
Story County Conservation

SAFETY AND HEALTH MANAGEMENT POLICY

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Table of Contents

SECTION 1 - PURPOSE AND SCOPE.....	4
1.1 - Introduction	4
1.2 - Responsibilities.....	4
1.3 - Employee Orientation.....	4
1.4 - Identification.....	4
1.5 - Safety Committee	5
SECTION 2 - PERSONAL PROTECTIVE EQUIPMENT	5
2.1 - Introduction	5
2.2 - Head Protection	5
2.3 - Hearing Protection.....	5
2.4 - Eye and Face Protection	6
2.5 - Arm, Hand, and Skin Protection.....	6
2.6 - Foot Protection	6
2.7 - Respiratory Protection	7
2.8 - Life Preservers.....	7
2.9 - Bullet-Proof Vests	7
2.10 – General Protection when Working in Right-of-Way.....	7
SECTION 3 - MOTOR VEHICLE OPERATION	7
3.1 - Driver’s License Requirements	7
3.2 - Motor Vehicle Insurance Coverage.....	8
3.3 - Motor Vehicle Operation.....	8
3.4 - Vehicle Accidents.....	9
SECTION 4 - MACHINERY AND MECHANIZED EQUIPMENT OPERATION	9
4.1 - General.....	9
SECTION 5 - HAND TOOLS AND POWER TOOLS	10
5.1 - General.....	10
5.2 - Defective Tools.....	10
5.3 - Electrical.....	10
5.4 - Storage	10
SECTION 6 – BRUSH CUTTING, TREE TRIMMING, AND CHIPPING.....	10
6.1 - General.....	10
SECTION 7 - PESTICIDE APPLICATION AND PRESCRIBED BURNING SAFETY	11
7.1 - Pesticide Application.....	11
7.2 - Prescribed Burning Safety and Open Burns	11
SECTION 8 – WORKPLACE EMERGENCIES.....	12
8.1 – Guidelines for Workplace Emergencies	12
8.2 – Agencies Designated to Respond to an Emergency	12
8.3 – Lines of Authority.....	12
8.4 – Incident Command.....	12
8.5 – Liaison to Emergency Response Services	12
8.6 – Public Information Officer.....	12
8.7 – Employer Duties	12
8.8 – Reporting Workplace Emergencies	13
8.9 – Fires.....	13
8.10 – Evacuation Procedures.....	14
8.11 – Confined Space	14
8.12 – Hazardous Material.....	15

8.13 – Tornadoes and Severe Weather	15
8.14 – Bombs	16
8.15 – Criminal Acts/Workplace Violence.....	16
8.16 – Panic Alarm	16
SECTION 9 - SANITATION AND HOUSEKEEPING	17
9.1 - Sanitation.....	17
9.2 - Housekeeping	17
SECTION 10 - SAFETY EDUCATION AND TRAINING	17
10.1 - General.....	17
10.2 - Responsibilities.....	17
10.3 – All Staff Training.....	18
10.4 Job Specific Training.....	18
SECTION 11 - EMERGENCY MEDICAL CARE/FIRST AID	18
11.1 - General.....	18
11.2 – First Aid Kits.....	18
11.3 – Automatic External Defibrillators.....	19
11.4 – Employee Response to an Injured Person.....	19
11.5 – Infection Control.....	19
SECTION 12 - OCCUPATIONAL INJURY/ILLNESS REPORTING	19
12.1 - Accident Investigation.....	19
12.2 – Employee Injury/Illness Reporting Guidelines.....	20
12.3 - Workers Compensation Insurance Coverage	20
12.4 – Non-Employee Injury/Incident Report Form.....	20
12.5 – Vehicle Accident Report Forms.....	20
SECTION 13 – CHILD SAFETY	21
13.1. - General.....	21
13.2 - Emergency procedures for Injuries or Medical Emergencies	21
13.3 - Treatment for a Sick Child	21
13.4 - Inclement Weather.....	21
13.5 - Discipline and Dismissal	21
APPENDIX A - Story County Conservation Respiratory Protection Program	23
APPENDIX B - Fire Escape Plans	29
APPENDIX C - Sever Weather Plans	36
APPENDIX D - Hickory Grove Park Shower House/Storm Shelter	43
APPENDIX E - OSHA & County Training Required by Job Type	49
APPENDIX F - First Aid Kit Contents.....	50
APPENDIX G - Non-Employee Accident Report.....	51
APPENDIX H - Story County Vehicle Accident Form.....	52
APPENDIX I - Immediate Supervisor's Accident Investigation Report	56
APPENDIX J - Panic Alarm Procedures	57

SECTION 1 - PURPOSE AND SCOPE

1.1 - Introduction

The personal safety and health of each employee is important to Story County Conservation (SCC). This document establishes health and work safety guidelines performed by SCC and consistent with OSHA including provisions for the systematic identification, evaluation, and prevention or control of general, specific, and potential workplace hazards. Any deviations from this plan must be approved by the Director. This plan is applicable to all SCC employees and volunteers to:

- A. Provide for the personal safety and health of each employee,
- B. Provide for the safety of the public served in connection with operations and facility use,
- C. Provide efficient use of resources to support SCC's mission.

The SCC Safety and Health Management Policy includes education, inspection, analysis, and enforcement activities promoting on-the-job, vehicular, and recreational safety. The policy is not intended to cover every work situation. It gives guidance to the employee and sets minimum expectations. No maintenance, office, program, or traffic function of SCC justifies a compromise of employee or public safety.

1.2 - Responsibilities

It is the responsibility of managers and supervisors to thoroughly understand and observe this safety and health management policy to prevent accidents and reduce production losses. Managers and supervisors are responsible for instructing personnel in safe practices in work situations. Managers and supervisors enforce safety standards and requirements in this policy to the utmost of their ability and authority. Supervisors act positively to eliminate potential hazards in their units and work activities. Supervisors ensure appropriate periodic safety inspections are conducted of all facilities and structures in their units, and maintain a permanent file of these inspections.

It is the responsibility of the employee to understand and comply with guidelines established in this safety and health management policy to prevent injury or damage to themselves, others, equipment, or property. The employee must ask for assistance with questions or concerns about safety. When safety hazards are encountered and not covered in this policy, the employee obtains instructions from his/her supervisor before proceeding.

1.3 - Employee Orientation

New employees are not assigned to work activities prior to completing the onboarding process with Story County Human Resources.

1.4 - Identification

Story County requires all permanent employees to wear an identification badge at all times while at work in designated county facilities. Identification badges are issued the first week of employment. Wearing an identification badge properly helps improve safety and security for employees:

- A. Wear the SCC identification badge at work in county facilities or on county business, unless an exception is granted by the Director.
- B. Wear the badge in plain view.
- C. Report a lost identification badge to the supervisor immediately.

- D. Return found identification badges to the supervisor immediately.
- E. Use an Access Authorization Form to acquire a new or replacement badge.
- F. Return the badge to the supervisor if the employee leaves Story County employment, transfers to a different department, or begins an extended leave of absence.
- G. Surrender the badge to the supervisor upon request.
- H. Do not alter the identification badge or apply adornments. The information and photograph cannot be obstructed.

1.5 - Safety Committee

To establish direct communication between employees and administration about health and safety, SCC established a safety committee. The committee consists of, but is not limited to, one person from: Indian Creek Unit, Skunk River Unit, Environmental Education, Integrated Roadside Vegetation Management (IRVM), and Administration. The committee chair is appointed by the Director. The safety committee:

- A. Organizes, conducts, and documents safety and health training sessions.
- B. Reviews all accident reports.
- C. Makes recommendations for safety and health procedure and policy changes.

SECTION 2 - PERSONAL PROTECTIVE EQUIPMENT

2.1 - Introduction

Federal Law 1926.28(a) states the employer is responsible for requiring the use of appropriate personal protective equipment in all operations with an exposure to hazardous conditions or such equipment is needed to reduce the hazard for employees. Equipment including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, protective shields and barriers, are provided and maintained in a reliable, sanitary condition by SCC employees and replaced as appropriate. Personal protective equipment is not used as a substitute for engineering, work practice, and/or administrative controls. Personal protective equipment is used in conjunction with these controls to provide a safe and healthy workplace for employees.

2.2 - Head Protection

Employees engaged in or near brush cutting with power equipment, overhead tree trimming, or chipping operations are required to wear brush helmets (OSHA 1910.266 (d)(1)(vi)).

2.3 - Hearing Protection

Employee exposure to high noise levels (an 8-hour time-weighted average of 85 decibels or a dose of fifty percent i.e. action level) can cause hearing loss or impairment. The prevention of excessive noise exposure is the only way to avoid hearing loss. Story County Conservation offers audiometric testing for permanent staff regularly exposed to high noise levels at no cost to the employee (OSHA 1910.95). A baseline audiogram is established within the first month of an employee's first exposure at or above the action level, and conducted annually thereafter. Whenever it is not feasible to reduce noise levels or exposure duration, ear protective devices are required to be worn. Hearing protection is required to be worn while operating any equipment or power tools, that exceeds 85 decibels.

2.4 - Eye and Face Protection

Face and eye protection are provided and required to be worn for any task where possible injury may occur without this protection.

- A. Safety goggles or safety glasses that meet ANSI Z87.1 and wrap around or protect the temple area or full-face shields are required to be worn when performing, but not limited to, the following:
 - 1. Grinding or cutting with power tools
 - 2. Chipping, scraping or scaling paint, rust, or other materials
 - 3. Air-cleaning operations
 - 4. Chipping or breaking concrete
 - 5. Loading/mixing herbicides
 - 6. String trimming or brush cutting
 - 7. Chain saw or chipping operations

Prescription safety glasses may be obtained by employees who wear prescription corrective lens at the employee's expense. If prescription safety eyewear is not purchased, then employees who wear eyeglasses are required to wear goggles or a face shield when performing the above tasks. Story County Conservation is not responsible for any personal eyewear damaged, broken, or lost by the employee while on the job.

- B. Welding helmets with proper filter lenses (#8) are required in all electric welding operations.
- C. Welding goggles with proper filter lenses (#4) are required for all gas welding or oxygen cutting operations.
- D. Proper eye protection meeting the minimum filter lenses (#2 for soldering or #3 for brazing) is required for all torch operations.

2.5 - Arm, Hand, and Skin Protection

- A. Hand protection is provided and required to be worn (OSHA AFR 1910.138) whenever there is exposure to hazards including, but not limited to the following:
 - 1. skin absorption of harmful substances
 - 2. severe cuts or lacerations
 - 3. severe abrasion
 - 4. punctures
 - 5. chemical burns
 - 6. thermal burns
 - 7. harmful temperature extremes
- B. Where toxic substances, poisonous plants, or flying debris could come in contact with hands, arms, or skin, employees are required to wear:
 - 1. The necessary personal protective equipment provided by SCC.
 - 2. Long pants and a long-sleeved shirt. Clothing should not be exceptionally loose or baggy to cause a threat of becoming tangled in tools or equipment.

2.6 - Foot Protection

Employees are required to wear protective footwear complying with ANSI Z41-1991 or demonstrated by the employer to be equally effective (OSHA AFR 1910-136) when working in areas where there is a danger of foot injuries.

Each permanent employee who is required to wear safety-toed footwear shall be allowed up to \$200.00 per year for the purchase of safety-toed footwear. Receipts must be submitted by June 1 of each year for reimbursement. New employees who begin their employment after June 1 but

prior to December 1 shall be entitled to reimbursement in the full amount of \$200.00. New employees who begin their employment after December 1 but prior to June 1 shall be entitled to reimbursement in the amount of \$100.00.

2.7 - Respiratory Protection

Story County Conservation provides respiratory protection including dust masks and respirators for employees to wear when exposed to air contaminated with harmful dust, fumes, sprays, or vapors.

See Story County Conservation Respiratory Protection Program for complete policy (APPENDIX A).

2.8 - Life Preservers

Employees working over or near water where the danger of drowning exists shall wear U.S. Coast Guard approved flotation devices. Story County Conservation provides and maintains these approved devices.

2.9 - Bullet-Proof Vests

Bullet-proof vests are provided by SCC for law enforcement personnel. (See Law Enforcement Handbook.)

2.10 - General Protection when Working in Right-of-Way

Employees working in road right-of-way will wear ANSI Class 2 garments designed for workers in traffic zones exceeding 25 miles per hour and ANSI Class 3 garments designed for workers in traffic zones exceeding 50 miles per hour. These high visibility vests are provided by SCC.

SECTION 3 - MOTOR VEHICLE OPERATION

3.1 - Driver's License Requirements

- A. All operators of SCC vehicles or equipment must be at least 18 years old and have a valid motor vehicle license.
- B. If the employee's job description requires operation of vehicles or equipment operated by a licensed operator, the employee must possess the special licenses required (i.e. commercial driver's license, chauffeurs license). Story County Conservation will pay the fee for employees to receive the required endorsements.
- C. If an employee has a suspension or revocation imposed on their driving privileges for any reason, the employee will be relieved of all duties requiring operation of vehicles with a valid license. The employee is responsible for notifying supervisors of changes in driving privileges.
- D. Pre-employment and annual verification of employees' driver's licenses will be conducted through visual inspection and formal Department of Motor Vehicles review checks by Human Resources or a specific individual within an office/department designated by the director. Administrative staff shall keep a log of the driver's license checks with the following information:
 1. Date
 2. Employee
 3. Results

The director will be notified of any license suspensions, revocations, etc. in order for appropriate action to be taken.

3.2 - Motor Vehicle Insurance Coverage

- A. Employees who use their personal vehicles to perform County business as part of their employment duties must provide proof of personal vehicle insurance coverage indicating a minimum limit of liability coverage in the amounts of:
 - 1. Bodily Injury Each Person: \$100,000
 - 2. Bodily Injury Each Accident: \$300,000
 - 3. Property Damage Each Accident: \$100,000
 - 4. Or/Combines Single Limit: \$300,000
- B. Supervisors are responsible for obtaining proof of coverage before allowing an employee to utilize his/her personal vehicle for official County business. The supervisor will be responsible for tracking how often to request proof of coverage documentation based on the coverage period stated on the insurance card (annual, semi-annual, etc.) and notifying the director if insurance is not intact. Proof of coverage will be kept in the employee's personnel file located in the administrative office.

