



## EMERGENCY ACTION PLAN

The purpose of an Emergency Action Plan is to outline the procedures and guidelines for employees at Okaloosa County to follow in case of an emergency. An emergency is defined as any situation where the health and safety of an employee is in danger, such as fire, smoke, acid, gas leak, bomb threat, etc.

### 1. EMPLOYEE TRAINING

#### 1.1. General

All employees are to be trained and become familiar with the Emergency Action Plan. It is the responsibility of each director to ensure this training is conducted for their particular area. All new hires will be trained on their initial assignment into their areas. If at any time the Emergency Action Plan, or any of the facilities responsibilities or designate actions under this plan change, all associated are to be notified.

#### 1.2. Types of Training

All employees will be trained in various aspects of the Emergency Action Plan. This training will include:

- Emergency Procedures.
- Location of Hazardous Chemicals Stored on Site.
- Location of Overhead Hazardous Chemical Lines.
- Primary Means of Egress (from work areas within buildings).
- Gathering Points Outside After Evacuation.
- Written Emergency Action Plan.

### 2. EMERGENCY REPORTING/EVACUATION PROCEDURE

#### 2.1. Reporting Procedures:

Any employee who believes an emergency exists will first call 911 (9-911 for those using a County office phone) and report the emergency. The employee will then notify his/her supervisor as soon as possible. A list of names and telephone numbers of employees will be located in designated areas.

2.2. **Evacuation Decision:**

Once notified of a potential emergency, the director/supervisor will determine if an emergency exists and when to evacuate. If a potential emergency arises after normal hours, the highest level of management present will make the decision. Once the evacuation decision is made, evacuation procedures will take place as outlined below.

2.3. **Emergency Evacuation Procedures:**

- 2.3.1. The director or designated personnel will notify all employees of an emergency through the use of the site fire alarm system, telephone, or verbal alert. All employees will evacuate according to the posted evacuation routes in each area.
- 2.3.2. The director or designated personnel will assess the situation and forward assessment information to Okaloosa County Emergency Communications by calling 911 (9-911, if applicable).
- 2.3.3. After all employees are outside and in no risk of any danger, each supervisor will account for all employees in their area by performing a roll call and determine if employees are present and/or accountable.
- 2.3.4. If the head count is short of what is believed to be actually present at work, the supervisor will immediately notify the officials in charge (Fire Captain, Police, EMT, etc.). This will enable proper rescue procedures to take place. **In no case will an employee re-enter any building to perform ANY rescue duties.**
- 2.3.5. **Employees will stay in their respective groups until told to leave by a member of management or supervisor. AT NO TIME WILL ANY EMPLOYEE LEAVE or GO HOME WITHOUT PERMISSION.**
- 2.3.6. Once the threat of an emergency is over, management, supervision, and/or emergency personnel will give permission to reenter the building.

2.4. **Response Procedures in Remote Locations:**

- 2.4.1. The reporting and evacuation procedures listed in this policy apply.
- 2.4.2. Employees will notify emergency response by calling 911 (9-911, if applicable) to that remote location and notify their supervisor immediately afterwards.
- 2.4.3. For locations with possible flammable atmospheres, employees will withdraw to a safe distance for safety. Employees will also alert bystanders and clear area to a safe distance.

**2.5. Emergency Response Team:**

- 2.5.1. Employee emergency response teams are not authorized due to the minimal availability of resources and the fast response time of both city and county fire departments and county EMS.

**3. MEDICAL TREATMENT**

Selected employees working at Okaloosa County will be trained in CPR/First Aid. Only qualified personnel will provide treatment until the Emergency Medical Service (EMS) arrives.

**4. RESPONSIBILITIES**

**4.1. Employee Responsibilities**

The following procedure shall be followed to evacuate the building. At the activation of an alarm, all employees are to:

- 4.1.1. Immediately stop activities, "log-off" computers,
- 4.1.2. Secure important documents, money and other valuables,
- 4.1.3. Simultaneously examine the work area to note the presence and location of any suspicious packages or items (depending on the emergency). Collect purses, briefcases, etc. and bring these items with you before exiting the building, and
- 4.1.4. Evacuate the building, using the designated or the shortest, safe exit route to the designated assembly areas. Make sure that all visitors and customers accompany County personnel.

**NOTE:**

Corridors, stairways, and other passageways containing heavy smoke, fire or other blockage should be avoided.

- 4.1.5. Elevators should not be used.
- 4.1.6. Handicapped individuals shall be helped by others, as needed.

