

Edmonson County Severe Storm/Tornado Shelter Guide

When a Severe Storm/Tornado Watch has been issued:

- Listen to the NOAA weather radio which is located in the copy room
- Tune into a local radio or TV station for further updates
- Be alert to changing weather conditions. Blowing debris or the sound of an approaching tornado (may sound like a freight train) may alert you

When a Tornado Warning has been issued:

- The employee who hears the warning issued for our area is responsible for alerting other staff and clients that severe weather is approaching.
- Stay calm! It is staff's responsibility is to direct clients and visitors to the designated area. Staff should check all rooms to make sure there are no occupants. Staff are assigned the rooms nearest their workstation. After checking all assigned rooms, the door should be closed to that room. The Office Manager is responsible for locking the front door. If she is unavailable, then any staff present should lock the front door. The weather radio should be disconnected from the electrical supply & taken to the pre-designated area.
- The designated area for severe storms/tornados is the basement of the Health Department building. This area can only be accessed by going down the steps on the outside the building.
 - Therefore, in the event that the warning has been issued and the severe weather is 5 minutes or more away then all individuals will exit out the back door to the basement.
 - In the event that severe weather is imminent (less than 5 minutes away; there is hail, blowing debris, strong winds, and/or severe lightning) then individuals will gather in the back interior hallway of the building away from the back door and window. Staff and clients will lie low with hands covering the back of the head.
 - Everyone should stay in the designated area until the weather radio has given the all-clear signal.

Edmonson County Health Department Building Evacuation Guide

January 8, 2013

The sound of a whistle blowing 3 times is to be the signal for fire evacuation.

The staff person blowing the whistle should call 911

You should not attempt to fight a fire unless the fire is minimal. Fire extinguishers are located throughout the facility

Each employee is responsible to evacuate yourself and patients in your area. The fire evacuation routes are posted throughout the building.

Supervisory staff should secure the building. All offices/patient rooms should be cleared of staff and patients and the door to each room should be closed, signaling that room has been cleared. "Times Two" cabinets should be closed if possible. Keys to the basement should be taken.

Staff and patients should gather away from the building in the grass area by the Edmonson County Health Department sign located by the front parking lot. They should gather on the side of the sign next to the ball park. Persons who exit the side door located in the storage room should stay away from the building as they go around to the front area.

If time allows, vehicles should be moved from the front of the building.

DO NOT BLOCK AREAS THAT EMERGENCY VEHICLES MAY USE.

Supervisory staff should call 597-9868 to inform individuals in the basement of the building of the need for evacuation. If there is no answer, then supervisory staff will check the back of the building to see if there are cars or evidence that there are individuals in the basement. If unable to reach anyone in the basement, no cars are present, and the building is locked; supervisory staff will give the keys for the basement to fire department personnel and request fire department personnel check the basement to ensure no one is inside.

Supervisors should determine if anyone is missing or could possibly still be in the building. Staff and patients should be asked to remain in the parking until the "all-clear" verbal signal has been given. Staff will not be responsible for patients who choose to leave the premises.

THE ALL-CLEAR SIGNAL MUST BE GIVEN BEFORE STAFF/PATIENTS RE-ENTER THE BUILDING.

The following people can give the all-clear signal:

- Preferred/Primary: Fire Department Personnel
- Secondary: Center Coordinator or District Director
- Tertiary: Office Manager or Maintenance

These instructions are for fire or other evacuations in which the building is to be evacuated and does not apply to tornadoes, severe storms, or earthquakes.

Responsibilities:

- Supervisory staff should go from door-to-door to assure all patients and staff has evacuated the building. Once outside, supervisors should:
- Assure patients/staff have congregated at the grass area by the Edmonson County Health Department sign and determine if anyone is missing.
- Assure people are not blocking areas that may be utilized by emergency vehicles.
- Assure no one is in the basement.
- Assure no one re-enters the building until the all-clear signal has been given.
- Center Coordinator and Office Manager should work with fire personnel to assure the all clear signal is given.

Edmonson County Fire Response Guide

Effective January 8, 2013

READ THIS AND ADDRESS QUESTIONS TO YOUR SUPERVISOR

The sound of a whistle blowing 3 times is to be the signal for fire evacuation. (There is a whistle hanging on the bulletin board in the lab and one in the front office that hangs on the left side of the doorway going into the copy room.) If the whistle is used, make sure it is blown loud and can be heard by all.

Staff person blowing the whistle is responsible for dialing 911 and reporting the fire.

Your responsibility is to evacuate yourself, patients and visitors in your area. The fire evacuation routes are posted in the front lobby, back hallway and conference room. Please review them.

Once you have evacuated the building, all persons are asked to gather in the grass area by the Edmonson County Health Department sign located by the front parking lot away from the building. People need to gather on the side of the sign next to the ball park. This keeps individuals away from emergency vehicles that will be entering our parking lot. If you exit from the side door located in the storage room, please stay away from the building as you go around to the front area. Meeting by the sign allows us to determine who may be missing at that time. Do not go to your car or scatter elsewhere.

The area supervisory staff will secure the building. They will quickly ensure that their area is cleared, closing doors as they check. If time allows they will shut the "Times two" cabinets that hold the medical records. Then they will exit to the designated area by the Edmonson County Health Department sign.

The only phone connection to the basement is through the Emergency Management Office. The Center Coordinator (CC) will take the keys for the basement to the evacuation area. CC is responsible for calling 597-9868 to notify emergency management staff of the fire. It will then be emergency management staff's responsibility to check the basement area to see if others are in the basement of the building. In the event that there is no answer in Emergency Management's office, the CC will be responsible to go around the back of the building (making sure to stay away from the building) to check for occupancy in the basement. If no evidence of occupancy and the doors to the basement are locked the CC will notify fire department personnel upon arrival that the basement has been checked and there is no evidence of occupancy. The CC will give the keys for the basement to the fire department personnel for them to go inside the basement and check. If the CC is unavailable the OM is responsible to ensure this is carried out.

If time allows, please move cars parked in the front of the building to the ball park parking lot that is beside the health department. This will give room for emergency vehicles to get to the building.

Patients and visitors should remain together until the all-clear signal is given. Your job is to remain calm and help others to do so. However, staff is not responsible for non-staff who may choose to leave.

Only the following persons are to re-enter the facility or to give the verbal all-clear signal to return:

- Preferred / Primary: Fire Department Personnel
- Secondary: Center Coordinator or District Director
- Tertiary: Office Manger or Maintenance

You are asked not to attempt to fight a fire. Extinguishers are for minimal fires as in a trashcan only. Allow the Fire Department to do their work.

Do not re-enter the building or return for coats, personal items, etc., until the all-clear signal is given.

These instructions are for fire or other instances in which the building is to be evacuated (i.e., bomb threat, etc.) only and are not for tornadoes, severe storms or earthquakes.

“Safety First” is always the way to do it.

Edmonson Co. Fire Exits / Tornado Shelter Map

Edmonson County Health Department