3.3 - Motor Vehicle Operation

- A. The safety and well-being of our employees is of critical importance to our organization. Activities which would require drivers to take both hands off of the wheel at the same time or their mind entirely off driving responsibilities are prohibited. The following activities are considered distractions that are prohibited by a driver while the vehicle or equipment is in motion. This list is not intended to be all inclusive, but to be used as a guideline as to what would be inappropriate.
 - 1. Use of a hand-held cell phone
 - 2. Texting or e-mailing with a cell phone, PDA or any other electronic device
 - 3. Operating laptops, televisions, tablets, portable media devices or GPS devices
 - 4. Use of radio or stereo headphones/earbuds
 - 5. Use of electronic games
 - 6. Use of a device in violation of any applicable local ordinance, state or federal statute
 - 7. Putting on make-up and/or reading any type of document, printed or electronic
- B. Employees are expected to follow all driving laws, safety rules and avoid confrontational or offensive behavior while driving. Hands-free cell phone use, while driving, may be warranted in unusual or emergency circumstances and should be of limited time in nature. Extended cell phone conversations need to be held with the vehicle parked in a safe and legal parking area.
- C. All drivers or passengers in SCC vehicles must wear seat belts at all times as required by law.
- D. All drivers have knowledge of and strictly observe traffic laws.
- E. Vehicles are operated within the legal speed limits at all times and at lower speeds where conditions warrant.
- F. Drivers operate vehicles by taking into consideration weather conditions, road conditions, and other circumstances affecting safe operation of vehicles.
- G. Good judgment is used to assure vehicles are properly parked to avoid vehicle accidents and/or property damage.
- H. When backing, the driver visually checks to make certain the area is clear prior to backing or maneuvering the vehicle.
- I. When fueling any assigned vehicle, the driver conducts a trip check/inspection of the vehicle, including engine compartment fluid levels.

- J. Amber warning lights (not hazard) are used while working within Story County right-of-way.
- K. When towing trailers or using a pick-up bed to haul equipment, the driver of the unit is responsible for appropriately securing loads.

3.4 - Vehicle Accidents

If there is an incident involving county equipment or a county vehicle use the following procedures:

- A. Assess the situation and stop as close to the scene of the incident as safely as possible. If possible, move away from the traveled portion of the roadway.
- B. Arrange for emergency medical treatment if needed.
- C. Notify the Story County Sheriff's Office if damage exceeds \$500 or there is a personal injury or fatality.
- D. If other vehicles are involved in the incident, always exchange names, driver's license numbers and vehicle license numbers with the other parties involved.
- E. Offer no information regarding the responsibility for the incident.
- F. Employees involved shall remain at the incident scene until released by the supervisor or the investigating law enforcement agency.
- G. The driver of the county vehicle must report the incident to his/her supervisor as soon as possible. The supervisor shall ensure that all incident procedures are observed and required forms and reports are completed (see Section 12.5).

SECTION 4 - MACHINERY AND MECHANIZED EQUIPMENT OPERATION

4.1 - General

Before machinery or mechanized equipment is used on the job, it is inspected and tested for safe operating condition and approved as appropriate for the intended use. The following safety rules apply to operators of SCC equipment:

- A. Machinery and mechanized equipment are operated by authorized and trained personnel.
- B. All machinery being operated on park and public roads at speeds of 25 miles per hour or less will display a Slow-Moving Vehicle emblem. When machinery is transported on a trailer, Slow Moving Vehicle emblems will be covered or removed.
- C. An audible backup warning device which operates automatically when moving in a backward motion is installed and operational on all dump trucks, snow plows, and any other piece of equipment with limited rear-view visibility.
- D. When fueling, the machinery/mechanized equipment is turned off. After fueling, the operator conducts a walk-around inspection of the equipment.
- E. Only OSHA approved safety gas cans are used for fueling all equipment.
- F. Only external audio devices that are either OSHA approved or approved by a supervisor are allowed to be worn while operating equipment.
- G. All discharge chute shields on mowers remain attached and in the proper position at all times.
- H. Mower blades are disengaged when not mowing.
- I. Employees are discouraged from leaving equipment running when getting off. To open a shop door, etc., the employee should:
 - 1. Lower the implement
 - 2. Disengage the mower blades or power take-off.
 - 3. Idle the engine down.
 - 4. Put the equipment in neutral gear if applicable.
 - 5. Set the parking brake.

SECTION 5 - HAND TOOLS AND POWER TOOLS

5.1 - General

Hand tools and power tools are kept in good repair and used only for their intended purpose.

5.2 - Defective Tools

The use of tools with mushroomed heads, split or defective handles, worn parts, or other defects is not permitted. Unsafe tools are:

- A. Tagged as defective and removed from service.
- B. Reported to the supervisor as unrepairable. Supervisors are responsible for maintaining hand tools and power tools in safe, reliable operating condition.

5.3 - Electrical

Electric-powered shop and hand tools are double-insulated shockproof or effectively grounded. Ground-fault-interrupt plugs must be used on power tools and extension cords. Portable generators have ground-fault-interrupt plugs.

5.4 - Storage

Tools are not left on scaffolds, ladders, or overhead working spaces when not in use or unattended. Containers are provided to hold tools and prevent them from falling. Unguarded sharp-edged or pointed tools are not to be carried in employees' pockets.

SECTION 6 – BRUSH CUTTING, TREE TRIMMING, AND CHIPPING

6.1 - General

- A. Whenever a chain saw, chipper, or power pruner is used, a minimum of two people must be present; one as the operator and the other as an observer/assistant.
- B. Employees operating a chainsaw, chipper, or power pruner, or in close proximity of this equipment, are required to wear:
 - 1. Leg protection constructed with cut-resistant material, such as ballistic nylon. The leg protection covers the full length of the thigh to the top of the boot on each leg to protect against contact with the moving chain saw. (OSHA AFR 1910.266)(d)(1)(iv).
 - 2. Foot protection constructed with cut-resistant material which protects the employee against contact with a running chain saw. (OSHA CFR 1910.266)(d)(1)(v).
 - 3. Head protection where there is the potential for head injury from falling or flying objects. See section 2.2.
 - 4. Hearing protection where there is exposure to running chain saws or when the employee is in the vicinity of running chain saws. See section 2.3.
 - 5. Face protection where there is the potential for facial injury (chain saw, chipper operation). Logger type mesh screen may be worn by employees performing chain saw and chipper operation. See section 2.4.
 - 6. Eye protection where there is the potential for eye injury due to falling or flying objects. The employee does not have to wear a separate eye protection device where face protection covering both eyes and face is worn. See section 2.4.
 - 7. Hand protection where there is the potential of abrasions and punctures. See section 2.5.
- C. First aid kits (ANSI 2308.1) are required at work sites where brush or trees are being cut or chipped.

SECTION 7 - PESTICIDE APPLICATION AND PRESCRIBED BURNING SAFETY

7.1 - Pesticide Application

Story County Conservation employees applying pesticides must be properly certified. All state, federal, and pesticide label instructions must be followed.

- A. Current pesticide labels and safety data sheets (SDS) for all pesticides being used must be carried in the vehicle and readily available to the applicator at all times.
- B. Pesticide application equipment must be calibrated.

7.2 - Prescribed Burning Safety and Open Burns

Story County Conservation conducts prescribed burns in prairie areas, along roadside ditches, and in parks. All persons doing prescribed burns:

- A. Have a written burn plan and objective.
- B. Follow a current go/no-go checklist including, but not limited to:
 - 1. Weather forecast favorable
 - 2. Necessary firebreaks constructed
 - 3. Potential hazards accounted for
 - 4. Special precaution areas noted
 - 5. Backup/secondary firebreak locations noted
 - 6. Safety equipment adequate
 - 7. Tools/equipment on site
 - 8. Personnel needed available
 - 9. Special considerations reviewed with crew
- C. Notify the local fire chief and/or the Story County Sheriff's office of the area being burned and approximate time and duration.
- D. Have a minimum of a two-person crew trained in National Wildfire Coordinating Group S130 or S190 training.
- E. Have two-way communication devices.
- F. Select a trained/certified burn leader.
- G. Have adequate firefighting equipment to control the burn site. Equipment includes, but is not limited to:
 - 1. Water tanker/truck
 - 2. Backpack sprayers
 - 3. Fire rakes
 - 4. Flappers
 - 5. Fire brooms
 - 6. Water adjuvant
- H. Wear required clothing for prescribed burns including shirt and pants as approved by the National Wildfire Coordinating Group, leather boots, leather gloves, and safety glasses.
- I. Burning may take place during countywide burn bans with prior approval from the proper authorities (i.e. the local fire chief).
- J. Open burn piles must be contained before leaving the site.
- K. Notify the local fire chief and/or the Story County Sheriff's office upon leaving the burn site
- L. Check the burn site after the burn is completed.

SECTION 8 – WORKPLACE EMERGENCIES

8.1 – Guidelines for Workplace Emergencies

This section establishes action guidelines for all reasonably foreseeable workplace emergencies. Because each emergency involves unique circumstances, the guidelines provide general guidance only. Thoughtful actions based on situation assessment are always required when responding to an emergency. It is also important to note that emergency guidelines do not necessarily represent a sequential serial of steps.

Employee safety and health is the overriding priority in all emergency situations. Always think before you act. You're not going to help the situation if you become part of the problem.

Emergency situations for these guidelines are for incidents where fire, medical, or law enforcement officials are needed. Incidents include: Fires, medical problems, confined space, hazardous materials, tornadoes, bombs or bomb threats, violence or threats of violence, or any other type of emergency that requires evacuation or danger to one or more employees.

8.2 – Agencies Designated to Respond to an Emergency

The 911 dispatcher will make the determination on whose jurisdiction is required. In an emergency situation, the closest or both agencies may be called.

8.3 – Lines of Authority

In the event of a workplace emergency, staff will ensure that proper notification is made to dispatch. The director will provide information regarding the incident to the Board of Supervisors as soon as possible. Supervisors are responsible for making new employees aware of emergency guidelines as part of their orientation and routine training updates.

8.4 – Incident Command

Upon arrival of emergency response services, the ranking officer on the first arriving unit will assume command and control as per their department's standard operating procedures.

8.5 – Liaison to Emergency Response Services

Supervisors will assist emergency responders with their needs.

8.6 – Public Information Officer

Only the Director or Parks Superintendent will release information to the media and public in the event of a workplace emergency.

8.7 – Employer Duties

The Occupational Safety and Health Administration (OSHA) requires employers to prepare for fires and other workplace emergencies by establishing an Emergency Action Plan. A minimal plan must include:

- A. Emergency escape procedures and emergency escape route assignments.
- B. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
- C. Procedures to account for all employees after emergency evacuation has been completed.
- D. Rescue and medical duties for those employees who are to perform them.

- E. The preferred means of reporting fires and other emergencies.
- F. The names or titles of individuals that can be contacted for further information on emergency procedures.

8.8 – Reporting Workplace Emergencies

Employees should use the following to report workplace emergencies:

- A. All emergencies requiring emergency personnel will be called in on 911.
- B. Be prepared to provide the following information to the emergency operator:
 - 1. Your name and location.
 - 2. Exact location of the emergency, including address when possible.
 - 3. Type of emergency: Fire, Medical, Confined space rescue, Criminal act, etc.
 - 4. Number and condition of victims.
 - 5. Involvement of hazardous materials (as available communicate product name and/or describe any markings, labels or placards).
 - 6. What is needed.
- C. Dispatch will page or notify appropriate emergency responders as needed.
- D. Do not hang up first. Let the emergency operator hang up first.
- E. After making the call, station someone to direct emergency response vehicles to the scene of the emergency.
- F. Supervisors should be notified to assist emergency personnel as needed.
- G. Alert Other Employees if appropriate.
- H. The fire alarm will be activated in the event of a fire or evacuation of the building.
- I. Staff members assist visitors with evacuation or procedures within these guidelines.

8.9 – Fires

- A. Fire Prevention
 - 1. Story County Conservation employees follow the rules below to reduce the chance of fire to county buildings and facilities:
 - 2. All sources of ignition are prohibited in buildings or areas with extreme fire hazards, such as stored gasoline, oil, paint, service vehicles, and flammable liquid servicing stations.
 - 3. All buildings, vehicles, and areas if applicable, are appropriately signed for specific hazards, fire hazards, health hazards, and reactivity hazards according to the National Fire Protection Code.
 - 4. Employees required to work in areas where fire hazards exist are instructed in necessary precautions and in use of appropriate fire extinguishing equipment.
- B. Fire Protection
 - 1. Each enclosed SCC facility has posted an Emergency Evacuation Procedure including drawings of exit pathways complying with State and Federal laws (APPENDIX B).
 - 2. Proper fire extinguishers or fire extinguishing materials are provided for all public SCC and vehicles except picnic shelters and latrines.
 - 3. Employees are trained annually on proper fire evacuation procedures, fire extinguishers, and the proper way to extinguish fires.
 - 4. Fire extinguishers are provided, inspected, and maintained on a recommended basis with annual service provided by an approved vendor (OSHA 1910.157).
 - 5. Regular fire prevention inspections, conducted annually, are made to insure the adequacy and continuity of the fire prevention program. These inspections are performed by the supervisor or other person appointed by the Director.

C. Responding to Fires

1. Incipient Stage Fire
 - a. Alert other employees.
 - b. Based on the situation get help and/or call 911.
 - c. If fire is electrical, disconnect power source.
 - d. Extinguish with a suitable fire extinguisher.
 - e. Protect your health and safety.
 - f. Never underestimate the fire or overestimate your ability.
 - g. Check fire extinguisher before approaching fire.
 - h. Approach fire with caution.
 - i. Maintain a clear path of escape.
2. Major Fire
 - a. Alert other employees.
 - b. Call 911.
 - c. Evacuate fire area/building. (APPENDIX B) to see the direct route your staff and visitors should take.
 - d. Assist any injured to escape (if this can be done without entering dangerous areas).
 - e. Close doors and secure ventilation equipment (when practical).
 - f. Provide aid and comfort to injured in accordance with your training and ability while observing universal precautions.
 - g. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.

8.10 – Evacuation Procedures

The following will be used to instruct employees of the need to perform a precautionary, partial or total evacuation:

- A. Upon notification of a fire via the fire alarm or communication means for other emergency situations, all employees will evacuate the building by the most direct route. (APPENDIX B) to see the direct route your staff and visitors should take.
- B. Supervisors or senior staff members ensure that all employees and visitors are out of the office area.
- C. Upon exiting, employees are to gather at the designated assembly area for your location.
- D. Supervisors or senior staff will account for all employees and report to the Command Post established by the Law Enforcement & Fire Departments.

8.11 – Confined Space

Confined space is any space with limited exits that could become a hazard. All confined spaces are to be marked by signs. Access to those areas is limited to trained personnel.

- A. Unresponsive Entrant (Overcome by a Hazardous Atmosphere)
 1. Attendant must not enter the space to perform an unassisted internal rescue.
 2. Call 911.
 3. If entrant is attached to a retrieval line, attempt to extricate without entering the confined space.
 4. If entrant is not attached to a retrieval line, use a blower to introduce fresh air into the space.
 5. When victim has been extricated, provide aid and comfort in accordance with training and ability while observing universal precautions.
 6. Be prepared to provide pertinent information about the space to emergency response personnel.

- B. Entrant with Physical Injuries or Entrapped/Engulfed Entrant
 - 1. Attendant must not enter the space to perform an unassisted internal rescue.
 - 2. Call 911.
 - 3. If entrant is attached to a retrieval line, attempt to extricate (only if action will not result in further injuries).
 - 4. If entrant is engulfed, turn off material handling equipment and remove all slack from retrieval line. Tie opposite end of retrieval line to a secure object.
 - 5. Provide aid and comfort in accordance with your training and ability while observing universal precautions.
 - 6. Be prepared to provide pertinent information about the space to emergency response personnel.

