

**LIVINGSTON COUNTY
EMERGENCY RESPONSE
PLAN**

TABLE OF CONTENTS

PAGE 2. PURPOSE & RESPONSE PROCEDURES

PAGE 3. SITE & UNIT EMERGENCY COORDINATORS

PAGE 4. FIRE OR EXPLOSION PROCEDURES



PAGE 6. TORNADO PROCEDURE



PAGE 8. HAZARDOUS MATERIAL INCIDENT PROCEDURES



PAGE 10. SEVERE WINTER WEATHER PROCEDURES



PAGE 12. DISRUPTIVE PERSONS PROCEDURES



PAGE 14. VIOLENT INCIDENT PROCEDURES



PAGE 16. BOMB THREAT PROCEDURES



PAGE 18. ANTHRAX/SUSPICIOUS MAIL PROCEDURES



PAGE 20. UTILITY EMERGENCY PROCEDURES



PAGE 22. EMPLOYEE SIGN-OFF SHEET

PURPOSE

The following Emergency Response Plan (ERP) is in place to secure employee safety from fire and other emergencies. This plan identifies and assigns personnel to various emergency tasks and responsibilities. It provides coordination between the site staff and governmental authorities to secure an effective response. At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In some cases where the emergency is very grave, total and immediate evacuation of all employees is necessary. In other emergencies, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued operation of the site. Employees must be sure that they know what is expected of them in all such emergency possibilities which have been planned in order to provide assurance of their safety from fire or other emergency. This plan contains the information they need to know.

RESPONSE PROCEDURES

Each Building will have a Site Emergency Coordinator and Unit Emergency Coordinators. The Site Emergency Coordinator will receive direction from the County Administration office, in the event of an emergency that originates from outside the site. When an emergency originates within the site, the Site Emergency Coordinator will contact the County Administration office as soon as reasonably possible. Upon notification of an emergency or disaster situation by the County Administration office or onsite warning system, i.e alarm, or the Emergency Management Director, the Site Emergency Coordinator, the Unit Emergency Coordinators and other key emergency response personnel will take immediate action as detailed in the hazard-specific checklists contained in this document. Response to an emergency situation or disaster affecting a LIVINGSTON COUNTY Building is a cooperative effort between onsite departments and governmental authorities. Different emergency situations may require unique response procedures. In general COUNTY Buildings will respond in this manner during most emergency situations. Notification of an impending emergency or disaster situation is normally received from local government authorities by a phone call or use of a pager. The Site Emergency Coordinator will accept an incoming call from 911 or the Emergency Management Director. The Site Emergency Coordinator is responsible for notifying local government authorities of onsite emergency situations such as fires, bomb threats, and explosions by calling 911. The Site Emergency Coordinator will inform local authorities of the scope and magnitude of the situation and request the necessary assistance.

The Site Emergency Coordinator responsibilities include:

1. Maintaining a current Emergency Response Plan and Testing the plan on a regular basis. (i.e. conducting drills, etc.) assisted by the County Safety Committee.
2. Training and activating personnel to perform emergency tasks, including personnel from each work unit to serve as Unit Emergency Coordinators.
3. Activating the site emergency plan, coordinating onsite response forces and implementing protective actions.
4. Implementing decisions and directives from the Board of Commissioners and the County Administrator.
5. Implementing recall procedures for all evacuated persons.
6. **Note:** Absent a Declaration by the Board Chairman, Chief Judge or County Administrator, employees released early for any of the incidents contained within this plan may be required to use vacation or personal leave time.

The Unit Emergency Coordinator responsibilities include:

1. Participating in site emergency plan review and updates.
2. Training unit personnel in site emergency procedures.
3. Notifying persons onsite of the need to evacuate or seek protective shelter.
4. Directing Staff & Public to designated evacuation assembly areas or protective shelter.
5. Ensuring that all persons have taken the appropriate protective actions.
6. Assuring the individuals with disabilities are assisted in evacuating or relocating to secure areas.
7. Assisting security personnel in controlling the movement of people and vehicles.
8. Accounting for all personnel at the evacuation assembly area or in protective shelters.
9. Issuing further instructions and updates to personnel as necessary.
10. Implementing start-up procedures.



