

ANNEX R

City of Jordan Employee Preparedness and Response Plan



Table of Contents

Purpose _____ *page 3*

Responsibilities _____ *page 3*

Emergency Reporting Guidelines _____ *page 3*

General Evacuation Procedures _____ *page 3*

Evacuation Assembly Areas _____ *page 4*

Fire Emergencies _____ *page 4*

Severe Weather Procedure /Shelter Locations _____ *page 4*

Fire Alarm /Extinguisher Locations _____ *page 4*

Bomb Threat _____ *page 6*

Hostile Confrontation _____ *page 7*

Power Outage _____ *page 7*

Chemical Spill _____ *page 8*

Emergency Medical Procedures _____ *page 11*

Urgently Needed Medical Services _____ *page 11*

Non-Emergency Injuries _____ *page 11*

Employees Working in the Field _____ *page 12*

Transporting an Injured Employee by Ambulance _____ *page 12*

Family Notification _____ *page 12*

First Aid Kits _____ *page 12*

Media Relations During a Crisis _____ *page 12*

Emergency Contact List _____ *page 13*

ATTACHMENTS

- *Bomb Threat Checklist (page 14)*
- *Workplace Violence Report (page 15)*
- *Employee Certification Page (page 17)*

EMPLOYEE PREPAREDNESS/RESPONSE PLAN

Purpose

The importance of establishing emergency procedures has long been recognized. The objective of this policy is to protect City of Jordan employees by anticipating emergency situations. All employees must understand their responsibilities and those of their co-workers in the event of an emergency.

Responsibilities

Emergency Management Director

- Evaluates incoming emergency-related information.
- Determines the response plan of action and activates it.
- Notifies and updates the City Administrator and City Council on the status of the crisis.
- Coordinates with other assisting emergency and rescue agencies.
- Assists in determining when the resumption of normal activities can begin.
- Review and update Emergency Plan annually.

Employees

- Report all incidents or conditions that pose a threat to life or property immediately.
- Assist visitors that are in City buildings during an emergency.
- Evacuate immediately to your designated assembly area during an emergency.
- Know the Emergency Plan and follow it when necessary.

Emergency Reporting Guidelines

In the event of an emergency, call 911 immediately. When reporting an emergency, state your name, department, extension number, and your exact location. Report the emergency event as clearly and accurately as possible. Stay on the line until the dispatcher hangs up; do not hang up first.

General Evacuation Procedures

During an evacuation, all City of Jordan employees must assist members of the public, visitors, and contractors from the premises. Upon notification that an evacuation is in progress, all employees and visitors will immediately use the nearest available exit and proceed to their designated evacuation area. Supervisors and/or Department Heads are responsible to take a roll call. The names of any persons that may still be in the building should be reported to the Public Safety personnel. Visitors will remain with the staff member(s) they are seeing and their names will be reported to the Public Safety personnel.

Evacuation Assembly Areas

Building	Assembly Area
City Hall	<ul style="list-style-type: none"> • Broadway Market parking lot
Fire Stations	<ul style="list-style-type: none"> • Employee parking lot
Park Buildings	<ul style="list-style-type: none"> • Parking lots
Public Works Building	<ul style="list-style-type: none"> • Employee Parking Lot

Fire Emergencies

In the event of a fire, all employees and visitors will immediately use the nearest available exit and proceed to their designated evacuation area. Supervisors and/or Department Heads are responsible to take a roll call. The names of any persons that may still be in the building should be reported to the Fire Chief or designee. Visitors will remain with the staff member(s) they are seeing and their names will be reported to the Fire Chief or designee.

Unless employees are specifically trained on fire extinguisher use, they must evacuate the building immediately.

If you discover smoke or fire:

1. Alert employees and visitors in the building that they must evacuate immediately to the designated assembly area. Activate the fire alarm system, if the building is so equipped. If possible, use the paging system to announce, “May I have your attention. Please exit the building in a safe and calm manner. This is not a drill.” Repeat message two times.
2. Call 911.
3. Evacuate to your designated assembly area.

City Hall and Public Works buildings are equipped with fire alarm systems and fire extinguishers.

