



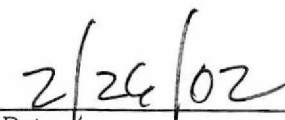
Madison County

Emergency Procedures

RESOLUTION 02-07



County Judge/Executive



Date



ATTEST



Date

Madison County

Emergency Procedures

EMERGENCY PROCEDURES

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II. SCOPE

Emergency response procedures have been prepared to assist the employees and citizens of Madison County Fiscal Court to accomplish appropriate emergency response actions during emergency/disaster conditions (natural or man-made) that may occur:

- a. Chemical/Hazardous Material incident including the chemical agents at the Blue Grass Army Depot.
- b. Severe Thunder Storm Warning and Tornado Warning
- c. Fire
- d. Suspicious Package
- e. Earthquake
- f. Bomb Threat
- g. Hostage or Abduction
- h. Work Related Accident

The purpose of the Emergency Preparedness Plan is to:

1. Ensure the reasonable safety of employees and public with regard to governmental operations and to
2. Provide continuation of necessary governmental services as feasible in the event of a natural or man-made disaster.

The recommended protective actions this plan outlines will be distributed to employees and reviewed/updated as deemed necessary (Tab I.A.1.).

The standard from which this information was obtained is the Madison County Emergency Operations Procedures and Draft Annex GG, Revision 9, which are displayed at the Madison County Judge Executive's office for review.

III. DEFINITIONS USED IN THE PROCEDURES

- A. **Blue Grass Army Depot** - The U.S. Army's Blue Grass Army Depot is a storage facility for various types of military munitions.

B. **Chemical Agent** - A compound or material included in the chemical stockpile of a variety of munitions and bulk containers. Chemical agents are of two basic types: Nerve agents (GB & VX) and Blister agent (mustards - H).

C. **County Judge/Executive**: The County Judge/Executive is the primary Executive Administrative Officer for Madison County.

D. **Disaster**- An occurrence including but not limited to: fire, flood, tornado, earthquake, severe winter storm and chemical spills or releases that have or will deplete all available resources to mitigate the situation.

E. **Emergency Operations Center** - A facility designated as the location where responsible officials gather during an emergency to direct and coordinate emergency operations. Communications with other jurisdictions and with emergency forces in the field, formulation of protective action decisions, and the development of information and instructions for public dissemination are also functions of the Emergency Operations Center. The Madison County Emergency Operations Center is located at 560 South Keeneland Drive.

F. **Evacuation** - A protective action decision which involves leaving an area of risk and not returning until the County Judge Executive or designee declares the area safe.

G. **Shelter-In-Place Protection** – is a protective action decision that requires taking measures to reduce infiltration from the outside. Generally, any building suitable for winter habitation will provide protection with windows and doors closed and heating, ventilation, and air conditioning systems turned off. Increased effectiveness can be obtained by using existing resources and taking measures such as going into an interior room and taping plastic over doors and windows. This protective action is expected to protect persons from chemical releases resulting in moderate concentrations over short period of time.

IV. PROCEDURES

A. The implementation of this plan is controlled by the County Judge Executive or designee, who will determine whether to activate and initiate the Emergency Preparedness Plan.

B. Any staff member who receives a disaster or emergency alert should record all information regarding the type and location of the disaster or emergency. This information must be forwarded to the County Judge Executive or designee immediately.

- C. The County Judge Executive or designee will assess the situation and authorize the initiation and implementation of the Emergency Preparedness Procedures to follow which may include notification of the Emergency Management Agency's Director for the implementation of the EOC procedures for partial or full activation.
- D. The County Judge Executive or designee will determine the protective action the employees and/or public should take.

V. ROUTINE OPERATIONS

- A. All departments of the Madison County Fiscal Court may continue to operate during a natural or man made disaster providing the employees can do so without risk, unless an official determination is made by the County Judge Executive or designee to activate the Emergency Preparedness Procedures.
- B. On Duty personnel may be notified of the situation by one of the following: telephone, radio, television or through the Local Emergency Information System (Local Radio and TV stations) and the Alert and Warning Systems. (Tone Alert Radios and Out Door Sirens). Employees should contact their immediate supervisor for further instructions.
- C. On Duty personnel should remain at their assigned stations, including those employees in the field, unless directed elsewhere by their supervisors or if it appears the location may be unsafe and would result in undue risk to the employee. If this conditions exists, the Supervisor must be made aware to the conditions and the exact location of the employee.
- D. Some areas of the county may be deemed unsafe while others may be able to operate as scheduled. This will be determined by the County Judge Executive or his designee.
- E. In the event that the EOC is activated, the Madison County Government will follow the guidelines as set forth in the Madison County Emergency Operations Procedure Manual.

