



COCHISE COUNTY

EMERGENCY ACTION PLAN

OSHA Regulation 29 CFR 1910.38

In an emergency, call:

Police/Fire/Paramedics	9-1-1
Risk Management	(520) 432-9830
Facilities Management	(520) 432-9730

Note: Some County locations must first dial "6" for an outside line

Cochise County Administrative Procedure

Emergency Action Plan

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EMERGENCY ACTION PLAN

General Plan for Cochise County Facilities

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PURPOSE

This county-wide Emergency Action Plan complies with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and is intended to acquaint our employees with Cochise County's plan for handling emergencies and to establish guidelines which will protect employees and visitors in County facilities.

SCOPE AND APPLICATION

Cochise County staff operates in numerous facilities located throughout the county; therefore, this plan is purposefully general in nature and is designed to minimize injury and loss of human life and county resources by training employees and outlining responsibilities. Each county department must develop an emergency action plan specific to each departmental facility.

GENERAL EMERGENCY PROCEDURE GUIDELINES

- A. Person first on scene (or assigned employee) calls 9-1-1.
- B. Employees and visitors evacuate the building and meet in the proper assembly area.
- C. Call Risk Management (520)432-9830.
- D. Call Facilities Management (520)432-9730 and others, as needed.
- E. Return to the building only after authorities notify the Program Coordinator that re-entry is safe.

GENERAL EVACUATION PROCEDURES

- A. When the alarm sounds, walk to the nearest safe exit. Employees working with visitors will direct visitors to the appropriate exit. Close all doors behind you. Do not use elevators. Keep stairwell doors closed except for exiting. Move directly to the assembly area.
- B. Stay in the assembly area until directed to return to the building by an assigned employee.
- C. Assist disabled persons out the proper exit, or if there is smoke in the area, into a stairwell. Evacuation Assistants will notify emergency personnel of the need for their evacuation.
- D. Evacuation Assistants will ensure that the entire building is evacuated, checking storage rooms, rest rooms, etc.

EVACUATION OF PERSONS WITH DISABILITIES

Involve the disabled person in the evacuation. S/he is an expert on her/his own disability and knows best how to move out of a building. Tell the disabled person what is happening and the procedure to be followed. Many disabled people are vulnerable to respiratory complications- remove them from smoke or vapors immediately.

Impaired Mobility

People with impaired mobility may not use a wheelchair, but still may need assistance in walking to the exit.

Ask the wheelchair user for instructions. Always ask about:

- A. Moving from wheelchair (may experience spasticity or extreme pain when being moved).
- B. Moving downstairs in the wheelchair.
- C. If you must carry them, never carry a person backwards down a flight of stairs.
- D. The number of people needed for assistance.
- E. Catheter leg bags, braces, oxygen, prosthetics, etc.

Impaired Vision

Explain the nature of the emergency and offer to guide the visually impaired person. As you walk, explain your destination, your current location, any obstacles, turns, stairs, etc. Upon reaching safety, orient the person to her/his surroundings and ask if further assistance is needed.

Impaired Hearing and/or Speech

Ease of communication varies with the individual. Audible alarms may not be heard. The person must understand what is happening and how and where to proceed. To gain attention, turn a light switch off/on, tap her/his shoulder, wave your hands, etc. Indicate through gestures or in writing what happened and what to do. Example: "Fire - go out rear door to the right and down hall. Leave now!"

RESPONSE PROCEDURES FOR EMERGENCIES

Fire

- A. Pull the closest fire alarm.
- B. Call 9-1-1.
- C. Evacuate employees & visitors to the assembly areas. Close doors. Do not use elevators.
- D. Account for all employees and visitors.
- E. Call Risk Management and Facilities Management.

Using a Fire Extinguisher*

P = Pull safety pin from handle

A = Aim nozzle at base of fire

S = Squeeze the trigger handle

S = Sweep the spray from side to side

Note: No employee is to attempt to extinguish a fire unless they have been regularly trained in the use of an extinguisher, the fire is quite small (waste-basket size), and the employee feels comfortable in using the extinguisher.

If Trapped in a Room

- Place cloth material around and under door to keep smoke out.
- Close as many doors as possible between you and the fire.
- Call 9-1-1 from the room.
- Exit through a window if it can be done safely; otherwise, be prepared to signal your location through a window.

If Caught in Smoke

Drop to hands and knees and crawl; hold breath as much as possible. Breathe through a filter (shirt, jacket, etc.) and breathe through the nose.

