

**GEAUGA COUNTY BOARD OF MENTAL
HEALTH AND RECOVERY SERVICES**

EMPLOYEE EMERGENCY ACTION PLAN

Effective 03/10/03

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**GEAUGA COUNTY BOARD OF MENTAL HEALTH
AND RECOVERY SERVICES**

EMPLOYEE EMERGENCY ACTION PLAN

The *Employee Emergency Action Plan* has been established to address reasonable or foreseeable emergency situations for the Geauga County Board of Mental Health and Recovery Services and to assist employees in maintaining safety in the work place.

A. When to activate the plan -The decision to activate the *Employee Emergency Action Plan* depends on whether or not an emergency or actual incident could threaten employee health and safety.

B. Who activates the plan –The Executive Director/CEO of the Board or the Director of Administration and Prevention Services will activate the plan in response to the circumstances of the emergency. In their absence, any Board employee should contact the necessary emergency officials and direct employees in emergency situations. This person would be responsible to account for all employees/occupants.

C. Responsibilities – Employees are to become familiar with the emergency procedures, fire alarm, exits, fire extinguishers, the physical layout of the building, evacuation routes, and the requirements of the plan. Employees are responsible for taking precautions to assure their safety and to follow all emergency procedures, to participate in all emergency drills, and to provide direction and assistance to the general public.

The Executive Director/CEO of the Board or the Director of Administration and Prevention Services will distribute the plan to each employee, provide employee training upon hire and annually thereafter, participate in emergency drills, and ensure that employees follow procedure.

The Executive Director/CEO of the Board or the Director of Administration and Prevention Services coordinate fire drills, assist building evacuation and security, monitor the building during emergencies, and assist emergency personnel as necessary.

D. When the fire alarm sounds – All employees/occupants must evacuate immediately and gather in the front parking lot at least 100 feet away from the building. All employees/occupants should be accounted for. Re-entry of the evacuated building is prohibited. Board staff should be available to assist fire or police officials and to notify employees/occupants when re-entry has been approved.

E. Emergencies at times other than regularly scheduled work hours –If an emergency exists at times other than regularly scheduled work hours, every effort should be made by the Executive Director/CEO of the Board or the Director of

Administration and Prevention Services to inform employees of any changes in work hours.

F. Rescue and medical first aid duties – Employees should dial 9-1-1 for rescue and medical assistance. Dispatchers are trained in EMD (emergency medical dispatch) and may direct employees on the scene in life saving procedures. If not under the direction of the Dispatcher, employees who are certified in first aid or CPR may perform those procedures.

G. Reporting an emergency - As soon as possible after the start of an emergency, the Executive Director/CEO of the Board or the Director of Administration and Prevention Services should contact the County Administrator or the Assistant County Administrator to report the emergency.

H. Geauga County Incident/Accident Report Form and Investigation Process – The designated sections of the Geauga County Incident/Accident Report Form need to be completed for anyone involved in an incident or accident. (See attachment)

The Supervisor's Investigation Report section is used to assist in the investigation process to determine the cause and to prevent similar accidents from happening again. A thorough investigation is necessary to determine any underlying cause(s) in the incident or accident and to aid in insurance claim reporting. Witness statements should be taken and the injured party should be interviewed. The incident or accident scene should be investigated and photographs should be taken, if possible. If necessary, the Executive Director/CEO of the Board or the Director of Administration and Prevention Services may request an investigation by law-enforcement or other professionals or request a copy of the police report before a final report is completed.

I. Incidents or Accidents that may require activation of the *Employee Emergency Action Plan*:

Accident Involving Injury

- employees should not hesitate to dial 9-1-1 to notify the local rescue squad in the event of an emergency
- stay on the line until advised to hang up
- notify the Executive Director/CEO of the Board or the Director of Administration and Prevention Services
- Board employees shall take action to secure the area and stand by to offer assistance to the emergency responders upon their arrival
- dispatchers are trained in emergency medical dispatch and may direct employees on the scene with life saving procedures. If available, employees who are certified in first aid or CPR may perform those procedures
- injuries that may require rescue or medical assistance include severe chest pain, uncontrolled bleeding, loss of consciousness, severe shortness of breath, poisoning, suspected over dose of medication, sudden onset of paralysis and/or slurred speech, severe burns, and other acute symptoms

Environmental threats

- employees should not hesitate to dial 9-1-1 to notify the fire department in the event of a threat to the environment, including chemical spills or releases.

