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:  **FIRE EVACUATION PLAN**

Notification of a fire in the Transfer Station shall be made by sounding one long ten second blast from the air horn found in or next to the emergency/first aid kit in the office.

It is **not** recommended employee fight the fire. The **first** duty shall be to warn others and get out. fire fighting efforts are at employee's own volition, and only **after** fire alarm/warning to all employees and visitors has been made and fire department has been called. When reporting a fire, dial 911 and calmly report the location and type of fire (i.e. hallway, closet, office, etc.).

Visitors at the Transfer Station shall be directed by employees present to the designated exit for the building. Assist those who may need help in exiting the building.

Offices doors shall be left **closed** and **unlocked** in as fire fighters may need to gain access to office to fight the fire.

Posters indicating fire exits for each area shall be posted in plain sight for employees and visitors.

**THE WARDEN OR DESIGNEE SHALL ATTEMPT TO NOTIFY ALL AREAS OF THE TRANSFER STATION ACCESSIBLE TO THEM AFTER THE AIR HORN WARNING HAS BEEN SOUNDED.**

**WARDEN OR DESIGNEE**

Warden:  Lead Operator  
Alternate:  Operator

All exits are considered fire exits. All persons shall use the nearest fire exit available to them. Refer to fire evacuation routes posted by entrance/exit doors.

Transfer Station employees and visitors shall all gather in the northwest corner of the black top. The warden or designee shall report anyone not accounted for to the fire department commander.

All Transfer Station employees and visitors shall remain at the gathering area until such time they are advised by fire department they can return to the Transfer Station or go home.
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.

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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.)

- **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: [ ]