For additional information on Fire Emergencies, see:

Appendix B: Preparing for Emergency Evacuation

Appendix C: Assigned Employee - Evacuation

Appendix D: Evacuation Report

Appendix E: Alternate Evacuation Report

Medical Emergencies

- Call 9-1-1 if victim is unconscious or if an ambulance is requested by a conscious victim.
- Do not move the victim unless necessary.
- Send an employee to flag down the ambulance.
- Notify Risk Management and submit to Risk Management a comprehensive narrative of the incident.

Civil Disturbance/Workplace Violence

Civil Disturbances are typically a threatening individual or a demonstration or march by a group or assembly that has become unruly. Violence in the Workplace may involve a current or former employee. Alert Security and/or a Supervisor if you believe an employee exhibits potentially violent behavior.

- Notify your Supervisor/Safety Coordinator and Security.
- Secure your area (lock doors, safes, files, vital records, etc.).
- Restrict employee and visitor movement near the area.
- Prepare for evacuation or relocation.

Earthquake

Before the Quake - Prepare

- Anchor cabinets, water heaters, bookcases, etc. to the wall/floor. Spread the weight evenly throughout drawers and cabinets and use secure latches on cabinet/drawer doors.
- Keep cabinet tops free from books and papers.
- Ensure that boxes, electrical cords, etc. will not become trip hazards if lamps, etc. fall.

During the Earthquake - Duck and Cover

- Take cover underneath a desk or table, or in a solid doorway. Protect your head and neck.
- Stay away from windows and objects that may fall.
- Stay where you are, do not run outside. Falling debris and aftershocks may cause injury, and emergency personnel may waste valuable time searching for you.
- Do not use elevators
- If outdoors, stay in an open area. Do not enter the building.

After the Earthquake - Expect After-Shocks

- After tremors have stopped, evacuate the building and go to the assembly area.
- Stay away from the building where there is a danger of falling debris.
- Give first aid and comfort to injured persons. Do not move them if possible.
- Wait for instructions from assigned employees or emergency personnel.

Severe Weather

If closing a county office is necessary, the Board of Supervisors will communicate with all affected workplaces regarding the work schedule. Call your department leadership or check the county website for updates.

During a tornado, stay away from windows and take cover under heavy furniture as necessary. If outdoors and unable to access an indoor shelter, lie flat in the nearest depression, such as a ditch or ravine. If there is time, move away from the path of a tornado at a right angle.

If flooding occurs in your building:

- Call Facilities Management.
- Use extreme caution around appliances or outlets near the water.
- If you know the source of the water and can safely stop it, do so cautiously.
- Evacuate if directed to do so.

Mechanical Equipment or Other Physical Facility Emergencies

- Call Facilities Management at (520) 432-9730.
- Do not attempt to correct the mechanical emergency.

- Remain in your work area unless it becomes unsafe and/or you are directed to evacuate.
- If fire ensues, follow the procedures for a fire emergency.

Hazardous Materials

Many Cochise County facilities are close to interstates, trucking routes, railroads and a variety of industries. These facilities are vulnerable to the effects of spills or releases of hazardous materials (HAZMAT) and their effects. An incident could result in injury to county employees, visitors and property damage.

- Evacuate the area to the extent appropriate.
- Warn co-workers of the situation.
- Call 9-1-1; dispatch will notify the Office of Emergency Services.
- Call Risk Management and Facilities Management.
- If time and safety permit, shut down equipment, and secure vital records and workspaces.
- Do not respond to a spill or release unless you are properly trained and equipped.
- If a medical emergency is created due to the HAZMAT incident, follow the procedures for medical emergencies and inform medical personnel that a hazardous materials incident has occurred, including the suspected type of hazardous material involved.

Oral or Written Threat to People or Facilities, i.e. Bomb Threat

- Record the time and date of the call or receipt of the message.
- If it is a call, keep the caller on the line if possible and try to determine as much information as possible about the threat and motive, follow threat checklist in Appendix D.
- When the caller hangs up, call 9-1-1 to report the incident.
- Notify Risk Management and Facilities Management.
- Restrict both employee and visitor movement in your area.
- Secure your area (safes, files, vital records, etc.).
- Be prepared for evacuation or relocation.
- Do not touch any suspicious or unfamiliar objects, refer to letter and parcel recognition points in Appendix E.

SHELTERING in PLACE

In some emergencies, county authorities may determine that remaining in the building may be safer than evacuating.