VI. COMMUNICATION OF SAFETY PROCEDURES WITH EMPLOYEES

A copy of the safety procedures will be available for all newly hired employees upon request.

VII. EMERGENCY RESPONSE

A. SEVERE STORM WARNING and/or TORNADO WARNING

1. Seek Shelter immediately. All Madison County Government buildings have a storm shelter area. Storm shelter area locations are posted when available.
2. A tone alert radio and a battery operated AM/FM radio is provided in each shelter, so employees can continue to be aware of weather conditions.
3. Based upon advice by the Building Inspector, the County Judge Executive will make a decision if the building is safe for occupancy, should damage occur.

B. FIRE EVACUATION

1. Fire may occur at any place and at anytime, and can be devastating because of loss in human life, property and records.
2. Protective actions taken by the Fiscal Court are:
 - Electronic Fire and Smoke Detection System
 - Fire Extinguishers
 - Evacuation Procedures for Employees
3. Evacuation procedures for Employees are as follows:
 - In the event of a fire, activate the fire alarm pull station and notify 911.
 - Once you hear the fire alarm siren, evacuate the building immediately.
 - Evacuation routes will be posted when available. All employees are to become familiar with evacuation routes.
 - Buildings that have multiple floors, use only the stairway for evacuation. DO NOT USE THE ELAVATOR.
 - Each facility has been assigned an evacuation point and all employees will evacuate:
 - a. Court House: Kentucky Utilities meeting Room, Water Street
 - b. Animal Shelter: Midway Grocery, US 25 North, Berea
 - c. Solid Waste: New Garage and Shop Building, 210 Robbins Court
 - d. Road Department: New Garage and Shop Building, 210 Robbins Court
 - e. Madison County Fire Station 1: County Fire Station 2; Hwy 421
 - f. Madison County Fire Station 2: County Fire Station 1; South Keeneland Drive
 - g. Emergency 911: Berea Dispatch Center, Berea,
 - h. Emergency Operation Center: Blue Grass Army Depot EOC Center
 - i. Madison County Detention Center: Undisclosed Location
 - j. Building Inspector: new Garage and Shop Building, 210 Robbins Court
 - k. County Attorney: Kentucky Utilities Meeting Room, Water St.

- l. Annex: Kentucky Utilities Meeting Room, Water Street
 - m. Joint Information Center; Madison County EOC
- 4. Based upon recommendations by the appropriate Fire Department officials and Building Inspectors, the County Judge executive will make a decision when it safe to return to the building.

SUSPICIOUS PACKAGE

1. A suspicious package is any item letter/package that may come across an employee's desk that seems out of place. This could be because of size, the postmark and return address do not match, excessive or no postage, odor, restrictive markings such as "Personal", oily stains, lopsided or postmarked from a foreign county.
2. To reduce exposure to harmful agents, employees who open or receive mail, should use the following procedures:
 - Remain Calm and do not open the package
 - Place the package in a plastic bag and seal it, or cover the package.
 - Close door to your office.
 - Wash hands with Soap and Water
 - Call 911
 - Notify your supervisor
3. Employees are supplied with a plastic sack, mask, and rubber gloves which should be used in opening the mail to reduce any exposure to harmful agents.
4. The County Judge Executive will make a protective action recommendation based upon the recommendation of the responding emergency service.

D. Earthquake

Precautions have been taken to protect our employees and buildings should an earthquake occur.

1. Safety instructions given to the employees are:

- Remain calm
- Get under a table/desk or stand in a doorway bracing yourself with your arms. Keep away from glass areas, or any object that could move or fall.
- If outside, move to an open area away from buildings, walls, power lines and trees.
- Stay away from downed power lines.
- Do not use candles, matches or any open flame.
- Do not stop or attempt to drive an automobile in tunnels, bridges, overpasses or underpasses during or after the earthquake until the structure has been declared safe.
- Once the quake is over, expect after shocks. Listen to the local radio stations any emergency instructions and use the phone only in any emergency situation.

