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SAFETY POLICY & PROCEDURE

Emergency Action Plan

SPP# 1910.38

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SAFETY POLICY & PROCEDURE

1.0 Purpose

The purpose of this safety policy and procedure is to establish guidelines and procedures for developing and implementing Emergency Action Plans.

2.0 Scope and Applicability

This safety policy and procedure provides guidelines to be followed when Emergencies related to medical, fire, explosion, severe weather, toxic fumes, electrical, structural failure, or threat including Active Shooter occur at any NCDOT facility.

This safety policy and procedure also details the areas of responsibility for managers/unit heads, supervisors, employees, and Safety and Risk Management within NCDOT.

This safety policy and procedure affects every NCDOT employee.
Equipment Unit within NCDOT.

3.0 Reference

This safety policy and procedure is established in accordance with the Occupational Safety and Health Standard for General Industry (29CFR 1910.38) and Occupational Safety and Health Standards for Construction Industry (29 CFR1926.35) for Emergency Action Plans.

4.0 Policy

It is the policy of NCDOT to provide a place of employment free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public. Each NCDOT facility shall have an Emergency Evacuation and Exit Route Plan posted for fire emergency showing primary and secondary egress routes out of the facility in the event of fire. Some Units or Facilities may want to develop a formal Emergency Action Plan addressing all emergency scenarios which will be covered in this policy and procedure.

Appendix C contains an Emergency Action Plan template that may be used.

5.0 General Responsibilities

It is the responsibility of each manager/unit head, supervisor, and employee to ensure implementation of NCDOT's safety policy and procedure for Emergency Action Plans at their respective facility. It is also the responsibility of each NCDOT employee to report any safety related issues to their supervisor.

6.0 Procedure

This section provides applicable definitions, establishes general provisions, and identifies specific responsibilities required by NCDOT's safety policy and procedure for an Emergency Action Plan.

6.1 Definitions

Area/Floor Monitors

Assigned individuals responsible for helping coordinate an orderly Evacuation Process and assisting all physically challenged employees.

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Designated Responsible Officials

Individuals responsible for the personnel working at the facility.

Emergency Coordinator

Individual responsible for administering the Emergency Action Plan at the facility.

Emergency Evacuation Plan

Plan describing procedures required for employee protection from fire or other emergencies at the facility.

Exit

That portion of a means of egress from a building, structure, or worksite.

Exit Access

That portion of a means of egress which leads to an entrance to an exit.

Means of Egress

A continuous and unobstructed way of exit travel from any point in a building, structure, or worksite to a public way.

6.2 General Provisions

This section details the provisions of this safety policy and procedure with each provision discussed in a separate subsection. These provisions are:

- Medical Emergency
- Fire Emergency
- Bomb Threat
- Suspicious Package
- Severe Weather and Natural Disasters
 - o Tornado
 - o Earthquake
 - o Flood
 - o Hurricane
 - o Blizzard
- Active Shooter
- Responding to Pandemic Exposure in the Workplace
- Training

6.2.1 Medical Emergency

Call 911 for medical emergency and provide the following information:

- Nature of medical emergency
- Location of emergency
- Your name and phone number from which you are calling
- Do not move the victim unless it is necessary.
- Have personnel trained in First Aid and CPR provide required medical assistance until arrival of EMS.

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- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 - o Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - o Clear the air passages using back blows and abdominal thrusts in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) in the 3E system.
 - o Wear the appropriate personal protective equipment.
 - o Attempt first aid ONLY if trained and qualified.

6.2.2 Fire Emergency

When fire is discovered:

- Activate the nearest fire alarm.
- Notify the local fire department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:
 - o Voice Communication
 - o Phone
 - o Radio
 - o Any Other Means Available at the Facility

Fight the fire ONLY if:

- The fire department has been notified.
- The fire is small and is not spreading to other areas.
- Available fire extinguishers are rated for the type of fire encountered.
- Escaping the area is possible by backing up to the nearest exit.
- Fire extinguishers are in working condition.
- Personnel are trained to use them.

