

TOOELE COUNTY EMPLOYEES' EMERGENCY SAFETY HANDBOOK 2012 REVISION

This handbook has been developed for four reasons: 1) to save lives 2) to assist county officials in meeting OSHA requirements for fire safety as noted in 29 CFR (Code of Federal Regulations) 1910.38, 1910.39 and 1910.157; 3) to provide an easily accessed compilation of information contained in various other documents; and, 4) as an emergency training manual for new hires and annual refresher classes held for all County employees.

Tooele County has made available to each employee a copy of the **Tooele County Employee's Safety Guidebook** at: www.co.tooele.ut.us/PDF/HR/SafetyManual.pdf. That guidebook outlines workplace and occupational safety requirements and procedures.

EMERGENCY ACTION PLANS (1910.38)

Tooele County has emergency action plans for all hazards compiled in the document entitled **Emergency Procedures and Checklists for Tooele County Facilities**. That document has been supplied to every department in the Tooele County building and all outlying facilities. Department Heads or safety committee representatives have been instructed to keep this document in a location known to all employees and to **review this document with employees at least twice a year** in a staff meeting or by the best means available. The Department Head or the safety committee representative is responsible to designate staff for certain responsibilities and to train them when initially assigned, when the responsibilities change or when the plan is changed. ***Each Department should have an evacuation/shelter-in-place warden.*** This person is required to handle accountability procedures, the visual sweep required prior to evacuation, and the posting of the "EVACUATED" sign on the door and exterior window, when required, for the protective actions of evacuation, sheltering in place and lockdown.

In the event of obvious threats to human health and safety, authorization from the County Commission to take protective actions is not needed. Department Heads, Supervisors and the Building Maintenance official are authorized to order building evacuations, sheltering-in-place, lockdowns, and other protective actions.

The "Fire/Hazardous Materials/Smoke/Gas Fumes" checklist (see attachment 1) details procedures for reporting a fire or other emergency; sounding the fire alarm; requesting fire, rescue or medical assistance through the E911 system; and, procedures to be followed by the Building Maintenance department employees responsible to operate critical building equipment when evacuation from a fire is warranted.

A separate checklist entitled "**Evacuation/Relocation**" (see Attachment 2) details our evacuation procedures. Employees should know their office's collection area outside the building as well as the primary and secondary relocation points. These locations should be noted on the checklist by the Department Head. The final destination will vary depending on the type and severity of the situation.

Relocation Points:

County Administration Building area (including Relief Services and Courts):

Primary Relocation Point: Tooele Senior Citizens Center

Secondary Relocation Point: Tooele County Health Department
Health Department:

Primary Relocation Point: Tooele Senior Citizens Center

Secondary Relocation Point: Tooele County Administration Auditorium

Aging and Adult Services (Tooele):

Primary Relocation Point: Tooele County Administration Auditorium

Secondary Relocation Point: Tooele County Health Department

Other external county facilities should determine their primary and secondary relocation points. Those facilities include Deseret Peak Complex, Grantsville Senior Citizen Center, Roads Department, Solid Waste Department, Tooele County Detention Center, and Wendover Airport.

Collection Areas:

Admin 1st Floor Evacuate to south front parking lot, at least 100 feet from the building, using fire rated stairwells marked with an exit sign.

IT Department Evacuate through the back exit to the east parking lot.

Admin 2nd Floor Evacuate to far southwest side of front (West) lawn at least 100 feet from the building using fire rated stairwells marked with an exit sign.

Assessor's Office Evacuate out the Public Safety doors to the east parking lot.

Sheriff's Office Evacuate to and set up command in east parking lot. If an alternate site must be selected, please send a liaison to the location closest to the outside southwest corner of the county building, where the Floor Leaders (see page 8) are gathered, to receive accountability summaries and to report the location of the Sheriff and/or command post, to Dal Shields [241-0103 (c)] . Sheriff's liaison should return to the Sheriff's Command Post and report department accountability results to the Sheriff and/or Incident Commander as soon as possible.