2. After the earthquake, employees will assemble for roll call:

BUILDING	AREA
Madison County Court House	1 st Street Parking Lot
Animal Shelter	Parking Lot
Solid Waste Department	Pub. Works Parking Lot
Road Department	Pub. Works Parking Lot
Madison County Fire Station 1 South Keeneland Drive	Parking Lot
Madison County Fire Station 2 US 421 South	Parking Lot
911 Center	EMA Parking Lot
Emergency Operation Center	Parking Lot
Detention Center	Undisclosed Location
Building Inspector	Pub. Works Parking Lot
County Attorney	Parking Lot
Annex	1st Street Parking Lot
Joint Information Center	EMA Parking Lot

3. Based upon recommendations by Building Inspectors, the County Judge Executive will make a determination of when to return to work.

E. Bomb Threats

Bomb threats may happen at any time. The employees should implement the following procedures if they receive a threat:

1. When taking the call, get as much information as possible
 - Where is the bomb?
 - What time will it detonate?
 - What does it look like?
 - When was it placed?
2. Notify the County Judge Executive's office.
3. Notify Emergency Assistance: 911
4. Once the County Judge Executive office issues an evacuation order, the buildings will evacuate to a predetermined site:
 - Court House: Kentucky Utilities meeting Room, Water Street
 - Animal Shelter: Midway Grocery, US 25 North, Berea
 - Solid Waste: New Garage and Shop Building, 210 Robbins Court
 - Road Department: New Garage and Shop Building, 210 Robbins Court
 - Madison County Fire Station 1: County Fire Station 2: US 421 South
 - Madison County Fire Station 2: County Fire Station 1; South Keeneland Drive
 - Emergency 911: Berea Dispatch Center, Berea,
 - Emergency Operation Center: Madison County JIC
 - Madison County Detention Center: Undisclosed Location
 - Building Inspector: new Garage and Shop Building, 210 Robbins Court
 - County Attorney: Kentucky Utilities Meeting Room, Water Street
 - Annex: Kentucky Utilities Meeting Room, Water Street
 - Joint Information Center; Madison County EOC
5. Do not attempt to move any suspicious object(s).
6. Upon recommendations from the appropriate Law Enforcement Agency, the County Judge Executive will make a decision when to re-enter the facility.

F. Hostage or Abduction

Hostage or abductions can occur at any time at any of our facilities. The utmost caution needs to be taken to minimize the danger to the victim as well as any one in the immediate area.

The following instructions should be followed when employees become aware of a hostage or abduction situation:

1. Notify 911 immediately and the County Judge Executive's office.
2. Supervisors are responsible for the relocation to a more safe area, of the employees in immediate area of the hostage taker.
3. Based upon the recommendations of the appropriate Law Enforcement Agency, the County Judge Executive will make a decision when to return to work.

G. Work Related Accident

1. Employee safety is of utmost concern for Madison County Fiscal Court. However, accidents may occur. The following are procedures that employees should follow in the event of an accident:

- Call 911 if deemed necessary and report the accident.
- Contact your supervisor if possible
- Either you or a partner should record the names of witnesses
- Seek medical attention, regardless of how minor injuries may be
- If a vehicular accident:
 - a. Call the Police
 - b. Do not admit fault
 - c. Get an accident report

H. Chemical/Hazardous Material Incidents including chemical agents at Blue Grass Army Depot

1. Emergency response procedures have been prepared to assist Madison County to accomplish appropriate emergency response actions during a chemical incident at the Blue Grass Army Depot, based upon the Chemical Stockpile Emergency Preparedness Program.
2. Officials of Blue Grass Army Depot are responsible to assess the emergency incident, and report the situation to the Madison County Emergency Operations Center. The policies and procedures outlined in the Draft Annex GG, Revision 9, of the Madison County Emergency Operations Procedures apply to any incidents that may occur at Blue Grass Army Depot.
3. Annex Q, Tab 7 of the Madison County Emergency Operation Procedures contains detailed information concerning Chemical/Hazardous Material storage sites in our county. Chemical transportation whether by rail or interstate, is an additional risk.
4. When notified of a chemical/hazardous material incident the facility will:
 - a. follow the protective action decision issued by Madison County Emergency Management Agency.
 - If SHELTER-IN-PLACE PROTECTION is the protective action decision recommended, the staff will remain indoors in a designated protected area and implement appropriate emergency response actions to reduce the infiltration of outside air into the facility.(Tab VI.I.1 Shelter- In- Place Procedures and Tab VI.I.1.a Shelter- In- Place Check List)
 - If EVACUATION is required, the facility will quickly dismiss staff to evacuate to a reception center designated by the County.(Tab VI.J.1. and Tab VI.J.1.a Evacuation Handout and Tab VI.J.2.b Evacuation Maps by Facility)
5. County, State and Federal Officials will make a determination when it is safe to return to work.