Upon being notified about the fire emergency, occupants shall:

- Leave the building using the designated evacuation routes. Know your primary exit and your alternate exit. If you are away from your normal work area, go to the nearest exit.
- Assemble in the designated area for your unit
- Remain outside until the competent authority announces that it is safe to reenter.

Supervisors and/or Area/Floor Monitors shall:

- Coordinate an orderly evacuation of personnel closing all doors as you go.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide Fire Department personnel with the necessary information about the facility.
- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Fire Department at the assembly area.

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- Provide assistance to all physically challenged employees in emergency evacuation.

6.2.3 Extended Power Loss

In the event of extended power loss to a facility certain precautionary measures should be taken:

Electrical equipment:

Electrical equipment and appliances should be turned off. If power restoration would surge causing damage and possibly fire to electronics and effecting sensitive equipment, equipment should be placed in the “Off” or “Standby” positions.

Facilities experiencing freezing temperatures: (Coordinate with the landlord)

- Coordinate with Facilities Maintenance personal.
- For leased facilities, contact the Landlord.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- For NCDOT facilities, 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.

Elevator mishap:

- If someone gets stuck in the elevator, call 911 and then the landlord, to get them free.
- Do not attempt to pry doors open and rescue occupants! A fall to a lower level could result in a fatality.

6.2.4 Telephone Bomb Threat

Person receiving call should:

- Listen – Do not interrupt caller. Keep caller on the phone if possible.
- If possible, alert Site Coordinator by a prearranged signal while the caller is on the line.
- Notify supervisor immediately after completing the call.
- **Complete bomb threat checklist, Appendix A.**

Site Supervisors:

- **Notify police department using 911.**
- **Notify:**
 - NCDOT Security
 - Building landlord if at leased facility
- Assist responding police officials.
- Coordinate a search of the premises.
- Do not turn on or off any electrical machine switch.

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6.2.5 Suspicious Package

Person receiving the package shall:

- Not open the package.
- Not bend, squeeze or drop the package.
- Put the package in a safe secure place, away from other personnel.
- Call 911.
- Notify supervisor, Safety & Risk Mgmt. & Security.

Things to look for:

- Foreign mail, air mail and special delivery
- Restrictive markings such as: “Confidential” or “Personal”
- Excessive postage
- Handwritten or poorly- typed addresses
- Incorrect titles
- Titles, but no names
- Misspelling of common names
- Oily stains or discoloration
- No return address
- Excessive weight and unevenly distributed or lopsided
- Rigid envelope less flexible than normal letters
- Protruding wires or tin foil
- Excessive securing material such as masking tape, string, etc.
- Visual distractions, misleading statements as being “Official”
- Edges are normally sharp, not rounded
- **See Appendix B: Suspicious Package Handout**

6.2.6 Severe Weather and Natural Disasters

Supervisors shall perform weather assessment and coordinate office emergency closing procedures.

Tornado:

- When a warning is issued seek inside shelter. **DO NOT LEAVE THE BUILDING OR GO OUTSIDE FOR A TORNADO.**
- Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

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Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official. DO NOT TRY TO RUN TO ANOTHER ROOM just to get under a table. DO NOT LEAVE THE BUILDING AND GO OUTSIDE DURING AN EARTHQUAKE.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.
- Specifically use: Drop, Cover and Hold On under table or desk.



Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the Designated official.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

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Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

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6.2.7 Active Shooter

An active shooter is a person or group of persons determined to engage in killing or attempting to kill people. Active shooter situations are unpredictable and evolve quickly.

The threat of indiscriminate violence hasn't diminished in recent times. That's why active shooter preparedness is vital to limit the casualties resulting from an individual or group who is intent on killing or harming as many as possible.

The perpetrator(s) may be familiar to you, such as a disgruntled employee or strangers, such as terrorists. Many times, they are unconcerned with their own safety and may even seek their own death to show their commitment to their cause.