8.12 – Hazardous Material

A hazardous material emergency is a chemical spill or release that has the potential to cause serious injury or harm to people, property or the environment

- A. Identify the substance (e.g., from placards, labels or markings) if possible without endangering personal safety and health.
- B. Call 911.
 - 1. Communicate situation and substance information to the emergency operator (e.g., identity of substance from placards, labels or markings and what the substance is doing/where it is going).
 - 2. Be prepared to provide applicable safety data sheets (SDSs) to emergency response personnel.
- C. Alert other employees in immediate hazard area.
- D. Evacuate to a safe distance. It is best to go uphill/upwind.
- E. Assist any injured to escape (if this can be done without entering contaminated or dangerous areas).
- F. Provide aid and comfort to injured in accordance with your training and ability while observing universal precautions. Take precautions to avoid being contaminated with hazardous chemicals.
- G. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment

8.13 – Tornadoes and Severe Weather

When a Tornado Is Spotted or When the Warning Siren Sounds because of Severe Weather

- A. Alert other employees.
- B. Seek shelter in the designated area based on your location. (APPENDIX C). Stay away from windows and blowing debris.
- C. Do not leave shelter until danger has passed. Dispatch will provide information regarding the length of the warning and when the warning has expired.
- D. After the Danger Has Passed
 - 1. Assess situation and account for all personnel.
 - 2. Evacuate if building may collapse or if gas lines are broken.
 - 3. Assist injured to escape (if this can be done without entering dangerous areas).
 - 4. Provide aid and comfort to injured in accordance with your training and ability while observing universal precautions.
 - 5. Call 911 to summon emergency assistance (if required).
 - 6. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.

- E. If in a vehicle in open country, drive at right angles to the tornado's path (if you can do so safely). Do not try to outrun the storm. If you cannot avoid the tornado, get out of the vehicle and lie flat in the nearest depression (e.g., ditch, culvert or ravine). Protect your head and stay low to the ground. If driving a vehicle in an urban area and you spot a tornado, get out of the vehicle and seek shelter in a nearby building.

8.14 – Bombs

- A. Bomb or Suspected Bomb is Found
1. Do not touch or disturb the device.
 2. Shut off all radios, pagers & cellular phones, as they could activate the explosive device.
 3. Call 911.
 4. Inform other employees of situation and prepare to evacuate. You may wish to take keys and personal belongings with you, as you may not be allowed to re-enter the building for the remainder of the day.
 5. Assist visitors in evacuating the building.
 6. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.
 7. Upon exiting, employees are to gather at the designated assembly area for your location.
 8. Supervisors or senior staff will account for all employees and report to the Command Post established by the Law Enforcement & Fire Departments.
 9. Report any unusual packages, visitors, or incidents to the law enforcement officials.
 10. Supervisors or senior staff members may be requested to assist with the search of the building for unusual packages or objects.
 11. Keep driveways clear for emergency responders.
 12. Law Enforcement will advise Board of Supervisors and Director when the building has been searched and decisions will be made regarding re-entry.
- B. Telephone or Letter Bomb Threat
1. When listening to caller, record pertinent information (e.g., exact wording of threat, caller's voice, background sounds and threat language).
 2. Inform supervisor.
 3. Call 911.
 4. Inform other employees of situation and prepare to evacuate.
 5. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.
- C. If a Bomb Explodes
1. Alert other employees.
 2. Call 911.
 3. Evacuate and assist any injured to escape (if this can be done without entering dangerous areas).
 4. Provide aid and comfort to injured in accordance with your training and ability while observing universal precautions.
 5. As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.

8.15 – Criminal Acts/Workplace Violence

Upon witnessing a serious criminal act or workplace violence:

- A. Alert other employees (if possible).
- B. Observe pertinent details (e.g., description of suspect, make and model of vehicle and/or license plate number).

- C. Call 911 if safe to do so. If making a phone call could be overheard or threatening to the suspect, then notify dispatch by any other means available to you or your department.
- D. Take prudent actions to protect yourself and others (e.g., evacuate to a safe location or lock doors).
- E. Provide aid and comfort to injured in accordance with your training and ability while observing universal precautions.

8.16 – Panic Alarm

There is a panic alarm located in the Conservation Center. In the event of security incident, or if feeling threatened, the alarm should be activated. Once the panic alarm is activated, dispatch is notified via phone call and law enforcement will automatically be sent to the center.

See Story County Conservation Center Panic Alarm Procedures for a complete policy (APPENDIX J).

SECTION 9 - SANITATION AND HOUSEKEEPING

9.1 - Sanitation

Eating facilities are provided for SCC employees and are maintained in a clean and sanitary condition. Eating areas are separate from open shop areas. Toilet facilities are provided for SCC employees and are maintained in a clean and sanitary condition.

9.2 - Housekeeping

Housekeeping safety procedures include:

- A. Tools, equipment, machinery, and work areas are maintained in a clean and safe manner. Defective or unsafe equipment and conditions are reported to the supervisor immediately.
- B. Tools and equipment are returned to their proper storage place when not in use.
- C. Extension cords, air hoses, water hoses, ladders, pipes, and tools are laid out in ways to minimize tripping hazards or obstruction to traffic.
- D. All extension cords used with portable electric power tools and appliances comply with OSHA standards.
- E. Work areas and storage facilities are kept in a clean, neat and orderly fashion.
- F. All aisles, stairways, passageways, exits, and access ways are kept free of obstructions at all times. All grease and water spills are removed from traffic areas immediately.

SECTION 10 - SAFETY EDUCATION AND TRAINING

10.1 - General

Training in safe work practices increases safe performance. Since the main cause of accidents is “unsafe acts” of people rather than “unsafe conditions,” every effort must be made by each employee to learn about and act safely.

10.2 - Responsibilities

- A. Safety Committee: The Safety Committee is responsible for the organization, coordination, and implementation of sessions on safety education, hazard identification/elimination, and accident/injury reporting.

- B. Supervisor Responsibility: Direct supervisors are responsible for monitoring training of employees in their unit.
- C. Employee Responsibility: All SCC employees are responsible for participation in and understanding of all training requirements. It is the employee's responsibility to attend training sessions as required and every effort made to be conscious of safety.

10.3 – All Staff Training

SCC requires training based on OSHA guidelines and job descriptions (APPENDIX E). Documentation of training or certificates already held must be on file to be excused from completing training. Story County Conservation conducts other periodic safety education training sessions. All employees are required to attend these sessions unless alternate arrangements are made and approved by the Director.

10.4 – Job Specific Training

Job related training may include, but is not limited to:

- A. Pesticide Applicator's Training: Employees mixing and applying pesticides to perform their job are certified according to Chapter 206 of the Iowa Pesticide Act administered by the Iowa Department of Agriculture and Land Stewardship (IDALS). No employee may apply products required to be applied by a certified pesticide applicator without required training and current certification. Employees maintain certified pesticide applicator status by retesting or attending continuing education through approved instructional courses approved by IDALS in the rules for a Commercial Pesticide Applicator certification.
- B. Equipment Operator Training: Employees operating motorized equipment to perform their job are trained and qualified to operate the equipment. This training is provided by supervisors or qualified equipment operators prior to the operation of such equipment.
- C. Firearms/Weapons Training: Employees whose job descriptions include carrying or using a firearm/weapon are required to qualify annually for the use of firearms or as recommended by Story County Sheriff's Department for other weapons. (See the Law Enforcement Handbook.)

SECTION 11 - EMERGENCY MEDICAL CARE/FIRST AID

11.1 - General

Story County Conservation provides adequate training, facilities, and qualified personnel to insure prompt and efficient emergency medical care/first aid, where necessary, of injured persons. In the event of injury to an employee or the public, the administering of first aid and/or arrangement for medical treatment takes precedence over all other actions.

11.2 – First Aid Kits

Each SCC office, shop, work area, and vehicle has a first aid kit that follows ANSI Z308.1 guidelines. The kit contains first aid supplies for use by employees during emergencies (APPENDIX F). The kits are maintained at all times and inspected/restocked weekly by employees appointed by their supervisors. An inventory list is kept inside the lid of each first aid kit. Painter's tape is used on the outside of each first aid kit to create a seal and clearly labeled with the earliest expiration date of first aid supplies. During weekly inspections, if the seal has been broken or if the expiration date has approached, the person performing the inspection restocks the kit. The inspector clearly prints the new expiration date on painter's tape and creates a new seal. The inspector initials and dates a weekly inspection report. If the seal has not been

broken and the date has not approached, the inspector initials and dates the report with the visual check completed. Completed first aid kit inspection forms are kept on file in each unit. Supplies and inventory control sheets are kept at the conservation center by a person appointed by the Director.

11.3 – Automatic External Defibrillators

Two AEDs are available for use by staff and the public. One unit is located in the front foyer of the conservation center at McFarland Park and the second unit is located on the south side of the park ranger residence at Hickory Grove Park. Each AED is inspected monthly by an employee appointed by the Director. The financial data manager is notified when AED supplies need to be replaced.

11.4 - Employee Response to Injured Persons

The first SCC employee on the scene where an individual of the public or another employee is injured assesses the situation. In all cases, staff notifies their supervisor and completes the proper form as soon as possible.

- A. If the scene is not safe, go to a safe place and dial 911.
- B. If the scene is safe and requires emergency medical care:
 - 1. Call 911
 - 2. Stay with the injured person until medical help arrives.
 - 3. Administer first aid/CPR according to staff level of training and comfort.
- C. If the scene is safe and the injury is non-life threatening:
 - 1. Stay with the injured person
 - 2. Administer first aid according to staff level of training and comfort.
 - 3. If the injury is non-life threatening but requires immediate medical care, staff may transport the person to the nearest emergency room.
 - 4. The employee notifies the Conservation Office of the situation as soon as possible.

11.5 - Infection Control

- A. Observe universal precautions when providing aid and comfort:
 - 1. Limit contact with blood and other body fluids.
 - 2. Avoid contact when possible.
 - 3. Wear "exam" gloves and eye protection.
 - 4. Use a pocket shield or mask when administering CPR.
 - 5. Do not pick up contaminated sharp objects with bare hands.
- B. Clean surfaces contaminated with small amounts of blood (or other body fluids) with a 10 percent chlorine bleach/water solution. Wear appropriate personal protective equipment (e.g., "exam" gloves and eye protection).
- C. Place all contaminated waste in a biohazard bag. Contact your supervisor for instructions concerning disposal of contaminated waste.
- D. Wash hands as soon as possible with a germicidal soap.
- E. Report exposure incidents to your supervisor as soon as possible.

SECTION 12 - OCCUPATIONAL INJURY/ILLNESS REPORTING

12.1 - Accident Investigation

Any death, injury or property damage involving employees or the public is investigated and reported promptly. The following examples require full investigation:

- A. Fatalities
- B. Disabling injuries to employees
- C. Injuries or property damage involving contractors or their employees
- D. Visitor/volunteer accidents
- E. Damage to government property

All fatalities and serious disabling injuries in any park area are reported immediately to the Director and Ranger.

12.2 – Employee Injury/Illness Reporting Guidelines

The County participates in a job-related accident/injury/illness reporting service called Company Nurse On-Call. Employees are responsible for following these procedures:

- A. Emergency: In the event of an emergency, the employee, witness, or supervisor dials 911 and seeks necessary emergency treatment. As soon as possible, call Company Nurse On-Call to report the injury/illness, and make sure to inform his/her immediate supervisor. The employee cooperates in supplying the information needed on the injury/illness.
- B. Non-emergency: The employee calls Company Nurse On-Call to get direction. The employee notifies his/her immediate supervisor as soon as possible. The employee cooperates in supplying the following information:
 1. First Aid Advice Only - The employee follows the On-Call Company Nurse's recommendations. If the medical situation worsens or does not improve, the employee calls back for a referral.
 2. First Aid Advice and Medical Referral - If a referral is necessary from 8:00 am to 5:00 pm the employee is required to have an initial evaluation with McFarland Clinic Occupational Medicine at 1215 Duff Avenue, Ames, Iowa. Before 8:00 am or after 5:00 pm the employee receives care at the nearest emergency facility.

12.3 - Workers Compensation Insurance Coverage

To provide for payment of medical expenses and partial salary continuation in the event of a work-related injury or illness, employees are covered by workers' compensation insurance. The workers' compensation laws of the State of Iowa determine how employees receive medical care and how they are paid for lost work time due to a work-related injury or illness. Employees are required to have an initial medical evaluation with McFarland Clinic Occupational Medicine, Story County's authorized treating clinic for work-related injuries or illness.

12.4 – Non-Employee Injury/Incident Report Form

A Non-Employee Accident Report form (APPENDIX G) is completed for all incidents, illnesses, or accidents not involving a vehicle on county property by a non-employee. Completed forms are given to the immediate supervisor. Supervisors will review the form and submit it to the director. The Director will submit the original form to the Board of Supervisor's office and a copy to the SCCB administrative office to be retained in a locked file for seven years.

12.5 – Vehicle Accident Report Forms

The following report forms are completed for all accidents involving county vehicles or equipment. A copy of the completed form is kept in a locked file in the administrative office for seven years. The original forms are submitted to the Board of Supervisors office.

- A. Story County Vehicle Accident Form (APPENDIX H – a copy is in the glove box of county vehicles) - filled out on the scene by the person involved in the accident and submitted with

the sheriff's accident report (if applicable) to the supervisor. The supervisor will review and submit this form to the director with their investigation report.

- B. Immediate Supervisor's Accident Investigation Report (APPENDIX I) – to be filled by the supervisor after receiving a Story County Vehicle Accident Form upon investigation of the accident and submitted to the Director. The Director will submit the original report to the Board of Supervisor's office and a copy to the SCCB administrative office.

SECTION 13 – CHILD SAFETY

13.1. - General

Story County Conservation supports the welfare of all children. SCC employees are never to be alone with just one child--except in the case of a medical emergency.

13.2 - Emergency procedures for Injuries or Medical Emergencies

- A. School Program/Outdoor Experience Treatment Procedure: The teacher or leader is expected to handle first aid. SCC staff will complete a Non-Employee Accident Report form as soon as possible for each situation.
- B. Public Programs/Events Treatment Procedure: SCC staff will administer first aid and complete a Non-Employee Accident Report form as soon as possible. Staff will inform the parent or guardian of the injury and treatment.
- C. If the child must be transported to the hospital, the teacher/leader, SCC staff member, or law enforcement personnel will accompany the child to the hospital if a parent or guardian is not present.

13.3 - Treatment for a Sick Child

- A. School Program/Outdoor Experience Treatment Procedure: The teacher or leader is expected to handle the situation. Park facilities, equipment, and supplies may be used for treatment if necessary.
- B. Public Programs/Events Treatment Procedure: Notify the supervisor or administrative staff of the situation. They will contact the parent or guardian. A staff member will attend to the sick child until the parent or guardian arrives.

13.4 - Inclement Weather

When there is potential for inclement weather, the bus or vehicles will remain at the site in case the weather worsens. In the event of lightning, severe weather, etc., seek shelter from the storm. When thunder is present, use good judgment to determine if shelter is necessary. In the event of thunder/lightning while on the water, immediately seek shelter off the water. Remain off the water for half an hour after the last sound of thunder.

