

## **TOOELE COUNTY EMPLOYEES' GENERAL AND FIRE SAFETY AND EDUCATION HANDBOOK 2011 REVISION**

This handbook has been developed for three reasons: 1) to assist county officials in meeting OSHA requirements for fire safety as noted in 29 CFR (Code of Federal Regulations) 1910.38, 1910.39 and 1910.157; 2) to provide an easily accessed compilation of information contained in various other documents; and, 3) as a general safety and fire training manual for new hires and annual refresher classes held for all County employees.

Tooele County has made available to each employee a copy of the **Tooele County Employee's Safety Guidebook** at: <http://www.co.tooele.ut.us/PDF/HR/SafetyManual.pdf> Part I of this guide details the county's safety policies and our employee responsibilities. They are as follows.

1. Tooele County complies with the Utah Occupational Safety and Health Act, Utah Code Ann. §34A-6-101 *et seq.* Pursuant thereto, the County will:
  - a. furnish to each employee a place of employment free from recognized occupational hazards that are causing or likely to cause death or serious physical harm;
  - b. comply with occupational health and safety standards and rules, regulations, and orders pursuant to the Act that are applicable to company business and operation;
  - c. comply with, and require all employees to comply with, the Act's occupational safety and health standards and regulations, which are applicable to their actions and situations;
  - d. encourage employees to contact their immediate supervisor for information that will help them understand their responsibilities under the Act; and,
  - e. ensure copies of applicable programs and OSHA forms are maintained on-site in accordance with County practice and policy, including the hazard communication program and material safety data sheets.
  
2. Department heads and supervisors are responsible for providing first-line enforcement of Tooele County's safety rules and procedures and will:
  - a. become familiar with health and safety regulations related to their area of responsibility;
  - b. direct and coordinate health and safety activities within their area of responsibility;
  - c. ensure arrangements for prompt medical attention in case of serious injury, including transportation, communication, and emergency telephone numbers; and to verify a person with valid certified first aid training is available if required;
  - d. require all employees supervised to use personal protective equipment (PPE) and safety devices where required;
  - e. ensure that safety equipment is available, maintained, used, and stored correctly;
  - f. ensure frequent and regular health and safety inspections of work areas;
  - g. direct the correction of unsafe conditions;
  - h. conduct safety briefings and training sessions with workers and maintain a record of such sessions;
  - i. ensure that subordinates are aware of and comply with requirements for safe practices to eliminate the cause of an accident;

- j. ensure employee and visitor accountability in the event of an emergency or disaster; and,
  - k. require all contractors and subcontractor personnel to comply with safety and health regulations.
3. Employees must accept responsibility for their own and their co-workers' safety on the job. All employees must:
- a. recognize their responsibility to follow the County's safety and health policies and to identify and help control hazards in their immediate work area;
  - b. use required safety devices and proper personal protective equipment (PPE);
  - c. refuse to undertake a job that appears in their judgment to be unsafe;
  - d. notify the supervisor immediately of unsafe conditions and acts;
  - e. report all accidents to the supervisor immediately;
  - f. read through and become familiar with the contents of this Safety Guidebook.

### **1910.38 – EMERGENCY ACTION PLANS**

Tooele County has their emergency action plans for all hazards compiled in the document entitled **Emergency Procedures and Checklists for Tooele County Facilities**. This document has been supplied to every department in the Tooele County building and all outlying facilities. Department Heads or safety committee representatives have been instructed to keep this document in a location known to all employees and to **review this document with employees at least twice a year** in a staff meeting or by the best means available. The Department Head or the safety committee representative is responsible to designate staff for certain responsibilities and to train them when initially assigned, when the responsibilities change or when the plan is changed. **Each Department should have an evacuation/shelter-in-place warden.** This person is required to handle accountability procedures, the visual sweep required prior to evacuation, and the posting of the accountability charts on the door and window when required for the protective actions of evacuation, sheltering in place and lockdown.