Follow these simple steps to be safe:



6.2.8 Responding to Pandemic Exposure in the Workplace

Notification (Telework Appropriate)

1. Supervisor notified of potential / confirmed diagnosis
2. Supervisor notifies immediate staff. Email should contain:
 - a. Instructions mandating all sick employees to work from home or use applicable leave outlined in OSHR communicable disease policy
 - b. Recommendations for all healthy but potentially exposed employees to work from home
 - c. Recommendations that employees seek testing if symptoms are present
3. Supervisor notifies appropriate cleaning staff / contractor of exposure so that appropriate cleaning and precautions can be taken.
4. Supervisor notifies their superior of exposure
5. Supervisor creates log to track employee availability

B. Notification (Not Telework Appropriate)

1. Supervisor notified of potential / confirmed diagnosis
2. Supervisor notifies immediate staff. Memo should contain:
 - a. Instructions mandating all sick employees to work from home or use applicable leave outlined in OSHR communicable disease policy

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- b. Assignment of suitable work related to single-person operations; e.g. checking roads for maintenance, checking signage, performing equipment inspections, performing repair/upkeep work at facilities, cleaning, acting as flagger for unexposed workgroup
 - c. Recommendations that employees seek testing if symptoms are present
3. Supervisor notifies appropriate cleaning staff / contractor of exposure so that appropriate cleaning and precautions can be taken
4. Supervisor notifies their superior of exposure
5. Supervisor creates log to track employee availability

C. Cleaning Procedures for Facilities

The following steps should be carried out on a regular basis and emphasized during pandemic.

1. Cleaning personnel should wear disposable gloves that as recommended by the manufacturer of the detergent/disinfectant used while cleaning or handling cleaning and disinfecting solutions. The use of sterile gloves is not required. Never wash or reuse disposable gloves. Avoid activities that generate infectious aerosols. Eye protection, such as a face shields or goggles, may be required if splashing is expected.
2. Use only EPA-registered disinfectants (including detergent/disinfectants) with label claims for influenza A virus effectiveness. Clean the surface first with detergent and water, and then apply the disinfectant as instructed by the manufacturer. Ensure adequate contact time for effective disinfection. Adhere to any safety precautions or other label recommendations as directed (e.g. allowing adequate ventilation in confined areas such as lavatories and proper disposal of unused product or used containers). Avoid product application methods that cause splashing or generate aerosols. Use only EPA-registered food-contact products on areas where consumable food products are placed and stored such as in kitchens and restaurants.
3. Cleaning activities should be supervised and inspected periodically to ensure correct procedures are followed to minimize the risk of cross-contamination from “dirty” to “clean” areas.
4. Cleaning and disinfection procedures should cover all areas, including restrooms, lounges, employee-only areas, and public locations/lobbies.
5. Procedures should include cleaning and disinfection of all nonporous general hand contact surfaces, for example:
 - Door handles
 - Handrails
 - Elevator buttons
 - Telephones
 - Keyboards
 - Tabletops
 - Chair arms, handrails
 - Toilet flush handles
 - Faucet handles
 - Equipment handles

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- Water Fountains
 - Binoculars
6. Bodily fluids such as emesis (vomit), blood, or feces should be immediately covered with an absorbent such as vermiculite.
 7. Since disinfectants are not registered for use on porous surfaces, removable porous upholstery, rugs, and carpeting should be laundered in accordance with the manufacturer's instructions or disposed of as described below. Porous upholstery and carpeting that can't be removed may be initially cleaned with water and detergent. The material should then be allowed to air dry.
 8. When cleaning is completed, collect soiled material and gloves in a sturdy, leak-proof (e.g., plastic) bag that is tied shut and not reopened.
 9. When cleaning is completed and gloves have been removed, immediately clean hands with soap and water or an alcohol-based hand gel. Avoid touching the face with gloved or unwashed hands.
 10. Do not use compressed air and/or water under pressure for cleaning, or any other methods that can cause splashing or which might re-aerosolize infectious material. Vacuum cleaners should only be used after disinfection has taken place. Vacuum cleaners should be maintained to minimize dust dispersal in general and equipped with High Efficiency Particulate Air (HEPA) filters.

