services will clear the Jeffery's building/OES office and Sheriff's Department at the Courthouse and the Annex office first and with priority.

All handicapped ramps will be cleared.

Listed below are the entrances Facilities Services will clear at other offices; however this may not be an all inclusive list:

Courthouse - both atrium entrances

County Office Building – entrances and parking lot on Herman Street and employee entrance of Lionel Street

County Administration Building – entrance on William Street

Services on Aging – entrance on Ash Street

Day Reporting Center – entrance on Walnut Street

Cooperative Extension, Soil and Water Conservation and Farm Agency – main parking lot will be cleared

Animal Adoption and Education Center - main entrance and sally port

Borden Building – entrances on James Street and Walnut Street

Wayne County Public Library – main entrance and parking lot

Will R. Sullivan Building – Ormond Street entrance

Solid Waste will be responsible for all convenience sites that are operational.

Wayne County EMS will be responsible for clearing EMS station locations.

All entrances that are not cleared will be marked with warning tape.

Appendix B – Accountability Standard/Checklist for Employees and Customers.

Total evacuation of a building or relocation to a refuge/assembly area within the building may be required. The evacuation will need to be performed quickly, but with safety in mind. History has proven employees and customers have been injured or killed because they were left in the building during evacuations/relocations or co-workers re-entered the building to look for someone who already evacuated.

Therefore, each department should task the evacuation warden with the responsibility of accounting for each employee in the department as well as customers. If a department has numerous customers, it is recommended a sign in list be used to track who is in the building at any particular time. The Department Manager and or all supervisors should make the Evacuation Warden aware at the time of the incident which employees are not present due to field work, vacation, sick time, etc. This will allow for a total count to be confirmed in a quick manner.

Maintenance of this checklist document will be imperative to the accountability standard. All Department Managers, supervisors and wardens will have a list of all current employees in the department. This list must be continually updated.

Accountability Checklist

Department/Floor:

Employee Names:

John Doe

Jane Doe

Jeff Doe

Jessica Doe

Accounted For: Yes or No

Yes

Yes

Yes

No

Status

Vacation

Field Work

Number of Customers:

3

Accounted For: Yes or No

Yes