**The “Fire/Hazardous Materials/Smoke/Gas Fumes” checklist** (see attachment 1) details procedures for reporting a fire or other emergency; sounding the fire alarm; requesting fire, rescue or medical assistance through the E911 system; and, procedures to be followed by the Building Maintenance department employees responsible to operate critical building equipment when evacuation from a fire is warranted.

A separate checklist entitled “**Evacuation/Relocation**” (see Attachment 2) details our evacuation procedures. Employees should know their office's collection area. This location should be noted on this checklist by the Department Head. **For the Tooele County Administrative Building, and external facilities, collection areas are as follows:**

- |                       |   |
|-----------------------|---|
| 1 <sup>st</sup> Floor | Evacuate to south supplemental front parking lot, at least 100 feet from the building, using fire rated stairwells marked with an exit sign.  |
| 2 <sup>nd</sup> Floor | Evacuate to far southwest side of front (West) lawn at least 100 feet from the building using fire rated stairwells (stairwells designated with an exit sign).  |
| Sheriff's Office      | Evacuate to and set up command in East Parking Lot. If an alternate site must be selected, please send a liaison to the location closest to the outside southwest corner of the county building, where the Floor Leaders are collected, to receive accountability summaries |

and report, to Dal Shields [241-0103 (c)] and highest fire official, the location of the Sheriff and/or command center. Sheriff's liaison should report accountability to the Sheriff and/or Incident Commander as soon as possible.

- 3<sup>rd</sup> Floor Evacuate to the far northwest side of the front (west) lawn, at least 100 feet from the building, using fire rated stairwells marked with an exit sign.
- Health Department Evacuate to and set up command in the furthest end of the West Parking Lot, at least 100 feet away from the building (using fire rated stairwells marked with an exit sign). Department Head or highest ranking member of the administrative staff should report accountability to the highest fire official and/or incident commander as soon as possible.
- External County Facilities Evacuation for facilities located outside the main County Administrative Building is under separate attachments. Department heads are responsible to assure employees are provided and receive evacuation training on their specific facilities.

**NOTE: Always use common sense in an emergency.** If one or more of your designated exit routes are blocked, please use next best route. If fire should obstruct exit from your department or building, call 911 immediately to report the situation. Place a black X on an outside window and, if safe to do so, on an interior exit door visible to a hallway. Firefighters will get to you as quickly as possible by the safest possible route.

A checklist entitled “**Staff/Visitor Accountability**” (see attachment 3) details accountability procedures to be followed by each department in a Tooele County Facility. Accompanying each department's emergency procedures are the necessary forms to document accountability and to designate if evacuation has been completed. The Department Head should designate one employee, **henceforth called the evacuation/shelter-in-place warden**, and at least two backup personnel, to handle accountability procedures. **Fill in Dept/Agency Name in indelible marker now – before emergency or drill occurs.** When evacuating ensure a visual “sweep” of office is conducted and no one is left behind. Tape evacuation sign in window and hang one on outside office door handle. **Make sure office door is closed, but *not* locked, when leaving the building.** Report accountability results verbally to Department Head and to the Floor Leader. The Floor Leaders will position themselves between the exit stairways on each floor. The Floor Leader will then coordinate with other floor leaders at a safe location closest to the outside southwest corner of the county building, and immediately report accountability results to the Incident Commander or liaison. (Incident Command may be located in the east parking lot. A liaison may be designated to meet floor leaders in front of the building.) Floor Leaders and their backups will be trained in their duties and, have annual fire prevention and fire extinguisher training conducted by certified fire personnel. Floor Leaders must designate and train at least one backup. Their names are listed on Attachment 5 to this handbook. The Human Resources Department is responsible to ensure this training takes place and this handbook is updated when appropriate.