6.2.9 Training

Training will be required for designated employees and emergency/fire prevention plan coordinators. This training will include elements for both the evacuation and fire prevention plans. This training will qualify the emergency/fire prevention coordinator and the designated employees to fulfill any element of the emergency and/or fire prevention plans. This training will consist of:

- Means of reporting fires and other emergencies
- Evacuation procedures
- Familiarization with evacuation routes
- Review of employee accountability procedures
- Identification of workplace fire hazards
- Fire prevention practices
- Alarm systems
- Proper housekeeping procedures

This training will include initial training and retraining when responsibilities or conditions/surroundings change. In addition, these employees will assemble semi-annually to discuss changes in the current methods or plans.

6.3 Specific Responsibilities

6.3.1 Managers/Unit Heads

Managers/Unit Heads are responsible for ensuring that adequate funding is available for the purchase of proper equipment, supplies and training for the Emergency Action Plan for

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their Unit. Managers/Unit Heads will appoint individuals to serve as Emergency Action Plan coordinators, alternate (backup) coordinators, and designated employees to serve as Area/Floor Monitors to assist in an orderly execution of Evacuation Plan.

They will also be responsible for identifying the employees affected by this safety policy and procedure. Managers/Unit Heads will obtain and coordinate the required training for the affected employees. Managers/Unit Heads will also ensure compliance with this safety policy and procedure through their auditing process.

6.3.2 Supervisors

Supervisors will be responsible for ensuring that the emergency evacuation plan is posted in a conspicuous location and that employees are trained at the start of employment, upon reassignment, and yearly thereafter.

Supervisors are responsible for ensuring new and existing employees are familiar with building layouts and are instructed in the most efficient evacuation methods.

Supervisors are also responsible to ensure that all fire extinguishers and other related equipment are in good working condition. If any indication of damaged or outdated equipment is present, the equipment will be removed from service and repaired/replaced. (Fire extinguishers must be replaced if sent out for service.)

6.3.3 Emergency Coordinator

The Emergency Coordinator will serve as the primary contact and the administrator of the Emergency Action Plan. The requirements of the Emergency Action Plan can be coordinated by one individual or by two individuals as determined by the managers/unit heads.

The coordinator will keep the emergency action plan and the elements of those plans current. A backup (alternate) coordinator will also be identified and be capable of administering the requirements of these plans.

6.3.4 Employees

It is the responsibility of each employee to ensure they are familiar with the Emergency Action Plan. Each employee should also be familiar with posted exits and evacuation routes. Employees will report suspected hazards to their supervisor immediately.

6.3.5 Safety and Risk Management

Safety and Risk Management will provide prompt assistance to managers/unit heads, supervisors, or others as applicable on any matter concerning this safety policy and procedure. Safety Engineers will provide consultative and audit assistance on Emergency Action Plan. Additionally, Safety and Risk Management will assist in developing of or in the securing of required training.

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Appendix A: Bomb Threat Checklist

Date:	Time:	Location:
Questions to ask caller:		
Exact location of bomb?		
Time set for detonation?		
What is the explosive?		
What does bomb look like?		
Why was it placed?		
Is caller bomber? ☐ Yes ☐ No	If not, who is bomber?	
Inform caller detonation could cause injury and death.		
Characteristics of caller:		
Sex:	Accent:	
Age:	Background Noises:	
Is he/she familiar with DOT: ☐ Yes ☐ No		
Message:		
Call Security at (919) 707-4854	Notify Supervisor	Call 911
Evacuate facility		

Appendix B: Suspicious Package Handout

SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:

No return address
Restrictive Markings

Operations Manager
122 M ST.
Saville, MO

DO NOT X RAY TAPE ENCLOSED

Operations Manager
5032 D 1st
Anapolis, MD

Oily stains, discolorations, or
crystalization on wrapper

Excessive tape or string

Rigid or bulky

Possibly mailed from
a foreign country
Excessive postage

Misspelled words
Addressed to title only
Incorrect title
Badly typed or written

Lopsided or uneven

Strange odor

1

Handle with care.
Don't shake
or bump.

2

Isolate it
immediately

3

Don't open, smell,
touch or taste.