Admin 3rd Floor Evacuate to the far northwest side of the front (west) lawn, at least 100 feet from the building, using fire rated stairwells marked with an exit sign.

Attorney's Office/
Justice Court Evacuate to the parking lot north of the State Courthouse

Health Department Evacuate to and set up command in the furthest end of the west parking lot, at least 100 feet away from the building using fire rated stairwells marked with an exit sign. Department Head or highest ranking member of the administrative staff should report accountability to the incident commander as soon as possible.

Relief Services Evacuate to the Veterans Memorial Park.

TCEM Building Emergency Management staff will evacuate to the north TCEM parking lot. Dispatchers will evacuate to the east TCEM parking lot.

Other external county facilities should determine their collection areas. Those facilities include Deseret Peak Complex, Grantsville Senior Citizens Center, Roads Department, Solid Waste Landfill, Tooele County Detention Center, Tooele Senior Citizens Center, and Wendover Airport.

Relocation Points for Major Gas Leak or Bomb Threat:

All County

Admin Building
area employees

Evacuate immediately to the primary relocation point at the Tooele Senior Citizens Center, or if unsafe, to the secondary relocation point at the Tooele County Health Department, by the safest and most direct route possible. Upon arrival, conduct accountability and report to Incident Commander (IC). Await notification from IC or Commissioners to return to work, or be dismissed to go home.

Always use common sense in an emergency. If one or more of your designated exit routes are blocked, please use next best route. If fire should obstruct exit from your department or building, call 911 immediately to report the situation. Place a black **X** on an outside window and, if safe to do so, on an interior exit door visible to a hallway. Firefighters will get to you as quickly as possible by the safest possible route.

A checklist entitled “**Staff/Visitor Accountability**” (see attachment 3) details accountability procedures to be followed by each department in a Tooele County Facility. Accompanying each department’s emergency procedures are the necessary forms to document accountability and to designate if evacuation has been completed. The Department Head should designate one employee, **henceforth called the evacuation/shelter-in-place warden**, and at least two backup personnel, to handle accountability procedures. **Fill in Department Name in permanent marker now – before emergency or drill occurs.** When evacuating ensure a visual “sweep” of the office is conducted and no one is left behind. Tape evacuation sign in window and hang one on outside office door handle. **Make sure office door is closed, but not locked, when leaving the building.** Report accountability results verbally to Department Head and to the Floor Leader. The Floor Leaders will position themselves between the exit stairways on each floor. The Floor Leader will then coordinate with other floor leaders at a safe location closest to the outside southwest corner of the county building, and immediately report accountability results to the Incident Commander or liaison. (Incident Command may be located in the east parking lot. A liaison may be designated to meet floor leaders in front of the building.) Floor Leaders and their backups will be trained in their duties and, have annual fire prevention and fire extinguisher training conducted by certified fire personnel. Floor Leaders must designate and train at least one backup. Their names are listed on Attachment 5 to this handbook. The Human Resources Department is responsible to ensure this training takes place and this handbook is updated when appropriate.

Department Heads are responsible to maintain and keep with them an employee contact information sheet with home and cell phone numbers, and email addresses should it become necessary to notify employees of work shutdowns due to power outages or hazardous conditions; or to return to work upon receiving the “all-clear.”

Fire Prevention Plans (1910.39)

It is the responsibility of the Human Resource Director to ensure that every employee is provided a copy of this plan and trained annually in industrial fire safety and prevention and the use of fire extinguishers. Each Department Head is required to train his/her staff and each new hire in the hazards and safety procedures applicable to their job and the County Safety Officer will ensure that general training is provided for new hires at least quarterly.

The major fire hazards faced by the County are paper, wood and other combustible products, as well as any hazardous materials used to furnish, operate and/or maintain county facilities and provide services to its residents. It is the responsibility of each Department Head to ensure that all hazardous materials, chemicals, toxics and reactives utilized by their department have MSDS sheets available; are labeled and stored according to OSHA requirements; and, kept in a safe location away from all sources of ignition. All refuse should be collected daily and stored outside county facilities in an appropriate receptacle until disposed of.

