

Meagher County

Courthouse

Emergency Plan

EMERGENCY PLAN

FOR

Meagher County Courthouse
White Sulphur Springs, Montana

May 17, 2015

EMERGENCY PERSONNEL NAMES AND PHONE
NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL: Department Heads

EMERGENCY COORDINATOR: Rick Seidlitz 406-547-3397

AREA/FLOOR MONITORS

Area/Floor: Ground and First Angie Ringer 406-547-3025

Second Floor Donna Morris 406-547-3030

ASSISTANT TO PHYSICALLY CHALLENGED

Angie Ringer Treasurer's Office 406-547-3025

EVACUATION ROUTES

Evacuation route maps have been posted in each work area. The following information is marked on the evacuation maps:

1. Primary and secondary evacuation routes
2. Assembly points
3. Fire extinguishers are located in each vault, main floor lobby, Treasurer's office, Ground floor lobby, top of stairs on Second floor, closet of Clerk of the Court.

Two evacuation routes on ported maps.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911

NON EMERGENCY: 406-547-3397

AMBULANCE: 911

SHERIFF: 406-547-3397

BUILDING MANAGER: Ken Martin
Phone: 406-366-2676

UTILITY COMPANY EMERGENCY CONTACTS

ELECTRIC: 406-888-467-2669

WATER, SEWER, STREET: 406-547-3788

TELEPHONE: 800-332-1201

EMERGENCY REPORTING AND EVACUATION

PROCEDURES

Types of emergencies to be reported by site personnel are:

1. MEDICAL
2. FIRE
3. SEVERE WEATHER
4. BOMB THREAT
5. CHEMICAL SPILL STRUCTURE CLIMBING/DESCENDING
6. EXTENDED POWER LOSS
7. OTHER _____

MEDICAL EMERGENCY

CALL MEDICAL EMERGENCY PHONE NUMBER: 911

1. Paramedics
2. Ambulance
3. Fire Department
4. Other

Provide the following information:

1. Nature of medical emergency
2. Location of the emergency including address, building, room
3. Your name and phone number from which you are calling

Do not move victim unless absolutely necessary.

Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Angie Ringer 547-3025

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich maneuver in case of choking.

In care of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When a fire is discovered:

1. Activate the nearest fire alarm (if installed)
2. Notify the local Fire Department by calling 911
3. If the fire alarm is not available, notify the site personnel about the fire emergency by the following means
 - a. Voice
 - b. Phone Paging

Fight the Fire ONLY if:

1. The fire is small and is not spreading to other areas.
2. Escaping the area is possible by backing up to the nearest exit.
3. The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

1. Leave the building using designated escape routes.
2. Assemble in the designated area of the Rotary Pavilion behind Courthouse. Secondary area is Berg Garage.
3. Remain outside until the designated official or authority announces that it is safe to reenter.

Designated Official, Emergency coordinator will:

1. Coordinate an orderly evacuation of personnel and other people from building.
2. Perform an accurate head count of personnel reported to the designated area.
3. Provide Fire Department personnel with the necessary information about the facility.

Area/Floor Monitors must:

1. Ensure that all employees have evacuated the area/floor.
2. Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

1. Assist all physically challenged employees or other people in the building in emergency evacuation.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

1. Unnecessary electrical equipment and appliances should be turned off in the event that a power restoration would surge causing damage to electronics and effecting sensitive equipment.
2. Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.

Standpipes
Potable water lines
Toilets

3. Add propylene-glycol to drains to prevent traps from freezing
4. Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

1. Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
2. Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

When a warning is issued by sirens or other means, seek inside shelter.

Consider the following:

Small interior rooms on the lowest floor and without windows,

Hallways on the lowest floor away from doors and windows, and

Rooms constructed with reinforced concrete, brick or block with no windows.

Stay away from outside walls and windows.

Use arms to protect head and neck.

Remain sheltered until the tornado threat is announced to be over.

Earthquake:

Stay calm and await instructions from the Emergency Coordinator or the designated official.

Keep away from overhead fixtures, windows, filing cabinets, and electrical power.

Assist people with disabilities in finding a safe place.

Evacuate as instructed by the Emergency Coordinator and/or the designated official

Blizzard:

If indoors:

Stay calm and await instructions from the Emergency Coordinator or the designated official.

Stay indoors!!!

If there is no heat:

Close off unneeded rooms or areas.

Stuff towels or rags in cracks under doors.

Cover windows at night.

Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.

Wear layers of loose fitting, light-weight, warm clothing, if available.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

<u>Work Area</u>	<u>Name</u>	<u>Job Title</u>	<u>Description of Assignment</u>
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Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator. In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the Meagher County Emergency Manual.

The following offices should be contacted:

Sheriff Office 406-547-3397

Cell: 406-547-4062

County Roads: 406-547-3716,

Cell: 406-403-2130

CHEMICAL SPILL

The following locations of: fuel barrel-- outside north of courthouse

Notify: 911

Berg Garage

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Name	Title	Responsibility	Date

04/28/2015