Shelter-in-place locations should be interior rooms at ground level, with the fewest vents or windows. The room should be large enough for everyone to be able to sit; use several rooms if necessary. Large storage closets, utility rooms, copy rooms and conference rooms without exterior windows work well. Avoid rooms containing mechanical equipment.

In conjunction with department leadership, the Program Coordinator/Evacuation Assistants will:

- Advise all building occupants, including visitors, to remain in the building for their safety.
- Lock the exterior doors and close windows.
- Turn off all fans, heating and cooling systems, clothes dryers, etc., especially those systems that automatically provide for exchange of inside air with outside air.
- Close window blinds if an explosion is possible.
- Move essential disaster supplies stored in a marked location to the shelter-in-place area.
- Move all building occupants to the shelter-in-place area(s)
- Seal windows, doors, and vents with plastic sheeting and duct tape.
- Report to outside contact the names and affiliation of building occupants.

Absent an imminent threat, employees and visitors should call their emergency contacts to advise them of their location and that they are safe.

APPENDIX A ROLES AND RESPONSIBILITIES

Department Director / Elected Official

- Oversee the departmental emergency action plan(s); ensuring that all program elements are fully implemented.
- Assign staff to function as Program Coordinator(s) and Evacuation Assistants and provide them with adequate time and resources to implement and maintain the requirements of this program.
- Enforce compliance with this written program, including appropriate disciplinary action for any county employee failing to follow the requirements.

Program Administrator (Safety and Loss Control Analyst)

- Establish, review and update as necessary the county-wide Emergency Action Plan.
- Coordinate an effective emergency action training program.
- Function as a resource for Program Coordinators on emergency action topics.

Departmental Safety Coordinator (Program Coordinator)

- Develop a facility-specific emergency action plan containing:
 - Map of building escape routes, fire alarm pull stations, fire extinguishers, and assembly areas; post the map near each exit and at strategic locations.
 - Listing of key personnel and updated contact information (chain of command, Program Coordinator, Evacuation Assistants, Facilities Dept., Risk Management, etc.).
 - Listing of contact info for local emergency responders.
 - Designation of employee(s) authorized to shut down operations and/or order evacuation during emergency events.
 - Location of primary & secondary assembly areas at least 200 feet from building.
 - Description of method for accounting for all employees and visitors.
 - Procedures for assisting visitors and disabled persons during evacuation.
 - Identification of how/where employee contact information can be obtained in an emergency.
 - Description of actions expected of employees for various types of potential emergencies
- Conduct evacuation drills for his/her assigned facility on an annual basis.
 - Coordinate drills with Facilities Management.
 - Coordinate drills with neighboring or nearby departments.
 - Institute procedures for each area/facility in the event of an actual emergency.
 - Account for employees and visitors following each evacuation.
 - Evaluate, in writing, the effectiveness of each evacuation (Appendices C; C2).
 - Maintain evacuation drill records.
- Coordinate employee training with Program Administrator and maintain training records.

Evacuation Assistant(s)

Each facility shall have one assigned Evacuation Assistant for every 20 building occupants to assist the Program Coordinator in coordinating and conducting evacuations, including:

- Helping to evacuate others, including visitors and disabled persons.
- Checking rooms and enclosed spaces where persons could be trapped.

- Reporting head counts to the Program Coordinator.
- Assume Program Coordinator responsibilities in the coordinator's absence.

Employees and Volunteers

Employees and volunteers shall follow the general procedures in this program and the facility-specific procedures in the departmental plan.

Contractors

Contract employees shall comply with this general program and the applicable facility-specific plan. Emergency action plan training shall be provided to contract employees by the contracting department.

APPENDIX B PREPARING FOR EMERGENCY EVACUATION

1. Create a simple map from the building's floor plan which clearly identifies the location of:
 - Person reading the map
 - Evacuation routes (indicate those accessible to disabled persons)
 - Exits (indicate those accessible to disabled persons)
 - Fire alarms
 - Fire extinguishers
 - Shelter-in-Place areas
 - Location or at least general direction of assembly areas
2. Post the map at each exit and at strategic locations (reception areas, conference rooms, etc.) Place the map low enough to be read by a wheelchair user.
3. Identify primary and secondary assembly areas which are at least 200 feet from the building.
4. Identify employees and alternates to serve as Assigned Employees (see Appendix B).
5. Create a list of all building employees, including:
 - Name
 - Job title
 - Assigned assembly area
 - Emergency duties (if any)
 - Emergency contact name and phone number