Fire Alarm Activation Controls/Fire Extinguisher Locations

Building	Fire Alarm Activation Control Locations	Fire Extinguishers Locations
City Hall	<ol style="list-style-type: none"> 1. Main floor - next to employee entrance 2. Main floor – Visitors lobby 3. Basement – Next to visitors entrance 4. Basement – Near furnace room 	<ol style="list-style-type: none"> 1. Main floor - Above water fountain 2. Main floor – Visitor’s lobby
Public Works	<ol style="list-style-type: none"> 1. Automatic activation by smoke detectors. 	<ol style="list-style-type: none"> 1. Several located throughout the facility.
Fire Station	None	<ol style="list-style-type: none"> 1. On the fire trucks

Severe Weather Procedure

In the event of severe weather, including a tornado, all employees and visitors must move to a safe area.

- If inside a building, move to an interior room, preferably on the lowest level of the building.
- If driving in a vehicle during a tornado, get out of your vehicle immediately and seek a safe structure or lie down in a low area with your hands covering the back of your head and neck.

As soon as possible following severe weather, employees must check in with their supervisor when it is safe to do so.

Severe Weather Shelter Areas

Building	Shelter Area
City Hall	<ul style="list-style-type: none">• Council Chambers
Fire station	<ul style="list-style-type: none">• Training Room
Public Works building	<ul style="list-style-type: none">• Interior rooms

City Hall, Police Department, Public Works

Police records personnel will notify employees and visitors that a severe weather or tornado warning has been issued. The receptionist will instruct employees at City Hall to please proceed quickly and calmly to the lower level council chambers. The Chief of Police, or in his absence the Patrol or Detective Sergeant, will check the upper level to assure that all employees, patrons, and visitors have gone to the council chambers.

Supervisors and/or Department Heads are responsible to take a roll call. The names of any persons that may be missing should be reported to the Public Safety Personnel. Visitors will remain with the staff member(s) they are seeing and their names will be reported to the Public Safety Personnel.

Parks and Recreation

On-duty Police Officers are responsible for monitoring the weather alerts and weather radar via the internet in their squad cars. Depending upon the speed of onset, on-duty police officers shall check city parks and playground areas and shall warn the public of the threat of severe weather. They shall be advised to move to a location of safety.

Bomb Threat

If you have received a call from an individual making a bomb threat, it is important to get as much information as possible. If possible, notify another employee that a bomb threat is being made and direct them to call 911 immediately.

- Be calm and courteous. Listen to the caller and do not interrupt them. If possible, record the call by pushing the “record” button on your phone.
- Keep the caller talking by asking questions, such as:
 - What kind of bomb or device is it?
 - What does it look like?
 - What will cause it to explode?
 - Did you place the bomb? Why?
 - How many did you place?
 - When will the bomb(s) go off?
 - How much time remains until the bomb(s) goes off?
 - Where is the bomb(s) located?
 - What is your name?

Quick action is required after a bomb threat is made. Take the following steps immediately after hanging up with the caller:

- Alert employees and visitors in the building that they must evacuate immediately to the designated assembly area. If possible, make the following announcement: “May I have your attention. Please exit the building in a safe and calm manner. This is not a drill.” Repeat message three times.
- Complete the Bomb Threat Checklist and forward to the first police officer on the scene.

Letters or packages containing a bomb may include the following characteristics:

- Foreign mail, airmail, and/or special delivery.
- Restrictive markings, such as “confidential,” “personal,” etc.
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Titles but no names.
- Misspellings of common words.
- Oily stains or discoloration.
- No return address.
- Excessive weight.
- Rigid envelope.

- Lopsided or uneven envelope.
- Protruding wires or tinfoil.
- Excessive securing material, such as masking tape, string, etc.
- Visual distractions.

If you receive a suspicious letter or package, take the following steps:

- Do not handle the letter or package.
- Evacuate the area.
- Call 911.

Hostile Confrontation

Although similar in nature to other threats, physical hostile confrontation is an immediate life-threatening danger that is unprovoked and unpredictable. If you are involved in a hostile confrontation, follow these procedures:

- Remain calm. Your reaction to the situation can provoke the perpetrator.
- Listen to all demands. Don't disagree or attempt to reason with them.
- Do as requested. If you have access to something the perpetrator demands, move slowly and keep your hands visible to them at all times.

If you witness a hostile confrontation:

- Do not get involved.
- Calmly move away from the area provided that it is safe to do so.
- Once clear of the area, summon Police or call 911.

