

Emergency Action Plan and Training Requirements

(Version 5/08)

The purpose of the Caldwell County Emergency Action Plan is to meet minimum elements of an emergency action plan per **OSHA General Industry Standard 29 CFR 1910.38** and employee training requirements (OSHA General Industry Standard 29 CFR 1910.app. to Subpart E) as well as referencing North Carolina Fire Code. An underlying assumption of this Emergency Action Plan is that it cannot cover every emergency situation; however, it does provide general guidance to address most emergencies. It includes the following elements:

- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation, including type of evacuation and exit route assignments
- Procedures to be followed by employees who remain to operate critical employer operations before they evacuate (*please refer to COOP Plan – Continuity of Operations Plan*)*
- Procedures to account for all employees after evacuation (*assignment and responsibilities of evacuation contacts for each department/team*)
- Procedures to be followed by employees performing rescue or medical duties (*refer to list of employees trained in First Aid/CPR*); and
- The job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan (Emergency Action Plan Contact Tree)
- Guidelines for developing emergency action plan training

I. Action to take during an emergency

- In all emergency situations remain calm, move to or remain in a safe area depending on the situation. If required to evacuate the building or the area, proceed to the designated refuge area for your department
- Heed the circumstances causing the emergency. Immediately call 911 if the incident is life threatening or if the incident requires emergency response support, or if a dangerous situation continues to exist such as downed power lines, leaking hazardous/flammable liquids, broken water main, etc.
- It is not always necessary to evacuate a building during an emergency. A power outage, for instance, does not necessarily call for evacuation of a building. The overall safety of the building must first be evaluated: lighting, hazardous materials, ventilation systems, and other hazardous operations. If the building can be safely occupied, evacuation is not necessary.

II. Reporting Emergencies

- Sound a warning to others
- Notify supervisory or safety personnel to call emergency response agency (ies) by utilizing the Emergency 911 System
- If supervisory/safety personnel are not available, make the call yourself, alerting other staff in the vicinity while appointing someone to notify supervisory/safety personnel as soon as it is possible to do so

III. Types of Emergencies and Recommended Initial Response

Fire

- Pull the fire alarm
- *Call 911*; tell the dispatcher the workplace location and the nature of the emergency
- Inform appropriate supervisory/safety personnel
- Do not use elevators
- Depending on nature of the fire, only trained responders should use fire extinguishers

Hazardous-substance release

- Inform appropriate supervisory/safety personnel
- Evacuate the area surrounding the release
- *Call 911*; tell the dispatcher the workplace location and the nature of the emergency, description of the incident, type of hazardous material involved
- Anyone who has had bodily contact with the hazardous material should remove any contaminated clothing immediately and flush all areas of bodily contact with copious amounts of water for 15 minutes

Medical

The most likely workplace emergency is a medical emergency. A serious medical emergency such as cardiac arrest requires immediate attention – response time is critical. It's essential that medical first responders know how to perform first aid and CPR.

- Call 911; tell the dispatcher the workplace location and the nature of the emergency
- Do not move the victim
- Notify appropriate supervisory/safety personnel
- Assist professional medical responders as necessary when they arrive

Weather-related event

- Wait for instructions from supervisory staff
- Evacuate the building as necessary

Threats of Violence

- Notify appropriate public safety agency if necessary
- Inform appropriate supervisory/safety personnel
- Activate “silent alarm” – see appendix for emergency color codes
- Isolate the threatening person if it's possible to do so safely

IV. Building Evacuation

Overriding Expectations

- Stay calm, do not rush, and do not panic
- Safely stop your work

- Gather your personal belongings if it is safe to do so
- Take essential items you will need in case it is hours or days until you are allowed to re-enter the building (ie. car keys, medications, documentations)
- If it is safe to do so, close your office door and window, but do not lock them
- Exit the building safely – do not use the elevator
- If it is safe to do so, report to your department’s assigned refuge area so roll may be taken and you are accounted for
- Report any missing person to the first responding unit to the scene
- Wait for any instructions from emergency responders
- Do not re-enter the building or work area, or depart from the refuge area until you have been instructed to do so by designated authorities

V. Evacuation Drills – Responsibility, Procedures, Roles and Record Keeping

(The following is based on emergency evacuation drills from section 405 of the NC Fire Code)

General Guidelines

- Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership during drills (ie. evacuation wardens).
- Drills shall be held at a minimum, biannually, and more frequently as necessary.
- Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of emergency evacuations.

Responsibility

Responsibility for conducting evacuation drills falls on members of the Safety Committee and Management.

Each department’s evacuation warden and, where appropriate, supervisory staff shall be responsible for safely ushering employees and patrons out of the building to their designated refuge area, clearing all office/work areas and closing, but not locking doors, before exiting the building themselves. While exiting the building, management shall clear all restrooms and break rooms that are along their exit route.

Once gathered in designated refuge areas, the evacuation warden/supervisor shall take roll, alerting appropriate authorities of anyone missing.

Safety Committee Members shall be responsible for overseeing the evacuation drill and completing an Emergency Evacuation Report (see below).

Procedures

The purpose of evacuation drills is to simulate actual emergency evacuation procedures and they follow the above overriding expectations of building evacuation.

- Stay calm, do not rush, and do not panic
- Safely stop your work
- Gather your personal belongings
- Take essential items you will need
- If it is safe to do so, close your office door and window, but do not lock them
- Exit the building safely – do not use the elevator

- Report to your department's assigned refuge area so roll may be taken and you are accounted for
- Report any missing person to the designated authority
- Do not re-enter the building or work area, or depart from the refuge area until you have been instructed to do so by designated authorities

Record Keeping

Records shall be maintained of required emergency evacuation drills and include the following information: Please see *Emergency Evacuation Drill Reporting Form* below.