Separate the list according to designated meeting areas; alphabetize each grouping. Keep the list, a pen, and the facility-specific plan in a folder by each exit. Update the list at least quarterly; and as employees are re-assigned or leave.
6. Train employees in emergency evacuation (initial, annual, and for each new employee):
 - County-wide and facility-specific Emergency Action Plans; location of written plans
 - Names of Program Administrator and Facility-Specific Program Coordinators
 - Proper housekeeping and fire prevention practices
 - Fire extinguisher locations, usage, and limitations
 - Threats, hazards and protective actions
 - Means of reporting fires and other emergencies
 - Individual responsibilities
 - Escape routes and procedures
 - Emergency shut-down procedures
 - Procedures for accounting for employees and visitors
 - Sheltering in place
7. Emergency evacuation drill
 - Schedule drills in conjunction with Facilities Mgmt. (if fire alarm is to be used)
 - Notify local fire/police and neighboring/nearby departments of impending drill
 - Sound alarm (fire alarm or verbal/physical sign)
 - Meet briefly with employees to discuss evacuation times, problems/solutions, etc.
 - Complete an Evacuation Report form (Appendix C) and discuss with Risk Management as necessary.
 - Maintain a record of all drills.

**APPENDIX C
ASSIGNED EMPLOYEES- EVACUATION**

Program Coordinator

Primary: _____ Phone: _____

Alternate: _____ Phone: _____

- ✓ Call 9-1-1 to report the emergency.
- ✓ Take employee list folder when exiting.
- ✓ Meet emergency personnel at street in front of building and explain the situation.
- ✓ Note on employee list any missing or injured employees/visitors as reported by Evacuation Assistants and report that info to emergency personnel.
- ✓ Relay instructions to Evacuation Assistants at each assembly area.

Evacuation Assistant - Rover

Primary: _____ Phone: _____

Alternate: _____ Phone: _____

- ✓ Call Risk Management (520)432-9830 / (520)508-4479.
 - ✓ Exit the building through the closest safe exit.
 - ✓ Report to Plan Coordinator in front of the building for instructions.
-

Evacuation Assistant - Assembly Area

Primary: _____ Phone: _____

Alternate: _____ Phone: _____

- ✓ Take employee list folder for assigned assembly area.
 - ✓ Ensure that all employees on list are present.
 - ✓ Report any missing, additional, or injured employees/visitors to Plan Coordinator.
 - ✓ Give employees in assigned assembly area instructions as relayed from Plan Coordinator.
-

Evacuation Assistant - Assembly Area

Primary: _____ Phone: _____

Alternate: _____ Phone: _____

- ✓ Take employee list folder for assigned assembly area
- ✓ Ensure that all employees on list are present.
- ✓ Report any missing, additional, and injured employees/visitors to Program Coordinator.
- ✓ Give employees in assembly area instructions as relayed from Program Coordinator.

**APPENDIX D
EVACUATION REPORT**

Department: _____ Report Date: _____

Address: _____ City: _____

Emergency Plan Coordinator: _____ Phone: _____

CURRENT EVACUATION

Date: _____ - Time: _____ am / pm Time to Evacuate: _____ min. _____ sec.

Purpose of Evacuation: Initial Annual Actual Emergency

Details: _____

of Building Occupants: _____ # of Employees: _____ # of Visitors/Others: _____

Alarm type: Fire alarm _____ Air horn _____ Intercom _____ Other _____

Issues/Concerns: _____

Proposed Solutions: _____

Comments/Suggestions, Etc.: _____

PRIOR EVACUATION

Date: _____ Time: _____ am / pm Time to Evacuate: _____ min. _____ sec.

Purpose of Evacuation: Initial Annual Actual Emergency

Details: _____

of Building Occupants: _____ # of Employees: _____ # of Visitors/Others: _____

Appendix E Alternate Evacuation Report

Department:		Benson - Bisbee - Douglas - Sierra Vista - Willcox	
Date:	Time:	am/pm	Evac. Coordinator:
Alarm pull station used:		Time to evacuate:	min sec
Assembly Area 1:		Assembly Area 2:	
Total# of employees evacuated:		Total# of visitors evacuated:	
Y	N	ALARMS (local)	
Y	N	CORRIDORS	
Y	N	EXITS	
		Audible horns operational	Corridors unobstructed
		Audible throughout bldg.	Corridors well lighted
		Visual strobes operational	Auto fire doors closed
Notes:		Notes:	Notes:
EVACUATION DRILL		Yes	No
All employees and visitors followed the evacuation plan route for exiting?			
All employees and visitors exited the building and proceeded to a safe area?			
Pre-notification of Fire Dept, Sheriff/Police, Facilities, neighboring depts.?			
Doors to all rooms closed?			
All disabled individuals exited the building?			
Bathrooms and kitchens checked for employees/guests?			
Attendance at safe areas taken?			
Attendance info given to Drill Coordinator before cleared to re-enter the building?			
Building search made prior to clearance to re-enter the building?			
Evacuation drill evaluation reviewed with or posted for employees?			
<i>Any block with a "NO" response should be followed by action. Describe the reason for the "NO":</i>			
Signature of Plan Coordinator		Date	Signature of Dept. Director
			Date

**APPENDIX F
THREATS CHECKLIST**

Questions to Ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. What is your address?