4

Treat it as suspect.
Call local law enforce-
ment authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb: Evacuate Immediately Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit	For Radiological: Limit Exposure - Don't Handle Evacuate Area Shield Yourself From Object Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit	For Biological or Chemical: Isolate - Don't Handle Evacuate Immediate Area Wash Your Hands With Soap and Warm Water Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit
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EMERGENCY ACTION PLAN

Template

*Department*_____

Last Review Date_____

Plan Coordinator_____

Preamble

1. All personnel shall evacuate the_____Complex during an emergency such as fire, explosion, threat, flood, toxic fumes, electrical or structural failure, exceptions as noted in Numbers 3 & 4 below. All evacuations shall proceed as rapidly and safely as possible during an emergency.
2. Area/Floor Monitors shall account for all employees in their units by sight or conference with supervisors and verify all personnel have safely exited the building. They will then report this status to the incident commander. Emphasis shall be placed on ascertaining the whereabouts of “missing” employees.
3. In the event of an active shooter, all personnel shall follow the “FLEE, FREEZE and FIGHT” protocol, remaining within the building or fleeing, as appropriate.
4. In the event of a tornado or earthquake all personnel shall follow the “DROP, COVER and HOLD ON” protocol, remaining within the building.
5. Under no circumstances should elevators be used during any emergency except by firefighting personnel.
6. This plan is developed to ensure the safety and well-being of all building occupants during an evacuation from natural or man-made emergencies. Each employee is urged to become familiar with the Emergency Evacuation procedures for his/her own safety and protection.
7. ___is required to dial out on desk phones.
8. Fire extinguishers and emergency radios are checked monthly by S&RM staff.

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Emergency Personnel Names and Phone Numbers

Designated Responsible Officials:

Name: Phone: _____

Name: Phone: _____

Emergency Coordinator:

Name: Phone: _____

Area/Floor Monitors and Assistants to the Physically Challenged:

Name: Phone: _____

Name: Phone: _____

Name: Phone: _____

Name: Phone: _____

Evacuation Routes

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
 - Emergency exits
 - Primary and secondary evacuation routes
 - Locations of fire extinguishers
 - Fire alarm pull station locations
 - Assembly points
- Site personnel should know at least two evacuation routes.
- When the alarm has been activated, leave the building and proceed to the designated assembly area outside. Evacuate to the nearest 

Place Arial MAP HERE

Emergency Phone Numbers

FIREDEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

STATE CAPITOL POLICE: 911

SECURITY: (919) 707-4854

BUILDING MANAGER:

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Medical Emergency

- Call medical emergency phone number (check applicable):
 - Paramedics & Ambulance
 - NCDOT Security
 - Fire Department
 - Other
- Provide the following information:
 - Nature of medical emergency,
 - Location of the emergency (address, building, room number), and
 - Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: Phone: _____

Name: Phone: _____

Name: Phone: _____

Name: Phone: _____

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

- Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - Clear the air passages using back blows and abdominal thrusts in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) in the 3E system.
 - Wear the appropriate personal protective equipment.
 - Attempt first aid ONLY if trained and qualified.

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Fire Emergency

When fire is discovered:

- Activate the nearest fire alarm.
- Notify the local fire department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
 - Voice Communication
 - Phone
 - Radio
 - Other (specify)

Fight the fire ONLY if:

- The fire department has been notified.
- The fire is small and is not spreading to other areas.
- Available fire extinguishers are rated for the type of fire encountered.
- Escaping the area is possible by backing up to the nearest exit.
- Fire extinguishers are in working condition.
- Personnel are trained to use them.

Upon being notified about the fire emergency, occupants shall:

- Leave the building using the designated escape routes. Know your primary exit and your alternate exit. If you are away from your normal work area, go to the nearest exit.
- Assemble in the designated area for your unit:
- Remain outside until the competent authority announces that it is safe to reenter.

Supervisors and/or Area/Floor Monitors shall:

- Coordinate an orderly evacuation of personnel closing all doors as you go.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide Fire Department personnel with the necessary information about the facility.
- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Fire Department at the assembly area.