Fire

- employees who discover a fire, regardless of the size or whether it has been extinguished, should activate the fire alarm
- from an outside phone dial 9-1-1 to report a fire, regardless of size or whether it has been extinguished. The Dispatcher should be informed of: 1) the address of the facility, 2) nature of fire, 3) if anyone is trapped by the fires, and 4) if there are any known chemicals stored in the area of the fire.
- all occupants must evacuate immediately when the fire alarm sounds

Weather emergencies

- may include tornado, blizzard, electrical storm, earthquake, heavy rains, flooding, ice due to storms, power failure, and critical equipment failure
- the Board of County Commissioners has the authority to declare a weather emergency for the county. The Commissioners coordinate with the Department of Emergency Services (DES) for announcements that will be made from the office of the County Commissioners by the County Administrator. Announcements made during the working day will be communicated to county departments from the Commissioners' staff.
- the Executive Director/CEO or the Director of Administration and Prevention Services should communicate with the County Administrator, or other county official in charge, during such emergencies to eliminate confusion and repetition of announcements. Employees should be advised not to leave their normal work areas unless directed to do so.
- most **power failures** are of the nuisance variety and of short duration. Battery powered back-up lighting is provided through common areas of the Board office building. Candles should not be used in the building at any time.
- a **tornado watch** means no immediate action is necessary, but stay tuned to weather reports.
- a **tornado warning** means that a tornado has been spotted or is about to strike. If evacuation is ordered, the safest place is one of the interior rooms with no outside windows.

Work place threats, including gunman/sniper, arson, sabotage, vandalism, hostage situation, and threats from clients, citizens or another employee

- any threat of a violent nature has to be considered genuine
- threats from clients, citizens, or another employee will not be tolerated
- try to break off communications immediately
- stay calm
- cooperate with the individual or group
- alert co-workers to evacuate the area

- co-worker should write down the description of the individual or individuals in the group
- notify the Executive Director/CEO or the Director of Administration and Prevention Services immediately
- Board employees should attempt to secure the area
- dial 9-1-1 to summon emergency assistance
- stay on the line until advised to hang up
- stand by to offer assistance to local law enforcement authorities

Phoned in bomb threats

- remain calm and keep the caller talking as long as possible unless the threat is to the occupied building and the deadline is less than an hour away
- ask the caller to repeat the message
- document all information using the *Bomb Threat Checklist* (see attached)
- when the caller hangs up, do not hang up the phone. Depending on the location, it may be possible to route the call to the responding law enforcement department if the line is kept open.
- notify the Executive Director/CEO or the Director of Administration and Prevention Services immediately
- dial 9-1-1 to summon emergency assistance
- stay on the line until advised to hang up
- stand by to offer assistance to local law enforcement authorities
- if directed to do so by the responding department, all of the occupants must evacuate the building immediately

Suspicious Letters and Packages

- any unusual or suspicious object should be reported immediately
- suspected objects or materials should not be touched or disturbed
- communication devices (radios, cell phones) are not to be used
- handle all letters and packages with caution
- open all non-suspicious mail with a letter opener or another method that minimizes skin contact with the mail
- keep hands away from nose and mouth while opening mail
- all employees should be educated on general letter and parcel recognition points
- employees should be instructed to use the *Suspicious Letters or Packages Checklist* (see attached) to make written notes as to what point or points in the screening process alerted them to the item and list all employees who have touched the letter/package
- if a suspicious letter/package is received or discovered, do not open it
- do not shake, empty, or otherwise disturb its contents
- put the letter or package down and do not handle it further
- gently cover with anything available nearby (clothing, paper) and do not remove
- do not touch or try to clean up the substance
- alert others nearby

- do not remove ANY items from the area
- leave the area and gently close the door
- if a written threat is left with the Secretary/Receptionist or scrawled on a bathroom mirror, leave the message where it was found
- save all materials connected with the written threat
- avoid further handling
- retain the evidence and leave it for investigators
- try not to alarm others
- notify the Executive Director/CEO or the Director of Administration and Prevention Services immediately
- if possible, secure the area
- dial 9-1-1 to summon emergency assistance
- stand by to offer assistance to the emergency responders upon their arrival
- when summoned, the local law enforcement officials have authority over the situation and will determine whatever action may be deemed necessary and reasonable for the safety of the employees
- employees are required to cooperate and follow instructions
- the local law enforcement officials will assess the situation and make the required notifications to the appropriate authorities and will advise when the emergency is terminated

Perry Nuclear Power Plant Emergency

- In the event of an emergency at the Perry Nuclear Power Plant, the Geauga County Department of Emergency Services (DES) is responsible for coordination of the emergency preparedness plan for Geauga County at the Emergency Operations Center. A staff of trained personnel will be housed at DES and will follow standard operating procedures during the emergency.
- Actions to be taken are coordinated between the Geauga, Ashtabula, and Lake County Boards of Commissioners and the State of Ohio Emergency Management Agency.
- Officials at the Perry Nuclear Power Plant release information on the status of the plant to the counties and the State of Ohio.
- Emergency preparedness information will be periodically distributed to residents within 10-miles of the Perry Nuclear Power Plant. Additional emergency information is published in local telephone directories or may be obtained by contacting the Geauga County Department of Emergency Services at County extension 7770 or (440) 285-9200.
- In the event of an emergency, there are four classifications and actions employees may have to perform, as follows:
 - **Unusual Event** –a minor incident that would not affect employees
 - **Alert** –a more serious incident, but one that would not affect employees
 - **Site Area Emergency** –an emergency that would be contained on-site, but one that might necessitate County officials to take some precautionary actions