Exact Wording of the Threat:

Male Female Race _____ Age ___ Length of call _____
 Extension at which call was received _____ Time ___ am /pm Date _____
 Call taken by: _____

What did the caller's voice sound like?

- | | | | | | | |
|----------------|---------------|----------|----------|-----------------|---------|----------|
| calm | excited | angry | slowfast | soft | loud | laughing |
| crying | normal | distinct | slurred | nasal | stutter | lisp |
| raspy | deep | accent | ragged | clearing throat | hoarse | |
| deep breathing | cracked voice | | | | | |

__disguised __familiar If familiar, who did it sound like? _____

Background sounds:

- | | | | | | | |
|---------|---------|-----------|------------|---------------|--------------|---------|
| street | animals | clear | static | music | house noises | vehicle |
| factory | voices | PA system | local call | long distance | office | |

Other: _____

Threat language:

- | | | | | | |
|-------------|------|------------|------------|----------|--------------|
| well-spoken | foul | irrational | incoherent | recorded | read message |
|-------------|------|------------|------------|----------|--------------|

Other: _____

**APPENDIX G
LETTER AND PARCEL BOMB RECOGNITION POINTS**

- ___ Foreign Mail, Air Mail and Special Delivery
- ___ Restrictive markings such as "Confidential," "Personal," etc.
- ___ Excessive postage
- ___ Hand-written or poorly typed address
- ___ Incorrect titles
- ___ Titles but no names
- ___ Misspellings of common words
- ___ Oily stains or discolorations
- ___ No return address
- ___ Excessive weight
- ___ Rigid envelope
- ___ Lopsided or uneven envelope
- ___ Protruding wires or tinfoil
- ___ Excessive securing material (masking tape, string, etc.)
- ___ Visual distractions on package

**2020 Emergency Action Plan:
Employee Response Procedures for
Emergencies**



Public Programs...Personal Service

MEDICAL

IMMEDIATELY REPORT ANY WORKPLACE INJURIES

- 1) Immediately notify supervisor of injury.
- 2) If this is a life/limb threatening emergency, call 911.
- 3) With supervisor, call TriageNow.

1-833-691-9021

IMPORTANT: If you think a person requires immediate medical attention and it has not already been done:

CALL 9-1-1

Provide the following information:

- Nature of the emergency (what happened/ what is wrong)
- Location (address, building, room number)
- Your name and phone number.

Do not move patient unless necessary. Assist patient or call personnel trained in CPR and First Aid to assist prior to the arrival of emergency medical services (EMS).

At a minimum, you may attempt to:

- Stop bleeding with firm, direct pressure on the wounds
 - Wear gloves and avoid contact with blood or other bodily fluids.

- Clear air passages using the Heimlich Maneuver

In case of exposure to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment.

MEDICAL

Unconscious Adult Patient

- Check for signs of life; ask the person loudly “are you okay”, if no response, firmly tap the shoulder.
- If the person does not respond; yell for help then CALL 911 or have someone else call.
- Retrieve an Automated External Defibrillator (AED), or have someone else go.
- While waiting for the AED, start hands only or traditional CPR. Aim for the middle of the chest, press hard (at least 2”) and fast (100 compressions per minute).
- When the AED arrives, remove all metal from the patient.
 - If the patient is in water, remove the patient from water and dry them as best as possible.
 - Follow directions and voice prompts of the AED.
 - Stay clear and DO NOT touch the patient if the AED indicates a shock is advised.
- If no AED is available: continue chest compressions until Emergency Medical Services (EMS) arrive.
- Ask someone to take over chest compressions if you tire before EMS arrives.

MEDICAL

Conscious Adult Patient

- Yell for help; have someone CALL 9-1-1.
- If bleeding: Try to control any heavy bleeding using direct pressure on the wound.
- Try to keep the patient from going into shock by laying them down and covering them with a blanket.

