

COUNTY CONSERVATION DISTRICT

## EMERGENCY PREPAREDNESS PLAN

County Conservation District

KY

(606)

2011

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Emergency Phone Numbers

EMERGENCY CALLS……………………………………………911

Ambulance………………………………………………………..911 or

LOCAL POLICE DEPARTMENT……………………………….911 or

STATE POLICE………………………………………………..…911 or

COUNTY SHERIFF………………………………………………911 or

DESIGNATED OFFICIALS:

Chairman

Vice Chairman

Treasurer

Secretary

Member

Member

Member

ALTERNATE OFFICIALS:

District Administrative Secretary

District Technician

Education Coordinator

NRCS Representative

BUILDING OWNER / MANAGER:

Listings of Emergency Contacts on page 19 for employees is optional.

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BUILDING EMPLOYEES CERTIFIED IN FIRST AID AND/OR CARDIO-PULMONARY RESUSCITATION (CPR)

**FIRST AID: Extension No.:**

**CPR:**

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EMERGENCY RESPONSE PLAN (ERP)

Each Conservation District owned or rented office in Kentucky will appoint Designated Officials for Emergency Response. NRCS employees shall be considered the same as Conservation District employees and subject to the provisions of the EPP.

Drills will be conducted on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to verify that employees have the knowledge and ability to respond appropriately and safely to emergency situations.

This plan will be updated as needed. All Supervisors and employees will review this plan and ensure they understand the plan. This plan must also be updated when new employees report to your location. Employees will date and initial their name on page 18 as verification of review.

Emergency Procedures

The signal for all emergency procedures will be through telephone intercom and/or fire alarm. The Designated Officials will determine when it is safe for employees to return to their workstations.

When the signal for an emergency procedure is sounded, all occupants will seek shelter immediately in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ROOM**, where a head count will be conducted.

When the evacuation order is sounded, all occupants will leave the building at the nearest or assigned exit and proceed to the designated area where a head count will be conducted.

**DO NOT leave the property, including the grounds, unless you have first informed the person in charge.**

All personnel and/or visitors on property prior to emergency must be accounted for – **VERY IMPORTAN**T!

Designated areas of evacuation from the building and areas of shelter within the building are provided on the Emergency Response Diagram. (**See Page 16**) In addition the locations of fire extinguishers and first aid kits are included on the diagram.

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Emergency Instructions for All Employees:

* Proceed to the designated shelter or leave the building by the nearest exit in an orderly manner.
* Obey the instructions of your Designated Officials.
* Avoid crowding. If applicable, descend the stairs with special care.
* DO NOT RUN.
* Assist persons with disabilities.
* If conditions permit, documents and small office equipment should be secured in locked containers prior to evacuation.
* The last person out of an area should be sure the door is:
  1. closed, if evacuation is due to a fire
  2. opened, if evacuation is due to a bomb threat.
* Do not attempt to take personal belongings other than vital things such as purses, keys, etc.

Emergency Assistance of Persons with Disabilities:

The Designated Officials will have the responsibility for overseeing the assistance of persons with disabilities located within his/her area of responsibility. It is the responsibility of the supervisor of the persons with disabilities to ensure that a sufficient number of co-workers or other employees are available during the established workday to assist in the emergency transport of the persons with disabilities.

In the event that it would be impractical to evacuate the persons with disabilities by way of the stairs, the supervisor will escort the persons with disabilities to a point near the exit stairway nearest a passenger elevator and remain with the persons with disabilities until evacuated by the Fire Department. The Fire Department will be briefed concerning the requirement for evacuation of the persons with disabilities immediately upon arrival. The Designated Officials shall, as accurately as possible, verify that everyone is present outside the building and report anyone missing to the emergency officials. After evacuating the building, occupants will proceed to a designated area at least 100 feet from the building.

The Building Manager/Fire Department will be responsible for control of the building utilities during an evacuation.

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Emergency Action Drills

The Designated Officials will conduct drills at appointed intervals as directed on page 3 to ensure employees will respond in a safe and efficient manner during emergencies.

Employees will be able to recognize and know how to respond to the different evacuation signals.

During Tornado drills, employees will report to a designated shelter located  **room**, so that the Designated Officials can verify that they are present and report anyone missing.

During evacuation drills, employees will report to a designated area outsidethe building so that the Designated Officials can verify that they are present and report anyone missing.

Drills will be repeated as necessary to ensure the response to an emergency will be quick, complete, safe, and efficient.

Bomb Threat

When a bomb threat is received by anyone in the building, it must be brought to the attention of the:

1. Local Police Department at 911, and the

2. Building Manager/Owner,  **,** and the

#### 3. Designated Officials,

The signal for evacuation is through telephone intercom or fire alarm.

It is important to **STAY CALM** and obtain as much information as possible. The format attached should be used as a guide in obtaining information and the information must be given to the Police Department.

The Police Department will initiate any search or evacuation as directed by the Building Manager and/or Designated Official.

**If time permits,** when evacuating due to a bomb threat, occupants should, visually inspect their work areas for any item not normally in the area; open all windows, and leave all doors open. Any item not belonging in the area should be reported to the Designated Officials immediately.