Portable Fire Extinguishers (1910.157)

The Building Maintenance Director is responsible to inspect, maintain and test all portable fire extinguishers in the workplace. Extinguishers are provided in the county building, and are intended for use by trained employees only.

All county buildings are equipped with fixed extinguishing systems and/or portable fire extinguishers and/or fire alarm systems. It is our recommendation that every department have at least one fire extinguisher in their office. In most cases, it is the responsibility of the County Building Maintenance Director to ensure the operability of these systems and the documentation of all inspections and maintenance.

ATTACHMENT 1 EMERGENCY PROCEDURES AND CHECKLISTS

FIRE/HAZARDOUS MATERIALS/SMOKE/FUMES/BOMB THREAT

In the event that a fire, smoke from a fire, or a hazardous materials incident has been detected in or near your office or facility, Department Heads and staff should stay calm and:

- ✓ Pull the fire alarm if not already activated. They are located on each floor at the north and south ends of the building, as well as near the east staircase.

If only a gas leak or odor is detected, call Building Maintenance at 843-3177, 843-3200, 241-0103, 241-0105; or, if Maintenance is unavailable, call Dispatch at extension 8300, or phone 911 if outside the county phone system, to request an investigation before making protective action decisions.

- ✓ If evacuation is ordered, Evacuation Warden should immediately conduct accountability procedures and evacuate all staff and visitors to the collection area outside the County Administration Building. (see Emergency Action Plans above). The Evacuation Warden (definition of this position is detailed on page 1 of this procedure) should post an evacuation sign on outside window and door. Evacuate in a calm and orderly manner. Report the accountability results to the Floor Leader while exiting. Upon arrival at collection areas the Floor Leaders should report accountability results to HR Director and assistants, or County Commission Assistant. See Evacuation Checklist.
- ✓ Simultaneously, Department Head or alternate should call Dispatch at extension 8300, or phone 911 if outside county phone system, and request fire department assistance and request Commissioners be notified.
- ✓ Commissioners should report incident to Dispatch, even if redundant.
- ✓ Maintenance or administrative staff should shut down HVAC (heating and air conditioning) system before evacuating, if safe to do so, to decrease the risk of spreading airborne contaminants, fire or smoke through the building.
- ✓ Fire or hazmat personnel will seal off and isolate area of leak / spill / fire / gas leak.
- ✓ After consulting with emergency response officials, commissioners or their designee may move employees to the primary relocation point or the secondary relocation point, or, send employees home if building is damaged, weather is inclement, or you cannot re-enter building for an extended period.
- ✓ Commissioner or designee should notify relocation point, if needed.
- ✓ No one should re-enter the building(s) until declared safe by emergency officials.
- ✓ Commissioner or emergency response official notifies employees of termination of emergency, return to work location and resumption of normal operations, and/or dismissal.
- ✓ Department Head or Supervisor implements post-crisis procedures (see Post-Crisis Procedures Checklist) before resuming normal operations.

ATTACHMENT 2 EMERGENCY PROCEDURES AND CHECKLISTS

EVACUATION/RELOCATION

A Commissioner, Department Head or Supervisor or Building Maintenance official may order evacuation to one of three locations:

- 1). A PRE-ESTABLISHED COLLECTION AREA (see page 2 of this document) - outside the building but likely to be on facility grounds, when short term evacuation is anticipated. If employees are in the building when evacuation is ordered, immediately move to outside collection area. If you are outside a building, report to the collection area, if safe to do so.
- 2). A PRIMARY RELOCATION POINT (see below and page 2) - A building or other designated area within walking distance from the facility where staff can be collected and protected from the weather, if necessary, when remaining on facility grounds is unsafe or too chaotic, or, the expected duration of the evacuation is unknown.
- 3). A SECONDARY RELOCATION POINT (see below and page 2) - Staff may be instructed to go to a relocation point even further from the danger area if the emergency threat or hazard escalates.