FIRE OR EXPLOSION PROCEDURES

The threat of fire and explosion exists at every site. Fire and explosion can be caused by accidental circumstances, such as inadequate or damaged electrical wiring, or careless use of flammable materials. The cause of fire also can be intentional, as in the case of arson or sabotage. Fires are most devastating when they occur to sites with large concentrations of people such as office buildings. Heat, smoke, and flying or falling debris may cause injury or loss of life to persons at or near the site. Structural damage or collapse may occur if a fire or explosion is strong enough. In crowded buildings, panic may result in further injuries if people attempt to evacuate in a disorganized manner. Vital records may be damaged or destroyed by the fire or by water from overhead sprinkler systems, often resulting in significant economic and legal complications. Essential operations may be disrupted for a long period of time as facilities are repaired or reconstructed.

Notification and Warning

1. Notification of a fire or explosion onsite is made by the fire alarm or Public Address announcement.
2. The warning signal consists of the fire alarm or an announcement via the PA System.
3. The first person spotting a fire should notify the Site Emergency Coordinator to activate the PA system alarm and contact 911.
4. The site is protected by smoke detectors and/or sprinkler system. When these systems are activated an announcement from the PA system will alert staff.

General Response

1. Personnel should evacuate the site upon hearing the alarm and report to the assembly area.
2. Small or isolated fires should be extinguished if safely possible. Be aware of the location of the fire extinguishers.
3. Unit Emergency Coordinators will check their work areas to ensure that all persons have taken the appropriate action.
4. Unit Emergency Coordinators will account for their personnel at the evacuation assembly area and report this information to the Site Emergency Coordinator.
5. Personnel should remain at the assembly area for further instructions.
6. The Site Emergency Coordinator will authorize reentry into the building after being cleared to do so by the fire official in charge of the scene.
7. The all-clear notice will be disseminated to personnel at the assembly area(s)



Site Emergency Coordinator Checklist

- ___ 1. Ensure that the 911 has been notified.
- ___ 2. Ensure that the fire alarm system has been activated.
- ___ 3. Determine the extent of the fire or explosion, if possible.
- ___ 4. If necessary, evacuate to the evacuation assembly area identified.
- ___ 5. Recall evacuated personnel when it is safe to do so.

Unit Emergency Coordinator Checklist

- ___ 1. Notify persons of the need to evacuate.
- ___ 2. Coordinate shut-down procedures as necessary.
- ___ 3. Direct persons to the assembly area.
- ___ 4. Determine the extent of the fire or explosion (if safely possible) and report this information to the Site Emergency Coordinator.
- ___ 5. Ensure that all persons in the Unit have evacuated.
- ___ 6. Account for all unit personnel at the assembly area.
- ___ 7. Inspect work area for damage as soon as conditions permit. Report damage to the Site Emergency Coordinator.
- ___ 8. Coordinate unit start-up procedures as necessary.
- ___ 9. Notify Field Staff via twoway radio or cell phones.



TORNADO PROCEDURES

Tornadoes are nature's most violent storms, and over a small area, the most destructive. A tornado's whirling winds may reach 300 miles per hour or more. Generally short-lived and fast moving, they can level whole city blocks in a matter of seconds. The violent winds destroy buildings and hurl debris through the air, resulting in injury or loss of life and significant property damage. Other risks include fallen trees and power lines, ruptured gas lines, broken sewer and water mains, and possible fires. Damage or destruction of facilities and equipment at the site, and the loss of vital records may result in significant economic loss and disruption of essential operations for a long period of time. The National Weather Service is responsible for issuing weather warnings to the public. A tornado watch means that conditions are right for tornadoes to develop. A tornado warning means that a tornado has been sighted in the area.

Notification and Warning

1. Notification of a tornado warning is received by (*local sirens, commercial radio, www.NOAA, Weather Radio, 911*)
2. The Emergency Site Coordinator will activate the onsite warning system.
3. The onsite warning signal for a tornado consists of PA announcement.

General Response

1. If a tornado warning is issued, personnel shall seek protective shelter (inner hallway of the building)
2. Unit Emergency Coordinators will check their work areas (if possible) before seeking shelter to ensure that all persons have received the warning notice and have gone to the shelter.
3. Unit Emergency Coordinators will account for their personnel at the protective shelter and will report this information to the Site Emergency Coordinator.
4. When the tornado warning is canceled or downgraded, the Site Emergency Coordinator will determine if continued weather monitoring is advisable and take the appropriate steps as necessary.
5. Personnel should remain in the protective shelter until the all-clear notice is given.