The signal to return to the building will be given by the appropriate official.

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Bomb Threat Call Guidelines

If time permits, any employee who receives a “Bomb Threat” call should try to determine the location of the bomb by asking:

* The exact location of the bomb?
* The time set for detonation?
* What does it look like?
* Is it explosive or capable of causing fire
* Why was it placed?
* What will set it off?
* What can we do to keep innocent people from getting hurt?

Record:

1. Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_of call.

2. Exact language used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Description of caller: \_\_\_Male \_\_\_Female \_\_\_Adult \_\_\_Child

4. Speech (circle applicable description):

slow normal nasal disguised

sincere angry deep loud

rapid disquieted excited broken

Did the caller have an accent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Background noises\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediately Notify:

Supervisor of employee who received the threat:

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Fire and Explosion

Upon discovery of a fire, if it cannot be easily extinguished, activate the fire alarm and evacuate the building. When you are in a safe area, call:

The Fire Department at **911 or**

The signal for evacuation is through telephone intercom and/or fire alarm.

**If time permits and it is safe,** when evacuating due to a fire, occupants will make sure that the safe is closed and locked and close all windows and doors if it is safe.

**DO NOT LOCK ENTRANCE DOORS**.

Follow evacuation procedures.

The signal for all clear will be given by the Fire Department, Police Department, or appropriate official.

The locations of fire extinguishers are notated on the evacuation plan.

Employees should be aware of the locations of fire extinguishers and should be familiar with the use of them.

The building owner shall provide properly working fire extinguishers that are inspected on a regular schedule.

The building should be inspected and reviewed annually by the local Fire Marshall.

Severe Weather

The signal for severe weather will be through telephone intercom.

What to do:

1. Tornados: Take cover in **the Conference Room.**

2. Earthquakes: Remain where you are. Take cover in a safe area, such as under

heavy desk , table or in a corner. If outside, stay away from buildings, trees and

other structures.

3. Stay away from windows and outside doors.

1. Wait for all clear instructions before returning to work area.

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Violence in the Workplace

|  |
| --- |
| Code Word  *“Red Folder”*  Announce loudly “I need the Red Folder”. Announce who you are, where you are, and that you need the “Red Folder”. |

**For an angry or hostile customer or coworker:**

* Stay calm. Listen attentively.
* Maintain eye contact.
* Be courteous. Be patient.
* Keep the situation in your control.

**For a person shouting, swearing, and threatening:**

* Signal a coworker or supervisor, that you need help. If you are feeling threatened, **use the prearranged code word for the building** – **do not call 911 yourself.**
* **When someone in the building uses the “Red Folder” code, call 911 immediately**.

**For someone threatening you with a gun, knife, or other weapon:**

* Stay calm. **Quietly signal for help – using the prearranged code word**.
* Maintain eye contact.
* Stall for time.
* Keep talking – but follow the instructions from the person who has the weapon.
* Don’t risk harm to yourself or others.
* Don’t ever try to be a hero.
* Never grab a weapon.
* Watch for a safe chance to escape to a safe area.

**Forward the threat information to Your Field Representative or Division of Conservation Office in Frankfort at (502) 573-3080**

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Possession of Firearms Prohibited

Possession, use, or threat of use of a firearm, explosive, or other dangerous weapon by the following individuals is prohibited:

* employees at work,
* Anyone in the workplace,
* Anyone in privately owned vehicles on official district business,
* Anyone in privately owned vehicles parked in district owned or leased areas.

Exemption to those prohibitions is permitted only when the weapon is a necessary and documented, approved job requirement.

18 U.S.C., Section 930, Possession of firearms and dangerous weapons in Federal facilities, states:

“(a) Except as provided in subsection (d), whoever knowingly possesses or causes to be present a firearm or other dangerous weapon in a Federal facility (other than a Federal Court facility), or attempts to do so, shall be fined under this title or imprisoned not more than 1 year, or both.

(g) (2) The term ‘dangerous weapon’ means a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.”

Demonstration and Civil Disturbances

Any person who observes or hears of an impending demonstration or other activity that could lead to a civil disturbance must notify:

#### Designated Officials:

The Designated Officials will determine if the situation warrants a 911 call for local law enforcement assistance.

What to do:

* Stay in your assigned area as much as possible.
* Employees will avoid the demonstration area and the participants.
* Do not confront or antagonize demonstrators.
* Lobbies and corridors must be kept as clear as possible.
* Doors to work areas will be locked and employees will keep clear of windows and doors.
* Follow directions provided by the Designated Officials. In certain situations the building would need to be evacuated for security reasons.
* Notify the Division of Conservation as soon as possible for additional guidance.

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Hostage Situation

If a hostage situation arises, immediately notify:

#### Designated Officials:

The Designated Officials will notify: Local Police Department at 911.

What to do: Evacuate the area around the incident.

Media Announcements

Designated Officials will direct media inquiries to the respective agency heads at state office. The agency head will be responsible for official responses to the press and other news media concerning emergencies in the building. No one else is authorized to respond to these inquiries.

