

Polk County Wisconsin

**GENERAL COUNTY EMERGENCY PLANS
29 CFR 1910.38**

Policy: 501.A

Effective Date: 07-17-01

Current Revision Date: 07-17-01

INTRODUCTION:

Emergency response to fires, tornadoes, and other disasters is imperative to protect life and property. Planning requires the development of an integrated system of protection, which uses many different design features and systems to reinforce one another. Engineering and quality plans must be included to achieve the ultimate goals of life safety and protection of property. Life safety is the ultimate goal of our emergency plans, which includes occupant evacuation.

Occupant evacuation depends on effective detection of devices and a system to alert the buildings occupants. Properly engineered building designs will defend the occupants where they are, or provide protected routes to safe refuge inside or outside of the building. Safe evacuation relies on trained individuals within the facilities, and the identification of safe routes to take in the event of an emergency.

Our emergency plans are based on four objectives:

1. Prevention
2. Early Detection
3. Prompt extinguishment in the event of fire
4. Evacuation procedures

PURPOSE:

Emergency response is imperative to protect life of those individuals within the county facilities. The purpose of this plan is to provide procedures to enhance the effectiveness of a response to an emergency in the event of a fire or severe weather.

SCOPE:

This plan applies to emergency actions required by 29 CFR 1910.38 of the standard, and covers designated actions of employees to ensure employee safety from risks associated with emergencies.

POLICY:

The Emergency Plans of Polk County are implemented to ensure that:

1. Emergency escape procedures and routes are identified.
2. Proper procedures are followed by employees.
3. Individuals are accounted for after emergency evacuation has been completed.
4. Names/Titles of individuals with specific duties and safe locations are indicated.

For emergency evacuation, the use of floor plans will clearly show emergency escape routes or safe areas.

This plan will be reviewed with employees whenever employees' responsibilities under the plan change, or whenever the plan is changed.

EXPECTATIONS AND ACCOUNTABILITY

MANAGEMENT:

Department Heads/Supervisors will support this plan and allow for the training of employees. Training will occur at least annually, and records kept of such training. All emergency organization personnel positions will be staffed on all shifts. Supervisors/Department Heads will report non-compliance to this plan in writing to the Human Resources Director .

THE BUILDING COORDINATOR:

The County Sheriff or his or her designee will have authority in decision making related to partial or complete evacuations, will maintain the appropriate lists of individuals mentioned in this plan, and is designated as the Public Information Officer (PIO) to be the official spokes person in relating information to the media. The Building Coordinator will meet the Fire Department or first responding emergency unit, will explain the situation and direct the responding unit to the emergency site. The Building Coordinator (The Person in Charge) has been designated as the Director of Parks, Buildings and Solid Waste or designee. In the absence of the Building Coordinator , that authority is transferred to the alternate Building Coordinator.

SUPPRESSION SYSTEM CONTROLLER (Director of Parks, Buildings and Solid Waste):

The Suppression System Controller will locate the sprinkler valve and physically ensure it is open. He/She will remain at the valve during the emergency (unless the situation is deemed life threatening) and will close it when The Person in Charge gives the order to do so. The Suppression System Controller will ensure that the valve is locked in the open position after the emergency conditions no longer exist.

SPECIAL PROCESS CONTROLLER:

The Special Process Controller will ensure that certain power systems are de-energized in the area of the emergency, and is prepared to de-energize other power systems as may be required. He/She will be prepared to energize power sources after the emergency. Included in systems that may need to be de-energized are:

1. Flammable liquid piping systems
2. Electrical systems
3. Ventilation systems
4. Gas piping systems

The Special Process Controller will also supervise restoration of special fire protection equipment and devices after the emergency. The Director of Parks, Buildings and Solid Waste will designate the Special Process Controller.

EMPLOYEES:

Employees will attend training sessions and be familiar with the various elements of the program. Employees will be expected to:

1. Know who is The Person in Charge
2. Follow written procedures in this plan and be familiar with floor maps in their area.
3. Follow directives given by The Person in Charge.
4. Be familiar with specialized duties when assigned related to this plan.
5. Use personal protective equipment when indicated.
6. Participate in drills.
7. Report changes in work duties or facility changes in the course of work as it relates to this plan.