Site Emergency Coordinator Checklist

- ___ 1. Ensure that the onsite tornado warning system is activated if a tornado is sighted, or if a tornado warning is issued by the National Weather Service.
- ___ 2. If a tornado has been spotted, or a warning issued, seek protective shelter immediately.
- ___ 3. Ensure that a working battery-powered radio is present in the shelter to listen for changes in weather conditions. (WHMI.93.5 FM)
- ___ 4. As conditions permit, dispatch personnel to inspect the site for damage.
- ___ 5. Recall sheltered personnel when the tornado warning notice has been terminated or when conditions are safe.

Unit Emergency Coordinator Checklist

- ___ 1. Notify persons of the need to seek protective shelter.
- ___ 2. Coordinate shut-down procedures as necessary.
- ___ 3. If a tornado is sighted, or if a warning is issued, direct persons to the tornado shelter located within the center hallway of the building.
- ___ 4. Ensure that all persons in the unit have sought shelter. Account for unit personnel at the tornado shelter.
- ___ 5. As conditions permit, inspect work area for damage and report this information to the Site Emergency Coordinator.
- ___ 6. Account for all unit personnel at the assembly area.
- ___ 7. Coordinate unit start-up procedures as necessary.
- ___ 8. Notify Field Staff via two radio or cell phones.



HAZARDOUS MATERIAL INCIDENT PROCEDURES

Hazardous material incidents can occur anywhere. Sites located near major transportation routes, or in areas with other facilities using chemicals, should be aware of the possibility of a hazardous material incident and have provisions in place for protecting people at the site. Depending upon the size and location of the incident and the direction of the plume, either evacuation or in-place sheltering could be used. The incident could be a transportation accident, explosion, fire, or release of toxic materials causing environmental contamination. These incidents could cause injury or loss of life to persons coming in contact with or inhaling the material. Some hazardous material cannot be detected by human senses because they are colorless and odorless. These materials are particularly dangerous because they can cause widespread injury or death without adequate warning and protective measures. A large incident could disrupt operations for several days or more, resulting in significant economic loss at some sites.

Notification and Warning

1. Notification of a hazardous material incident occurring offsite is received by the Emergency Management Director via the Pager or phone call.
2. Employees will be notified via the PA system.

General Response

1. If conditions warrant, precautionary protective actions, including protective sheltering and/or evacuation may be initiated.
2. Protective sheltering generally involves staying indoors, shutting all doors and windows, and shutting off the ventilation system, via marked breakers.
3. If precautionary evacuation is warranted, personnel should report to the assembly area.
4. Unit Emergency Coordinator will check their work areas to ensure that all persons have taken the appropriate action. (If safe to do so.)
5. Unit Emergency Coordinator will account for their personnel at the assembly area and report this information to the Site Emergency Coordinator.
6. Personnel should remain at the assembly area for further instructions.
7. Staff will be recalled when conditions permit.



Site Emergency Coordinator Checklist

- ___ 1. Ensure that the onsite Hazard Material warning system is activated if the situation warrants.
- ___ 2. Ensure that protective action instructions are disseminated to personnel. If protective sheltering is warranted, ensure that all doors and windows are closed, the ventilation system is turned off, and all personnel remain indoors until it is safe to go outside.
- ___ 3. If necessary, evacuate to the offsite evacuation assembly area.
- ___ 4. Recall evacuated personnel when the hazardous material incident has been abated or when conditions permit safe re-entry onto the site, as determined by Haz/ Mat. Officials.
- ___ 5. Dispatch personnel to inspect the site for damage.

Unit Emergency Coordinator Checklist

- ___ 1. Notify persons of the protective actions they are to take. Check work area to ensure that everyone has received instructions.
- ___ 2. Coordinate shut-down procedures as necessary.
- ___ 3. If protective sheltering is recommended, direct personnel to close all windows and doors and to remain indoors until it is safe to go outside.
- ___ 4. If evacuation is recommended, direct persons to the offsite assembly area.
- ___ 5. Account for all unit personnel at the assembly area.
- ___ 6. As conditions permit, inspect work area for damage and report this information to the Site Emergency coordinator.
- ___ 7. Coordinate unit start-up procedures as necessary.
- ___ 8. Notify Field Staff via twoway radio or cell phones.