Conscious or Unconscious

- Do not move the patient unless necessary.
- Try to limit the patient from moving.
- Send an employee to flag down the ambulance.

After the emergency

- Notify Risk Management at (520)432-9830 and complete a Supervisors Report of Injury (SRI) found on the ADP landing page.

Note: No employee is required to apply first aid unless on duty and first aid/ emergency medical response is a part of their job description.

HANDS-ONLY CPR

FOR WITNESSED SUDDEN COLLAPSE

1. CHECK and CALL

1. **CHECK** the scene, then **CHECK** the person.
2. Tap on the shoulder and shout, "Are you okay?" and quickly look for breathing.
3. **CALL** 9-1-1 if no response.
4. If unresponsive and not breathing, **BEGIN CHEST COMPRESSIONS.**

TIPS:

- Whenever possible use disposable gloves when giving care.
- Occasional gasps are not breathing.



2. GIVE CHEST COMPRESSIONS

1. Place the heel of one hand on the center of the chest.
2. Place the heel of the other hand on top of the first hand, lacing your fingers together.
3. Keep your arms straight, position your shoulders directly over your hands.
4. Push hard, push fast.
 - Compress the chest at least 2 inches.
 - Compress at least 100 times per minute.
 - Let the chest rise completely before pushing down again.
5. Continue chest compressions.



3. DO NOT STOP

Except in one of these situations:

- You see an obvious sign of life (breathing).
- Another trained responder arrives and takes over.
- EMS personnel arrive and take over.
- You are too exhausted to continue.
- An AED is ready to use.
- The scene becomes unsafe.

AED AUTOMATED EXTERNAL DEFIBRILLATOR

If an AED is available:

1. Turn on AED.
2. Wipe chest dry.
3. Attach the pads.
4. Plug in connector, if necessary.
5. Make sure no one is touching the individual.
6. Push the "Analyze" button, if necessary.
7. If ashock is advised, push the "Shock" button.
8. Perform compressions and follow AED Prompts.

FIRE

- Pull the closest fire alarm
- Call **9-1-1**
- Proceed to the nearest EXIT.
- Follow directions of Emergency / Safety Coordinators
- Evacuate all inhabitants to the assigned assembly areas
- Close doors.
- Do not use elevators
- Account for employees & visitors
- Do not break or open windows except as an emergency means of escape - Oxygen feeds fire.
- All fires, regardless of size, must be reported to the local fire department
- Call Risk Management & Facilities Management

Using a Fire Extinguisher

P = Pull safety pin from handle

A = Aim nozzle at base of fire

S = Squeeze the trigger handle

S = Sweep the spray from side to side

Note: No employee is required to use a fire extinguisher or to fight fire. Do not attempt to extinguish a fire unless you have been regularly trained in the use of an extinguisher, the fire is quite small (waste-basket size), and you feel comfortable in using the extinguisher.

FIRE

If Trapped in a Room

- Place cloth material around and under door to keep smoke out.
- Close as many doors as possible between you and the fire.
- Call 9-1-1 from the room.
- Exit through a window if it can be done safely; otherwise, be prepared to signal your location through a window.

If Caught in Smoke

- Stay low if moving through smoke.
- Drop to hands and knees and crawl; hold breath as much as possible
- Breathe through a filter (shirt, jacket, etc.) and breathe through the nose.

HAZARDOUS MATERIALS/ CHEMICAL

Hazardous Materials

Many Cochise County facilities are close to interstates, trucking routes, railroads and a variety of industries. These facilities are vulnerable to the effects of spills or releases of hazardous materials (HAZMAT) and their effects. An incident could result in injury to County employees and/or visitors, as well as property damage.

- Evacuate the area to the extent appropriate
- Warn co-workers of the situation
- Call **9-1-1**. Dispatch will notify the County Emergency Services Coordinator.
- Call Risk Management and Facilities Management
- If time and safety permit, shut down equipment, and secure vital records and area.
- Do not respond to a spill or release unless you are properly trained and equipped
- If a medical emergency is created due to the HAZMAT incident, follow the procedures for Medical Emergencies and inform medical personnel that a hazardous materials incident has occurred, including the suspected type of hazardous material involved.

HAZARDOUS MATERIALS/ CHEMICAL

Chemicals

- Store and label all Hazardous Materials according to the standards established by the Occupational Safety and Health Administration and the National Fire Protection Association.
- Keep Material Safety Data Sheets with stored chemicals, at the front desk, with a supervisor or in the SDS online database.
- Use the QR code below to immediately access the Cochise County SDS site.