TAB VI.I.1

I. Shelter-In-Place Procedures

When alerted by a siren, indoor tone alert radio or local emergency information radio station/ cable TV that the facility is AT RISK and has been directed to SHELTER-IN-PLACE PROTECT, the COUNTY JUDGE EXECUTIVE OR DESIGNEE will NOTIFY THE STAFF TO REPORT TO THE SHELTER-IN- PLACE designated area.

1. The following is a listing of Fiscal Court Buildings, the identified sheltered areas, and the designated department WITHIN THE BUILDING responsible for alerting the staff and visitors:

BUILDING	SHELTER AREA	NOTIFYING DEPT
Madison County Court House		Madison County Sheriff's Dept.
Animal Shelter		Animal Shelter Director
Solid Waste Department		Road Department Director
Road Department		Road Department Director
Madison County Fire Station 1 South Keeneland Drive		Fire Chief
Madison County Fire Station 2 US 421 South		Fire Chief
911 Center		911 Supervisor
Emergency Operation Center		EMA Director
Detention Center		Undisclosed
Building Inspector		Road Department Director

2. All outdoor activities will be cancelled.
3. The tone alert radio and a battery operated AM/FM Radio has been placed in the shelter area along with a shelter in place kit.
4. Staff who have amateur radios or 800 Megahertz Emergency Management Agency radios is instructed to bring these portable radios to the protected area.
5. All staff and visitors will be encouraged to go to the shelter area.
6. SHELTER-IN-PLACE PROTECTION check list (Tab VI.I.1.a) has been prepared for each facility:

TAB VI.I.1.a
SHELTER-IN-PLACE HANDOUT

- _____ a. Gather staff /visitors to the _____.
- _____ b. Have staff shut and lock building doors, windows to prevent entry and air infiltration.
- _____ c. As staff is locking the perimeter doors, hang the "Shelter-In-Place" sign.
- _____ d. Do a quick sweep of the parking lot, looking for people who may need a place to shelter.
- _____ e. Have staff turn off the facility heating/air conditioning/air ventilation system (as well as any room heaters/air conditioning systems and fans).
- _____ f. Locate any the Shelter-In-Place protection kit (located in the Circuit Court Room).
- _____ g. Sweep the building from the ground floor up, making sure that all person have gone to the Protective area. Close all Office Doors when conducting the sweep.
- _____ h. **Assign staff to listen to the local radio station and to the Tone Alert Radio (located in the Shelter-In-Place Box) for further emergency instructions and information.**

LOCAL EMERGENCY INFORMATION STATIONS	
WEKU - 88.9 FM – Richmond WCBR - 1110 FM – Richmond WEKY - 1340 AM – Richmond	WKXO - 106.7 FM - Richmond / Berea Adelphia

- _____ i. Close and lock windows and any exterior doors into the protected area.
- _____ j. Tape shut the following in the protected area (tape with plastic and duct tape) to reduce air infiltration:
 - _____ Windows (sashes, ledges/rails, sills and cracks in glass)
 - _____ Doors (jams and sills)
 - _____ Light, electric, cable, antenna, speaker sockets or other openings on outside walls.

- _____ k. Try to keep staff/visitors calm, completing activities calmly, limiting physical exertion and breathing rates.
- _____ l. Be prepared to open and ventilate the structure or to evacuate when instructed to by the local radio station and the Tone Alert Radio. **No one should leave the protected area until informed, either in person or over the Local Emergency Information System (local radio or cable television station) or the Alert and Warning System (Tone Alert Radio), that it is safe to do so.**

TAB VI.J.1

J. Evacuation Procedures

When alerted by a siren, indoor tone alert radio or local emergency information radio station/ cable TV that the facility is AT RISK and has been directed to EVACUATE, the County Judge Executive or Designee will advise the employees to evacuate.