SEVERE WINTER WEATHER PROCEDURES

Winter storms vary in size and strength and may affect many states or only a portion of one state. There are several categories of winter storms and all can cause injury or death if proper precautions are not taken. Heavy snowfall and blizzards can trap people at the site if conditions are not monitored closely and roads become impassable. Snow and ice storms can break power lines, causing loss of electricity and heat. Snow and ice loads can overstress pipelines, buildings, and structures, causing them to collapse under the additional weight. Equipment, supplies, and vital records could be damaged as a result. Fire always presents a greater danger during winter storms because water supplies may freeze and fire departments may not be able to get to the fire. If the storm lasts for several days, there is a greatly increased possibility of utility failures. Extended exposure to cold temperatures may cause injury, or even death, under certain circumstances. Essential operations at the site may be significantly disrupted for an extended period of time if the storm is severe. Winter storm warnings are issued through the National Weather Service. Site personnel should be familiar with the content and channels of communication of these warnings so that an effective response can be achieved during a severe winter weather emergency.

Notification and Warning

1. Notification of a severe winter weather watch or warning is received by Emergency Management or NOAA weather radio.
2. PA announcement will be made to staff.

General Response

1. If a severe winter weather warning is issued, personnel may be released early if directed by the County Board of Commissioner's Chairperson, Chief Judge (if a court employee) or their Designee. Onsite operations may be minimized or curtailed as necessary.
2. Personnel released early will be recalled when conditions permit.



Site Emergency Coordinator Checklist

- ___ 1. Notify personnel when a severe winter weather warning has been issued.
- ___ 2. Release personnel early and minimize operations as deemed necessary, with BOC or Chief Judge (for court employees) approval.
- ___ 3. Recall personnel when the severe winter weather warning has been terminated, or when conditions permit.
- ___ 4. Dispatch personnel to inspect the site for damage.

Unit Emergency Coordinator Checklist

- ___ 1. Notify personnel of their early dismissal due to weather conditions.
- ___ 2. Coordinate shut-down procedures as necessary.
- ___ 3. As conditions permit, inspect work area for damage and report this information to the Site Emergency coordinator.
- ___ 4. Coordinator unit start-up procedures as necessary.
- ___ 5. Notify Field Staff via twoway radio or cell phones.



DISRUPTIVE PERSONS PROCEDURES

Take Disruptive persons seriously, they may be just blowing off steam or they may lose control. Do not assume either scenario, but rather employ caution and attempt to be reasonable. There are a number of techniques that may aid in dealing with a dissatisfied person.

Listen: A person's anger may lessen when interest is shown in understanding their points.

Agree: (When appropriate) If both individuals remain defensive, the situation is likely to escalate.

Location: It may be better handled in a less public place. However, be sure to leave an easy exit and let others know that you are leaving the public area with the individual. Do not shut the door.

Topic: Keep the topic to the subject at hand. Do not let the person go off on tangents.

Ask: Keep control by asking questions for clarifications.

Notification and Warning

1. Notify supervision.
2. Call 911 if deemed necessary.

General Response

1. Staff members that experience a person demonstrating disruptive behavior should first attempt to solve the person's issue.
2. If the person continues to be disruptive the staff member must contact the immediate supervisor or the Site Emergency Coordinator, if the situation is warranted.
3. The Site Emergency Coordinator will brief Unit Emergency Coordinators of the situation as soon as possible and inform them of actions to be taken. Unit Emergency Coordinators will immediately brief persons within their work area.
4. If the decision is made to call 911, staff members in the immediate area should relocate until law enforcement personnel have removed the disruptive person.



Site Emergency Coordinator Checklist

- ___ 1. Notify Local Law Enforcement Department via **(911)**.
- ___ 2. Notify Unit Emergency Coordinators of the situation.
- ___ 4. Ensure that all staff persons in the general area are notified of the situation.

Unit Emergency Coordinator Checklist

- ___ 1. Brief persons in the unit of the situation.
- ___ 2. If law enforcement personnel are called, remain clear of the area until the disruptive person is removed.
- ___ 3. Notify staff members when the situation is resolved.