Cochise County

For the safety of our staff, Safety Data Sheets (SDS) for all chemicals at this location can be accessed online using the QR Code or link below.



SUSPICIOUS PACKAGE

Mail/Suspicious Package Screening

Characteristics of potential threats in mail/ packages:

- Extensive Postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope/package
- Foreign mail, air mail, and special delivery
- Protruding wires or aluminum foil
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements such as “Personal” or “Confidential”.
- Shows a city or state in the postmark which does not match the return address.

Envelope with an unknown powder:

- Do not try to clean up the powder. Cover the spilled contents immediately with something (clothing, paper, trash can, etc.)
- Leave the room and close the door, or section off the area to prevent others from entering. Keep others away.
- Wash your hands with soap and water to prevent spreading any powder to your face.

SUSPICIOUS PACKAGE

- Report the incident to local Police (call 9-1-1) and notify a Supervisor and Safety Coordinator.
- Remove heavily contaminated clothing as soon as possible and place it in a plastic bag or a sealed container. Notify emergency responders that this clothing is contaminated and give to responders for proper disposal.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectants on your skin.
- List all people who were in the room or area, especially those who had contact with the powder or you after receipt. Give this list to local law enforcement officials for further investigation and to local public health authorities so that proper instructions can be given for further medical follow-up.

Note: When you call 911 because you have opened an envelope with an unknown powder in it, emergency responders will come to the scene and they will provide instruction. Stay calm and follow their instructions.

Suspicious package:

- Do not touch, move, or handle the parcel
- Refer to “Mail/Suspicious Package Screening” Guidance and the Bomb Threat Checklist sections.
- Secure the area.
- Contact local law enforcement.
- If the item has already been opened and appears threatening or suspicious; do not handle any further.
- Keep everyone away until law enforcement arrives.

CIVIL DISTURBANCES/ VIOLENCE IN THE WORKPLACE

Civil Disturbances

Civil Disturbances are typically a threatening individual or a demonstration/ march by a group/ assembly that has become unruly.

- Notify your Supervisor/Safety Coordinator and Security.
- Secure your area (lock doors, safes, files, vital records, etc.).
- Restrict employee and visitor movement near the area.
- Prepare for evacuation or relocation.

Violence in the Workplace

Violence in the Workplace may involve a current or former employee. Alert Security and/or a Supervisor if you believe an employee exhibits potentially violent behavior.

Indicators of potentially violent behavior may include:

- Increased use of alcohol and/ or illegal/prescription drugs.
- Unexplained increase in employee absence, or vague Complaints.
- Depression and/or withdrawal.
- Increased severe mood swings, or noticeable unstable/emotional responses.
- Frequent conversations about personal issues at home.
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.

CIVIL DISTURBANCES/ VIOLENCE IN THE WORKPLACE

Threat by Telephone

During the call:

- Do not hang up.
- Stay as calm as possible.
- Attempt to find out why the caller is upset and/ or the reason for the threat.
- Identify the type of threat and who is being threatened.
- Try to calm the caller down.
- Get as much information as possible about the threat.

After the call:

- Write down the exact threat; the entire statement if possible.
- Notify police, security, and a supervisor or Safety Coordinator.
- If directed to evacuate, proceed in accordance with your evacuation plan.
- Supervisor or Safety Coordinator will notify the Director.

ACTIVE SHOOTER

In an active shooter situation quickly determine the most reasonable way to protect your own life.

RUN and escape if possible

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 9-1-1 when you are safe and describe the shooter, location and weapons.

HIDE if escape is not possible

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds and turn off lights.
- Don't hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

ACTIVE SHOOTER

FIGHT as an absolute last resort

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

Note: Clients/ customers are likely to follow the lead of employees and managers in an active shooter situation.

After

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from unless otherwise instructed.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.

ACTIVE SHOOTER

- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid.
- Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

BOMB THREAT CHECKLIST

Questions to ask:

- 1) When is bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat:

Sex of Caller: _____ Age: _____

Race: _____

Length of call: _____

Number at which call was received:

Threat Language:

Time:

Date:

If voice is familiar,
who did it sound
like?