Power Outage

Any number of natural or manmade disasters can cause loss of power. The Fire Station is equipped with emergency power generators. In addition, generators may be brought to other facilities that have lost power. To minimize the effects of a power failure:

- Unplug or turn off electrical equipment that was in use when the power went off.
- If you are advised to leave your area, follow the general evacuation procedures and wait at your designated evacuation assembly area for further instructions.

Chemical Spill

The clean up of chemical spills will be limited to staff trained to carry out this function. Jordan employees will not handle chemical spills that could be life threatening or that are explosion hazards (above 25% of the lower explosive limit). The response to a specific spill depends on the amount and type of material spilled. Specific procedures are summarized below:

For cleanup of all spills, employees are required to wear waterproof, washable boots, and eye protection. Chemical-protective gloves must be used if skin contact may occur. Respirators should not be necessary.

Find the material of concern. Then go to the section below, corresponding to the letter in the “Spill Actions” column.

Material	Major Hazard	Spill Actions
Acids (ferrous chloride)	Corrosive	D
Antifreeze	Poisonous if swallowed	B
Chlorine	Toxic, corrosive gas	J
Combustible liquids	Combustible	B
Compressed gas: inert gases (Argon, CO ₂ , Stargon)	Pressure	I
Compressed gas: oxygen or acetylene cylinders	Flammable, pressure	H
Fertilizer	Respiratory and skin irritation	E
Flammable liquid	Fire	A
Fluorescent bulbs	Mercury emissions	E
Fluorosilicic acid	Corrosive	D
Gasoline and diesel fuel	Highly flammable	A
Herbicide	Environmental hazard; may be combustible.	F
Hydraulic fluid	Low hazard; combustible; slippery	B
Lead acid batteries	Lead and/or acid contamination; acid burns	D
LP tanks	Fire, pressure	H
Motor oil	Low hazard; combustible; slippery	B
Paints (oil based)	Flammable	A
Paints (water based)	Irritant	G
Parts cleaner/petroleum naphtha	Flammable	A
Phosphate	Irritation	E

Material	Major Hazard	Spill Actions
Root destroyer	Environmental hazard; may be combustible	F
Rubberized crackfiller (asphalt)	Combustible	B
Tack coat (cutback asphalt)	Flammable	A
Tires	Can catch fire (but not readily); harmful fumes and difficult to suppress fire if ignited	C

Actions to Take

A. Flammable liquids

- 1) Eliminate sources of ignition.
- 2) Ventilate - open doors.
- 3) Use sorbents (floor dry, rags) to contain and soak up the spill.
- 4) First priority: prevent material from getting into drains or onto permeable surfaces (such as asphalt).
- 5) Do not use metal tools for cleanup, unless they are specially designed as non-sparking.
- 6) Put used sorbents in closed, DOT-approved drum for disposal as hazardous waste (unless the sorbents are designed to be wrung out and reused).

B. Combustible liquids (oil, antifreeze, asphalt)

- 1) Control any sources of ignition (e.g., no lit cigarettes near spill).
- 2) Use sorbents suitable for material (floor dry, rags) to contain and soak up the spill.
- 3) Prevent material from getting into drains or onto permeable surfaces (such as asphalt).
- 4) Put used sorbents in closed, DOT-approved drum for disposal as regulated waste (unless the sorbents are designed to be wrung out and reused).

C. Tires, solid waste

- 1) Pick up and store for disposal.
- 2) Keep away from sources of ignition.
- 3) Store covered or minimize storage time, to prevent rainwater accumulation (mosquito breeding ground).

D. Acids

- 1) If any skin or clothing contact occurs, immediately remove contaminated clothing and flush skin with large amounts of water.
- 2) Collect any leaking or spilled liquid in a sealable non-reactive container (fluorosilicic acid will react with glass or stoneware).
- 3) Absorb any liquid with an inert absorbent. Put that into a closed plastic or iron container for disposal.
- 4) Prevent material from getting into drains.

- 5) Place batteries in leak proof container, such as a tub. Use gloves when handling batteries.
- 6) Wash area with large amounts of water.

E. Dry materials such as fertilizer and broken fluorescent bulbs

- 1) Prevent material from being tracked around.
- 2) Carefully sweep and scoop up all loose material. Wear eye and skin protection; try to avoid creating dust.
- 3) Reuse spilled material if possible. If not possible, put waste material in a leak-proof bag or drum for disposal.
- 4) Use a damp rag or towel to wipe area.
- 5) Ventilate area well.