13.5 - Discipline and Dismissal

- A. Participants in SCC programs are expected to follow the rules of the program and obey the paid and volunteer staff and other adult supervisors. A child's failure to follow rules and obey directions may be a serious discipline problem. A serious disciplinary problem may also occur when a child hampers the smooth flow of the program by requiring constant one-on-one attention, inflicts physical or emotional harm on other children, abuses staff and adults, or is unable to conform to the rules and guidelines of the program. Kicking, biting, abusive behavior towards others, name-calling, and inappropriate language are examples of unacceptable behavior.

- B. If a child becomes a serious discipline problem, staff will notify the teacher, leader, or parent to discuss the situation. If improvement in the child's behavior does not occur or a solution cannot be determined, staff may recommend that a child be dismissed from the program. Staff will discuss the dismissal process with the teacher, leader, or parent.
- C. When a child's behavior creates a discipline problem, the following procedures will be followed:
1. Staff will use approved discipline procedures and help the child rejoin the group when appropriate.
 2. Staff will listen to the child and discuss the consequences of further misbehavior.
 3. Repeated misbehavior by the child will be handled through conversations with the teacher, leader, or parent.
 4. The teacher, leader, or parent, child, and staff will agree to a plan to improve the child's behavior.
 5. If improvement in the child's behavior does not occur or a solution cannot be determined, staff may dismiss the child from the program.
- D. Discipline will be constructive including methods such as diversion, separation of the child from the situation, time-out, positioning the child in closer proximity to a teacher or leader, praise of appropriate behavior, and gentle physical restraint, such as holding and holding hands. These methods, when used consistently and in a positive way, help children learn appropriate social behaviors and skills. The following discipline procedures are approved for staff use:
1. If a child is exhibiting negative behavior, staff or a teacher/leader will ask or tell the child to stop the negative behavior using a firm but kind voice.
 2. If the child continues the behavior, staff or a teacher/leader will verbally remind the child once or twice more to stop the behavior. Staff or a teacher/leader will take the child aside and discuss the problems caused by the behavior.
 3. If the child continues the behavior, they will be isolated from the group for a short period of time. During this time, the child will remain within sight of the group but will not participate in-group activities. The child will be supervised by an adult helper. The child will not be instructed to sit or stand in a corner with their back to the group.
 4. Physical intervention will be used only when deemed necessary for the safety of the children (e.g., separating two children who harm each other). Physical intervention will be used only as a temporary restraint until conditions have improved. Staff will document the situation from onset to conclusion.
 5. Teachers, leaders, or parents will be notified immediately of any procedures taken with their children.
 6. Children will be encouraged to work out disagreements amicably among themselves.
 7. Staff will not, at any time, use any form or threat of corporal or physical punishment when dealing with children.
 8. Staff will not use harsh language or an abusive tone of voice that may, in any way, demean the children.
 9. Staff will not physically restrain any child unless they deem it necessary for the safety of other children.

APPENDIX A

Story County Conservation Respiratory Protection Program

Purpose

This program was created to ensure the safety and health of Story County Conservation employees while performing tasks requiring the use of respiratory protection devices. All procedures and policies were prepared in accordance with OSHA regulation Section 1910.134 Respiratory Protection.

Program administrator

The program administrator shall be responsible for annual review of the program, coordination of employee respiratory protection training, purchase of equipment, the fitting and maintenance of respiratory protection equipment and incident review of injuries or illnesses that result when respiratory equipment is used.

Employees should refer their questions or comments about this program to the administrator.

The program administrator is Ryan Wiemold, Parks Superintendent.

Employees Qualified to Wear Respirators

Employee Name	Respirator type/ Model	Exposure type

Medical evaluation

A medical evaluation is required by OSHA's Respiratory Protection Standard (29 CFR 1910.134) and OSHA Technical Manual, Section VIII, Chapter 2, for all employees who are required to wear respirators as part of their job duties. This requirement is in place to ensure that employees are physically able to wear and function while wearing the respirator.

- The employer shall provide a medical evaluation to determine the employee's ability to use a respirator.
- All employees must be medically evaluated prior to the fit testing procedure.
- All employees must be fit tested prior to using a respirator in the workplace.
- The employer may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.
- Employees will be provided with the medical questionnaire from the physician or licensed health care professional (PLCHP). The employee will complete the questionnaire and take it with them to the medical evaluation.

- In addition, the employer is required to medically re-evaluate an employee when:
 - An employee reports medical signs or symptoms that are related to the employee's ability to use a respirator;
 - A licensed health care provider, supervisor, or the respirator program administrator observes that the employee is having a medical problem during respirator use and they inform the employer of their observation;
 - Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee re-evaluation; or
 - A change occurs in workplace conditions (e.g., physical work effort, type of respirator used, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an employee.

This physician or licensed health care professional (PLHCP) has been selected to perform medical evaluations using the medical questionnaire or to conduct an initial medical examination:

Name of PLHCP	Clinic Name	Telephone Number	Address
Dr. Charles Mooney	McFarland Clinic Occupational Medicine	515-239-4496	1215 Duff Ave Ames, IA 50010
Dr. Lacey Wheat-Hitchings	McFarland Clinic Occupational Medicine	515-239-4496	1215 Duff Ave Ames, IA 50010

Facial hair

Employees covered under this program that wear respirators as part of their job will be required to remove all facial hair such as beards, sideburns and mustaches that could interfere with the proper seal of the respirator.

Fit testing

Initial and annual fit testing is required. Initial fit testing will be conducted once an employee is medically cleared. Fit testing is also required whenever a different face piece respirator is used or when the employee's physical condition changes. Fit testing will be done in accordance with OSHA accepted fit testing procedures (OSHA 29CFR 1910.134).

Selection of respirators

The appropriate respirator will be selected by completing an exposure assessment for each hazardous exposure. The following link is an OSHA *eTool* that will be utilized to select the proper respirator: https://www.osha.gov/SLTC/etools/respiratory/respirator_selection.html.

Respirator Limitations

Employees should not be functioning in any environment that subjects them to a hazardous exposure without the proper respirator. It is the responsibility of the employee, once trained and fit tested to understand and abide by the limitations of the respirator.

Inspection of respirators

Respirators will be inspected routinely including prior to non-emergency use. Self-contained breathing apparatus (SCBA) will be inspected monthly.

Maintenance and care of respirators

Employees must clean and disinfect respirators using the procedures recommended by the manufacturer or those listed in OSHA Standard 1910.134 App B-2 at the following intervals:

- As often as necessary to maintain sanitary condition for exclusive use.
- Before being worn by different individuals when issued to more than one employee.
- After each use for emergency use respirators and those used in fit testing and training.
- Monthly for emergency use respirators located near chlorine rooms.

Identification of filters, cartridges and canisters

- All filters, cartridges and canisters used in the workplace must be labeled and color-coded with the NIOSH approved label.
- The label must not be removed and must remain legible.
- Filters, cartridges and canisters not meeting the label requirements will be immediately removed from the workplace.

Breathing air quality and use

Compressed breathing air shall meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989.

Training and information

Employers are required to provide effective training to employees who are required to use respirators. The training must be comprehensive, understandable, and recur annually and more often if necessary.

Training will provide employees with information about:

- Workplace respiratory hazards
- Proper respirator and cartridge selection and use
- Proper respirator fit
- Respirator limitations and inspection techniques
- Respirator donning
- Respirator seal checks
- Proper respirator maintenance (cleaning)
- Proper respirator storage

Record Keeping

- Paper copies of the medical clearance certification, training, fit testing, and annual recertification will be kept on file within the employee's personnel file and will be kept separately from other training and certification files as medical information is present. Employees will be required to provide copies of the documentation.

Program Evaluation

Story County Conservation will periodically review the Respiratory Protection program to ensure that:

- Written respirator procedures are up to date.
- Records are complete for employee or volunteer fit-tests and training.
- Employees have completed a medical evaluation prior to fit testing.
- Employees have been trained in respirator use.
- Employees wear the correct respirator when needed.
- Workplace hazards have been reviewed.
- The respirator is properly maintained.

SCC RESPIRATORY PROTECTION PROGRAM Appendix A

To view and download the Section 1910.134 Respiratory Protection regulations from the OSHA web site, click on the following link:

www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12716

Print out a copy of the standard and mandatory appendices to include with your program.

Fit Testing Results

Name of Employee: _____

Date of Fit Test: _____

Name of Person administering Fit Test: _____

Has person being tested been given a medical evaluation? Yes / No

Respirator type: _____

Check the test type used and record results in the area provided:

Qualitative

Isoamyl Acetate Test

Results: _____

Saccharin Solution Test

Results: _____

Bitrex Solution Test

Results: _____

Irritant Smoke Test

Results: _____

Quantitative

Generated Aerosol Test

Results: _____

Ambient Aerosol Condensation Nuclei Test

Results: _____

Controlled Negative Pressure Test (CNP)

Results: _____

Sample Respirator Use Procedure

Task - Change chlorine cylinders

Allowable Respirators – Gas & Vapor with chlorine rated filter or Self-contained breathing apparatus

Prior to use

- Inspect respirator
- Don respirator and conduct fit-test using the following procedures:

Facepiece Positive and/or Negative Pressure Checks

A. Positive pressure check. Close off the exhalation valve and exhale gently into the facepiece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the facepiece without any evidence of outward leakage of air at the seal. For most respirators this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.

B. Negative pressure check. Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the facepiece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the facepiece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

Post use

- Sanitize respirator and inspect

Procedures for Cleaning Respirators

A. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure- demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.

B. Wash components in warm [110 deg. F] maximum water with a mild detergent with disinfecting agent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.

C. Rinse components thoroughly in clean, warm [110 deg. F] maximum, preferably running water. Drain.

D. Rinse components thoroughly in clean, warm [110 deg. F] maximum, preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.

E. Components should be hand-dried with a clean lint-free cloth or air-dried.

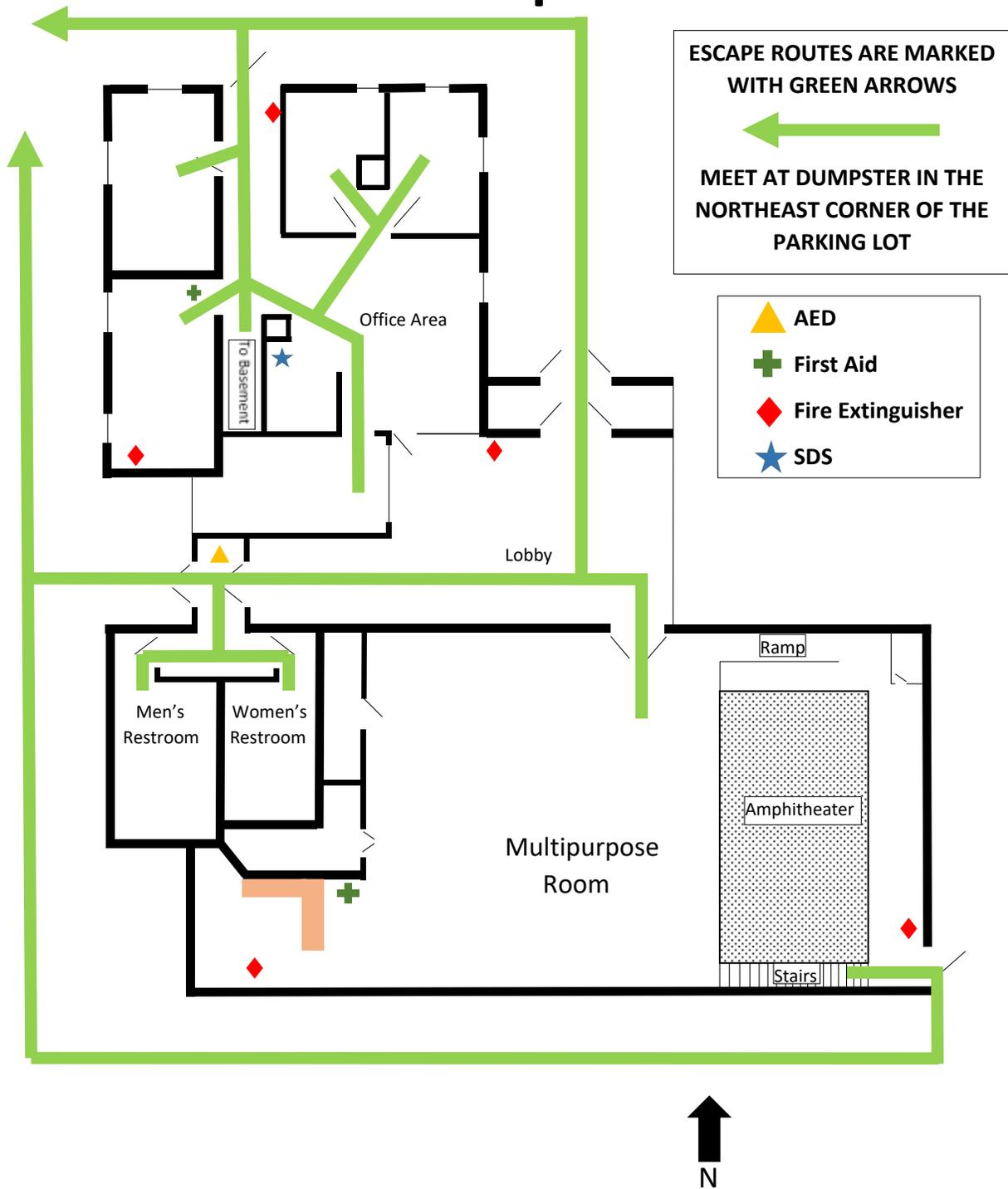
F. Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.

