

POLICY 703 EMERGENCY RESPONSE PLANS

1. **Purpose.** The purposes of these plans are. (a) to establish and maintain a safer, emergency response time; (b) to help reduce the number of and potential for injuries.
2. Fire Policy.
 - 2.1 Evacuate by designated routes. Assist those individuals who may need extra help moving to the designated shelter or exiting the building and detained individuals in our custody per department procedure.
3. Fire Response Plan.
 - 3.1 **R** - report the fire – **call 9-911** to active fire service for all sites, even those in the courthouse.
A - alert occupants with the pull-station alarm found near exits.
C - contain the fire – **close your doors** as you exit.
E - All are expected to evacuate immediately. Evacuate by designated routes (marked in red on hallway maps.) Crawl under the smoke to breathe cleaner air.
Designated staff will check assigned public areas before exiting.
 - 3.2 Congregate at designated meeting sites for count and direction from the department head.
4. Tornado Policy.
 - 4.1 When a tornado warning is issued, seek shelter immediately. When a weather watch is announced, get prepared.
5. Tornado Response Plan.
 - 5.1 Notification of Threat. If the National Weather Service (NWS) issues a tornado or severe weather WARNING and the work area is in the affected area, staff will be notified to seek shelter.
 - 5.1.1 In the Courthouse
 - 5.1.1.1 Listen to the public address system
 - 5.1.1.2 A distinct tone will initially be emitted, alerting that directives will follow

POLICY 703 EMERGENCY RESPONSE PLANS

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

5.1.1.3 Those near the PA speakers are expected to listen to the directive and notify those located away from the speakers

5.1.2 In Outer Facilities

5.1.2.1 Monitor NWS reports issued via.

5.1.2.2 Weather alert radio, or at www.spc.noaa.gov/products/wwa

5.1.2.3 Large departments will activate an emergency alert (pre-established by the department head).

5.1.2.4 Note. The Emergency Sirens are intended to notify people **outdoors** that the National Weather Service has issued severe weather warnings. They are not intended to notify persons indoors. The sirens are activated whenever severe weather **WARNINGS** are issued for *anywhere* in Eau Claire County. When this alarm is noted, seek details about the threat and take shelter as advised.

6. Threats of Violence & Other Danger.

6.1 All threats of violence will be taken seriously. When employees or facilities are threatened with physical force or weapons (includes guns, bombs, or chemicals) employees are to report the threat immediately, take measures to secure the area threatened, respond to directives for securing or evacuating the facility, and assist those individuals who may need extra help to safety.

7. Threat Response Plan.

7.1 First.

7.1.1 Take measures to protect yourself and the public.

7.1.2 Secure the area threatened.

7.2 Second.

7.2.1 Report the threat immediately

8. If You Feel a Life is in Danger.

8.1 Call 9-1-1

POLICY 703 EMERGENCY RESPONSE PLANS

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

- 8.2 In the Courthouse.
 - 8.2.1 Call 9-1-1
 - 8.2.2 Activate security alarm with pull cord, or
 - 8.2.3 Call 39-6274 for the Bailiffs. (See sticker on your phone)
- 8.3 At all other facilities or if in the field.
 - 8.3.1 Call 9-911 and stay on the phone – expect a 7 second delay before call is answered –do not hang up!
 - 8.3.2 Alert the designated head
- 9. In Non-Life Threatening Situations.
 - 9.1 If an employee observes suspicious behavior, anticipates the arrival of unruly subjects, or observes a non-injury criminal incident.
 - 9.2 In the Courthouse
 - 9.2.1 Call 555. This connects to the Jail but indicates not a life-threatening situation.
 - 9.3 At all other facilities or in the field
 - 9.3.1 Call 9-911. Expect a 7 second delay before call is answered – do not hang up!
- 10. Securing Areas.
 - 10.1 If an employee observes a threat is observed near the department area, they are expected to.
 - 10.1.1 Vacate the threat area.
 - 10.1.2 Alert co-workers; assist others away from the area; and notify department head.
 - 10.1.3 Close and lock department doors.

POLICY 703 EMERGENCY RESPONSE PLANS

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

- 10.1.4 Remain within the department until department head verifies 'all clear' with law enforcement.
- 10.2 If the Sheriff's office or facility's designated head has received threats and there is concern that great bodily harm is imminent and all areas may be at risk.
 - 10.2.1 The buildings public address system (or your facility's notification system) may be used to direct a lock-down within the building.
 - 10.2.2 All employees should move into a safe place - the nearest office or department. (For some, this might be outside your facility.)
 - 10.2.3 Lock the area and stay away from windows until the 'all clear' directive is communicated by the County Administrator, facility's designated head, or a member of the law enforcement.
 - 10.2.4 Any visitor inside your department should be locked inside your department with employees. (We do not recommend allowing non-employees to enter any office once locked in order to avoid inadvertently allowing a perpetrator access to a secure area.)

POLICY 703 EMERGENCY RESPONSE PLANS

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

11. Evacuation of Areas.

- 11.1 If the Sheriff's office or facility's designated head orders evacuation because of a bomb threat, hazardous chemical release, etc.
 - 11.1.1 Immediately exit the building by fire evacuation routes or according to directives announced on the buildings public address system (or via your facilities notification system).
 - 11.1.2 Take only personal items immediately available to you.
 - 11.1.3 Note anything unusual in your area. (Do not touch - Report when meeting with authorities.)
 - 11.1.4 Do not turn on/off lights or equipment, do not close or lock doors.
 - 11.1.5 Courthouse employees should go to First Lutheran Church (two blocks north on Oxford Avenue) and gather with by department or work unit for count and further directives. (Those designated will notify officials of missing employee's.)
 - 11.1.6 At all other facilities go to the building's designated meeting site.
 - 11.1.7 Assist disabled individuals. Direct the public to go to the evacuation site. (The Sheriff may want to interview them - Department heads should note their names and report to law officials.) Detained individuals in our custody will be evacuated per department procedures.
 - 11.1.8 Only authorized employees will assist with building searches. Do not return to the building until the County Administrator, facility's designated head, or law enforcement officials have communicated the 'all clear' directive.