F. Herbicides

- 1) Dike any drains; prevent it from getting into the sewer.
- 2) Control any sources of ignition (e.g., no lit cigarettes near spill).
- 3) Stop the spill, if possible (consider pumping the herbicide into another clean drum. Make sure the receiving drum gets labeled).
- 4) Use sorbents (such as Sor-Tex Socks™. If the herbicide can be mixed with water, use a sorbent designed to pick up water-based liquids. Do not use one meant only for oils).
- 5) Dispose of sorbent as hazardous waste.

G. Water-based products

- 1) Prevent material from getting into drains.
- 2) Stop leak if possible.
- 3) Soak up liquid with disposable sorbents (rags).
- 4) Dispose of sorbent as industrial waste.

H. Flammable gases

- 1) Eliminate ALL ignition sources.
- 2) All equipment used to handle these must be grounded or non-sparking.
- 3) Stop leak if you can do so safely.
- 4) If possible, turn leaking cylinders so that gas, not liquid, escapes.
- 5) Isolate area until gas has dispersed.
- 6) If possible, move cylinder out of doors to bleed off.
- 7) Do not open powered garage doors or turn on ventilation system, as those can spark. Do open any walk doors.
- 8) Tag cylinder as faulty, once gas has bled off.

I. Nonflammable gases (argon, carbon dioxide)

- 1) Ventilate area (open doors, turn on exhaust fans).
- 2) Stop leak if you can do so safely.
- 3) If you cannot stop the leak, move the cylinder out of doors.
- 4) Tag cylinder as faulty, once gas has bled off.

J. Chlorine

- 1) Stay upwind.
- 2) Evacuate area for at least 200 feet in all directions.
- 3) Call 911 immediately. Notify them that you have a chlorine spill.
- 4) Call your supervisor.
- 5) Wait upwind, at least 0.2 miles from the leak, for the emergency responders.

Emergency Medical Procedures

The following procedures should be followed in the event of a serious injury that requires emergency treatment.

- Dispatch someone to call 911/Emergency services.
- Do not move the individual.
- Cover the individual to keep warm and make as comfortable as possible.
- Comfort individual by assuring that help is on the way.
- Notify the employee's supervisor.
- The supervisor must complete the First Report of Injury and the Supervisor's Report of Accident. The completed reports must be forwarded to the Finance Director within 24 hours. The Finance Director is responsible for submitting the forms to the appropriate individuals.

Urgently Needed Medical Services

The following procedures should be followed in the event of an injury that requires urgent medical treatment.

- Seek treatment at the nearest emergency medical facility immediately. Urgently needed medical services may be obtained from any qualified provider regardless of participation in the Provider Network.
- The supervisor must complete the First Report of Injury and the Supervisor's Report of Accident. The completed reports must be forwarded to the Finance Director within 24 hours. The Finance Director is responsible for submitting the forms to the appropriate individuals.

Non-Emergency Injuries

The following procedures should be followed in the event of an injury that requires medical treatment.

- The injured employee should notify his or her supervisor immediately.
- The injured employee or supervisor should call the service provider Access Line to report the injury.
- The supervisor should complete a first report of injury for the injured employee, including the City of Jordan's name, employee's name, employee's social security number, and date of injury. The injured employee should bring this to the clinic and present the report at the time of each visit(s).

- The supervisor should remain with the injured person until treatment is rendered.
- The supervisor must complete the First Report of Injury and the Supervisor’s Report of Injury. The completed reports must be forwarded to the Director within 24 hours. The Finance Director is responsible for submitting the forms to the appropriate individuals.
- Employees should obtain a Report of Workability form signed by the treating physician when applicable.

Employees Working in the Field

In the event of a medical emergency, employees that are working in the field should call 911 immediately if they have access to a telephone or cellular phone. For those employees that have radios, they must call in for help and ask for 911 to be dispatched.

Transporting an Injured Employee by Ambulance

If an ambulance is dispatched, the injured employee should be transported by the ambulance unless otherwise directed by the paramedics.

Family Notification

If an employee is seriously injured, the employee’s supervisor is responsible for notifying the employee’s family.