**4.2. Supervisor Responsibilities**

At the activation of an alarm, each supervisor shall:

- 4.2.1. Immediately stop activities, "log-off" computers,
- 4.2.2. Secure important documents, money, and other valuables,

- 4.2.3. Ensure that everyone within the work area has exited the building and close all doors as you leave to ensure the integrity of the building,
- 4.2.4. Simultaneously examine the work area to note the presence and location of any suspicious packages or items. Collect purses, briefcases, etc. and bring these items with you before exiting the building, and
- 4.2.5. Check all unoccupied areas to include designated rest rooms, closets, etc.

4.3. **Additionally Supervisors will:**

- 4.3.1. Direct employees in their work area to the safe evacuation routes.
- 4.3.2. Maintain a head count of all employees at designated meeting locations.
- 4.3.3. Train all employees in their work area of the primary and secondary routes of evacuation.

4.4. **Directors**

- 4.4.1. Ensure that supervisors train their employees on this plan.
- 4.4.2. Communicating with supervisors at the meeting areas and determine if any employees are not accounted for after evacuation.
- 4.4.3. Develop and implement a plan describing the primary and secondary emergency evacuation routes for their immediate work place and work sites throughout the County under their control.
- 4.4.4. Develop a primary and secondary evacuation meeting place keeping in mind the overall safety of employees once removed from their department office area.

5. **FIRE DRILLS**

- 5.1. Fire drills for Okaloosa County facilities should be performed periodically as determined by the director's having employees within the facility in conjunction with the building manager using the fire alarm in conjunction with any other alarm sounding system.
- 5.2. Personnel will be trained in the recognition of tone alarm soundings and alarm indicators throughout the building.

6. **BOMB THREAT CALLS**

6.1. **Bomb Threat Response**

If a bomb threat is received by telephone, the recipient should, if possible:

6.1.1. Obtain from the individual, and record information including:

- Location of device.
- Description of device.
- Predicted time of explosion.
- Type of device.
- Detonation method.
- Name, address, and pertinent information of the caller; voice accent, sex, age, location of call, emotional state, and any background noise.

6.1.2. Contact Okaloosa County Emergency Communications Center by dialing **911** (9-911, if applicable). They will, in turn, notify the appropriate Public Safety personnel. Do not make additional calls to Okaloosa County Emergency Communications (911) unless you have more information to provide.

6.1.3. Notify your immediate, on-site supervisor of the situation. Do not inform other employees or the public of the situation. Do not panic, it is the number one cause of injuries in emergency situations.

6.1.4. The appropriate authorities will act upon the information you provide and will evaluate the situation. Do not initiate any type of evacuation unless instructed to do so by supervision and/or appropriate authorities.

6.1.5. When alarms activate, follow normal evacuation procedures outlined in this plan under Employee and Supervisor Responsibilities. This does not mean a bomb or a hazardous device has been located or that you are in immediate danger. It only means that management personnel have decided to evacuate in an effort to facilitate a more effective search of the premises and for your safety.

6.1.6. If there is no alarm, the situation has been resolved by the appropriate personnel.

**6.2. Locating a Suspicious Package**

6.2.1. Should a suspicious package be located, the Sheriff's Office or local law enforcement should be contacted immediately from a phone not located in the immediate area, by dialing 911 (9-911, if applicable) and provided with the following information if possible:

- Location of the device.
- Physical description.
- Any noise/sound coming from device.

6.2.2. Do not touch or examine the device in any way.

- 6.2.3. Immediately evacuate the area.
- 6.2.4. *Leave lights, doors, computers and everything just as they are.*
- 6.2.5. Again, *under no circumstances* should the devices be approached or handled. Explosive devices will only be handled, moved and/or transported by personnel trained as EOD Technicians.
- 6.2.6. If nothing suspicious is found and all personnel have departed:
  - 6.2.6.1. Join your employees and customers in the designated assembly areas, and,
  - 6.2.6.2. Do not allow anyone to reenter the building until instructed by Public Safety personnel.

## 7. SEVERE WEATHER

In the event of a severe weather warning, the following procedure will be followed. The objective will be to ensure the safety of all employees with a minimal amount of confusion and panic. The following steps are to be taken when severe weather occurs:

- 7.1. When threatening weather is suspected, an employee will be designated to monitor the radio for any weather reports.
- 7.2. Employees will be directed to stay inside buildings or seek shelter when outside.
- 7.3. If threatening weather exists, get all employees away from windows, stairwells, etc. and into the centermost part of buildings. Also seek the lower levels of buildings.
- 7.4. Severe weather reports will be monitored by management.
- 7.5. In the event of personal injury or damage, appropriate police, fire, or medical emergency services will be notified by calling **911** (9-911, if applicable).
- 7.6. All employees will stay within shelter until notified by management through intercom, telephone or runner.