VIOLENT INCIDENT PROCEDURES

All too often we hear news accounts of incidents involving disgruntled employees, dissatisfied customers, estranged spouses, alienated students, and other individuals who, for whatever reason, decide to resolve situations through acts of violence. Such acts have occurred in post offices, factories, office buildings, courts, and schools. Although infrequent in occurrence, these incidents have the potential to strike any work place environment. The incident may be isolated and pose a minimal threat to the entire site, or it may be wildly indiscriminate and result in a serious threat to every person on site. The unpredictable and variable nature of these events makes the development of procedures difficult, but certain fundamental concepts do apply. Combining these concepts with procedures developed for other emergency events will provide a basis upon which response efforts can be maximized. It must be recognized, however, that the nature of a violent event and the manner in which it unfolds will determine the response. The event may be a one-on-one physical assault and require a routine local law enforcement response, or the event may unfold as a mass casualty incident and require immediate protective measures. Life safety concerns are paramount in these incidents and evacuation or other protective actions must be taken to ensure the safety of all people on site. The accountability of everyone on site at the time of the incident is an important concern to the first responders arriving at the scene.

Notification and Warning

1. Notification of a violent incident on site is made by the paging/PA system.
2. The first person becoming aware of the incident should notify the Site Coordinator to activate the warning system as soon as they are able to safely do so. Immediate contact should be made to law enforcement.
3. Personnel will be given instructions by Unit Coordinators.

General Response

1. Assistance from law enforcement (and emergency medical personnel if needed) will be requested.
2. The type of protective actions taken will depend upon several factors, including the size, type, and location of the incident, the types of weapons being used, the number of individuals involved, and the level of property destruction taking place.
3. Unless otherwise directed, the Unit Emergency Coordinators will decide the type of protective actions to take as soon as they are aware of the circumstances of the incident.

4. Individuals evacuating the site will report to their assigned assembly area(s).
5. Unit Emergency Coordinators will account for their personnel at the evacuation assembly area and report this information to the Site Emergency Coordinator.
6. Evacuated individuals will remain at the assembly areas for further instructions.
7. The Site Emergency Coordinator will report to Central Administration all known information pertaining to the incident. (**i.e. number and location of persons involved, types of weapons involved, number of unaccounted personnel, number of hostages, number of injuries and fatalities, etc.**)
8. The Site Emergency Coordinator will brief Unit Emergency Coordinators of the situation as soon as possible and inform them of actions to be taken.

Site Emergency Coordinator Checklist

- ___ 1. Implement protective actions immediately upon becoming aware of the situation.
Assist others as necessary.
- ___ 2. Call 911 (If not already done).
- ___ 3. Establish communications with Local Law Enforcement departments.
- ___ 4. Account for all personnel/visitors.
- ___ 5. Ensure available equipment, records and information is secured.
- ___ 6. Augment personnel and resources as necessary.

Unit Emergency Coordinator Checklist

- ___ 1. Implement protective actions immediately upon becoming aware of the situation.
Assist others as necessary
- ___ 2. Call 911 (If not already done).
- ___ 3. Secure the current attendance records, work schedules, sign-in sheets, or other information identifying those present in the unit.
- ___ 4. If evacuation is possible, direct all personnel to assembly area(s).
- ___ 5. If unable to safely evacuate, relocate to a "safe area".
- ___ 6. Account for all unit personnel at the assembly area or "safe area"
- ___ 7. If possible notify responders of personnel that are accounted for and the location of the "safe area" or assembly area(s).
- ___ 8. Provide medical attention to those injured.
- ___ 9. Remain at assembly area and await further instructions.
- ___ 10. Notify Field Staff via twoway radio or cell phones.



BOMB THREAT PROCEDURES

Experience shows that the majority of written or telephone bomb threats are hoaxes. However, the possibility is always there that a threat may be authentic, so each one must be taken seriously. Appropriate action must be taken to provide for the safety of persons at the site. Every reasonable attempt should be made to locate the suspected bomb so it can be neutralized by trained explosives experts. All the information possible on the person or group making the threat and the size/location of the bomb must be written down to effectively analyze the situation and the degree of threat to persons onsite. If circumstances dictate, a site evacuation may be necessary. If a bomb is actually detonated onsite, immediately implement explosion procedures found in Fire or Explosion Procedures.

Notification and Warning

1. Notification of a bomb threat against this site may be received by telephone, mail, or message at any time.
2. Telephone threats may be received at the onsite warning point, administrative offices, over the public telephones located on the property, or maybe directed to the home telephones of staff members.
3. When a bomb threat is received, the Site Emergency Coordinator will contact **(911)** and the local law enforcement authorities.