Assistants to Physically Challenged shall:

- Assist all physically challenged employees in emergency evacuation.

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Extended Power Loss

In the event of extended power loss to a facility certain precautionary measures should be taken:

Electrical equipment:

- Electrical equipment and appliances should be turned off. If power restoration would surge causing damage and possibly fire to electronics and effecting sensitive equipment, equipment should be placed in the “Off” or “Standby” positions.

Facilities experiencing freezing temperatures: (Coordinate with the landlord)

- Should turn off and drain the following lines in the event of a long-term power loss:
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing.

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.

Elevator mishap:

- If someone gets stuck in the elevator, call 911 and then the landlord, to get them free.
- Do not attempt to pry doors open and rescue occupants! A fall to a lower level could result in a fatality.

Telephone Bomb Threat

Person receiving call should:

- Listen – Do not interrupt caller. Keep caller on the phone if possible.
- If possible, alert Site Coordinator by a prearranged signal while the caller is on the line.
- Notify supervisor immediately after completing the call.
- Complete bomb threat checklist, Appendix A.

Site Supervisors:

- Notify police department using 911.
- Notify:
 - Security
 - Building landlord for Leased Facilities
- Assist responding police officials.
- Coordinate a search of the premises.
- Do not turn on or off any electrical machine switch.

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Suspicious Package

Person receiving the package shall:

- Not open the package.
- Not bend, squeeze or drop the package.
- Put the package in a safe place, away from other personnel.
- Call 911.
- Notify supervisor, Safety & Risk Mgmt. & Security.

Things to look for:

- Foreign mail, air mail and special delivery
- Restrictive markings such as: "Confidential" or "Personal"
- Excessive postage
- Handwritten or poorly- typed addresses
- Incorrect titles
- Titles, but no names
- Misspelling of common names
- Oily stains or discoloration
- No return address
- Excessive weight and unevenly distributed or lopsided
- Rigid envelope less flexible than normal letters
- Protruding wires or tin foil
- Excessive securing material such as masking tape, string, etc.
- Visual distractions, misleading statements as being "Official"
- Edges are normally sharp, not rounded

See Appendix B: Suspicious Package Handout

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Severe Weather and Natural Disasters

Supervisors shall perform weather assessment and coordinate office emergency closing procedures.

Tornado:

- When a warning is issued seek inside shelter. DO NOT LEAVE THE BUILDING OR GO OUTSIDE FOR A TORNADO.
- Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
 - Specifically: Workforce Solutions designated areas:
 - 1st Floor (Piedmont Room, Cardinal Conference Room, in front of elevator and restrooms)
 - 2nd Floor (Dogwood Conference Room, Break Room and restrooms)
 - Basement (Appalachian Conference Room and restrooms)
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official. DO NOT TRY TO RUN TO ANOTHER ROOM just to get under a table. DO NOT LEAVE THE BUILDING AND GO OUTSIDE DURING AN EARTHQUAKE.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.
- Specifically use:



SAFETY POLICY & PROCEDURE

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the Designated official.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.

SAFETY POLICY & PROCEDURE

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

Active Shooter

An active shooter is a person or group of persons determined to engage in killing or attempting to kill people. Active shooter situations are unpredictable and evolve quickly.

The threat of indiscriminate violence hasn't diminished in recent times. That's why active shooter preparedness is vital to limit the casualties resulting from an individual or group who is intent on killing or harming as many as possible.

The perpetrator(s) may be familiar to you, such as a disgruntled employee or strangers, such as terrorists. Many times, they are unconcerned with their own safety and may even seek their own death to show their commitment to their cause.

Follow these simple steps to be safe:



Continuity of Operations

During some emergency situations, it will be necessary for the _____ Group to remain at work areas to perform critical operations.

Please refer to the _____ Continuity of Operations Plan and the Pandemic Annex for further guidance.