First Aid Kits

Employees are responsible for knowing the location of first aid kits. First aid kits shall be kept complete and will be maintained by each department or division. First aid kits should be checked and restocked at least monthly.

Building	First Aid Kit Location
City Hall	• On the wall next to the restrooms
Fire Station	• On Fire Trucks
Public Works Maintenance Building	• Under staircase

Media Relations during a Crisis

In the event of a crisis situation, the City Administrator, Mayor, Chief of Police, and Fire Chief are the only officials authorized to serve as spokespersons for the City of Jordan. In some situations, the City Administrator may designate another City staff member to serve as spokesperson.

City staff who are involved in or aware of a developing crisis situation should immediately contact their department or division head, who will then contact the City Administrator. The City Administrator or one of his/her support personnel will notify the Mayor and City Council.

Internal notification will include the name and phone number of the City spokesperson, if other than the City Administrator, so that staff may refer any media inquiries to the spokesperson. News releases and fact sheets pertaining to any crisis situation will be distributed to the news media, Mayor, City Council, and to City departments and divisions.

Emergency Contact List

Ambulance: 911

Fire: 911

Police: 911

Minnesota Duty Officer: (651) 649-5451

MPCA 24-hour emergency number: (651) 296-8100

On-the-job injuries:

Monday – Friday, 8 AM – 5 PM: Minnesota Occupational Health

Monday – Friday, 5 PM – 10 PM:

Saturday – Sunday, 10 AM – 6 PM:

24 hour emergency care: Hospital

Poison Control Center: (651) 221-3999

Safe Assure Right to Know Hotline: 1-877-451-6919

City of Jordan
Bomb Threat Checklist for Telephone Threats

Exact message received _____

Name of employee receiving bomb threat call _____

Date _____ **Time** _____

Caller's identity

Male Female Adult Juvenile Approximate age _____

Origin of call (if you can tell or ask)

Local Long distance Telephone booth Internal (inside building)

Vocal characteristics

Loud Soft
 High pitch Deep
 Raspy Pleasant
 Intoxicated Other

Speech

Fast Distorted
 Distinct Nasal
 Stutter Lisp
 Slow Slurred

Language

Excellent Good
 Fair Poor
 Foul Other

Accent

Local Regional
 Foreign Other
 Not local

Manner

Calm Angry
 Rational Irrational
 Coherent Incoherent
 Emotional Office machine

Background noises

Machinery Trains
 Chaotic Animals
 Music Quiet
 Voices Street

**City of Jordan
Workplace Violence Report**

Date _____

Name of reporting person _____

Department _____

Incident description (be specific)

Date _____ Time _____

Employee(s) involved _____

Location of incident _____

Subject _____

Employee yes no

Subject description

Hair _____ Eyes _____

Height _____ Weight _____

Male _____ Female _____

Distinguishing marks _____

Clothing description _____

Weapon involved yes no

If yes, describe the weapon _____

Vehicle involved yes no

If yes, describe

Make _____ Model _____

Color _____ Body style _____

Year _____ Damage or rust _____

Any passengers _____

Direction of travel _____

Was anyone injured yes no

If yes, list people injured and known extent of injuries _____

Describe the incident (be specific and detailed in your description; use additional sheets if necessary)

Was the incident reported to the Police yes no

Who will receive this report:

Name _____ Department _____

Recommendations (if any) _____

Reporter signature _____

Received by _____

Routed to Human Resources Police Department Head
 Other _____

This report will require some action. A follow up report will detail recommendations and actions taken in this case. See Response Report.

City of Jordan

Employee Preparedness and Response Plan

Employee Certification Form

EMPLOYEE NAME: _____

OCCUPATION: _____

I certify that I have been trained in our Employee Emergency Action Plan. This training is in accordance with 29 CFR 1910.35 - .38 and 29 CFR 1910.165, which consisted but was not limited to the following:

1. Alarm systems
2. Emergency reporting
3. Emergency escape procedures and routes
4. Safety Field and accounting for employees
5. Procedures for critical operations employees
6. Rescue and medical duties
7. Key employee contacts

I have received a copy of the Employee Preparedness and Response Plan. I understand that this training is a mandatory requirement and that I will follow the procedures contained in the plan.

Employee Signature

Date

Each Department head is responsible for assuring familiarity of the plan with each employee under their supervision.

Supervisor

Date