## **1910.39 – Fire Prevention Plans**

The purpose of this fire prevention plan is to provide employees with the necessary information to prevent fires in the workplace. It describes the fuel sources (hazardous or other materials) on site that could initiate or contribute to the start or spread of a fire, as well as the building systems, such as the fixed fire extinguishing systems and alarm systems, in place to control the ignition or spread of a fire. It is the responsibility of the Human Resource Director to ensure that every employee is provided a copy of this plan and trained annually in industrial fire safety and prevention and the use of fire extinguishers (See Attachment 4). There will be three or more employees on each floor of the county building provided with hands-on fire extinguisher training annually, and **there should be at least three employees trained from each facility outside the county building annually**. Each Department Head is required to train his/her staff and each new hire in the hazards and safety procedures applicable to their job and the County Safety Officer will ensure that general training is provided to new hires at least quarterly.

The major fire hazards faced by the County are paper, wood and other combustible products, as well as any hazardous materials used to furnish, operate and/or maintain county facilities and provide services to its residents. It is the responsibility of each Department Head to ensure that all hazardous materials, chemicals, toxics and reactives utilized by their department have MSDS sheets available; are labeled and stored according to OSHA requirements; and, kept in a safe location away from all sources of ignition. All refuse should be collected daily and stored outside county facilities in an appropriate receptacle until disposed of.

## **1910.157 – Portable Fire Extinguishers**

The requirements of this section apply to the placement, use, maintenance and testing of portable fire extinguishers provided for employee use. The Building Maintenance Director is responsible to inspect, maintain & test all portable fire extinguishers in the workplace. Where extinguishers are provided in the county building, and are intended for use by designated and trained employees only (they are listed in Attachment 5); and, Tooele County has an emergency action plan and a fire prevention plan that meet the requirements of 29 CFR 1910.38 and 29 CFR 1910.39 respectively, the only requirements to be met under this section are detailed in 1910.157 (e) and (f) and addressed below.

All county buildings are equipped with fixed extinguishing systems and/or portable fire extinguishers and/or fire alarm systems. It is our recommendation that every department have at least one fire extinguisher in their office. In most cases, it is the responsibility of the County Building Maintenance Director to ensure the operability of these systems and the documentation of all inspections and maintenance. Annually, he will set up an inspection date at one location, and it is the responsibility of the Department Heads to ensure that their fire extinguisher(s) are brought to this location for annual maintenance and picked up when notified.

The Building Maintenance Director shall also ensure that any stored pressure dry chemical extinguishers that require a 12-year hydrostatic test are emptied and subjected to applicable maintenance procedures every 6 years by trained persons with suitable testing equipment and facilities. He/she shall ensure that portable fire extinguishers are hydrostatically tested at the intervals cited in CFR 1910.157 (f), that all exceptions are considered, and that in addition to visual inspections, the internal inspection of cylinders and shells to be tested is made prior to hydrostatic tests.

The Building Maintenance Director shall ensure that hydrostatic tests at the appropriate psi are performed on extinguisher hose assemblies, as specified for the type of extinguisher on which the hose is installed, and that the proper equipment and environment for the test, as stated in CFR 1910.157 (f), are in compliance with these standards *if tests are conducted in-house using county property*.

## ATTACHMENT 1 EMERGENCY PROCEDURES AND CHECKLISTS

### FIRE/HAZARDOUS MATERIALS/SMOKE/FUMES

In the event that a fire, smoke from a fire, or a hazardous materials incident has been detected in or near your office or facility, Department Heads and staff should stay calm and:

- ✓ Pull the fire alarm if not already activated. They are located on each floor at the north and south ends of the building, as well as near the east staircase.
  - Y **If only a gas leak or odor is detected, call Building Maintenance at 843-3177, 843-3200, 241-0103, 241-0105;** or, if Maintenance is unavailable, call Dispatch at extension **8300**, or phone 911 if outside the county phone system, to request an investigation before making protective action decisions.
- ✓ If evacuation is ordered, the Evacuation Warden (definition of this position is detailed on page 2 of this procedure) should conduct staff and visitor accountability procedures before evacuating, if you are in no immediate danger. Take records with you. Post evacuation sign on outside window and door. Evacuate in a calm and orderly manner. See Evacuation Checklist.
- ✓ Simultaneously, Department Head or alternate should call Dispatch at extension **8300**, or phone 911 if outside county phone system, and request fire department assistance and request Commissioners be notified.
- ✓ Commissioners should report incident to Dispatch, even if redundant.
- ✓ Maintenance or administrative staff should shut down HVAC (heating and air conditioning) system before evacuating, if safe to do so, to decrease the risk of spreading airborne contaminants, fire or smoke through the building.
- ✓ Fire or hazmat personnel will seal off and isolate area of leak / spill / fire / gas leak.
- ✓ After consulting with emergency response officials, commissioners or their designee may move employees to a Relocation or Reunification Center at the Health Department or Deseret Peak Complex, or, send employees home if building is damaged, weather is inclement, or you cannot re-enter building for an extended period.
- ✓ Commissioner or designee should notify Relocation or Reunification Center, if needed.
- ✓ No one should re-enter the building(s) until declared safe by emergency fire officials.

- ✓ Commissioner or emergency response official notifies employees of termination of emergency, return to work location and resumption of normal operations, and/or dismissal.
- ✓ Department Head or Supervisor implements post-crisis procedures (see Post-Crisis Procedures Checklist) before resuming normal operations.

## **ATTACHMENT 2 EMERGENCY PROCEDURES AND CHECKLISTS**

### **EVACUATION/RELOCATION**

A Commissioner, Department Head or Supervisor may order evacuation to one of three locations:

- 1). A PRE-ESTABLISHED COLLECTION AREA, used outside the building but likely to be on facility grounds, when short term evacuation is anticipated. If employees are in the building when evacuation is ordered, stay inside closest office. If you are outside a building, report to the collection area or a visible emergency official, if safe to do so.
- 2). A PRIMARY RELOCATION CENTER (see below) - A building or other designated area within walking distance from the facility where staff can be collected and protected from the weather, if necessary ; when remaining on facility grounds is unsafe or too chaotic, or, the expected duration of the evacuation is unknown.
- 3). A SECONDARY RELOCATION CENTER (see below) - Staff and visitors may be bussed to the Deseret Peak Complex if there is a community disaster and/or larger accommodations are required to handle one or more facilities.

NOTE: Relocation Center(s) may also be used as Shelter(s) for the general public.

#### **EVACUATION PROCEDURES:**

- ✓ If evacuation location is off facility grounds, Commission may request transportation assistance from the School District Bus Garage, if appropriate. Commission or designee notifies Primary or Secondary Relocation Center, as appropriate.
- ✓ Evacuation warden should conduct accountability procedures (see Accountability Checklist), and Department Head or alternate should notify staff and visitors of evacuation location, and the collection area to be utilized, if required. Sheriff may assist with evacuation.
- ✓ Department Head or designee directs staff to follow fire drill procedures. If normal route is too dangerous, follow an alternate route. Never use elevators. Only use fire rated exit staircases for evacuation.
- ✓ Evacuation warden should place evacuation sign (e.g., 8 1/2 x 11 paper with words "Room # \_\_\_\_\_ (or Room Name \_\_\_\_\_ ) Evacuated" in large, legible letters) in outside office window and on outside of office door when evacuation is complete. Report accountability results to Floor Leader as exiting, but keep accountability roster with you.
- ✓ Once facility evacuated, maintenance personnel or facility designee should ensure, if safe to do so, that building is secured and utilities are shut off when appropriate.
- ✓ Commission will notify relocation facility when staff may be returned to facility, or dismissed.
- ✓ RELOCATION CENTERS:

- ✓ If evacuation off facility grounds is required, EACH OFFICE should have a pre-designated primary relocation center within walking distance, and a secondary relocation center further away. They are:
- ✓ Primary: Tooele County Joint Information Center (JIC)/Tooele EOC
- ✓ Secondary: Deseret Peak Recreation Facility

### ATTACHMENT 3 EMERGENCY PROCEDURES AND CHECKLISTS

#### STAFF/VISITOR ACCOUNTABILITY

Department Head or Supervisor:

When emergency conditions exist, staff and visitor accountability is critical to accomplish an efficient and effective emergency response, minimize liability, and respond quickly to community and media inquiries. When accountability procedures are required:

#### **If in-place sheltering:**

- ✓ Department Head or supervisor may order in-place sheltering or a Lock-Down (see Lock Down checklist), if appropriate.
- ✓ Evacuation/Shelter-in-place warden will conduct accountability procedures and post accountability summary on an outside door and window. Designated Group/Area/Hall Leaders, Law Enforcement or other designee will collect data.
- ✓ If condition causing evacuation or in-place shelter is near your location, post the black "X" next to the accountability summary on your door and window.
- ✓ If safe to do so, PROVIDE STATUS TO EMERGENCY OFFICIALS ONLY by phoning Dispatch at extension 8300, by phoning 911 if outside county phone system, or by utilizing an 800 MHZ radio, if available.
- ✓ Do not release anyone until authorities order evacuation or give the all clear.

#### **If evacuation is required:**

- ✓ Evacuation warden or alternate should record accountability results before leaving facility and take results with him/her to report to Floor Leader.
- ✓ An additional roll call is needed at collection areas and on vehicles used to transport people to relocation centers prior to departure. Determine, as quickly as possible, if everyone is accounted for, considering absentees. Report results to the designated response officials who are compiling accountability summaries. You will be allowed to be transported when summaries are reconciled by the appropriate emergency official.
- ✓ An additional roll call should be taken at the relocation facility to be collected and reconciled by emergency officials. Department Heads or designee must stay with staff and visitors until released from this duty.
- ✓ **DO NOT RELEASE ANY INFORMATION TO THE MEDIA.**

- ✓ Department Heads or designees should PROVIDE STATUS TO EMERGENCY OFFICIALS ONLY by phoning dispatch at extension 8300, by phoning 911 if outside county phone system, or by utilizing an 800 MHZ radio, if available.
- ✓ Do not release anyone until authorities have given the all clear.
- ✓ Staff and visitors will be transported back to vehicles or facility when given the all-clear.

ATTACHMENT 4  
FIRE PREVENTION  
AND  
SAFETY  
MANUAL  
(Under Separate Cover)

ATTACHMENT 5  
DESIGNATED COUNTY FLOOR LEADERS  
AND  
EMPLOYEES DESIGNATED TO USE FIRE EXTINGUISHERS

FLOOR LEADERS

1 <sup>ST</sup> Floor	Matt Caldwell or alternate
2 <sup>nd</sup> Floor	Mike Jensen or alternate
3 <sup>rd</sup> Floor	Michelle Pruden or alternate
Sheriff's Department	Sheriff or alternate
Health Department	2 <sup>nd</sup> Floor Dennis Richardson (or Administrative Staff)
	1 <sup>st</sup> Floor (North) Ericka Jordt or alternate
	1 <sup>st</sup> Floor (South) Diane Parish or alternate

External County  
Facilities Floor leaders to be determined by department heads

EMPLOYEES DESIGNATED TO USE FIRE EXTINGUISHERS

(Department heads may designate other to use fire extinguishers)

Sheriff's Department	Two office staff Jail Supervisor – 1 per shift Two or more other jail staff per shift Court Security – determined by Sheriff
1 <sup>st</sup> Floor	Dal Shields Jeff Caldwell Matt Caldwell

TOOELE COUNTY FIRE SAFETY HANDBOOK 2011

2<sup>nd</sup> Floor

Mike Jensen  
Wendy Shubert  
Valerie Lee  
Rhonda Larsen  
Janet White

3<sup>rd</sup> Floor

Debbie Smart  
Michelle Pruden  
Matt Clark  
Sonja Moser

Health Dept

Bucky Whitehouse  
Bryan Slade  
Dennis Richardson  
Diane Parish  
Janet Peterson

External County

Facilities

To be determined by department heads

---

2011 changes: None