- Identity of the person conducting the drill
- Date and time of drill
- Notification method used
- Staff members on duty and participating as leads
- Number of occupants evacuated
- Special conditions simulated
- Problems encountered
- Weather conditions when occupants were evacuated
- Estimated time required to accomplish complete evacuation

VI. Training Requirements

OSHA General Industry Standards 1910.39 Appendix to subpart (e) specifies emergency action plan training to include one "warden" per 20 employees that are trained in safe building evacuation which includes the following knowledge and skills:

- Knowledge of complete building layout, alternate routes and who needs extra assistance
- "Wardens" should be trained in checking and clearing assigned areas before leaving the building
- "Wardens" should account for employees after employees exit the building to refuge areas
- After desired degree of evacuation is complete, the "wardens" should be able to account for or otherwise verify that all employees are in a safe place

Employees trained as Emergency Action Plan "wardens" will be the same trained in fire safety training which include, but is not limited to the County's Safety Committee Members and department specific safety committees, and other specified personnel. In addition, "wardens" are utilized during the emergency evacuation drills, to be conducted no less than bi-annually.

Additionally, OSHA General Industry 1910 states that employees should know what type of evacuation is necessary and what their role is in carrying out the plan. Because of this employees are expected to complete an annual review of emergency action procedures, the format of which is described in section VI.

VII. Training Formats

Training format for “wardens”

An annual training update will be conducted for Safety Committee members and other appropriate personnel to review exit routes for each member’s respective building/department, use of fire extinguishers, location of extinguishers and fire pulls, emergency response procedures, location of vital documents, emergency call lists, and building site maps** for their respective buildings,. use of emergency color code key, and other related information.

Training format for workforce

An informal yet effective training format is suggested to satisfy the knowledge/awareness objectives of this Emergency Action Plan. At the launch of the Emergency Action Plan component of the Safety Program (spring 2008), a power point presentation and/or DVD recording of training shall be made available to all employees and updated annually.

VIII. Updates and Audit of Program

An annual audit will be conducted by the Safety Program and the Safety Committee
In addition, the plan and progress of training will be modified as needed after:

- Each training drill or exercise
- When personnel designated as “wardens” change
- When the facility changes

As the plan is updated, the changes will be immediately communicated to the workforce.

IX. Supporting Documents, Records and Resources

- *COOP Plan Documents – copies kept on and off site
- Emergency Call lists (wallet size if possible)
- Building and site maps** that indicate:
 - Physical address of each building
 - Location of Personal Workplace Disaster Kit ??
 - Utility shutoffs
 - Water Hydrants
 - Water Main valves
 - Water lines
 - Gas main valves
 - Gas lines
 - Electrical cutoffs
 - Sewer lines
 - Floor Plans with primary and secondary exits
- Workplace Disaster Supply Kit
- Emergency Color Code Guide

Physical Address of each building

County Office Building

905 West Avenue NW
Lenoir, NC 28645
828-757-1300

Caldwell County Animal Control

829 Fairview Drive
Lenoir, NC 28645
828-757-8625

Caldwell County Cooperative Extension

120 Hospital Ave. NE, Suite 1
Lenoir, NC 28645
(828) 757-1290

DSS

1966-H Morganton Boulevard, S. W.
Lenoir, NC 28645
828-426-8200

Old Bell South Building

Caldwell County Building Inspections, Planning Department, Environmental Health and Public Utilities

1051 Harper Ave. SW
Lenoir, NC 28645
828-426-8585

Emergency Services

616 West Ave, NW
Lenoir, NC 28645
(828) 757-1424

Caldwell County Library

120 Hospital Ave
Lenoir, NC 28645
828-757-1288

Granite Falls Branch

24 South Main St
Granite Falls, NC
28630
828-396-7703

Hudson Branch

530 Central Street
Hudson, NC 28638
828-728-4207

Health Department

1966-B Morganton Boulevard, S. W.

Lenoir, NC 28645

828-426-8400

Public Facilities

1120 Dragstrip Rd

Hudson, NC 28638

(828) 728-8125

Caldwell County Sheriff's Department

2351 Morganton Blvd. SW

Lenoir, NC 28645

(828) 758-2324

Water Department

1160 Dragstrip Rd

Hudson, NC 28638

(828) 728-5043

Emergency Evacuation Drill Reporting Form

Name of person completing form: _____

Dept: _____

Date/Time of Drill: _____ A.M./P.M.

Notification method used:

- Alarm System
- "Silent Alarm" – Color Code
- Other? _____

Comments:

Type of Evacuation Drill

- Routine
- Simulation
 - If simulation: what type?
 - Fire
 - Emergency code (which color) ____
 - Weather
 - Hazardous substance Release
 - Medical

Number of Occupants Evacuated (approx.)

**Estimated time required to accomplish
complete evacuation** _____

Comments:

Staff Members on duty and participating as leads:

Comments:

Conditions during Evacuation: (please cite
weather, volume of patrons present at time of
drill, other info relevant to conducting the drill)

What needs to improve? (problems encountered)

What went well?

Did any special training needs arise?

Emergency Color Code Guide

Code Red	<i>code red</i>	Call 911
Code Yellow	<i>code yellow</i>	Caution – be on standby to assist
Code Orange	<i>code orange</i>	Altercation in the “named” area, stay clear
Code Black	<i>code black</i>	Evacuate the building