General Response

1. Staff members that receive a Bomb Threat Call or a Suspicious piece of mail should immediately inform the Site Emergency Coordinator or a Supervisor.
2. The Site Emergency Coordinator, in cooperation with the police and fire official at the scene, shall determine the necessity of searching and/or evacuating the site.
3. The Site Emergency Coordinator will brief Unit Emergency Coordinators of the situation as soon as possible and inform them of actions to be taken. Unit Emergency Coordinators will immediately brief persons within their work area.
4. If the decision is made to evacuate, all personnel should report to the onsite assembly area.
5. Turn off cell phones and two way radios, do not use within 100 yards of the effected site.

Site Emergency Coordinator Checklist

- ___ 1. Notify Local Law enforcement and Fire Department via **(911)**.
- ___ 2. Determine (if possible) the location (or alleged location) of the bomb.
- ___ 3. Notify Unit Emergency Coordinators of the situation.
- ___ 4. Ensure that all persons onsite are notified if the decision is made to evacuate.
- ___ 5. If necessary, evacuate to the evacuation assembly area.
- ___ 6. Recall evacuated personnel when it is safe to do so by law enforcement personnel.

Unit Emergency Coordinator Checklist

- ___ 1. Brief persons in the unit of the situation.
- ___ 2. If the decision is made to search without evacuation, direct personnel to make a prompt and thorough search of their work areas. Any suspicious objects or packages should be reported immediately to the Site Emergency Coordinator.
- ___ 3. If the decision is made to evacuate, notify persons of the need to evacuate and direct them to the onsite assembly area.
- ___ 4. Coordinate unit shut-down procedures as necessary.
- ___ 5. Ensure that all persons in the unit have evacuated.
- ___ 6. Account for all unit personnel at the assembly area.
- ___ 7. As necessary, inspect work area for damage as soon as conditions permit. Report damage to the Site Emergency Coordinator.
- ___ 8. Coordinate unit start-up procedures as necessary.
- ___ 9. Notify Field Staff via two way radio or cell phones. (from a secure location, I.e. at least 100 yards from the location).



ANTHRAX/SUSPICIOUS MAIL PROCEDURES

Information obtained to date by the Center for Disease Control (CDC) suggests that suspicious packages and letter could contain one or more of the following characteristics:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sounds
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address.

Staff are encouraged to maintain normal routines, to exercise common sense when processing incoming mail and packages, and not to panic if a suspicious item is found. General guidelines for persons receiving a package, letter, or other correspondence that is suspect, include the following:

- ▶ Do not open the letter or package
- ▶ If the letter or package has already been opened and powder spills out, do not clean it up. Keep others away from the area.
- ▶ Immediately wash your hands with soap and water.
- ▶ Notify supervision
- ▶ Notify local law enforcement official via 911.
- ▶ Evacuate and secure the area.
- ▶ Place all clothing items that had direct contact with powder into plastic bags.
- ▶ Ensure that all persons that have handled the letter or package wash their hands.
- ▶ Start a list of names of all persons that have handled the letter or package.
- ▶ As soon as possible shower with soap and water.
- ▶ Do not go to a clinic or emergency room unless you have illness serious enough that would prompt such a visit under usual circumstance.
- ▶ If you do have contact with health care providers, do not request testing for anthrax, unless directed to do so by local/state public health officials.
- ▶ Shut down ventilation systems.

Notification and Warning

1. If a Suspicious piece of mail is received, the Site Emergency Coordinator will contact **(911)** and the local law enforcement authorities.



General Response

1. Staff members that received a suspicious piece of mail should immediately inform the Site Emergency Coordinator or a Supervisor.
2. The Site Emergency Coordinator, in cooperation with the police and fire official at the scene, shall determine the necessity of searching and/or evacuating the site.
3. The Site Emergency Coordinator will brief Unit Emergency Coordinators of the situation as soon as possible and inform them of actions to be taken. Unit Emergency Coordinators will immediately brief persons within their work area.
4. If the decision is made to evacuate, all personnel should report to the onsite assembly area.

Site Emergency Coordinator Checklist

- 1. Notify Local Law enforcement and Fire Department via **(911)**.
- 2. Notify Unit Emergency Coordinators of the situation.
- 3. Ensure that all persons onsite are notified if the decision is made to evacuate.
- 4. If necessary, evacuate to the evacuation assembly area.
- 5. Recall evacuated personnel when it is safe to do so as deemed appropriate by law enforcement.