- **General Emergency** – Instructions would be broadcast over the local radio and television stations in the area. In addition, emergency instructions would be given out over the Emergency Alert System (EAS).
- For further information, employees may contact the Executive Director/CEO or the Director of Administration and Prevention.

J. Plan access – A written copy of the plan should be maintained in the main file and copies should be given to the employees. For further information, employees may contact the Executive Director/CEO or the Director of Administration and Prevention Services.

K. References

- United States Postal Inspection Service
- State of Ohio Security Task Force
- Ohio Department of Health
- Ohio Emergency Management Agency
- Occupational Safety & Health Administration, U.S. Department of Labor
- Congressional Statement – Federal Bureau of Investigation
- Ohio Bureau of workers' Compensation – Safety & Hygiene

**GEAUGA COUNTY BOARD OF MENTAL HEALTH
AND RECOVERY SERVICES
EMPLOYEE EMERGENCY ACTION PLAN
SAFETY ORIENTATION REVIEW QUIZ**

NAME _____

DATE _____

1. The Employee Emergency Action Plan has been established to address reasonable or foreseeable emergency situations, which might occur and to suggest actions to be taken in case of an emergency.

_____ True _____ False

2. When the fire alarm sounds, all employees/occupants must evacuate immediately and gather in the front parking lot at least 100 feet away from the building.

_____ True _____ False

3. Dispatchers are trained in Emergency Medical Dispatch and may direct employees on the scene in life saving procedures.

_____ True _____ False

4. Employees should not hesitate to activate the fire alarm and from an outside phone dial 9-1-1 to report a fire, regardless of size or whether it has been extinguished.

_____ True _____ False

5. During a weather emergency, employees should not leave their normal work areas unless directed to do so.

_____ True _____ False

6. Employees who become subject to personal attack, verbal or otherwise, are directed to break off communications immediately and report the incident to the Executive Director/CEO or the Director of Administration and Prevention Services.

_____ True _____ False

7. In the event of a Perry Nuclear Power Plant emergency, an alert classification requires actions to be performed by county employees.

_____ True _____ False

Note: This quiz is to remain in the employee's training file until employment terminates.

SUSPICIOUS LETTERS OR PACKAGES CHECKLIST
Employee Emergency Action Plan

Date of receipt of suspicious article: _____

Name of person receiving the letter or package: _____

Method of delivery: _____

Addressed to: _____

RECOGNITION POINTS

What alerted you to the item? Indicate all that apply.

- Powdery residue on the surface
- No return address or bears one that can not be confirmed
- Unexpected air mail or special delivery from a foreign country
- Restrictive markings such as Confidential or Personal
- Excessive postage
- Handwritten, block-printed or poorly typed address
- Incorrect title or title, but no name
- Misspelled common words
- Misspelled addressee's name, title or location
- Oily stains, discoloration, or unusual odor
- Excessive weight
- Addressee unknown or no longer with the Board
- Protruding wires or aluminum foil
- Ticking sound
- Sealed with excessive amounts of masking tape, string, etc.
- Envelopes or packages found within other package
- Other: _____

NAMES OF POTENTIALLY AFFECTED INDIVIDUALS

List all potentially affected persons who have touched the mail piece, or were in the area when the suspicious mail was encountered:

SIGNATURES

Completed by: _____

Supervisor: _____

BOMB THREAT CHECKLIST
Employee Emergency Action Plan

Date of call: _____ Exact time of call: _____

Person receiving the call: _____

Exact words of caller: _____

DO NOT HANG UP! Leave the line open by not hanging up; even if the caller hangs up.

QUESTIONS TO ASK

When is the bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why are you doing this?

Where are you calling from?

What is your address?

What is your name?

CALLER'S VOICE (CIRCLE)

Calm

Slow

Crying

Slurred

Stutter

Deep

Loud

Broken

Giggling

Accent

Angry

Rapid

Stressed

Nasal

Lisp

Excited

Disguised

Sincere

Squeaky

Normal

If voice is familiar, whom did it sound like?

Were there background noises?

Assumed age and sex of the caller?

Remarks: _____

Telephone number and extension where the call was received: _____

Report the call immediately to the Executive Director/CEO or the Director of Administration and Prevention Services or the Finance Manager.

SIGNATURES

Completed by: _____

Supervisor: _____