G. Test the respirator to ensure that all components work properly.

- Place in proper storage

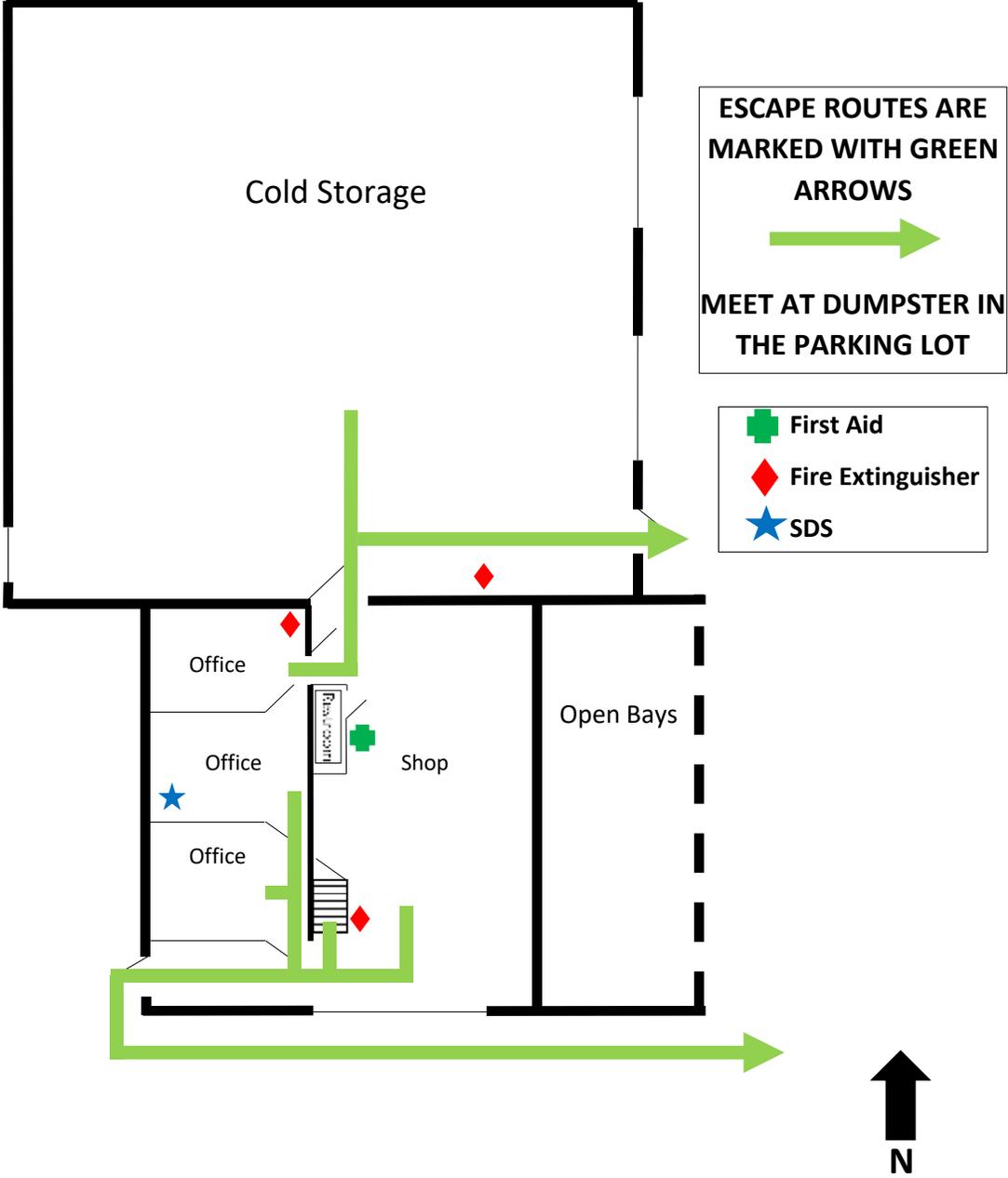
Approved by the Story County Conservation Board - July 2017

Fire Escape Plan



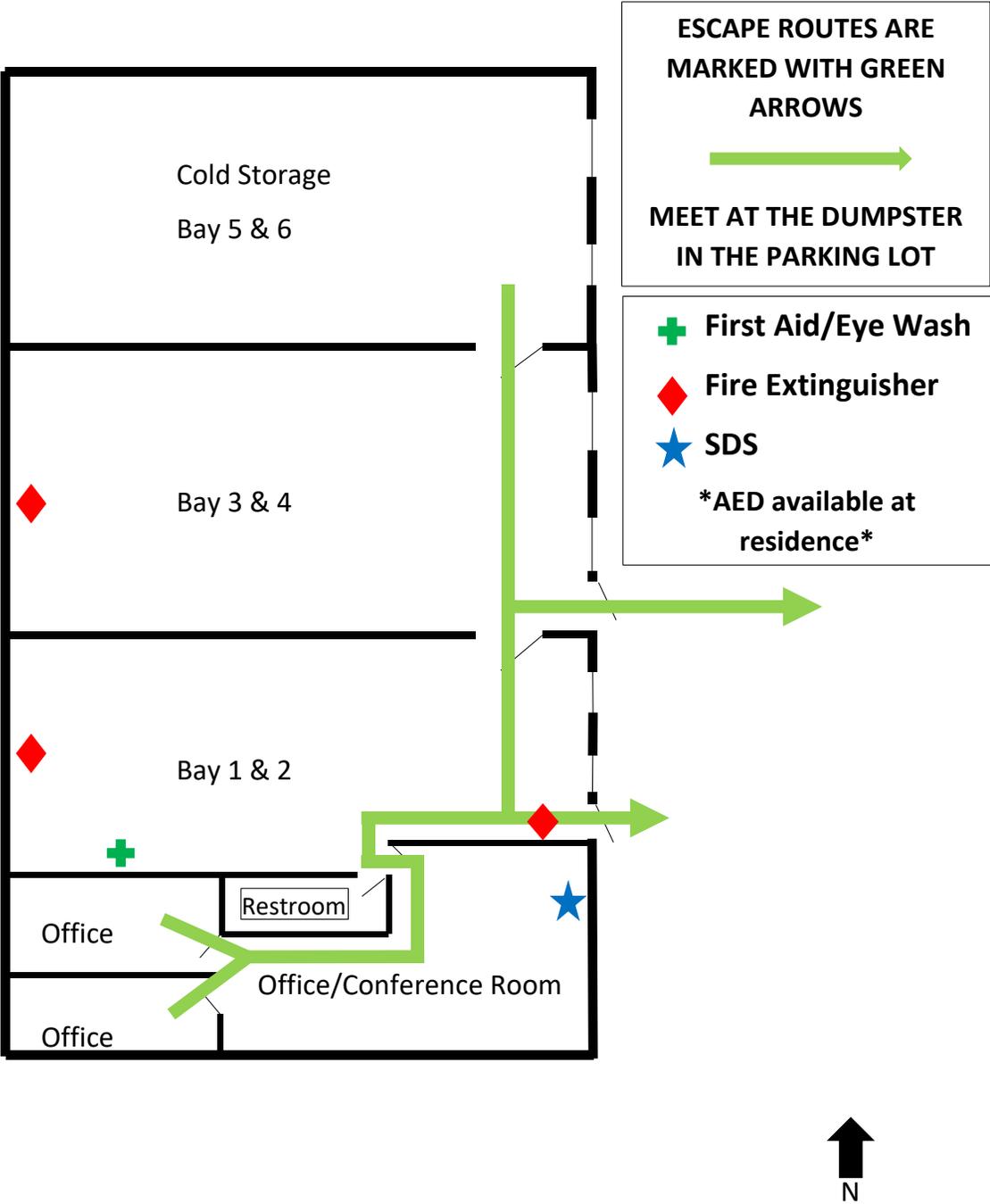
Story County Conservation Center

Fire Escape Plan



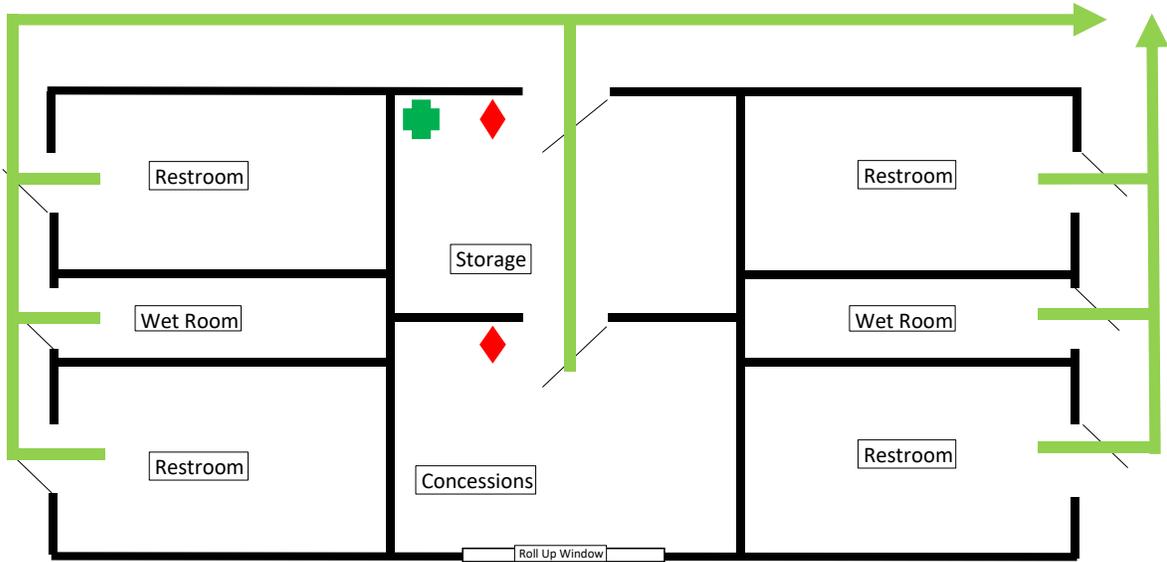
McFarland Park Shop

Fire Escape Plan



Hickory Grove Shop

Fire Escape Plan



 **First Aid**
 **Fire Extinguisher**

**ESCAPE ROUTES ARE
MARKED WITH GREEN
ARROWS**

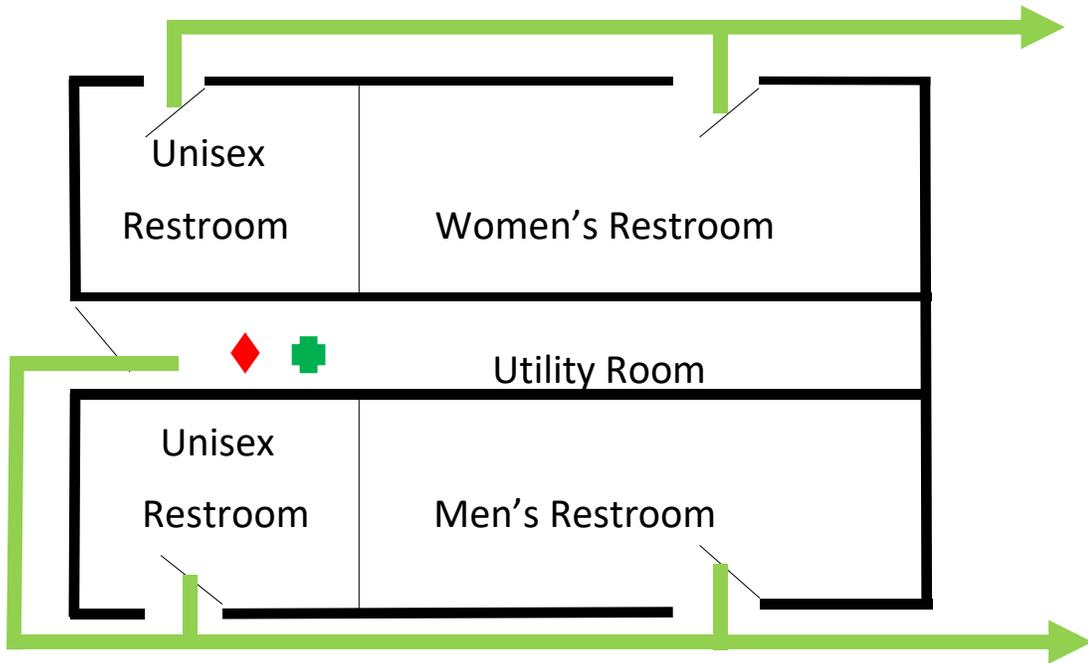


**MEET AT THE N.E. CORNER
OF THE PARKING LOT**



Hickory Grove Park – Beach House

Fire Escape Plan



**ESCAPE ROUTES MARKED
WITH GREEN ARROWS**



**MEET AT CAMPGROUND
KIOSK**

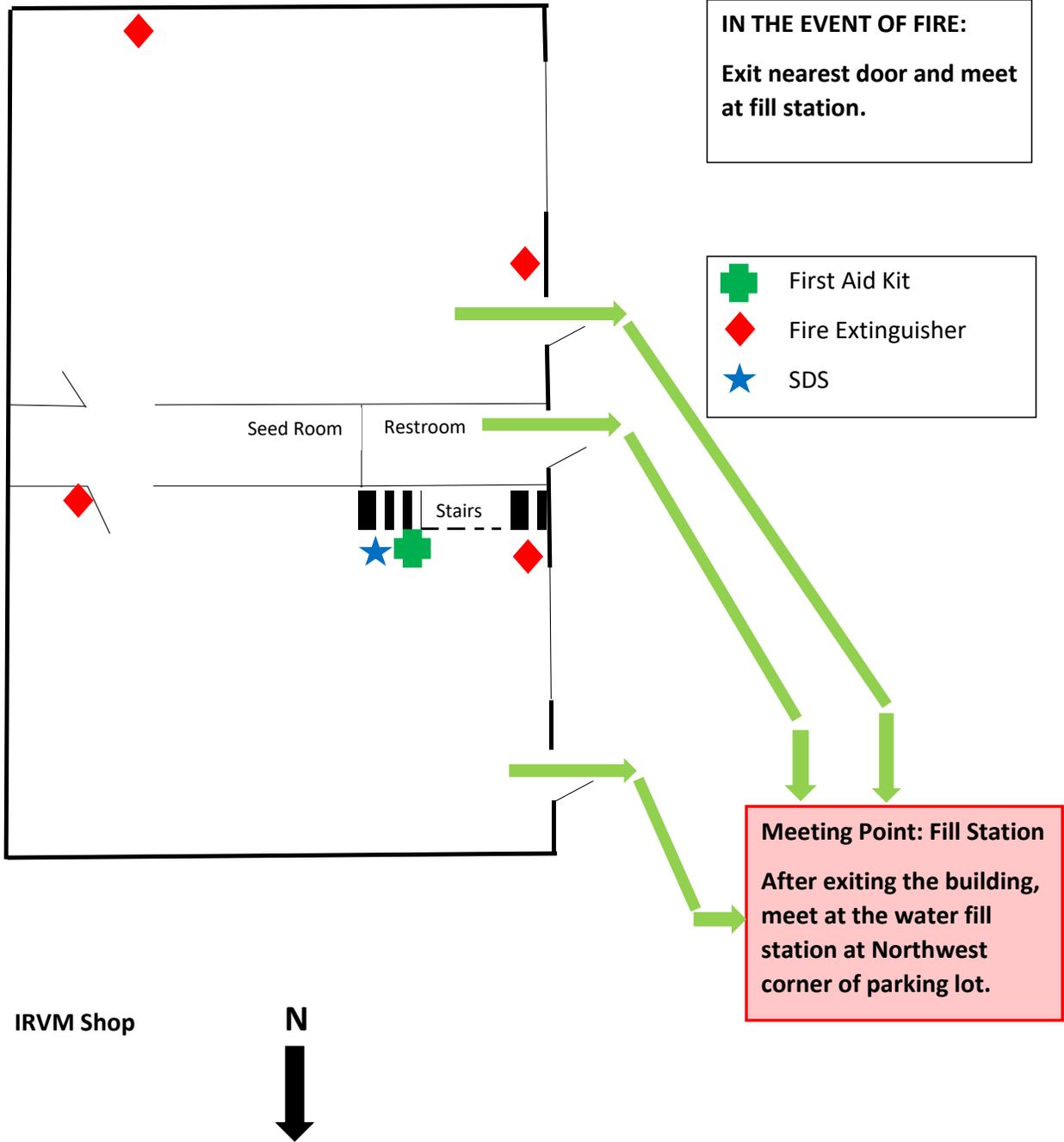
 **First Aid**

 **Fire Extinguisher**

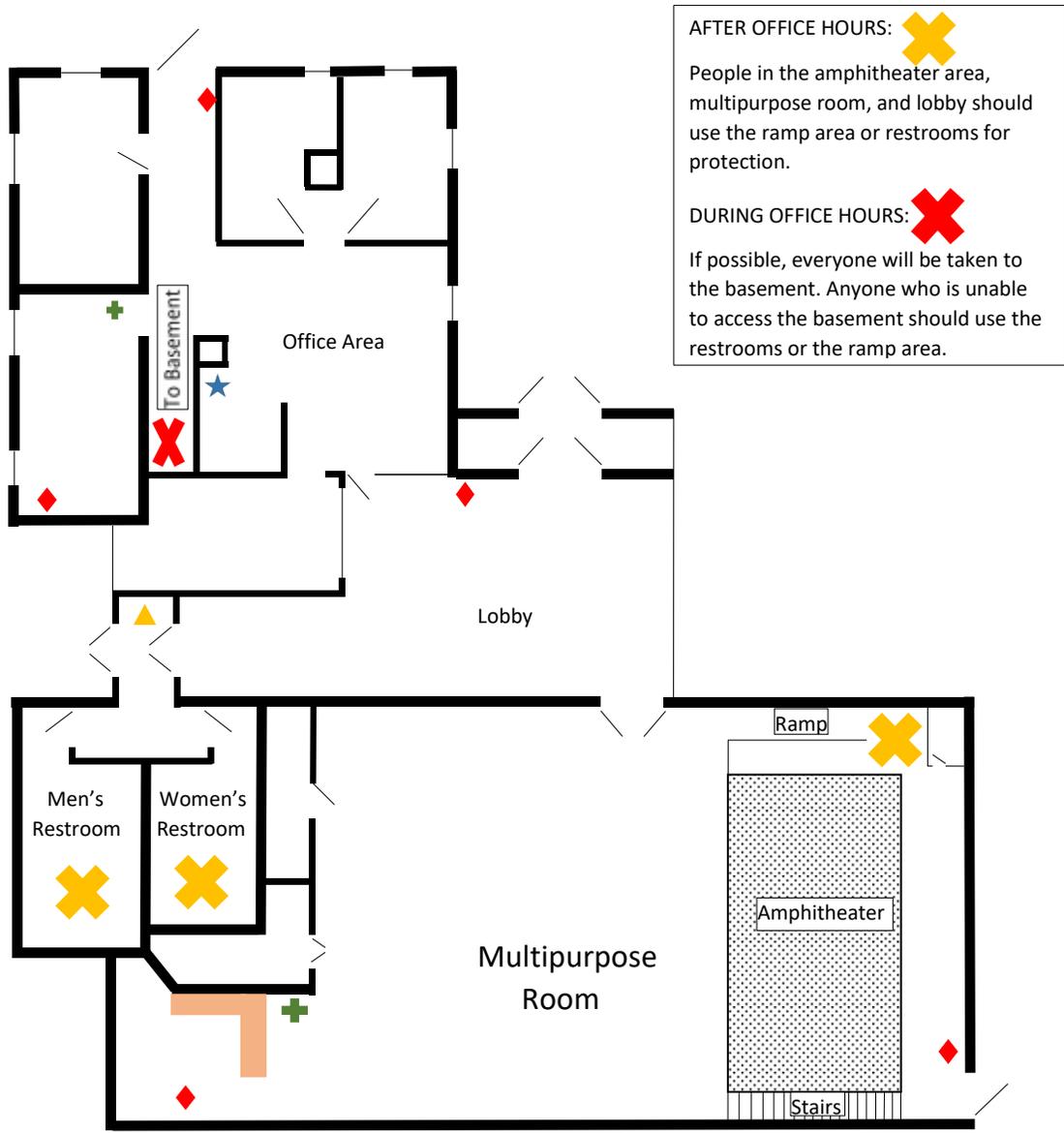


Dakin's Shower House

Fire Escape Plan



Severe Weather Plan



AFTER OFFICE HOURS: 
People in the amphitheater area, multipurpose room, and lobby should use the ramp area or restrooms for protection.

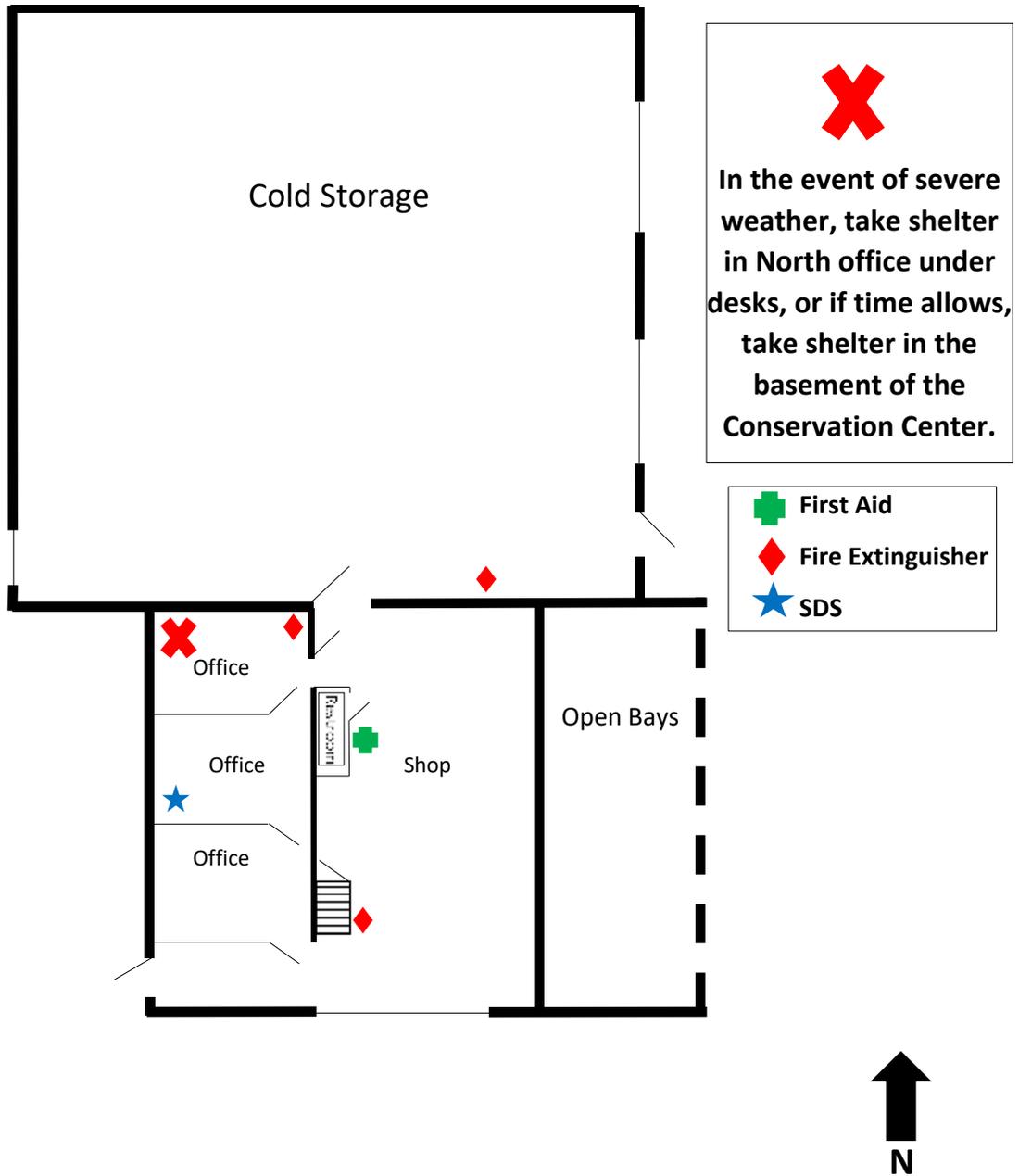
DURING OFFICE HOURS: 
If possible, everyone will be taken to the basement. Anyone who is unable to access the basement should use the restrooms or the ramp area.



-  AED
-  First Aid
-  Fire Extinguisher
-  SDS

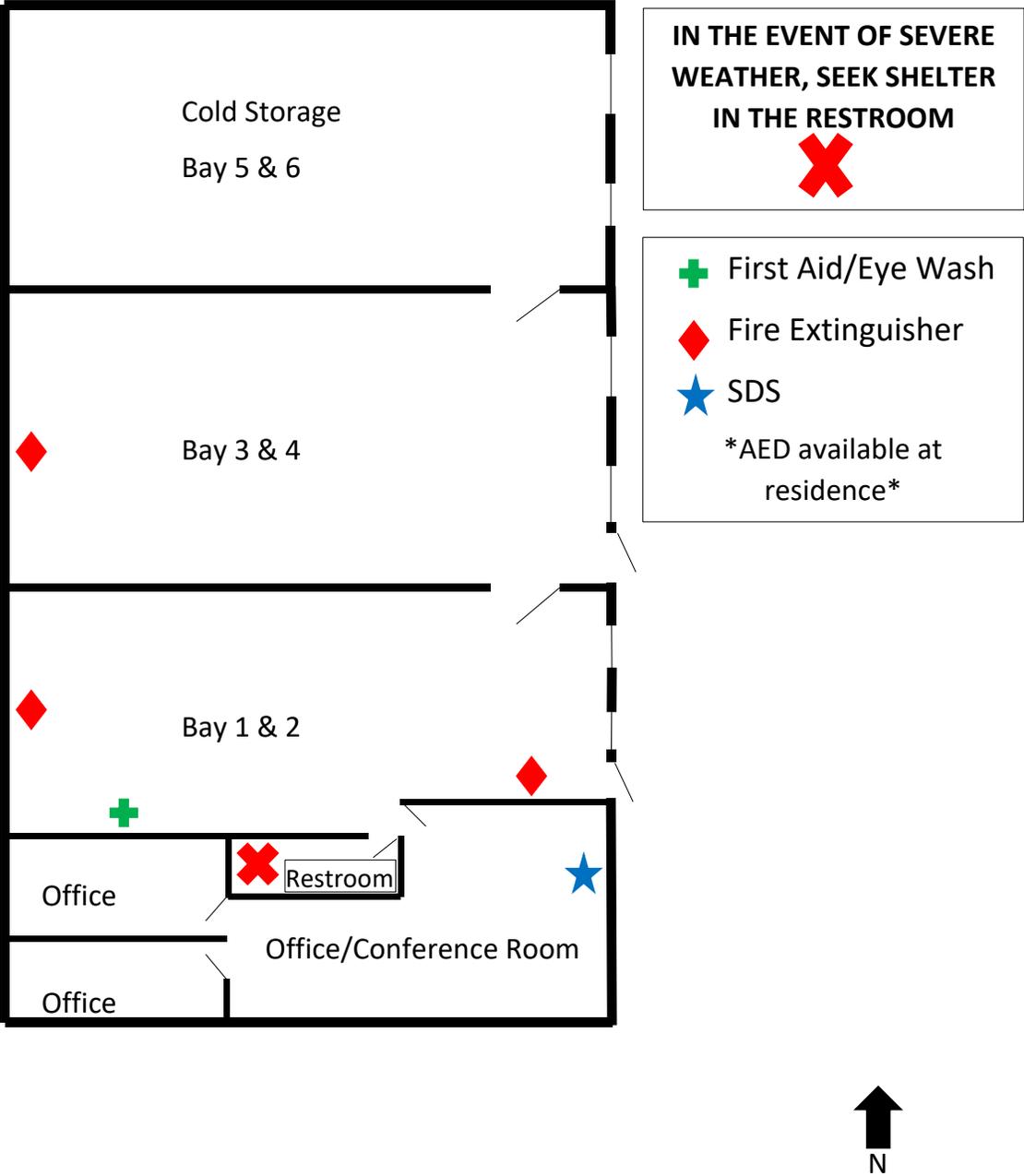
Story County Conservation Center

Severe Weather Plan

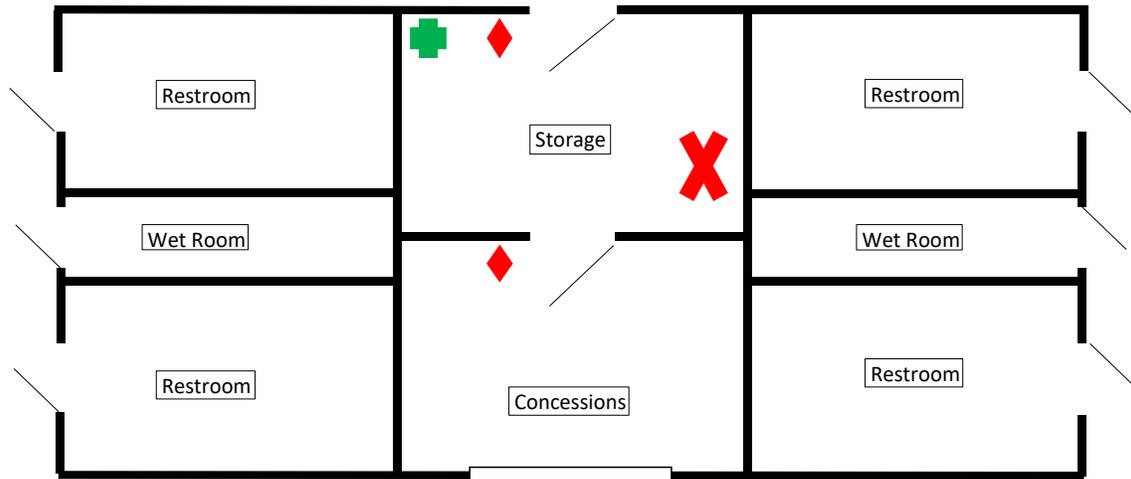


McFarland Park Shop

Severe Weather Plan



Severe Weather Plan

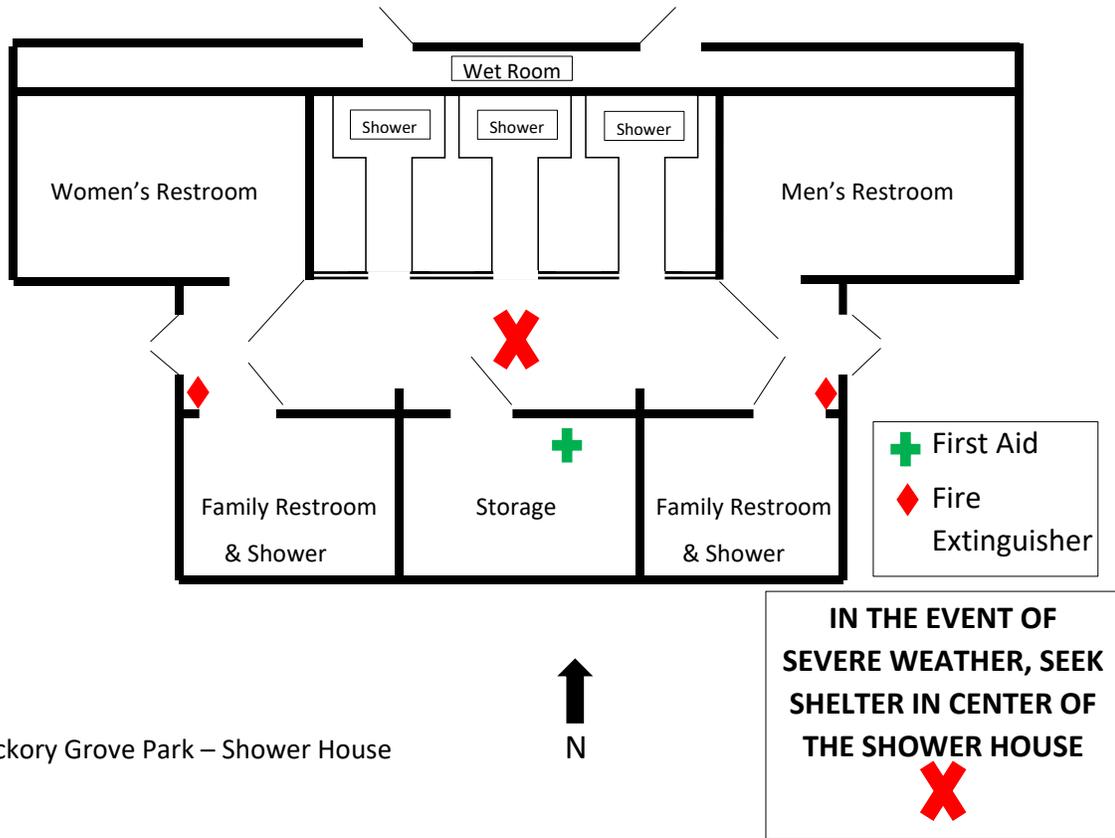


 **First Aid**
 **Fire Extinguisher**

IN THE EVENT OF SEVERE WEATHER, SEEK SHELTER IN THE STORAGE ROOM


Hickory Grove Beach House

Severe Weather Plan



Hickory Grove Park – Shower House



IN THE EVENT OF SEVERE WEATHER, SEEK SHELTER IN CENTER OF THE SHOWER HOUSE

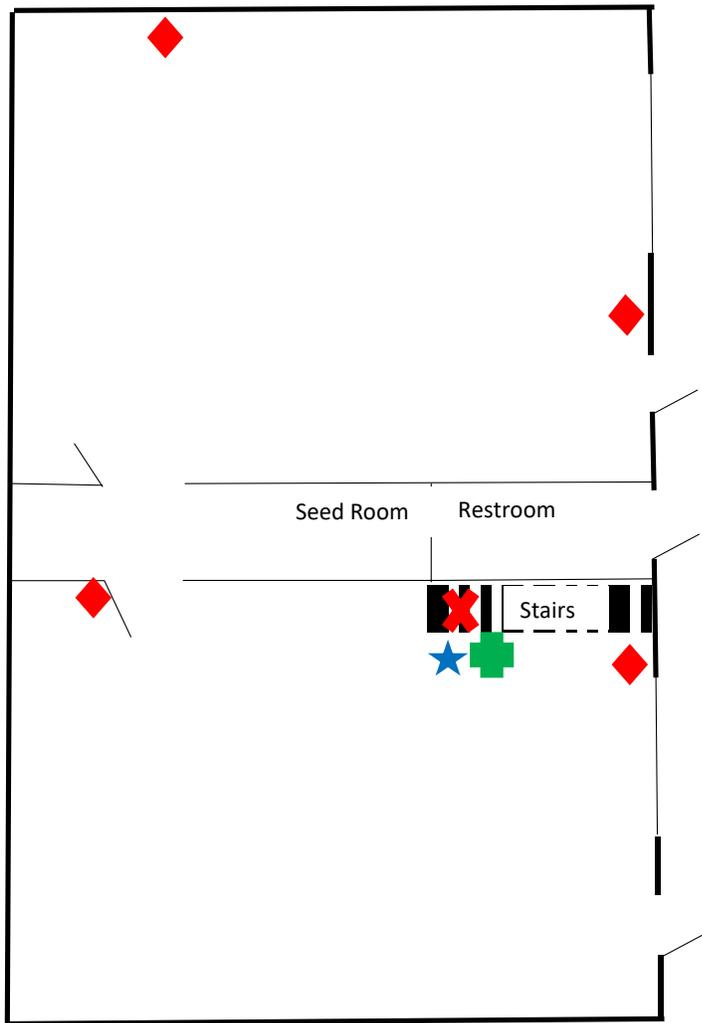


Severe Weather Plan



**In the event of
severe weather,
take shelter in
Zearing's
Community Center
at
105 E. Main Street**

Severe Weather Plan



X In the event of severe weather, take shelter under the stairs.

+ First Aid Kit
◆ Fire Extinguisher
★ SDS

IRVM Shop



APPENDIX D

Hickory Grove Park Shower House/Storm Shelter Operations & Maintenance Plan Severe Weather Warning Procedure

In the event that severe weather is possible, the Ranger on duty and campground attendant will follow procedures outlined below:

1. The Safe Room is a multi-purpose facility and will be unlocked, in use, and available 24 hours a day, seven days a week from April 1 through October 31 each year, dates may open or close sooner depending on cold weather conditions. These dates represent the season that the campground is open to the public.
2. Story County Communications Center will notify the officer on duty or through call out list, in the event of all severe weather warnings.
3. The officer on duty will utilize various methods of tracking the storm: Weather Radio, News stations, car radio, weather apps, and the police radios in the park patrol vehicle. Story County Emergency Management will also be a source of information during a severe storm event via police radio broadcasting and phone contact.
4. Once a severe weather warning is issued the Ranger and campground attendant will warn park users there is a threat of severe high winds, funnel clouds, or tornado.
5. Once the users have been notified, the Ranger and/or campground attendant will help to get people into the safe room in a safe and orderly manner. The officer or designee will secure the entrance doors prior to imminent danger.
6. Once the facility doors have been secured, the officer or designee will then take a head count and have occupants sign in using a clipboard and sign-in sheet.
7. During the storm event, the officer on duty will monitor the storm via NOAA Weather Radio receivers, radio, and Story County Dispatch via police radio.
8. When the severe weather warning has been cleared, the officer on duty will conduct a damage assessment of the park to ensure there are no safety hazards for campers. If conditions are not safe to reoccupy the campground, individuals will remain in the safe room until hazards can be eliminated and damages will be reported. If the campground is safe to reoccupy, open all doors and help occupants exit in an orderly, safe manner.
9. After the storm event, the Safe Room Manager will then check and restock all supplies and the Conservation Department maintenance staff will clean and perform any necessary maintenance on the facility.
10. In the event of a severe storm and there is no damage to the safe room facility, the Safe Room Manager and Safety Manager will ensure that all necessary repairs/maintenance are performed as per FEMA 361.

Definitions

The definitions below play an important part in the proposed Safe Room Operations and Maintenance program. A Severe Weather Warning Procedure is outlined below. Severe Weather Warning includes Tornado Warning, winds over 70 miles per hour, and hail golf ball size or greater.

Tornado Watch: Conditions are conducive to the development of tornadoes in and close to the watch area. Safe room team will be alerted by the manager on duty once a watch has been issued.

Tornado Warning: A tornado has actually been sighted by spotters or indicated on radar, and is occurring or imminent in the warning area. Safe room team will be activated once a tornado warning has been issued.

Severe Thunderstorm Watch: Conditions are conducive to the development of severe thunderstorms in and close to the watch area. Officer on duty will closely monitor the storm for indications of high winds and potential tornado.

Severe Thunderstorm Warning: A severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or imminent in the warning area. Officer on duty will closely monitor the storm for indications of high winds, large hail and potential tornado.

Safe Room Population

Hickory Grove's safe room is designed to hold a maximum of 192 persons. The safe room population will consist of campers and other park visitors in Hickory Grove Park, conservation. Campers and park visitors are particularly at risk. The safe room is designed under ADA guidelines to allow for protection of those with limited or impaired mobility.

Pets/Personal Belongings in the Safe Room

- No pets will be allowed in the safe room with the exception of service animals that are assisting individuals with disabilities.
- Personal belongings such as backpacks and purses will be allowed; only those items that can be carried and kept on their person will be permitted.

Educating the Public

Story County Conservation will utilize several methods of informing the public regarding the safe room. The methods will consist of, but not be limited to:

- Posting notification in the information kiosk at the camper's registration area and various kiosks throughout the park.
- Posting appropriate signage as required by FEMA 31.
- Posting notification on the Conservation website: www.storycountyconservation.org

Signage

Proper signage will be clearly posted and direct occupants toward the safe room:

- Proper signage will be placed outside/inside the Hickory Grove's Safe Room.
- The Safe Room Manager will be responsible for all necessary signage.

Personnel Roles and Responsibilities

Once the safe room has been opened during a severe storm event, the officer or designee (trained as a safe room coordinator) in accordance with the Hickory Grove Park's Severe Weather Warning Procedure will do the following:

Safe Room Officer/Designee

The Hickory Grove Park Ranger will be designated as the Hickory Grove's Safe Room Manager. It is in the best interest of the county to train all Park Rangers, Tech 2, Full-time ICU staff, Campground Attendant, and Park Ranger aide in case of an emergency. Ultimately, the assigned manager will have the responsibility of training personnel, actually managing the maintenance of the equipment, and ensuring that procedures are kept current.

- Monitor severe storm events – high winds, tornado watches/warnings.
- Provide overall guidance during the storm event.
- Send warning signal to the community as outlined above in the Severe Storm Warning procedure.
- Once a severe weather warning is issued the Ranger and/or campground attendant will warn park users there is a threat of severe high winds, funnel clouds, or tornado. Take a head count of occupants using a clipboard and sign-in sheet.
- Secure shelter prior to imminent danger.
- Operate police radios and other communication devices as needed.
- Administer First Aid as necessary when room is locked.
- Determine when conditions warrant allowing safe room occupants to leave and escort them out in a safe, orderly manner.
- Maintain a log of events.
- Replenish supplies and direct any safe room cleaning/maintenance.
- Purchase supplies, maintain storage, keep inventory, and replace outdated supplies in accordance with the emergency supplies check list. Maintain a checklist of supply items for the before and after events.

Safety Manager (Park Superintendent):

- Ensure all personnel are familiar with the Safe Room Operations Plan.
- Conduct training programs: cover signals and meanings and what responses are required; where to report in emergency situations; identification, location, and use of common safety equipment; shut down and startup procedures; evacuations and sheltering procedures.

- Conduct drills and exercises at least one time per year to evaluate the Safe Room Operations Plan and to test the effectiveness of the emergency procedures.
- Conduct evaluations after drills, exercises, or actual emergencies to determine effectiveness of the plan.
- Ensure that non-mitigation uses of the multi-purpose safe room facility do not prohibit the safe room to function as is designated. This certifies that access to the safe room will remain unimpeded and free from obstruction.

Emergency Security Coordinator (Park Ranger or designee):

- Ensure the safe room is ready for occupancy.
- Control the movement of people and vehicles at the site and maintain access lanes for emergency vehicles and personnel.
- “Lock down” the safe room.
- Operate and monitor all police radios and other communication devices as needed.
- Administer First Aid as necessary when room is locked.
- Contact emergency personnel if needed for the treatment of injured personnel.
- Prevent unauthorized entry into hazardous or secured areas.
- Assist the Safe Room Manager in keeping occupants informed.
- Monitor the safe room occupants to ensure their needs are being met.

Equipment Manager/Building Manager (Conservation Technicians):

Hickory Grove Conservation Technicians will be assigned the duty of equipment managers. It is in the best interest of the county to train all the additional full-time employees to perform the safe room manager’s and equipment manager’s duties in case of an emergency. Ultimately, the assigned manager will have the responsibility of training personnel, actually managing the maintenance of the equipment, and ensuring that procedures are kept current.

- Operate the heating/cooling ventilation systems (if necessary) and backup power source, including the NOAA Weather Radio receivers and maintain maintenance records.
- Maintain and update the equipment as necessary, including the batteries for the NOAA Weather Radio.
- Assign appropriate staff to implement the extreme-wind protocol and ensure the integrity of the facility; make regular rounds of the interior and exterior of the facility.
- Understand the operation of all facility equipment including: communications, lighting and safety equipment, and closure of all building openings.
- Routine inspection of the safety and sanitation of the facility.

Training for New/Existing Staff Members

Safe Room Manager/Assistant Safe Room Coordinators: Story County Conservation is a small department with limited staff members. A small workforce such as this requires staff to perform many roles within their job. Each new and existing member of the Conservation Department serving the Hickory Grove Park area will receive the same training (and be as knowledgeable in the procedures) as the safe room manager. Although the safety manager will oversee/direct the training of all the employees, each employee will be able to perform the duties of the safe room

manager. The actual safe room manager will be responsible for maintain the emergency supplies, establishing/updating any severe storm warning procedures, and ensuring that the staff is receiving proper training.

Along with the training for safe room coordination, the employees will be trained in safe operation and use of the Uninterrupted Power Supply. This will ensure that any “on call” staff member will know how to properly operate the UPS and have it ready for use in emergencies.

Regular Maintenance

Story County Conservation Board will be the official owner of record and will be responsible for performing all routine maintenance of the facility. Regular scheduled maintenance on the multi-purpose safe room will consist of the following:

Schedule		Performed by
Monthly:	<ul style="list-style-type: none"> • Ensure batteries in flashlights are still working • Replenish battery supply • Check light bulbs and replace any that are not functioning properly • Check batteries in weather radios to ensure they are working properly • Ensure proper operation of all police radios • Operate/test Universal Power Supply • Check batteries on AED 	Hickory Grove staff
Bi-Annual Basis:	<ul style="list-style-type: none"> • Check hinges, hardware and frames on doors 	Hickory Grove staff
Annual Basis:	<ul style="list-style-type: none"> • Practice/review emergency procedures • Perform inventory on emergency supply equipment • General review of safe room interior/exterior to check for any items that may need minor repair 	Hickory Grove Park Ranger
As Needed Basis:	<ul style="list-style-type: none"> • Replenish first-aid kits/supplies after a severe storm event • Training for new employees • Replacing batteries • Replacing signage • Replacing light bulbs • Mowing of grounds 	Hickory Grove Staff
Generator:	<ul style="list-style-type: none"> • No generator will be used; backup power will be provided by a Universal Power Supply constantly charged 	

Backup Power Supply

The Universal Power Supply (UPS) unit will be checked on a monthly basis to ensure it is charged and ready for use. Any required maintenance will be completed in conjunction with recommended schedules from the manufacturer.

All Hickory Grove staff and On-call staff will be trained on UPS theory of operation. This will ensure that any “on call” staff member will know how to properly operate the UPS and have it ready for use in emergency situations.

Updating the O & M Policy

The O & M policy will officially be reviewed on an annual basis, but any necessary updates or policy changes will be made throughout the year on an as needed basis. A new policy will be distributed to all Hickory Grove employees and inserted into the O & M Policy binder.

APPENDIX E

OSHA & County Training Required by Job Type					
	Field Staff (Techs & NRS)	Rangers	IRVM Staff	EE Dept.	Office / Admin
Back & Body Basics (Office Ergonomics)				X	X
Bloodborne Pathogens	X	X	X	X	X
Company Nurse & Accident Forms	X	X	X	X	X
Confined Spaces			X		
Electrical Safety	X	X	X		
Excavation Safety		X			
Fire EXtinguisher Use	X	X	X	X	X
1st Aid / CPR	X	X	X	X	X
Hand and Portable power Tools	X	X	X	X	
Harassment & Discrimination in the Workplace	X	X	X	X	X
Hazardous Communications	X	X	X	X	
Hazardous Waste Operations		X			
Hearing Conservation	X	X	X		
Herbicide Safety (SDS & Right to Know)	X	X	X	X	
Housekeeping	X	X	X	X	X
Ladder Safety	X	X	X	X	
Lock out/Tag out Procedures	X	X	X		
Logging Operations	X	X	X		
Machine Guarding	X	X	X		
Personal Protective Equipment	X	X	X	X	
Respiratory Protection	X	X	X		
Sanitation - General Environment	X	X	X	X	X
Seltbelts Usage required	X	X	X	X	X

FIRST AID KIT CONTENTS

All first aid kits must contain the items listed in Group 1. First aid kits for field use where tree trimming, brush cutting, or chipping is involved must contain all items listed in Group 2 in order to meet OSHA 1910.266 App A recommendations. Items in Group 3 are suggested for both Group 1 & Group 2 kits.

Item:	Qty:	
First-aid guide	1	GROUP 1 ALL FIRST AID KITS
Absorbent compress, (combine dressing) 4" x 8" min.	1	
Adhesive bandages, 1 in. x 3 in.	30	
Adhesive tape, 3/8 in. x 2.5 yd.	1	
Antiseptic Treatment Applications, (0.9g)	10	
Burn treatment applications, (0.9 g)	6	
Sterile pads, 3 in. x 3 in.	4	
Medical exam gloves	2	
Triangular bandage, 40 in. x 40 in. x 56 in.	1	
Antibiotic treatment applications – (0.5 g)	6	

Item:	Qty:	
Gauze pads (4" x 4")	2	GROUP 2 FIELD FIRST AID KITS ADD
Large gauze pads (8" x 10")	2	
Gauze roller bandage at least 2" wide	1	
Triangular bandage, 40 in. x 40 in. x 56 in.	2	
Wound cleaning agent such as sealed moistened towelettes	1	
Scissors	1	
Emergency blanket	1	
Tweezers	1	
Resuscitation equipment such as resuscitation bag, airway, or pocket mask	1	
Elastic wraps - tourniquet	2	
Splint	1	

Item:	Qty:	
Cold Pack	1	GROUP 3 OPTIONAL
Eye / Face Wash	1	
BioBag	1	
Scoop	1	
Sharps Tube	1	
Liquid Solidifyer	1	

APPENDIX G

NON-EMPLOYEE ACCIDENT REPORT

PERSONAL

NAME _____

ADDRESS _____

RESIDENCE PHONE _____ BUSINESS PHONE _____

SOCIAL SECURITY NUMBER _____

AGE _____ DATE OF BIRTH _____

ACCIDENT INFORMATION

DATE OF ACCIDENT _____ TIME OF ACCIDENT _____

LOCATION OF ACCIDENT _____

DESCRIPTION OF ACCIDENT _____

INJURY

DESCRIBE INJURY IN DETAIL _____

PART OF BODY INJURED _____

OBJECT OR SUBSTANCE WHICH DIRECTLY INJURED PERSON _____

PROPERTY

EXTENT OF PROPERTY DAMAGE _____

IF VEHICLE WAS INVOLVED, OWNER _____

PLATE NO. _____ MAKE _____ YEAR _____

INSURANCE COMPANY _____

WITNESS _____

SUBMIT FORM TO ADM. OFFICER, BOARD OF SUPERVISOR'S OFFICE

APPENDIX H

STORY COUNTY VEHICLE ACCIDENT FORM

Complete this form in case of an accident involving a Story County vehicle. Submit completed form to the Board of Supervisors Office. Fill in particulars regarding OTHER VEHICLE FIRST, then fill in details about yourself and your vehicle.

Date of Accident _____ Time of Accident _____
Number of Vehicles Involved _____ Number of Injured _____
Date reported to Immediate Supervisor _____
Date reported to Insurance Company _____

DRIVER OF COUNTY VEHICLE

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NO. _____ DRIVERS LICENSE _____

DEPARTMENT _____

PLATE NO. _____

DAMAGES _____

LIST POSSIBLE INJURIES TO:

YOU _____

PASANGER _____

OTHER DRIVER _____

DRIVER OF OTHER VEHICLE

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NO. _____ DRIVERS LICENSE _____

OWNER OF VEHICLE _____

OWNERS INSURANCE COMPANY _____

TYPE OF VEHICLE _____ YEAR AND MAKE _____

PLATE NO. _____

DAMAGES _____

POSSIBLE INJURIES TO:

YOU _____

PASSANGER(S) _____

NAMES and ADDRESSES OF WITNESSES:

WHERE THERE ANY SPECIAL CONDITIONS OR CIRCUMSTANCES PRESENT AT THE TIME OF THE ACCIDENT? If so, please describe:

DESCRIPTION OF ACCIDENT:

Direction of Travel (County Vehicle)

Name of road/street _____

Did you see other car? _____

Describe accident _____

Condition of road _____

Weather Conditions _____

Was a citation issued? _____

Direction of Travel (Other Vehicle)

Name of road/street _____

Did you see other car? _____

Describe accident _____

Condition of road _____

Weather Conditions _____

Was a citation issued? _____

Additional Comments:

Employee's Signature

Date

SOME CAUSES

UNSAFE CONDITIONS

1. Unguarded or improperly guarded machines.
2. Rough, slippery, sharp-edged object
3. Unsafely stored or piled objects, congestion in working spaces, inadequate aisle space
4. Unsafe processes, overloading, etc.
5. Improper lighting
6. Improper ventilation
7. Unsafe dress or apparel--lack of or defective goggles, aprons, shoes, boots, respirators--loose clothing

UNSAFE PRACTICES

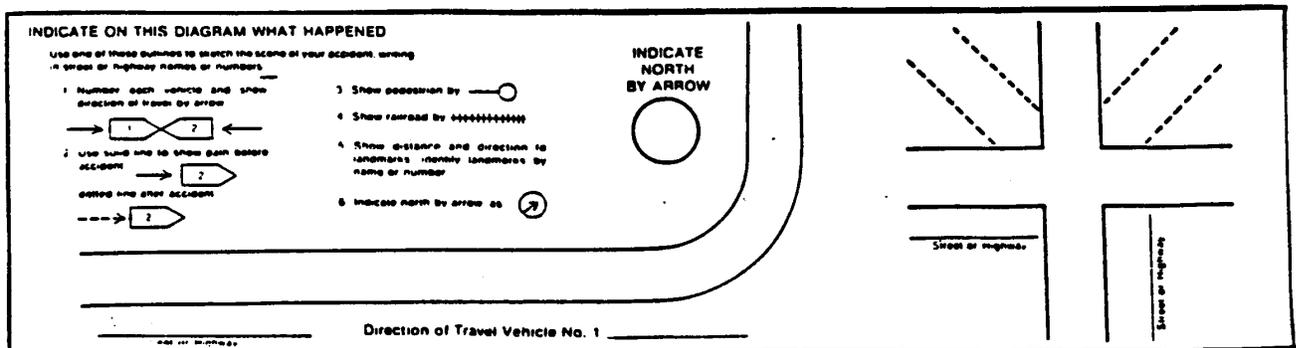
1. Operating equipment without authority; failure to shut off, lock or cut-out machine not in use; failure to place warning signs, signals, or tags
2. Running, driving too fast or too slow, throwing material instead of passing, jumping from vehicles or platforms, etc.
3. Removing, blocking, plugging, tying safety devices
4. Using defective or unsafe equipment, hands instead of equipment, gripping objects insecurely or taking wrong hold of objects
5. Lifting with bent back or while in awkward position, exposure to falling or sliding objects
6. Cleaning, oiling or adjusting moving equipment, getting on or off moving equipment
7. Making unnecessary noise causing a distraction, horseplay, quarreling
8. Failure to wear goggles, masks, aprons, shoes

PHYSICAL EXPOSURE CLASSIFICATION

"A" Any condition or practice with a potential for loss of life or body part and/or extensive damage to structure, equipment or material.

"B" Any condition or practice with a potential of causing injury or property damage but less severe than "A".

"C" Any condition or practice with probable potential for causing non-disabling injury or non-disruptive property damage.



APPENDIX I

IMMEDIATE SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

INJURED _____ DEPARTMENT _____
DATE OF _____ AM
ACCIDENT _____ TIME _____ PM LOCATION _____

PERSONAL INJURY

OCCUPATION _____ INJURED PART OF BODY _____

NATURE OF INJURY _____ OBJECT INFLECTING INJURY _____

PROPERTY DAMAGE

PROPERTY DAMAGED _____

ESTIMATED COST _____ ACTUAL COST _____

OBJECT _____

NATURE OF DAMAGE _____ INFLECTING INJURY _____

DESCRIPTION

Complete story of what happened - use diagram on back for motor vehicle accident.

Estimated recurrence rate: _____Frequent _____Occasional _____Rare

CONTRIBUTING CAUSES

UNSAFE ACTS AND/OR UNSAFE CONDITIONS INVOLVED (For instance, see back of form)

PHYSICAL EXPOSURE CLASSIFICATION (see back)

Class A _____ Class B _____ Class C _____ None _____

PREVENTION

Action YOU have taken (or scheduled) to prevent recurrence

Date _____ BY _____

Submit completed form to Administrative Office and send to Board of Supervisors Office.

PANIC ALARM PROCEDURES

1.0 PURPOSE

- 1.1 The purpose of the Story County Panic Alarm Procedures is to ensure that all installed panic alarms in Story County occupied buildings are functioning properly and personnel are trained to be aware of when to activate, how to activate, and what to do while waiting for Law Enforcement response.

2.0 SCOPE

- 2.1 This procedure includes Story County occupied suites that are equipped with panic alarms, including:

Conservation Center

3.0 INSTALLATION OF A NEW OR DISCONNECT OF A PANIC ALARM SYSTEM

- 3.1 An application to request the installation, disconnection, or movement of a panic alarm is available by contacting Facilities Management.

- 3.2 FMWorkOrders@storycountyiowa.gov

4.0 PROCEDURE

- 4.1 Panic Alarm Systems and Procedures

- 4.1.1 In any threatening situation, it is important to be confident that all security systems are in working order.

- 4.2 Maintenance and Testing of Panic/Duress Alarm

- 4.2.1 Details of all malfunctions or maintenance requirements must be reported to Facilities Management at FMWorkOrders@storycountyiowa.gov, or by (515) 382-7400.

- 4.2.2 The Panic Alarm system is scheduled to be tested ***annually*** and results are recorded by Facilities Management.

- 4.2.3 Log activity should be retained for a period of three (3) calendar years.

- 4.3 Response to a Security Incident

- 4.3.1 In the event of a security incident, or if feeling threatened, the alarm should be activated.

4.3.2 After the alarm has been activated, secure the office and assess the situation. The front desk staff should excuse themselves from the area by saying they need to retrieve a file to obtain the information requested and immediately leave the area.

4.3.3 Law Enforcement Response

4.3.3.1 Once the panic alarm is activated, Law Enforcement will respond and assume control of the situation.

4.4 Following a Panic Alarm Activation

4.4.1 Immediately following the pressing of the button, Dispatch is notified via phone call; dispatch will send law enforcement.

4.4.2 I.T. receives an e-mail, then I.T. redirects that e-mail using Facilities Management Director's e-mail address to send a notification to all workstations at the building.

4.4.3 Simultaneous to the e-mail a text message is sent to pre-determined cellular phones, which includes the Sheriff's Command staff, Community Services Director, and Veterans Affairs Director. To ensure the delivery is simultaneous, they use multiple rolling available numbers to send the message, which is why the message received on your individual cell phone could come from a different number each time an alert occurs.

4.4.4 Record the incident on the Panic Alarm Log. (Maintained by Facilities Management)

5.0 RESPONSIBILITIES

5.1 Facilities Management

5.1.1 Employees responsible for the Panic Alarm program, operation, and procedures within their Agency are required to take the Panic Alarm Program training. (Refer to [TRAINING](#))

5.1.2 Ensure the front desk person knows how to activate the panic/duress alarm.

5.1.3 Ensure personnel who would need to activate the panic alarm are aware of any specific agency response required when the panic alarm has been activated and have completed the Panic Alarm User Training.

5.1.4 Review the Panic Alarm Procedures at a minimum of every twelve months, or when a change is made to the panic alarms.

5.1.5 Coordinate annual testing of the panic alarm(s) with Strauss Security.

5.1.6 Update the Panic Alarm Log. (Maintained by Facilities Management)

5.2 Facilities Management

5.2.1 Ensure the alarm is working properly.

5.2.2 Submit work order, if needed, and check on completion of repair.

5.3 Law Enforcement/Security Company

5.3.1 The “Monitoring Unit” is responsible for monitoring and responding to panic alarm activations even if the alarm is inadvertently activated and then de-activated.

5.3.2 Participate in annual testing of panic alarms.

5.4 Personnel with Panic Button Access

5.4.1 Know how to activate the alarm.

5.4.2 Required to take the Panic Alarm User training. (Refer to [TRAINING](#))

5.4.3 Know the response procedures once the alarm is activated.

5.4.4 Know how to reset alarm.

5.4.5 Record testing, accidental activations, and actual situations on the Panic Alarm Log. (Maintained by Facilities Management)

5.5 Facilities Management

5.5.1 Respond to work order requests.

6.0 TRAINING

6.1 Department Heads/Elected Officials will train their employees as needed:

6.1.2 This trains employees on how to activate a panic alarm, when they should activate a panic alarm, and what to do while waiting for Law Enforcement to respond to the alarm activation.

- If a new panic button needs to be installed, contact Facilities Management.

7.0 Accidental Activation

7.1 If you accidentally push a panic button and are certain it is a false alarm, it would be helpful to call the Facilities Management main office at ext. 7400 or dial 515-382-7400 if it's during Facilities office hours 7:30am-4:00pm.

- If it is after hours, call the on-call number 515-460-4901. Facilities Management will then contact Story County Dispatch and inform them it was a false alarm.

7.2 Understand that given the timing of the sequence of events it will be nearly impossible to stop the dispatching of law enforcement. Be prepared and expect law enforcement to respond.

7.3 This would be only for FALSE ALARMS. If it is a real event and you use a panic button there is no need to contact Facilities Management while the event is taking place.