Responding to Pandemic Exposure in the Workplace

A. Notification (Telework Appropriate)

6. Supervisor notified of potential / confirmed diagnosis
7. Supervisor notifies immediate staff. Email should contain:
 - a. Instructions mandating all sick employees to work from home or use applicable leave outlined in OSHR communicable disease policy
 - b. Recommendations for all healthy but potentially exposed employees to work from home
 - c. Recommendations that employees seek testing if symptoms are present
8. Supervisor notifies appropriate cleaning staff / contractor of exposure so that appropriate cleaning and precautions can be taken.
9. Supervisor notifies their superior of exposure
10. Supervisor creates log to track employee availability

D. Notification (Not Telework Appropriate)

6. Supervisor notified of potential / confirmed diagnosis
7. Supervisor notifies immediate staff. Memo should contain:
 - a. Instructions mandating all sick employees to work from home or use applicable leave outlined in OSHR communicable disease policy
 - b. Assignment of suitable work related to single-person operations; e.g. checking roads for maintenance, checking signage, performing equipment inspections, performing repair/upkeep work at facilities, cleaning, acting as flagger for unexposed workgroup
 - c. Recommendations that employees seek testing if symptoms are present
8. Supervisor notifies appropriate cleaning staff / contractor of exposure so that appropriate cleaning and precautions can be taken
9. Supervisor notifies their superior of exposure
10. Supervisor creates log to track employee availability

E. Cleaning Procedures for Facilities

The following steps should be carried out on a regular basis and emphasized during pandemic.

1. Cleaning personnel should wear disposable gloves that as recommended by the manufacturer of the detergent/disinfectant used while cleaning or handling cleaning and disinfecting solutions. The use of sterile gloves is not required. Never wash or reuse disposable gloves. Avoid activities that generate infectious aerosols. Eye protection, such as a face shields or goggles, may be required if splashing is expected.
2. Use only EPA-registered disinfectants (including detergent/disinfectants) with label claims for influenza A virus effectiveness. Clean the surface first with detergent and water, and then apply the disinfectant as instructed by the manufacturer. Ensure adequate contact time for effective disinfection. Adhere to any safety precautions or other label recommendations as directed (e.g. allowing adequate ventilation in confined areas such as lavatories and proper disposal of unused product or used containers). Avoid product application methods that cause splashing or generate aerosols. Use only EPA-registered food-contact products on areas where consumable food products are placed and stored such as in kitchens and restaurants.
3. Cleaning activities should be supervised and inspected periodically to ensure correct procedures are followed to minimize the risk of cross-contamination from “dirty” to “clean” areas.
4. Cleaning and disinfection procedures should cover all areas, including restrooms, lounges, employee-only areas, and public locations/lobbies.
5. Procedures should include cleaning and disinfection of all nonporous general hand contact surfaces, for example:
 - Door handles
 - Handrails
 - Elevator buttons
 - Telephones
 - Keyboards
 - Tabletops
 - Chair arms, handrails
 - Toilet flush handles
 - Faucet handles
 - Equipment handles
 - Water Fountains
 - Binoculars
6. Bodily fluids such as emesis (vomit), blood, or feces should be immediately covered with an absorbent such as vermiculite.

7. Since disinfectants are not registered for use on porous surfaces, removable porous upholstery, rugs, and carpeting should be laundered in accordance with the manufacturer's instructions or disposed of as described below. Porous upholstery and carpeting that can't be removed may be initially cleaned with water and detergent. The material should then be allowed to air dry.
8. When cleaning is completed, collect soiled material and gloves in a sturdy, leak-proof (e.g., plastic) bag that is tied shut and not reopened.
9. When cleaning is completed and gloves have been removed, immediately clean hands with soap and water or an alcohol-based hand gel. Avoid touching the face with gloved or unwashed hands.
10. Do not use compressed air and/or water under pressure for cleaning, or any other methods that can cause splashing or which might re-aerosolize infectious material. Vacuum cleaners should only be used after disinfection has taken place. Vacuum cleaners should be maintained to minimize dust dispersal in general and equipped with High Efficiency Particulate Air (HEPA) filters.

Training

The following personnel have been trained to ensure a safe and orderly emergency evacuation:

Name	Title	Responsibility	Date