

DUNN COUNTY
Transfer Station
STH 29 & Rudiger Road
Menomonie WI 54751

EMERGENCY PLANS



Severe Weather Evacuation
Fire Evacuation
Hazardous Materials Spill
Threat/Security Incident

OBJECTIVE: Dunn County through its past Risk Management and Loss Prevention Statements adopts the following emergency plans. The purpose of these plans is to provide a means for employees, agents, and visitors to cope with hazards that could be encountered at the Dunn County Transfer Station.

Procedure: **SEVERE WEATHER (TORNADO) DISASTER PLAN**

In the event of severe weather, the Transfer Station shall be notified by the Land Conservation Office. Transfer Station employees shall also remain alert for weather changes, and be prepared to institute procedures if observations are made.

Upon notification, the warden or designee at the Transfer Station shall immediately notify everyone in the Transfer Station. The warden or designee shall then verbally initiate the Severe Weather Plan for the Transfer Station. Evacuation of Transfer Station to the predesignated area shall commence immediately upon notification by the warden or designee.

Doors to offices may be locked during severe weather evacuation. The Transfer Station warden, or designee, shall also warn normally unoccupied areas such as, bathrooms, storage rooms, outside area, etc.. Wardens shall assist visitors or employees to a protective area at the Transfer Station. Absolute care is to be exercised in staying away from areas that may contain flying glass, debris, etc.

The designated gathering point for the Transfer Station shall be the restroom. The warden or designee shall assist those visitors or employees who may need help. In all other cases employees and visitors shall gather in areas offering a degree of safety staying clear of windows or areas with glass.

THE TRANSFER STATION SHALL POST A COPY OF THE SEVERE WEATHER EVACUATION PLAN IN PLAIN SIGHT FOR EMPLOYEES AND VISITORS TO OBSERVE AND FOLLOW.

SEVERE WEATHER EVACUATION ROUTES

All persons gathering in the restroom, which is the safest area at the transfer station shall stay together and notify the warden or designee of whereabouts of any person unaccounted for, if known. The transfer station has a radio with a battery back up they will bring to the restroom with them. Listen to this radio for further weather updates and remain in restroom until E-911 gives a time when alert has been lifted.

WARDEN & DESIGNEE

Warden: Lead Operator

Alternate: Operator

If damage is experienced, render aid to those who are injured. After storm is passed, take steps to notify authorities. Determine extent of injuries and report to Dunn County 911 Communications & Emergency Planning by dialing 911 if possible. If phones are not working, designate person(s) to travel to the hospital to seek assistance.

Procedure: **HAZARDOUS MATERIALS SPILL PLAN**

Transfer Station employees and visitors shall be notified if they are in a vulnerable or dangerous area due to a release of a toxic or hazardous substance by phone or personal contact by an emergency worker. The Transfer Station warden or designee shall then verbally notify all others in the building.

Each incident may be different. Listen carefully to the instructions given by phone or the emergency worker. If time allows, evacuate out of the area. If time does not allow evacuation, in place sheltering will be utilized.

In place sheltering consists of shutting all doors to the outside. Turn off all outside air intake sources. This means shutting off air intakes for heating/cooling systems. Go to the office, close the door and seal any areas around the door or window with wet towels or rags. Listen to your battery power radio located in the office for information on when to vacate the building. Once the all clear is given, open all garage doors to ventilate the building.

NOTE: For information on household hazardous waste collection responsibilities, personal protective equipment, access control & work zones, contingency plans, spill response plan, fire plan, and emergency response procedures see the Health & Safety Plan for Household Hazardous Waste attached to this document.

Procedure: **THREAT INCIDENT PLAN**

In all cases when dealing with a threat, consider it to be authentic until proven otherwise.

If a call is received that informs you of a threat, (i.e. bomb, hostage taken, etc.) in the building, the person receiving the call should make every effort to get as much information from the caller as possible. Any answers to questions such as: where, who, deadlines, or the reason for the threat may be helpful in diffusing the incident and minimizing any injury or damage to property.

If possible, keep caller on the phone. Have fellow employee phone law enforcement. Try to get caller to answer as many questions as possible on the attached sheet. **If a call is received, call 911 immediately.**

Upon receipt of a bomb threat, the building shall be evacuated until the all clear is given by the authority in charge.

All news media questions shall be referred to the authority in charge (i.e. Police Chief or Sheriff or their designee) for statements.

THREAT/SECURITY INCIDENT REPORT

When a threat is made or a security incident occurs:

- Immediately contact law enforcement and follow their instructions.
- Save all physical evidence related to the threat for law enforcement.
- Complete this report as soon as possible after the incident.
- Submit this report to law enforcement, the department head, and Administrative Coordinator

Describe the incident or the exact wording used in making the threat: (Do not paraphrase.)

Did the person indicate what you were supposed to do in response to the threat: (Do not paraphrase.)

BOMB THREAT – Questions to Ask (Try to ask these questions and write down the exact answer.)

When is the BOMB going to explode?

Where is the BOMB going to explode?

What does the BOMB look like?

What kind of BOMB is it?

What will make the BOMB explode?

Did you place the BOMB?

Who were you trying to call?

What is your name?

What is your address?

OTHER THREATS – Questions to Ask (Try to ask these questions and write down the exact answer.)

What is going to happen?

When is it going to happen?

Where is it going to happen?

Are you the one who is going to do it?

Why are you making this threat?

Who were you trying to call?

What is your name?

What is your address?

How was threat made?

Telephone In person By mail
 Other _____

Were any weapons used?

Time of Threat: _____ a.m./ p.m. **Date of Threat:** _____

Who made the threat?

Male Adult Female Child

Who do you think the person was?

Telephone Threats - Caller's Voice

Calm Lisp Disguised
 Angry Nasal Slurred
 Excited Raspy Accent
 Slow Stutter
 Other _____

Threat Language:

Irrational Well Spoken Foul
 Incoherent Read Message Taped

Background Sounds:

Voices Music Hospital
 Street noise Office Restaurant
 Children Factory Other
 Animal noise PA System

Where did the threat/incident occur?

Phone number to which call was made: _____

Phone number at which call was taken: _____

Name of Person Completing Report: _____

Position: _____

Telephone Number: _____ **Date:** _____