EVACUATION PROCEDURES:

- ✓ Evacuation warden should conduct accountability procedures (see attachment 3), and Department Head or alternate should notify staff and visitors of evacuation collection areas and relocation points.
- ✓ Department Head or designee directs staff to evacuate the building. Evacuate to the assigned collection area outside the building. If normal route is too dangerous, follow an alternate route. Never use elevators. Only use fire rated exit staircases for evacuation.
- ✓ Evacuation warden should place evacuation sign (e.g., yellow paper with words "Evacuated" in large, legible letters) in outside office window and on outside of office door when evacuation is complete. Report accountability results to Floor Leader (see attachment 3) as exiting, but keep accountability roster with you.
- ✓ Once the facility is evacuated, maintenance personnel or facility designee should ensure, if safe to do so, that building is secured and utilities are shut off when appropriate.
- ✓ Commission will notify department heads when staff may be returned to facility, or be dismissed.

RELOCATION POINTS:

If evacuation off facility grounds is required, employees will be instructed to proceed to the Primary or Secondary Relocation Points. The Commissioners or designee will notify Primary or Secondary Relocation Points, as appropriate. Each county facility should have a pre-designated primary relocation point within walking distance, and a secondary relocation point further away (see page 2).

ATTACHMENT 3 EMERGENCY PROCEDURES AND CHECKLISTS

STAFF/VISITOR ACCOUNTABILITY

When emergency conditions exist, staff and visitor accountability is critical to accomplish an efficient and effective emergency response, minimize liability, and respond quickly to community and media inquiries. When accountability procedures are required:

If sheltering-in-place:

- ✓ Department Head or supervisor may order sheltering-in-place (see Sheltering-in-Place checklist) or a Lock-Down (see Lock Down checklist), if appropriate.
- ✓ Evacuation/Shelter-in-place warden will conduct accountability procedures and post accountability summary on an outside door and window. Designated Floor Leaders (see below), Law Enforcement or other designee will collect data.
- ✓ If condition causing evacuation or in-place shelter is near your location, post the black "X" next to the accountability summary on your door and window.
- ✓ If safe to do so, PROVIDE STATUS TO EMERGENCY OFFICIALS ONLY by phoning Dispatch at extension 8300, by phoning 911 if outside county phone system, or by utilizing an 800 MHZ radio, if available.
- ✓ Do not release anyone until authorities order evacuation or give the all clear.

If evacuation is required:

- ✓ Evacuation warden or alternate should record accountability results before leaving facility and take results with him/her to report to Floor Leader (see below).
- ✓ Upon arriving at collection areas, Floor Leaders should report accountability results to HR Director and assistants, or County Commission Assistant, who are compiling accountability summaries.
- ✓ Should it become necessary to go to Relocation Points, an additional roll call should be taken at the relocation facility to be collected and reconciled by emergency officials. Department Heads or designee must stay with staff and visitors until released from this duty.
- ✓ **DO NOT RELEASE ANY INFORMATION TO THE MEDIA.**
- ✓ Department Heads or designees should PROVIDE STATUS TO EMERGENCY OFFICIALS ONLY by phoning dispatch at extension 8300, by phoning 911 if outside county phone system, or by utilizing an 800 MHZ radio, if available.
- ✓ Do not release anyone until authorities have given the all clear.
- ✓ Staff and visitors will be released to go back to vehicles or facility when given the all-clear.

DESIGNATED COUNTY FLOOR LEADERS

County Admin Building	
1 ST Floor	Mary Dixon
2 nd Floor	Kathy Clark
3 rd Floor	Michelle Pruden
Health Department	
1 st Floor (north)	Ericka Jordt
1 st Floor (south)	TBD
2 nd Floor	Dennis Richardson
Grantsville Senior Center	TBD
Parks and Rec Department	TBD
Relief Services	
Front	TBD
Back	TBD
Roads Department	TBD
Sheriff's Department	Chris Holland
Solid Waste Department	TBD
State Courthouse	
1 st Floor	TBD
2 nd Floor	TBD
TCEM Building	Andy Tanner
Tooele Senior Center	TBD or alternate