Security of Buildings and Grounds

Every employee has a responsibility for protection of district property and premises. Although assignments have been made to lock the doors, the last person to leave the buildings should make sure that all doors are locked.

All lights, except those needed for security, will be turned off during non-working hours. The lights to remain on are marked on the switch.

Where applicable, all employees are responsible for familiarizing themselves with the operation of the buildings security system, and for operation of the system. Employees will not give out nor use another employee’s access code. If the alarm is inadvertently set off, the employee must wait for the police near the front of the building.

Report any suspicious persons in or around the building, parking lot, and grounds around the building that cannot be accounted for. Report any suspicious vehicles in the parking lot or side streets that cannot be accounted for. Call 911 emergency to report the situation.

Report any theft or malicious destruction of property to the Designated Officials and Building Manager/Owner.

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Mail and Suspicious Packages

If a suspicious package or letter is delivered or located in the building, **DO NOT** disturb or touch it. Call 911 immediately.

Be aware that Anthrax (biological weapons) can be delivered through packages, letters, etc.

Typical characteristics that could trigger suspicion in a package or letter:

* Excessive postage, no postage, or non-canceled postage.
* No return address or fictitious return address.
* Improper spelling.
* Unexpected envelops from foreign countries.
* Threatening message on package.
* Postmark at different location than return address.
* Cut and paste lettering.
* Unprofessionally wrapped package.
* Packages marked as “Fragile”, “Rush – Do Not Delay”, “Confidential”, “Personal”, etc.
* Irregular or lopsided packages.
* Discolored, oily, unusual odor, or ticking sound.
* Soft spots or bulges.
* Protruding wires or aluminum foil.
* Visual distractions.

Use proper precautions when handling packages that may contain anthrax. Information can be found at these resources:

FBI’s National Security Awareness Program – [www.fbi.gov/contact/fo/info.htm](http://www.fbi.gov/contact/fo/info.htm)

Center for Disease Control Emergency Response – (770) 488-1000 – website [www.cdc.gov/](http://www.cdc.gov/) or [www.bd.cdc.gov](http://www.bd.cdc.gov).

U.S. Postal Inspection Service - <https://postalinspectors.uspis.gov/>.

General Services Administration (GSA) websites are: [www.firstgov.gov](http://www.firstgov.gov), [www.gsa.gov/mailpolicy](http://www.gsa.gov/mailpolicy), and [www.aft.gov](http://www.aft.gov).

Department of Homeland Security websites are: [www.ready.gov](http://www.Ready.gov) and [www.dhs.gov/dhspublic/](http://www.dhs.gov/dhspublic/).

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Homeland Security Advisory System

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| Homeland Security Advisory System |
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**Understanding the Homeland Security Advisory System**

The world has changed since September 11, 2001. We remain a nation at risk to terrorist attacks and will remain at risk for the foreseeable future. At all Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some **suggested** Protective Measures, recognizing that the heads of Federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

**1. Low Condition (Green)**. This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

Refining and exercising as appropriate preplanned Protective Measures;

* Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
* Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

**2. Guarded Condition (Blue)**. This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

* Checking communications with designated emergency response or command locations;
* Reviewing and updating emergency response procedures; and
* Providing the public with any information that would strengthen its ability to act appropriately.

1. **Elevated Condition (Yellow)**. An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

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* Increasing surveillance of critical locations;
* Coordinating emergency plans as appropriate with nearby jurisdictions;
* Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
* Implementing, as appropriate, contingency and emergency response plans.

**4. High Condition (Orange)**. A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

* Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
* Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
* Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
* Restricting threatened facility access to essential personnel only.

**5. Severe Condition (Red)**. A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

* Increasing or redirecting personnel to address critical emergency needs;
* Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
* Monitoring, redirecting, or constraining transportation systems; and
* Closing public and government facilities.

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Nine Standards of Personal Safety

* Recognize that any person you don’t know could be dangerous.
* Recognize and avoid dangerous situations and/or hostile persons.
* Avoid confrontations and, if challenged, know when to back off.
* When working alone, make sure someone knows where you are and when you’ll return.
* Never enter an occupied building you know should be vacant.
* Quickly and quietly leave your residence or building and get help if you suspect it has been entered by an intruder.
* Don’t antagonize an assailant by word, deed, or action.
* Know the availability of possible assistance and how to contact them.
* **DON’T PANIC! USE YOUR HEAD, “THINK—RECOGNIZE—REACT”**

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Emergency Evacuation Routes

(Building Diagram)

(Include on this diagram: tornado shelter areas, fire evacuation routes, locations of fire extinguishers, weather radio, first aid kit, and other emergency response equipment.)

See:

-15-

VERIFICATION OF EMPLOYEE REVIEW OF ERP

|  |  |  |  |
| --- | --- | --- | --- |
| EMPLOYEE NAME | DATE | EMPLOYEE INITIALS | LATEST  UPDATE |
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Employee Emergency Contact Information

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| --- | --- | --- | --- | --- | --- | --- |
| NAME/ADDRESS | TITLE | HOME | CELL | WORK | E-MAIL | CONTACT |
|  |  |  |  |  | barry.allen@ky.usda.gov |  |
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