BOMB THREAT CHECKLIST

Circle as applicable

Callers Voice

- Calm • Laughter • Nasal • Angry • Deep Breathing
- Crying • Stutter • Cracked Voice • Rapid • Normal • Deep
- Disguised • Soft • Distinct • Ragged • Accent • Loud
- Clearing Throat • Familiar

Background Sounds

- Street Noises • Music • Factory Machinery • Long Distance
- Animal Noises • House Noises • Voices • Phone Booth
- Clear • Motor • PA System • Office Machinery • Local Call
- Static • Other _____

Threat Language

- Well Spoken (educated) • Incoherent • Taped • Foul
- Message read • Irrational by threat maker

Remarks: _____

NATURAL DISASTER – Earthquake

During the Earthquake—Duck and Cover

- Take cover underneath a desk or table, or in a solid doorway, protect your head & neck.
- Stay toward the interior of the building, away from windows and objects which could fall on you.
- Stay where you are—do not run outside, falling debris and after shocks may cause injury.
- Do not use elevators.
- If outdoors, stay in an open area, do not enter the building.

After the Earthquake—Expect Aftershocks

- After tremors have stopped, be prepared to evacuate the building if necessary and to go to the assembly area.
- Stay away from the building where there is a danger of falling debris.
- Do not go back to your office until directed.
- Give first aid and comfort to injured persons, do not move them unless necessary.
- Wait for instructions from Safety Coordinators or emergency personnel.
- Alert Supervisors/Emergency Personnel to anything needing their attention.
- Wait for and follow instructions from Emergency Personnel.
- Do not use the phone except to report emergencies

NATURAL DISASTER - Severe Weather

Wildfire

Inside

- Shut all windows and doors, leaving them unlocked.
- Remove flammable window shades and/ or curtains and close shutters.
- Move flammable furniture to the center of the room, away from windows and doors.
- Shut off gas at the meter, turn off pilot lights.
- Leave your lights on so firefighters can have better visibility under smoky conditions.
- Shut off the air conditioning.

Outside

- Gather up flammable items from the exterior of the building and bring them inside.
- Turn off propane tanks.
- Move propane BBQ appliances away from structures.
- Leave exterior lights on so your building is visible to firefighters in the smoke or darkness of night.
- Patrol your facility and monitor the fire situation, don't wait for an evacuation order if you feel threatened.

NATURAL DISASTER - Severe Weather

When to Evacuate

- Leave as soon as evacuation is recommended by fire officials to avoid being caught in fire, smoke or road congestion.
- Officials will determine the areas to be evacuated and escape routes to use depending upon the fire's location, behavior, winds, terrain, etc.
- Law enforcement agencies are typically responsible for enforcing an evacuation order, follow their directions promptly.
- You will be advised of potential evacuations as early as possible.
- You must take the initiative to stay informed and aware, listen to your radio/TV for announcements from law enforcement and emergency personnel.
- You may be directed to temporary assembly areas to await transfer to a safe location.

Flooding

- Notify a supervisor
- Call Facilities Management
- Use extreme caution around appliances or outlets near the leak and/or water.
- If you know the source of the water and can safely stop it, do so cautiously.
- If you have vital records: Secure your area
- Evacuate if directed to do so according to your evacuation plan.

NATURAL DISASTER – Severe Weather

High Winds/ Tornado

- Stay away from windows.
- Take cover under heavy furniture as necessary.
- If outdoors and unable to access an indoor shelter, lie flat in the nearest depression, such as a ditch or ravine.
- If there is time, move away from the path of a tornado at a right angle.

UTILITIES

Mechanical Equipment or Other Physical Facility Emergencies

- Call Facilities Management.
- Do not attempt to correct the mechanical emergency.
- Remain in your work area unless it becomes unsafe and/or you are directed to evacuate.
- If fire ensues, follow procedures for Fire Emergency.

Extended Power Loss

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from Freezing.

UTILITIES

- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CRITICAL OPERATIONS.

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations. The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Name	Phone	Emergency Assignment

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Safety Coordinator.
- In case an emergency will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate offices to initiate backups.

The following offices should be contacted:

Name/Location: _____

Telephone Number: _____

Name/Location _____

Telephone Number: _____

Name/Location: _____

Telephone Number _____

CONTACT

EMERGENCY PHONE NUMBERS

Police | Fire | EMS

9-1-1

Security _____

Department Supervisor _____

Safety Coordinator _____

Building Manager _____

Facilities _____

Arizona Poison Control

1-800-362-0101

HazMat (CHEMTREC)

1-800-262-8200

TDD Emergency Number 9-1-1 (Voice/TDD)

Gas Utilities _____

Electric Utilities _____

Water Utilities _____

Fire Department (Non-Emergency) _____

Police (Non-Emergency) _____

Local News Paper _____

CONTACT

Phone Tree

Add the names and numbers of department contacts.

