

COCHISE COUNTY

EMERGENCY ACTION PLAN ***OSHA Regulation 29 CFR 1910.38***

In an emergency, call:

Police/Fire/Paramedics 9-1-1
Risk Mgmt. 432-9720 or 234-4613 (cell)
Facilities Management 432-9730

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

COCHISE COUNTY ADMINISTRATIVE PROCEDURE	
<u>EMERGENCY ACTION PLAN</u>	
Effective Date: <u>4/18/11</u>	Revision Date: _____
 _____ Michael J. Ortega, Cochise County Administrator	

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.

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 (County Risk Mgmt 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 Program 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 Mgmt, etc.)
 - Listing of contact info for local emergency responders
 - Designation of employee(s) authorized to shut down of 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 during evacuation
 - Identification of how/where employee contact information can be obtained in an emergency
 - Description of types of actions expected of different employees for various types of potential emergencies
- Conduct evacuation drills for his/her assigned facility on at least an annual basis
 - Coordinate drills with Facilities Management and local fire and police
 - Coordinate drills with neighboring or nearby County departments
 - Institute procedures in 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 and C2)
 - Maintain evacuation drill records
- Coordinate employee training with Program Administrator and maintain training records

Evacuation Assistant(s)

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

- Helping to evacuate others, including visitors and disabled
- 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 County department.

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 (432-9700/234-4613).
- D. Call Facilities Management (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 down stairs in the wheelchair. Never carry a person backwards down a flight of stairs.
- C. The number of people needed for assistance.
- D. 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 **REMEMBER: Stop...Drop...Roll**

- 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 in that particular situation.

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 A: Preparing for Emergency Evacuation

Appendix B: Assigned Employee — Evacuation

Appendix C: Evacuation Report or Appendix C2: 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 Mgmt and submit to Risk Mgmt a comprehensive narrative of the incident

Earthquake

Before the Quake—Prepare

- Anchor cabinets, water heaters, bookcases, etc. to the wall/floor. Spread the weight evenly throughout drawers and cabinets. 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 & neck.
- Stay 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, 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

In the event that the closing of a County office is necessary, the Board of Supervisors will communicate with all affected work places regarding the work schedule. Call your Department Management or check the County website for updates.

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.

If flooding occurs in your building:

- 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.
- Evacuate if directed to do so.

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

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.

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

- Record time and date of call or receipt of message
- If caller, keep on the line as long as 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 County 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 Dept. management, 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.
- If time permits, change voice mail recordings to indicate that the building is closed and that staff and visitors will be in the building until authorities advise that it is safe to leave.
- 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 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 the disabled)
 - Exits (indicate those accessible to the disabled)
 - 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 drill 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 Evacuation Report form (Appendix C); discuss with Risk Mgmt as necessary, and maintain record of drills.

**APPENDIX B
ASSIGNED EMPLOYEES – EVACUATION**

Program Coordinator

Primary: (name) _____ (cell phone) _____

Alternate: (name) _____ (cell 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: (name) _____ (cell phone) _____

Alternate: (name) _____ (cell phone) _____

- _____ Call Risk Mgmt (432-9720 / 234-4613).
- _____ Exit the building through the closest safe exit.
- _____ Report to Plan Coordinator in front of the building for instructions.

Evacuation Assistant – Assembly Area _____

Primary: (name) _____ (cell phone) _____

Alternate: (name) _____ (cell 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: (name) _____ (cell phone) _____

Alternate: (name) _____ (cell 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 C
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 C2
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			
		Audible horns operational				Corridors unobstructed			
		Audible throughout bldg				Corridors well lighted			
		Visual strobes operational				Auto fire doors closed			
Notes:				Notes:		Notes:			
YES	NO	EVACUATION DRILL							
		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 bldg?							
		Building search made prior to clearance to re-enter the bldg?							
		Evacuation drill evaluation reviewed with or posted for employees?							
<i>Any block checked "NO" should be followed by some form of action. Describe the reason for the "NO":</i>									
Signature of Plan Coordinator				Date		Signature of Dept. Director		Date	

**APPENDIX D
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 ___ slow ___ fast ___ 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 ___ taped ___ read message
other _____

**APPENDIX E
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