Unit Emergency Coordinator Checklist

- 1. Brief persons in the unit of the situation.
- 2. Objects or packages should be reported immediately to the Site Emergency Coordinator.
- 3. If the decision is made to evacuate, notify persons of the need to evacuate and direct them to the onsite assembly area.
- 4. Coordinate unit shut-down procedures as necessary.
- 5. Ensure that all persons in the unit have evacuated.
- 6. Account for all unit personnel at the assembly area.
- 7. Coordinate unit start-up procedures as necessary.
- 8. Notify Field Staff via twoway radio or cell phones.



UTILITY FAILURE EMERGENCY PROCEDURES

The loss of one or more major utility system(s) at the site could cause significant operational difficulties and result in a reduction, or disruption, of essential services as well as economic loss in some cases. A ruptured gas line can endanger the lives of persons at the site due to the threat of explosion, necessitating the need for a partial or full site evacuation. An explosion from a ruptured gas line could significantly damage or destroy all or part of the site, as well as the area immediately around the site. Major fires could erupt, causing further injury or loss of life. Though less severe than a gas line rupture, a broken water main could cause flooding in portions of the site and may necessitate a partial or full site evacuation. Equipment, computers, supplies, and vital records may receive water damage, and minor structural damage may occur in some instances.

Notification and Warning

1. Warning of a gas line rupture/release onsite is disseminated to personnel via the PA system.
2. A major gas line rupture/release could lead to an explosion. Every effort should be made to evacuate affected persons from the site as quickly as possible.
3. The Site Emergency Coordinator will determine the extent of the utility emergency and contact the appropriate repair and emergency response personnel as necessary.
4. Situations of an isolated nature (i.e. power outage or water main break affecting one building or unit) that can be resolved quickly and safely may only require a partial evacuation or temporary shutdown of operations.

General Response

1. If evacuation is necessary, Unit Emergency Coordinators will ensure that all persons in their unit have received the warning and have taken the appropriate action.
2. If the situation cannot be resolved within a reasonable amount of time, personnel may be dismissed early or relocated to another work area and operations minimized as necessary. The decision to dismiss personnel must be issued by the County Board of Commissioner’s Chairperson or their Designee. If a court employee, the decision to dismiss personnel must be issued by the Chief Judge or their Designee.
3. Personnel dismissed early will be recalled.

Site Emergency Coordinator Checklist

Gas Line Rupture/Release

- 1. Ensure that 911 has been notified
- 2. Determine the extent of the leak (if possible).
- 3. Notify (**Gas Company, 800-477-5050**)
- 4. Provide warning and/or instructions to personnel and initiate full or partial evacuation, depending upon the circumstances.



- ___ 5. If necessary, evacuate to the evacuation assembly area.
- ___ 6. Ensure that the site/facility is properly ventilated to disperse accumulated natural gas.

Electric Power Failure

- ___ 1. Determine the extent of the power outage.
- ___ 2. Notify personnel to remain at their work areas if it is a short term problem: otherwise evacuate the site.
- ___ 3. Notify (**Electric Company, 800-477-4747**).

Water Main Break

- ___ 1. Determine the location and extent of the break from maintenance or other personnel.
- ___ 2. Notify (**Howell Public Works 546-7510**)(Howell Township 545-1339)
(Brighton Public Works 810-227-2968)
- ___ 3. Initiate evacuation or other action, depending upon circumstances.
- ___ 4. Recall evacuated personnel when it is safe to do so.

Unit Emergency Coordinator Checklist

Gas Line Rupture/Release

- ___ 1. Notify persons of the need to evacuate.
- ___ 2. Coordinate unit shut-down procedures as necessary.
- ___ 3. Direct person to the onsite assembly area.
- ___ 4. Ensure that all persons in the unit have evacuated.
- ___ 5. Account for all unit personnel at the assembly area.
- ___ 6. Inspect work area for damage as soon as conditions permit. Report damage to the Site Emergency Coordinator.
- ___ 7. Coordinate unit start-up procedures as necessary.

Electric Power Failure

- ___ 1. Determine the extent of the power outage.
- ___ 2. Collect and compile damage information (if necessary).
- ___ 3. Prepare an after-action report.

Water Main Break

- ___ 1. If necessary, evacuate to the assembly area.
- ___ 2. As conditions permit, collect and compile damage information.
- ___ 3. Initiate evacuation or other action, depending upon circumstances.
- ___ 4. Prepare an after-action report.