1. The following is a listing of the Fiscal Court Buildings, the Zone where they are located and the host location:

Facility	Zone	Host Area
Court House.....	2E.....	Jacobson Park, Lexington
Planning and Development.....	2E.....	Jacobson Park, Lexington
Road Department.....	2E.....	Jacobson Park, Lexington
Solid Waste Department.....	2E.....	Jacobson Park, Lexington
Detention Center.....	2E.....	Undisclosed
Annex.....	2E.....	Jacobson Park, Lexington
Animal Shelter.....	3C.....	North Laurel High School, London
*Madison County Fire Station 1.....	3A.....	Determined at time of Incident
*Madison County Fire Station 2.....	1D.....	Determined at time of Incident
*Emergency Service (911).....	3A.....	Berea 911 Center
*Joint Information Center.....	3A.....	Berea City Hall
*Emergency Operation Center.....	3A.....	Berea City Hall
*County Attorney, Bank One.....	2E.....	Jacobson Park, Lexington

*Emergency Staff necessary for mitigation of the incident and they will be evacuated to an area not affected by the hazard.

2. County, State, and Federal Officials will make a determination when it is safe to return home and/or to work.
3. An EVACUATION checklist (Tab VI.J.1.a) has been prepared for each facility.

TAB VI.J.1.a
EVACUATION HANDOUT

- ___ a. Advise staff to evacuate immediately.
- ___ b. Quickly complete a "sweep" to assure everyone has evacuated and the premises are vacant.
- ___ c. Lock all doors and post "Notice of Closure" signs at building entrances.
- ___ d. At time of departure and time permitting, advise all security companies and/or other "Security Monitoring Firms" (for alarms,) that the facility is no longer occupied.

Security Monitor Contact

Security Company Contact

- ___ e. While evacuating, use the vehicles or a battery operated AM FM broadcast radio and monitor the local radio stations for further emergency instructions and information:

LOCAL EMERGENCY INFORMATION STATIONS

WCBR - 1110 AM - Richmond
WEKU - 88.9 FM - Richmond
WEKY - 1340 AM - Richmond

WKXO - 106.7 FM - Richmond / Berea
Adelphia Cable Television

- ___ f. Advise the County Emergency Operations Center that the facility is evacuated and closed.
- ___ g. While evacuating, roll up all vehicle windows, turn off all fans, heating or air conditioning, and listen to the Local Radio Stations for Emergency Information.

CRISIS RESPONSE PHONE NUMBERS

MADISON COUNTY DISPATCH ...911

FEDERAL BUREAU OF INVESTIGATIONS...1-859-254-4038

MADISON COUNTY JUDGE EXECUTIVE...859-624-4700

MADISON COUNTY EMERGENCY MANAGEMENT AGENCY...859-624-4787

LOCAL MEDIA STATIONS

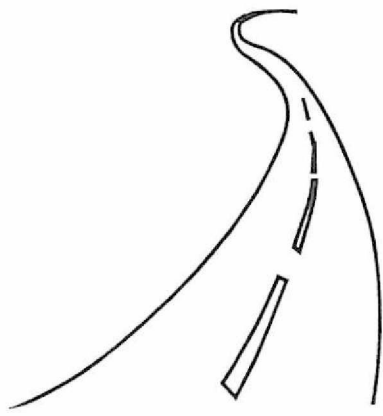
WCBR-1110AM-RICHMOND

WEKU-88.9 FM-RICHMOND

WEKY-1340 AM-RICHMOND

WKX0-106.7FM-RICHMOND/BEREA

ADELPHIA CABLE TELEVISION



**OUR FACILITY
HAS CLOSED
FOR THE DURATION
OF THE
EMERGENCY.**

**INFORMATION CAN BE
OBTAINED BY CALLING
Madison County EMA:**

624-4787

**THE FACILITY IS IN-
PLACE
PROTECTED! NO
ONE CAN COME IN
OR GO OUT OF THE
BUILDING.**

If we open the door, we will put our staff and guests at further risk. You may in-place protect yourself in another building. Do not call our facility as we need to keep the lines open for further emergency information.