12. Employee Responsibilities.

- 12.1 Post or program the emergency phone number on the office phone; know if silent alarms are in your area.
- 12.2 Keep the Threat/Security Incident Report by your phone for collecting important information with bomb threats.
- 12.3 Know evacuation site.

POLICY 703 EMERGENCY RESPONSE PLANS

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

- 12.4 Keep calm and follow directions; stay in safe areas until told restrictions are lifted.
- 13. Injuries & Illness.
 - 13.1 The Community EMS is to manage all medical situations, other than basic first aid. Courthouse nurses are NOT available to care for employees or visiting public. If 911 is notified, the injured or ill person can decline their care and bystanders are not responsible.
- 14. In the Event of a Medical Emergency.
 - 14.1 **With life threatening and serious injuries call 9-911.** Report as much information as possible when calling 9-911. (Symptoms, health history, recent medications surrounding circumstances, family contact, etc.) The above include, but are not limited to.
 - 14.1.1 Severe bleeding
 - 14.1.2 Unconsciousness (seizures do not need an EMT unless they persist)
 - 14.1.3 Absence of breathing or sudden difficulty breathing
 - 14.1.4 Any severe trauma injury to head, neck or spine
 - 14.1.5 Any sudden and severe pain
 - 14.1.6 Obvious fracture, inability to move, or great pain with movement
 - 14.2 Notify the Bailiff of all Courthouse injuries (except those that require only basic first aid) by calling 555 (the jail). Outer areas should notify the Department Head. If not trained in first aid, DO NOT MOVE the person. The bailiff will coordinate care until EMS arrives.
 - 14.3 Offer building First Aid Kits for minor injuries. First aid kits are located in the following areas in the Courthouse.
 - 14.3.1 Ground floor – Sheriff’s Department and Health Department
 - 14.3.2 First Floor - Maintenance, County Clerk, Fleet Car Room, P&D, Juvenile Intake, and Information Systems
 - 14.3.3 Second floor - Clerk of Courts, Bailiff's office, Administration, Chief Circuit Court Officer

POLICY 703 EMERGENCY RESPONSE PLANS

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

14.3.4 Department of Human Services - Reception area of each floor

14.3.5 Outer facilities - main office areas offer first aid kits for minor injuries.

15. Automatic External Defibrillators (AED).

15.1 Automatic External Defibrillators (AED) have been installed in the main lobbies of certain county facilities. A team of volunteers will be prepared to respond to possible cardiac crisis at facilities with AED.

15.2 In the event you encounter a person unconscious, experiencing severe chest pain, not breathing, or without a pulse, follow the current medical emergency action plan.

15.2.1 1st Report incident to 9-1-1.

15.2.2 2nd Alert in-house assistance**

15.2.3 at the Courthouse call 555

15.2.4 at the Airport call 39-3864

15.2.5 at the Expo Center notify the director

15.2.6 3rd Cooperate with the first aid/AED responder

15.2.7 4th Evaluate the experience later with the AED Coordinator of the facility.

15.2.8 **In-house assistance will alert AED Responders to go to the scene. You do not have to notify a member of the Responder Team. When notifying in-house assistance, report if Team member needs to take the AED to the scene.

15.3 When providing first aid assistance **ALWAYS use barrier precautions** (gloves or at a minimum any material between them and another's blood). Sometimes it is possible to have the victim apply direct pressure to wounds or to coach them in first aid. Always consider anyone's blood as infectious. Ninety-five percent of those with blood borne pathogens are working; most do not know themselves that they are infectious. And remember to ALWAYS wash your hands after you provide assistance.

15.3.1 Offer to notify a family member for the victim.

POLICY 703 EMERGENCY RESPONSE PLANS

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

- 15.3.2 Notify Maintenance if body fluid needs to be cleaned up.
- 15.3.3 Report all injuries experienced by the public to the Purchasing and Central Services Department who will make necessary reports to insurance carriers. Injured workers should report all work related injuries to Department Head and Human Resources using the County Employee's Report of Injury/Illness form.

16. Employee Responsibilities.

- 16.1 Offer assistance to the degree you are capable and notify appropriate personnel (First Aid Kit - Bailiff – 9-1-1) to respond to level of need. Stay with the person until help arrives.
- 16.2 Ensure protection from injury or illness. wear gloves; consider surrounding hazards.
- 16.3 Report all work-related injuries and injuries experienced by the public.
- 16.4 The Facility Restoration Team has decided on the following items for an Emergency Kit in the case of a disaster. These articles will be labeled in a small suitcase-type container.
 - 16.4.1 First Aid Kit - may be already located in area - would not duplicate these items
 - 16.4.2 Flashlight and extra batteries
 - 16.4.3 Blanket
 - 16.4.4 100-foot nylon rope
 - 16.4.5 Small crow bar
 - 16.4.6 Battery operated radio and extra batteries
 - 16.4.7 Latex gloves
 - 16.4.8 Leather gloves

POLICY 703 EMERGENCY RESPONSE PLANS

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

POLICY 703 EMERGENCY RESPONSE PLANS

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual