



Agenda

General Government Committee
Thursday, June 27, 2024 - 5:00 pm
Conference Call 1-312-626-6799
Zoom Meeting ID: 89996258699

Passcode: 163823

<https://us02web.zoom.us/j/89996258699>

Community Room
303 W. Chapel St
Dodgeville, Wisconsin 53533

**Iowa
County
Wisconsin**

For information regarding access for the disabled, please call 935-0399.

Any subject on this agenda may become an action item.

- | | |
|----|---|
| 1 | Call to order. |
| 2 | Roll Call. |
| 3 | Approve the agenda for this June 27, 2024 meeting. |
| 4 | Approve the minutes of the May 9, 2024 meeting. |
| 5 | Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken. |
| 6 | Consider Policy 701 "Safety Manual" and Policy 404 "Safety Inspections". |
| 7 | Consider reclassification of Sheriff's Office Department Assistant. |
| 8 | Consider Revisions to Policy 401 Employee Handbook. <ul style="list-style-type: none">• Section 5.2 On-Call Pay• Section 5.4 Performance Evaluations• Section 5.8 Expense Reimbursement |
| 9 | Employment Activity Report. |
| 10 | Set date and time for next meeting. (August 8, 2024 at 5:00 p.m.) |
| 11 | Adjournment. |

Posting verified by the County Clerk's Office. Kris Spurley Date: 6-20-24 @ 12:00 pm Initials: kks

Send Result Report



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For information regarding access for the disabled, please call 935-0399.		
<i>Any subject on this agenda may become an action item.</i>		
1	Call to order.	
2	Roll Call.	
3	Approve the agenda for this June 27, 2024 meeting.	
4	Approve the minutes of the May 9, 2024 meeting.	

No.	Date/Time	Destination	Times	Type	Result	Resolution/ECM
001	06/20/24 12:23	Dodge Chronicle	0°00'10"	FAX	OK	200x100 Normal/On
002	06/20/24 12:25	WDMP	0°00'44"	FAX	OK	200x100 Normal/Off

	*Minutes* General Government Committee Thursday, May 9, 2024 - 5:00 pm Conference Call 1-312-626-6799 Zoom Meeting ID: 89996258699 Passcode: 163823 https://us02web.zoom.us/j/89996258699 Community Room 303 W. Chapel St Dodgeville, Wisconsin 53533	Iowa County Wisconsin
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<i>Any subject on this agenda may become an action item.</i>		
1	Call to order. Chair Peterson called meeting to order at 5:00 p.m.	
2	Roll Call. Members present: Sups. Curt Peterson, Joan Davis, Don Gander, Tim Lease and Mike Peterson. Remotely: Allison Leitzinger, Dan Nankee ~ Others present: Mel Masters, Larry Bierke and Kris Spurley.	
3	Election of Vice-Chair. Nomination by Sup. M. Peterson to appoint Sup. Davis as General Government Vice-Chairperson, close nominations and cast a unanimous ballot appointing Sup. Davis as the Vice-Chairperson. Sup. Gander seconded. Motion carried.	
4	Election of Secretary. Nomination by Sup. Davis to appoint Sup. M. Peterson as Secretary, close nominations and cast a unanimous ballot for Sup. M. Peterson as General Government Secretary. Sup. Lease seconded. Motion carried.	
5	Approve the amended agenda for this May 9, 2024 meeting. Motion by Sup. Davis, seconded by Sup. Lease to approve the amended agenda of this May 9, 2024 meeting. Motion carried unanimously.	
6	Approve the minutes of the March 7, 2024 meeting. Motion by Sup. M. Peterson, seconded by Sup. Gander to approve the minutes of the March 7, 2024 meeting. Motion carried. Sup. Davis abstained.	
7	Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken. Sup. Gander spoke about Artificial Intelligence and the possibility of the County drafting a policy.	
8	Consider Policy 701 "Safety Manual" and Policy 404 "Safety Inspections".	

	Motion by Sup. Davis, seconded by Sup. Gander to approve to send Policy 701 and 404 to County Board for consideration. Motion carried unanimously.
9	Consider Resolution Establishing a Self-Insured Worker's Compensation Program. Motion by Sup. M. Peterson, seconded by Sup. Lease to approve to send item to County Board with a report for consideration. Motion carried unanimously.
9a	Consider reclassification of Sheriff's Office Department Assistant. Postponed.
10	Employment Activity Report.
11	Set date and time for next meeting. (June 6, 2024 at 5:00 p.m.)
12	Adjournment. Motion by Sup. M. Peterson, seconded by Sup. Lease to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:39 p.m.
	Minutes by Kris Spurley, County Clerk

AGENDA ITEM COVER SHEET

Title:Policy 701 and 404 approval request

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Requesting approval for two policies. Policy 701 "Safety Manual" and Policy 404 "Safety Inspection"

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

I'm asking the committee and board to approve policy 701 and 404.

FISCAL IMPACT:

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: _____

DEPT: _____

2/3 VOTE REQUIRED: ☐ Yes

☐ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



SAFETY MANUAL

Date Originated: 09/18/18
Date of Modifications: 06/10/24
Policy Number: 701
Drafted by: Facilities and Grounds Director

1. PURPOSE:

To establish emergency procedures and safety guidelines for all county owned buildings.

2. ORGANIZATIONS AFFECTED:

All Iowa County buildings and employees.

3. POLICY:

A. All county buildings will have a safety manual that will contain procedures and guidelines that will help educate and prepare staff for a potential safety issue or emergency.

B. At a minimum, each Iowa County building will have a safety manual that will include procedures/guidelines that describe steps to be taken in the event of the following:

- 1) Computer virus/cyber attack
- 2) Elevator emergency (if applicable)
- 3) Power outage
- 4) Mail threat or suspicious package
- 5) Receiving a telephone threat
- 6) Flood or water damage
- 7) Explosion
- 8) Civil disorder or threat to personal safety
- 9) Chemical spill/fire
- 10) Tornado
- 11) Fire and fire extinguisher use
- 12) Evacuation procedure

Additional events may be added to this list and added to their specific facility's safety manual as they are identified.

4. REFERENCES: Wisconsin State Administrative Code SPS 332, United States Department of Labor Occupational Safety and Health Association (OSHA) Code of Federal Regulations (CFR) 1910, NFPA 101 Life Safety Code, and Policy 404.

5. PROCEDURES:

A. **Safety Manual Managers:** Responsibilities in maintaining each facilities safety manual are as follows:

- 1) Iowa County Courthouse: **Safety Procedures and Guidelines Manual (Document 701A)** Facilities and Grounds Director
- 2) Iowa County Health and Human Services: **Safety Procedures and Guidelines Manual (Document 701B)** Facilities and Grounds Director
- 3) Iowa County Law Enforcement Center: **Safety Procedures and Guidelines Manual (Document 701C)** Facilities and Grounds Director & Iowa County Sheriff
- 4) Iowa County Highway Department: **Safety Compliance Program Manual** Highway Commissioner

5) Iowa County Airport: **Safety Compliance Program Manual** Highway
Commissioner

- B. **Safety Manager Responsibilities:** Safety must be a top priority for all staff. The county's greatest asset is its employees. It is every manager/department head's responsibility to put mechanisms in place to minimize the chance of any safety issue or accident occurring within the workplace. The safety managers are not only responsible for the manual, they are responsible for the facilities they maintain. Part of being responsible for the facilities, managers must ensure safety checklists and/or procedures are in place to help see that Iowa County is doing all it can do to keep employees safe. For further information regarding these checklists and procedures, refer to Policy 404 "Safety Inspection".
- C. **All Staff Responsibility:** It is the responsibility of each Iowa County employee to review the facilities safety manual at least annually. Any vulnerability or hazard that isn't identified and/or isn't included in the manual should be passed on to your department manager and/or department head for consideration.
- D. **Employee Training:** All employees will be required to attend all required training sessions as they are scheduled. If an excused absence is granted, staff will be required to sign off that they have reviewed the facilities safety manual and, if needed, request further demonstration or explanation.
- 1) All employees will be required to review their facilities safety manual annually.
 - 2) Any new employee will be required to review the facilities safety manual during their employment orientation. It is the responsibility of the department head to ensure compliance.
 - 3) A printed copy of their facilities safety manual will only be available upon request. One hard copy will be kept in the 1st floor breakroom of the Courthouse, Health and Human Services, and Law Enforcement Center buildings. A digital copy of the document can be found under the Employee Resources tab on the intranet and a copy will be sent to all employees via email. A copy will be sent to each employee yearly and as any changes are made. The Highway Department manual is located electronically under the G Drive labeled "Safety Compliance Program Manual" and a hard copy is in the parts room and main office at the Highway Department.



SAFETY INSPECTION

Date Originated: 08/12/18

Date of Modifications: 06/07/24

Policy Number: 404

Drafted by: Facilities and Grounds Director

1. PURPOSE:

To ensure that Iowa County complies with health and safety requirements and to promote communication and develop procedures that improve workplace health and safety. Workplace inspections are used to check that hazard controls are adequate and working, identify possible solutions to problems, and to allow for follow-up to ensure that problems have been corrected.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County facilities and employees.

3. POLICY:

It is the policy of Iowa County to maintain a program of safety inspection at all facilities. The objective of the inspection process is to ensure compliance with county rules, policies, procedures, and health and safety standards.

4. REFERENCES:

Wisconsin State Administrative Code SPS 332, United States Department of Labor Occupational Safety and Health Association (OSHA) Code of Federal Regulations (CFR) 1910, NFPA 101 Life Safety Code, and Policy 701.

5. PROCEDURES:

A. General Safety:

- 1) Employees of Iowa County should be vigilant and exercise appropriate diligence to minimize risks.
- 2) Workplace hazards must be reported to the immediate manager for appropriate corrective action. The manager shall forward the information to their supervisor/department head.
- 3) Managers and employees should work together to identify workplace hazards and to prioritize safety concerns.

B. Inspections

- 1) The Facilities and Grounds Director and/or the department head that is responsible for the facility is responsible for completing all monthly, quarterly, semiannual, and annual facility inspections. The Facilities and Grounds Director is responsible for the health and human services and courthouse facilities. The Iowa County Sheriff and the Facilities and Grounds Director work together to ensure compliance at the law enforcement center. The Highway Commissioner is responsible for inspections at the highway department and airport facilities.

The facility department head must approve the individual who will be conducting such inspections. Representatives must be capable and knowledgeable. Either handwritten or electronic copies of such inspections must be submitted and maintained by the facilities department head. Inspection procedure is as follows:

- a) Prior to an inspection, the authorized inspector should:
 1. Review the previous inspection reports for the area they are inspecting.
 2. Ensure they have the appropriate inspection checklist.

3. Plan and review the inspection route.

b) During the inspection, The authorized inspector should:

1. Record any hazardous conditions or acts observed.
2. Gather information regarding hazardous conditions or actions.
3. Examine areas where previous accidents or injuries have occurred.
4. Eliminate or remove the hazardous condition immediately, if safe to do so.
5. Rate the hazards or potential hazard on a scale of minor, moderate, or major.
6. Inspection forms are to be submitted to the facilities department head upon completion of inspection.

c) After the inspection:

1. The Facilities and Grounds Director and/or facility department head will summarize the potential lists of hazards or potential hazards.
2. The Facilities and Grounds Director and/or facility department head shall take immediate action to correct, mitigate, or remove any situation where the health and safety of the workers is in immediate danger. Any major hazard listed item that can't be fixed due to time and money constraints are to be reported to the County Administrator for evaluation as soon as possible. Several additional types of workplace inspections should be conducted. These include:
 - a. Daily workplace inspections.
 - b. Spot inspection and job observations by managers.
 - c. Quarterly hazard assessments by managers.

2) Inspections are the responsibility of the facilities department head. It is their responsibility to make sure these inspections are conducted properly according to this policy.

C. Safety Incident Inspections:

- 1) Review the incident with those who were involved.
- 2) Discuss any proposed changes, trainings, and planned drills and/or exercises.
- 3) Formulation and adoption of changes.

Changes proposed to the facilities safety manual, need to be reviewed and approved by the following:

- 1) Department head of department and/or facility
- 2) Facilities Safety Manual Manager

All finalized approved changes to the facility safety manual are to be updated on the intranet and communicated to employees who may be affected by those changes.

D. Training:

- 1) Department heads, managers, and authorized inspectors shall be trained in workplace inspection and hazard identification prior to completing their first workplace inspection. It is the responsibility of the department heads to make sure their employees are trained in workplace hazards.
- 2) The Facilities and Grounds Director will conduct overview training of the Safety Manual (Policy 701) to all affected Iowa County employees on an annual basis. Any safety inspections that may result in changes to the safety manual are to be communicated to all employees affected. Exception: Highway Department Commissioner and the Iowa County Sheriff (Law Enforcement Center Jail) will be responsible for their department's safety Inspections and manual changes.
- 3) A copy of the training outlines and signatures of those attending such trainings are to be submitted to the Human Relations Department after each training and a copy must be maintained with the responsible facility department head.



FACILITY INSPECTION CHECKLIST

GENERAL SAFETY				YES	NO	N/A	UNDETERMINED
A.	Is there adequate & functional light in all work areas?						
1.	Are elevators working properly? (if applicable)						
2.	Are work areas free of tripping hazards (rugs, cords/wire, etc.)?						
3.	Is Safety Manual accessible to all employees?						
4.	Is overhead storage utilized safely?						
5.	Is anything within 18" of a fire sprinkler head?						
6.	Are SDSs available and accessible to all employees?						
7.							
FIRE AND ELECTRICAL SAFETY				YES	NO	N/A	UNDETERMINED
B.	Are portable fire extinguishers mounted & accessible monthly?						
1.	Are fire extinguishers visually inspected annually?						
2.	Are fire extinguishers annually inspected and tagged?						
3.	No Microwaves in office areas?						
4.	Emergency generator available and tested monthly?						
5.	Are electrical outlets adequate (no overloads/unapproved or multiple extension cords)?						
6.	Are extension cords in safe operating condition?						
7.	Are employee lounges free of visual fire hazards or violations?						
8.	Is there min 36" clearance around electrical panels?						
9.							
GENERAL ENVIRONMENTAL CONTROLS				YES	NO	N/A	UNDETERMINED
C.	Are carpets clean w/no rips, tears, bumps, runs?						
1.	Are uncarpeted floors clean, slip-resistant & in good repair?						
2.	Are warning signs/mats provided when floors are wet?						
3.	Are restrooms clean, sanitary and properly stocked?						
4.	Are lounges and eating areas clean and sanitary?						
5.	Are water fountains clean, sanitary & working?						
6.	Are work areas vermin, rodent, and insect free?						
7.	Are waste receptacles emptied regularly?						
8.	Are storage areas clean and debris-free?						
9.	Are walls and woodwork clean?						
10.							
Policy 404 Sample Facility Inspection Checklist (2-2024)				Policy 404 safety checklist			

EGRESS				YES	NO	N/A	UNDETERMINED
D.	Are emergency exit doors clearly marked?						
1.	Doors not propped open and operational?						
2.	Are doors hung to be readily opened from the egress side when building is occupied?						
3.	Are emergency exit lights functioning properly?						
4.	Are egress stairs provided w/railing on at least 1 side?						
5.	When exits are not readily visible, is access marked by readily visible signs?						
6.	Are egress obstructions/impediments free?						
7.	Are egress paths adequately lit, are handrails secure and readily attached to steps?						
8.							
MAINTENANCE INSPECTION				YES	NO	N/A	UNDETERMINED
E.	AED present and in good working order?						
1.	Do egress conditioning ducts and vents appear to be clean upon visual inspection?						
2.	Are ceiling tiles intact, undamaged, and in place?						
3.	Is there sign of weather damage, mold growth, moisture intrusion, etc. in the facility?						
4.	First Aid kit fully stocked and accessible?						
5.	Does the outside of the building present any obvious safety concerns?						
6.	Are outside lights in good working order?						
7.	Is the parking lot area free of any safety concerns (uneven pavement, overgrown landscaping, etc.)?						
8.							
List problems identified							
FACILITY/AREA BEING INSPECTED							
PERSON PERFORMING INSPECTION							
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INSPECTION DATE							

SAFETY PROCEDURES & GUIDELINES MANUAL



IOWA COUNTY COURTHOUSE BUILDING (CH)

9-1-1
FIRE POLICE EMS SHERIFF

Dispatch non-emergency line: 608-930-9500 option 2

Iowa County believes its most important asset is you, the employee. We have developed procedures and guidelines to address emergency situations and potential safety issues that could threaten your well-being. Your timely response to emergency situations is essential to ensuring your safety. To this end, preparation for emergencies is the key. Take some time with your supervisor to:

- Read the quick reference information and procedures outlined in this booklet.
- Become familiar with all potential evacuation routes for your floor and area. Identify the nearest fire extinguisher and fire alarm pull station.
- Familiarize yourself with shelter areas within the building to be better prepared for when the need to seek shelter exists.

The instructions in this handbook are general and basic ones. They are only guidelines around which each department should develop specific instructions. It is very important that all department personnel are familiar with these emergency situations before they occur!

Common sense should dictate reaction to any of these emergency situations within this handbook. All situations cannot be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations.

Above all, in an emergency, **stay calm** and use good judgment. Follow established guidelines, procedures, and instructions of your department head and supervisors.

These procedures will not work without a cooperative effort from everyone. By not following directions in an emergency, lives may be endangered; by working together, we may prevent a tragedy from occurring.

Near the back of this handbook, we have provided some Safety Guidelines for your review. Continuing and meaningful efforts to prevent injuries should always be a priority.

TABLE OF CONTENTS

Introduction	Page 2
--------------------	--------

EMERGENCY SITUATIONS

Bomb Threat.....	Page 4
Chemical Spill/Fire	Page 4
Computer Data/Phone Problems	Page 5
Email Security Awareness.....	Page 5
Elevator Emergency	Page 5
Employee Evacuation Procedure	Pages 6 & 7
Explosion.....	Page 8
Fire & Fire Extinguisher Usage	Page 8
Flood and Water Damage.....	Page 9
Mail Threat and Suspicious Object	Page 9 & 10
Personal Safety/Civil Disturbance/Active Shooter	Page 10
Power Outage	Page 11
Telephone Threat	Page 11
Tornado	Page 11
1st Floor Evacuation Routes & Shelter loc.....	Page 12
2nd Floor Evacuation Routes & Shelter Loc.....	Page 13
Lower-Level Evacuation Routes & Shelter Loc.....	Page 14

SAFETY GUIDELINES

Ergonomics.....	Page 15
Lifting	Page 16
Step ladder Safety.....	Page 16

ATTACHMENTS

Bomb Threat Form	Page 17-19
Suspicious Person.....	Page 20
Acknowledgement Page	Page 21

EMERGENCY SITUATIONS

BOMB THREAT

1. If you receive a bomb threat:
 - A. Be calm, courteous, LISTEN, do not interrupt the caller, keep the caller talking, write down the exact words said by the caller and attempt to obtain the following information:
 - 1) When will it go off?
 - 2) Exact time and time left?
 - 3) Where is the bomb located?
 - 4) What kind of bomb is it?
 - 5) Why are you doing this?
 - B. While you are on the phone with the caller, have another person call:
 - 1) 911 and advise them to send an officer.
 - 2) County Administrator
 - 3) If you are alone, activate the **red** panic button on your computer desktop or an activation button within your office suite (if available). This will bring Law Enforcement.
 - C. Complete the Bomb Threat Form (within this document) during the phone call if possible. If the form is not available, complete the form immediately after you are off the phone.
 - D. If you receive or find a written or mailed threat, notify 911 and the County Administrator. Do not share its contents with others.
 - E. If the threat indicates a need to evacuate immediately, initiate the evacuation plan as described in this document.
2. Activation of Evacuation:
 - A. All staff with a desk phone have the authority to announce an evacuation. For the CH building push buttons ***83** to announce calmly and clearly to all CH desk phones. ***84** will announce to all desk phones within the Iowa County system (excluding Highway shops and Airport). If Bomb Threat justifies an immediate evacuation of the facility, announce by stating, "a bomb threat has been made in Courthouse, all staff and visitors need to evacuate immediately."
 - B. If the threat was made through the dispatch center, Law Enforcement will arrive and advise to evacuate.
 - C. If evacuation is ordered, go to the following designated area:
 - 1) Follow evacuation directions as given within this manual and report to the Health and Human Services parking lot.
 - 2) If the Health and Human Services building is compromised, secondary evacuation point is the Dodgeville Fire Station.
 - 3) All personnel must be accounted for promptly. Department heads are responsible for all personnel within their department.
 - D. Contact the County Administrator after evacuating.

CHEMICAL SPILL AND FIRE

1. If a chemical spill occurs:
 - A. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. Use a chemical shower if available.
 - B. Notify 911 and explain the situation including the chemical(s) spilled.
 - C. Do what you can to contain the spill, but do not endanger yourself or others.
 - D. If there is any possible danger, evacuate your area.

COMPUTER DATA/PHONE PROBLEMS

1. What to do in the event of an information system failure/malfunction.
 - A. For all system failures notify the Information Technology (IT) helpdesk either by phone 608-935-0369 (ext. 369 on your desk phone) or via email (helpdesk@iowacounty.org) and advise of the malfunction. If you call in an emergency and there is no answer leave a message and IT will call back.

EMAIL SECURITY AWARENESS WARNING SIGNS!!!

1. The email is from someone outside your organization, and it's not related to my job responsibilities.
2. You are cc'd on an email sent to one or more people, but y o u don't personally know the other people it was sent to.
3. The email message is a reply to something You never sent or requested.
4. You have an uncomfortable gut feeling about the sender's request to open an attachment or click a link?
5. You hover your mouse over a hyperlink that's displayed in the email message, but the link-to address is for a different website. **(This is a big red flag.)**
6. **Don't click on direct links** (in emails, text messages, etc.), especially those that are asking you to enter sensitive information. It's best to go directly to the source.

Suspected email of file virus.

1. If you believe you have received a virus via email, **DELETE IT. Do not open** email or attachments. Call the helpdesk for further instructions. If you believe you have an email virus **do not** use your email until IT has been notified and has checked your computer for viruses.
2. If you believe you have stored files that may be infected with a virus, write down the name of the file and the location where the file is stored (drive letter, folder name(s) and call or email the helpdesk with the information.
3. If you believe you have an infected laptop that was not connected to the County network, call the IT department at 608-935-0369 before doing anything on the laptop or before bringing it into a county building.

Unauthorized access or data theft:

1. If you believe that private or protected data has been accessed by unauthorized individuals; or have reason to believe someone has taken such information, contact the IT helpdesk immediately. 608-935-0369 or Ext. 369 on your desk phone.

Unauthorized access or other phone and voice mail issues or concerns.

1. If you believe that there is potential abuse or other problems with the phone system or voice mail, contact your supervisor and call IT at 935-0369.

Obscene/Threatening voicemail

1. If you receive a threatening/obscene voice mail, contact your supervisor immediately and 9-1-1. Do not delete the voice mail call.

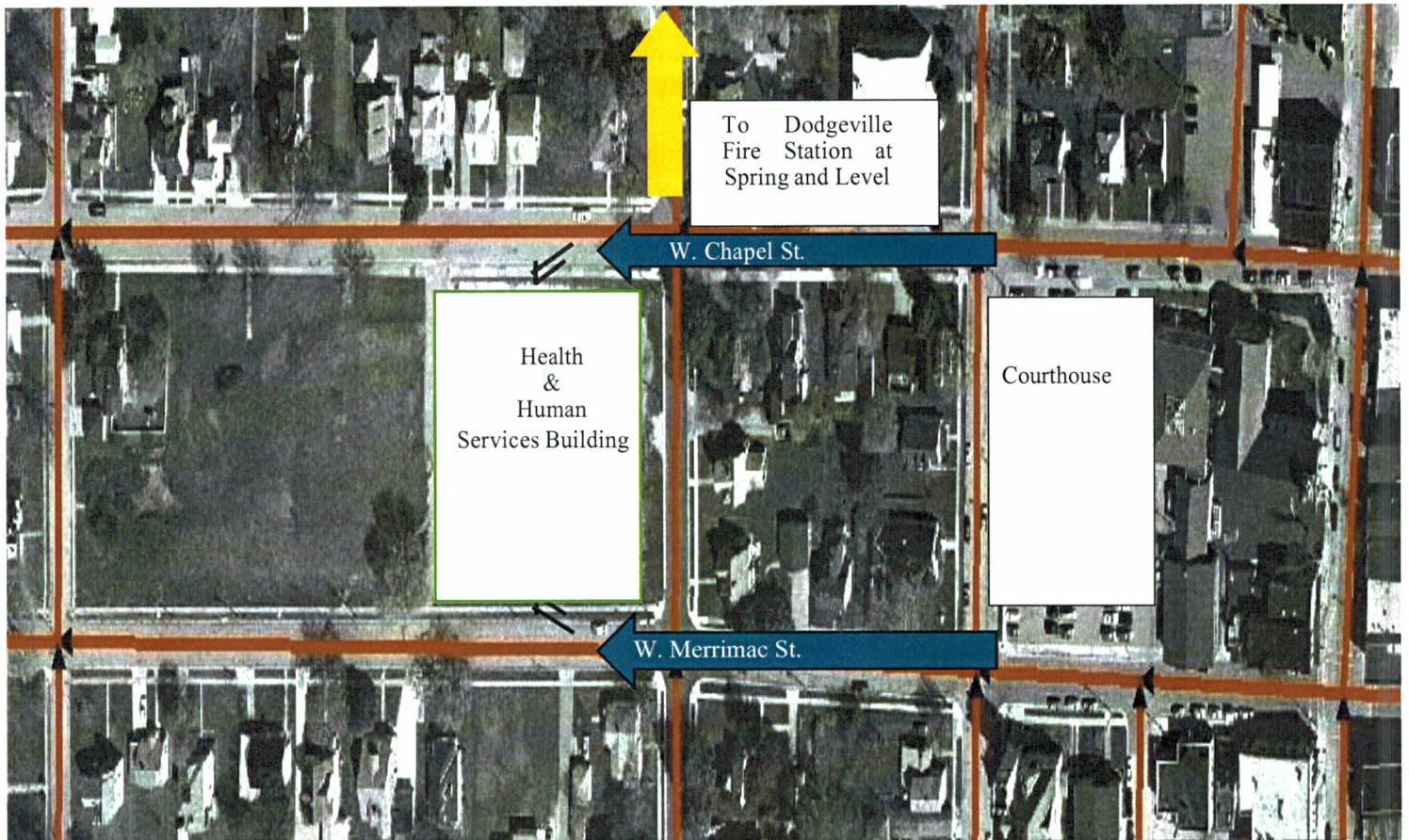
ELEVATOR EMERGENCY

1. WHAT TO DO IN AN ELEVATOR EMERGENCY:

- A. Do not force the elevator open.
- B. Push the Button with the picture of a telephone next to it.
- C. The 911 Operator will answer. Speak in a normal tone of voice when talking with the operator. Advise the operator that you are in the Courthouse Building Elevator. Dispatch will obtain assistance.
- D. If the power goes out while you're in the elevator, do not panic. Move your hand down below the call buttons to access the emergency button (inside panel door).

EMPLOYEE EVACUATION PROCEDURE

1. In advance, each staff person should:
 - A. Understand the evacuation plan.
 - B. Know at least two ways out of the building from your regular workplace. (see evacuation flow diagrams within this document).
2. When you are told to evacuate the building:
 - A. Remain Calm.
 - B. Immediately shut down all operations.
 - C. Leave quickly. It is mandatory that you waste no time and leave immediately.
 - D. The highest-ranking person who is physically present in each department is responsible for ensuring that all members of his/her department evacuate safely.
 - E. As you exit, quickly check nearby restrooms, copier rooms, closets, etc. for individuals who may have not heard the evacuation order. Accompany and help disabled personnel, visitors and any coworker who appears to need calm direction or assistance. If possible, lead them to the assembly area so that they may be accounted for.
 - F. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Use handrails when you are walking on stairs.
 - G. Take with you: car keys, purse, briefcase, etc. Do not attempt to save possessions at the risk of personal injury.
 - H. Do not use elevators. Elevators can become inoperative during a fire. In addition, smoke and fire travel up elevator shafts. (The Courthouse Building does not have immediate backup power to the elevator.)
 - I. With the back of your hand, touch doors prior to opening them. A hot door indicates fire on the opposite side, and the door should not be opened.
 - J. If you are the last person in the space of the office, close all doors behind you as you go out. Closed doors can slow the spread of fire, smoke, and water.
 - K. If smoke is encountered, occupants should breathe through a handkerchief or piece of clothing to reduce smoke inhalation. If caught in heavy smoke, drop to your hands and knees and crawl. Hold your breath as much as possible.
 - L. If clothing catches fire, stop, drop, and roll. Attempting to run will fan the flames and spread the fire.
 - M. If you become trapped in a room, close the door, and cover the door with a towel or other object to limit smoke infiltration. Attempt to move to the perimeter area and signal for help from a window. Windows should not be broken except as a last resort. If phones are working, contact 9-1-1 and advise of the area in which you are trapped. (Dispatch and Emergency Response Agencies have floor maps of the Courthouse Building.)
 - N. Report immediately to a designated assembly area.
 - 1) If you leave the Chapel St. side of the building, proceed to the parking lot of the Health and Human Services Building.
 - 2) If you leave via the Merrimac St. side of the building, proceed to the parking lot of the Health and Human Services Building.
 - 3) If the Health and Human Services Building is not a viable meeting place because of circumstances, then all evacuees should proceed to the Dodgeville Fire Station at Spring and Level Street. All personnel must be accounted for promptly. Assist your department leader (highest ranking person who is present from each department) in taking a head count. The names and last known locations of personnel and members of the public not accounted for should be determined and given to the department leader. (***Confusion in the assembly area can lead to unnecessary and dangerous search and rescue operations***)
 - O. Do not return to your work area until instructed to do so by your department leader, County Administrator, or Law Enforcement officer.



EXPLOSION

1. Be prepared for possible further explosions.
2. Crawl under table or desk.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
4. If evacuation is ordered, go to the following designated area: Follow evacuation procedure.
5. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
6. Open doors carefully. Watch for falling objects.
7. Do not use elevators. Elevators can become inoperative during a fire. In addition, smoke and fire travel up elevator shafts.
8. Do not use matches or lighters.
9. Avoid using telephones.

FIRE AND FIRE EXTINGUISHER USAGE

1. Fire & Fire Extinguisher Usage: In case of Fire, Remember **R.A.C.E.**
 - A. **R**escue those in the immediate area of fire, activate nearest **A**larm, **C**onfine the fire and smoke by shutting doors as you leave the area, and **E**xtinguish and/or **E**vacuate.
 - B. Fire searches for available oxygen to sustain itself and will travel toward that supply. Closing doors and windows can help contain a fire, but this should only be done if it doesn't compromise personal safety.
 2. Extinguishers within the Courthouse are multi-purpose types capable of extinguishing:
 - A. Type A: Ordinary combustibles (paper, cloth, wood).
 - B. Type B: Flammable Liquids (gasoline, grease, paints).
 - C. Type C: Energized electrical equipment.
 3. Extinguisher operation. Remember **P.A.S.S.**
 - A. **PULL** locking pin.
 - B. With one hand, hold extinguisher nozzle and hose (**AIM** at the base of the fire).
 - C. With the other hand, **SQUEEZE** the lever toward the top handle.
 - D. **SWEEP** back and forth with the nozzle until the fire is extinguished or until the extinguisher is empty.
 - E. If the fire is not extinguished quickly, cease, and evacuate immediately.
 4. Use of an extinguisher should only be considered when:
 - A. Notification measures have been completed.
 - B. Evacuation has been initiated by pulling the alarm.
 - C. The fire is confined to a small area and isn't spreading too quickly.
 - D. The person using the extinguisher has an unobstructed escape route that will not be blocked if the fire grows.
 - E. The person is properly trained in the usage of portable fire extinguishers.
 5. If a fire occurs in your area:
 - A. Alert co-workers and call 9-1-1.
 - B. Pull the alarm when a fire is discovered.
 - C. Evacuate (following evacuation procedure for your area) the area if you are unable to put out the fire with an extinguisher.
 6. If a fire extinguisher is used:
 - A. Any extinguisher that has been used, regardless of the amount, should be placed in the possession of the Facilities and Grounds Department to be refilled and tagged.
- Be familiar with fire extinguisher locations in your area.**

FLOODING AND WATER DAMAGE

Serious water damage can occur from many sources: burst pipes, clogged drains, broken windows, or construction oversights.

1. If a water leak occurs:
 - A. In an emergency, contact Facilities and Grounds as soon as possible. Extension 888 or call 608-341-9285.
 - B. Notify your supervisor of the extent and the location of the leak, if possible.
 - C. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
 - D. Take only those steps needed to avoid or reduce immediate water damage. If possible, carefully move small or light objects out of the emergency area.
 - E. Fill out a Worxhub maintenance request when safe to do so.

MAIL THREAT AND SUSPICIOUS OBJECT

1. How to Recognize Suspicious Packages and Mail: One indicator of a suspicious package or piece of mail includes inappropriate or unusual labeling, such as:
 - A. Excessive postage
 - B. Misspelled common words.
 - C. No return address or strange return address
 - D. Unusual addressing, such as not being addressed to a specific person or the use of incorrect titles or titles with no name.
 - E. Restrictive markings, such as “personal,” “confidential,” or “do not x-ray.”
 - F. Other indicators include an unusual or inappropriate appearance, including:
 - G. Powdery substances felt through or appearing on the item.
 - H. Oily stains or discolorations on the exterior
 - I. Strange odors
 - J. Excessive packaging material, like tape or string
 - K. Lopsided or bulky shape of envelopes or boxes
 - L. Ticking sounds, protruding wires, or exposed aluminum foil
2. Procedures for Handling of Suspicious Packages and Mail
 - A. **Do not open the letter or package** (or open any further), do not shake it, do not show it to others, or empty its contents.
 - B. Leave the letter or package where it is or gently place it on the nearest flat surface.
 - C. If possible, gently cover the letter (use a trash can, article of clothing, etc.).
 - D. Shut off any fans or equipment in the area that may circulate the material.
 - E. Alert others nearby to relocate to an area away from the site of the suspicious item.
 - F. Take essential belongings, like cell phones, keys, purse, etc. with you in case the return to your office is delayed.
 - G. Leave and close the door to the space containing the suspicious letter or package, cover the threshold area under the door with a towel or a coat if possible, and section off the area (keep others away).
 - H. To prevent spreading any powder or hazardous substance to your face, wash your hands thoroughly with soap and water.
3. If you receive a written threat or a suspicious parcel, or if you find a suspicious object anywhere on the premises:
 - A. Keep others from handling it or going near it. The object may be potentially dangerous. In addition, its preservation is important as evidence for law enforcement.
 - B. Contact 9-1-1 and follow their instructions.
 - C. Promptly write down everything you can remember about receiving the letter or parcel or finding the object. This information will be needed by police investigators.
 - D. Remain calm. Do not discuss the threat with other staff members.

- E. If evacuation is ordered, go to the following designated area:
- 1) Follow evacuations directions as given and report to the Health and Human Services Building parking lot.
 - 2) If the Health and Human Services Building is compromised, the secondary evacuation point is the Dodgeville Fire Station. Department heads are responsible for staff accountability within their departments. Please report any missing or unaccounted staff to the County Administrator and Incident Commander on scene.

PERSONAL SAFETY/CIVIL DISTURBANCE/ACTIVE SHOOTER

In the event of a disturbance, good judgment and sound action will minimize the disturbance. Individual fear and emotion must be controlled and not communicated to those involved.

1. Take immediate action to protect yourself in the event of a violent confrontation.
2. Activate the emergency icon on your desktop using the appropriate level.



(Red = Internal and Law Enforcement Response/ Yellow Icon = Internal Response)

3. When the employee believes that he/she is in a situation which is becoming potentially threatening, conclude your business quickly with an attempt to avoid escalating the situation further. Retreat from the area if your life is in danger.
4. If a threatening individual is at large in the buildings, every effort will be made to give employees adequate time to take protective measures. When you are notified of this situation, close and lock your office door. Please remain at your workstation or other designated area until released by your department head or supervisor.
5. Maintain a calm, helpful, and businesslike attitude at all times. Use empathetic responses to help calm a subject down.
6. If a coworker appears to be in a threatening situation, stand behind and to the right about three feet away as a support. DO NOT SPEAK unless you are specifically asked to take over the conversation.
7. Employees are not expected to attempt to calm any disturbance that might place them in a situation where physical harm might occur unless this activity is a normal component of his/her job.

ACTIVE SHOOTER

1. If in the immediate vicinity of shooter: **Run/Hide/Fight**—Use any one or a combination of these three options as the situation dictates.
2. If not in the immediate vicinity, run away from the building if possible. If not an option, put as many locked doors between the shooter and yourself as possible. Also place obstacles (chairs, desks, filing cabinets etc...) in front of doors.
3. If running from the building, you may encounter Law Enforcement—**REMEMBER—Law Enforcement may not know you—Follow their direction/commands.**
4. If you remain in the building, Law Enforcement will clear the building. Follow their directions/commands.

POWER OUTAGE

The Courthouse Center does have a backup generator, but the power provided by the generator doesn't cover the entire building. Do not use elevators.

1. If power outage occurs & generator fails:
 - A. Help visitors and staff in your immediate area.
 - B. If you are in an unlit area, proceed cautiously to an area that has emergency lights. If you are in an elevator, see Elevator Emergency above.
 - C. Wait for instructions from your supervisor regarding continuing operations.

TELEPHONE THREAT

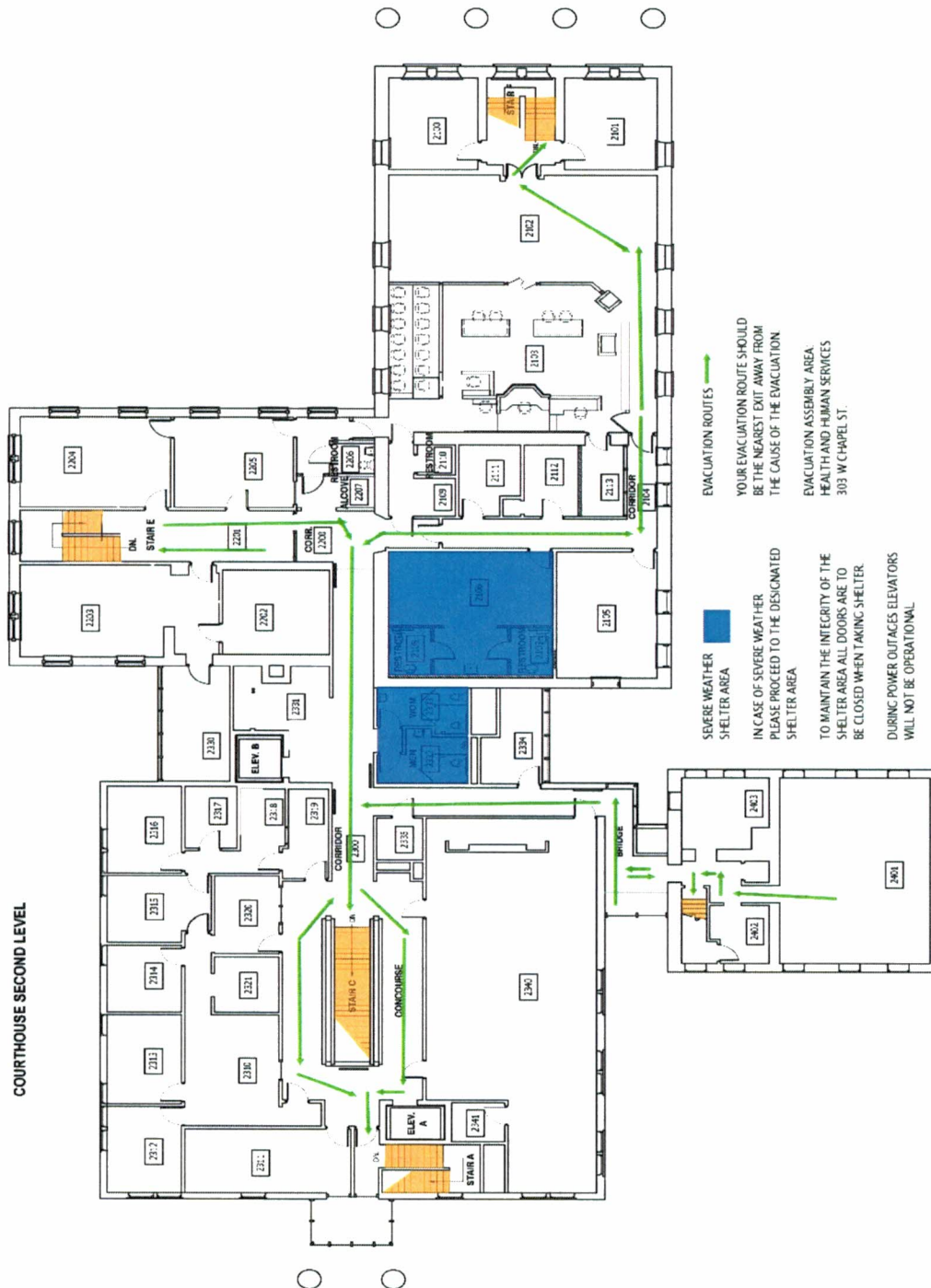
1. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information.
2. Write down as many details as you can remember. This information will be needed by police investigators.
3. Contact 9-1-1 and follow their instructions.
4. Call IT and give them the extension you were at and the time when you received the call. They will attempt to pull the caller's number from the records.
5. Do not discuss the threat with other staff.
6. If evacuation is ordered, follow the Employee Evacuation Procedure.

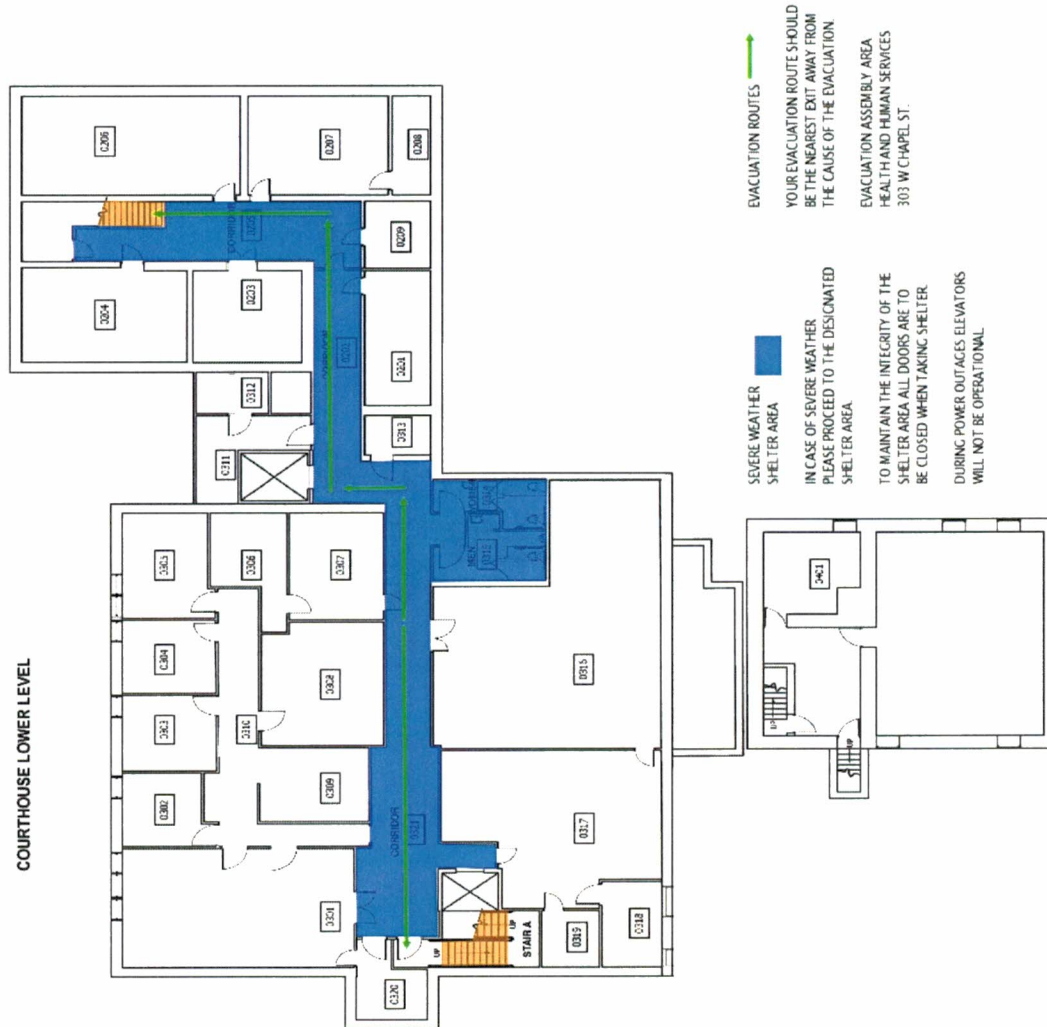
TORNADO

1. Terms or Weather Definitions to Know
 - A. **Tornado watch:** Issued to alert you to the possibility of a tornado developing in a specific area for a specific period of time. Iowa County Emergency Management will send out an Emergency Alert text/e-mail for the watch.
 - B. **Tornado Warning:** Issued when a tornado has been sighted or indicated by radar. The warning will indicate the location of the tornado, direction of travel, and period of time movement through a specific area. When a warning is issued, it will be announced over the intercom. Additionally, ICEM issues an Emergency Alert advising of the tornado. *(Note: If employees are signed up for both the public Emergency Alert Messages and the county employee messages, they will receive two identical messages)*
2. What to do:
 - A. If a **Tornado Watch** is announced, you should:
 - 1) Carry on with regular business, however, maintain awareness of changing conditions.
 - 2) If your job takes you out in the field, be aware of weather changes.
 - B. If a **Tornado Warning** is announced, you should:
 - 1) Move to your shelter area immediately, and if possible, lock office door(s) to secure confidential information.
 - 2) DO NOT USE ELEVATORS UNLESS ABSOLUTELY NECESSARY
 - 3) DO NOT LEAVE THE BUILDING
 - 4) ESCORT THE PUBLIC TO SHELTER AREAS (they cannot be forced)
 - 5) ALERT OTHER INDIVIDUALS AND OFFICE DEPARTMENTS THAT MAY NOT HAVE HEARD THE WARNING
 - 6) In the event you CAN NOT make it to the shelter area, move to an interior hallway or room, staying away from all windows.
 - 7) DO NOT leave the shelter area until an all clear is announced or the end time that was given in the warning message has passed.



1st Floor Evacuation Routes





SAFETY GUIDELINES

ERGONOMICS

1. Definitions:

- A. **Ergonomics:** Study of designing equipment and devices that fit the human body, its movements, and its cognitive abilities. Helps prevent Musculoskeletal disorders (MSD's).
- B. **Musculoskeletal Disorders (MSD):** Injuries and disorders of the soft tissues (muscles, tendons, ligaments, joints, and cartilage) and nervous system.

2. Computer users

- A. Computer Monitors: The computer monitor should be directly in front of the keyboard, the height should be such that the chin is parallel to the floor and the monitor is approximately an arm's length or more away from the user. To help prevent glare, the screen should be tilted to a 90-degree angle with the overhead lights and in some cases tilting the top of the screen forward slightly will help reduce glare even further (depending on the situation). Avoid positioning computer monitors where the user faces a window, as the bright light coming in from a window can create too much contrast with the computer screen and can cause eye fatigue.
- B. Input devices (keyboard, mouse, etc.): The keyboard should be positioned so that the hands can access the keys while holding the elbows naturally next to the body and the forearms parallel to the keyboard. The mouse and other input devices should be near the keyboard to reduce reaching and shoulder stress. The keyboard or chair should be adjusted so that the forearms, wrists, and hands are in a straight line (neutral position) while using the keyboard.
- C. Typing and wrist rests: All employees should try to keep their wrists off the desk or wrist rest while typing and only rest their wrists when needed. Resting wrists can increase the risk of cumulative trauma disorders (repetitive stress injuries).
- D. Posture: Proper posture should be maintained while working at a computer workstation. Proper posture includes a 90 degree or greater angle at the hips and knees and the feet resting flat on the floor or footrest. The knee and hip angles should not stay fixed while seated. Employees should vary their seated posture periodically. The head and neck should be in an upright position, even while on the phone. The shoulders should be relaxed and the elbows hanging naturally next to the body. Allow ample leg and knee clearance under the desk to maintain proper posture.
- E. Chair: The chair should allow some clearance behind the knees when seated against the backrest. The backrest should be used to provide support for the lower back. The chair adjustments should be used to achieve the position described here and above. Armrests are not necessary on a chair and depend on an employee's preference. Adjustable armrests on a chair are not mandatory, but the armrest of the chair should be at a height that will not force the employee to raise or lower their shoulders while resting their elbows on them.
- F. Breaks: Any time employees work uninterrupted at the computer for long periods of time they should take small breaks (at least two to three minutes) every 45 to 60 minutes. Studies have shown that changing tasks and postures periodically significantly reduces the number of complaints and symptoms of pain and discomfort associated with repetitive tasks such as computer work. The break doesn't have to be a rest break, as the employee could just begin another task that does not require the same posture and position as typing does.

Employment positions with repetitive motions: All positions should be evaluated from time to time for repetitive motions. Please consult your supervisor if you feel your position should be evaluated. Our goal is to reduce/eliminate MSD's. We all need to work together to decrease the chance of injuries and accidents.

LIFTING

1. Use these tips to help avoid compressing the spinal discs or straining your lower back with lifting:
 - A. **Keep a wide base of support.** Your feet should be shoulder-wide apart, with one foot slightly ahead of the other.
 - B. **Squat** down, bending at the hips and knees only. If necessary, put one knee to the floor and with your knee in front of you, bent at a right angle.
 - C. **Maintain good posture.** Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This will help keep your upper back straight while maintaining a slight arch in your lower back.
 - D. **Slowly lift** by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.
 - E. **Hold** the load as close to your body as possible, at the level of your belly button.
 - F. **Use your feet** to change direction, taking small steps.
 - G. **Lead with your hips** as you change direction. Keep your shoulders in line with your hips as you move.
 - H. **Set down** your load carefully, squatting with the knees and hips only.

STEPLADDER SAFETY

Staff are only to use stepladders that are provided within this facility. If a ladder is needed, all safety requirements below must be met. If any of these requirements below can't be met, contact Facilities and Grounds for assistance.

1. Choose the right stepladder.
 - A. Do not step on the top rung of the ladder. If you feel you need to, you have the wrong size ladder.
 - B. Make sure the stepladder is open all the way. If it can't be fully opened, you have the wrong size ladder.
2. Check for damages each time before use.
3. Ensure your physical capacity to use a ladder.
 - A. Must meet weight requirements.
4. Set up the ladder on a flat and stable surface.
5. Set up in a safe place.
 - A. No debris or wet surfaces present.
6. Never lean or reach away from the ladder.
7. Only take small items up or down a ladder.
8. Climb down cautiously.

Bomb Threat

IF YOU RECEIVE A BOMB THREAT:

1. Incident Response Efforts:
 - A. Staff shall maintain awareness during evacuation and report any suspicious looking packages or people to the on-scene Law Enforcement or via 911.
 - B. **DO NOT TOUCH OR MOVE ANY SUSPICIOUS PACKAGES.**
 - C. **DO NOT CONFRONT ANY PERSON ACTING SUSPICIOUSLY, INSTEAD GET AN ACCURATE PHYSICAL AND CLOTHING DESCRIPTION.**
 - D. Law enforcement will contact the call taker. The call taker (if staff) shall provide the completed Bomb Threat form to Law Enforcement as soon as feasible.
 - E. Law Enforcement will search the building for a device per the respective agency's procedures.
 - F. If a device is found, Law Enforcement will follow their procedures for activating an Ordinance Disposal Unit.
2. Termination of the Security Alert – Building Threat:
 - A. Once Law Enforcement has deemed the building to be safe, all personnel may return to work upon notification.

Bomb Threat Form

If you receive a BOMB THREAT:

- **Be calm, courteous, LISTEN, and do not interrupt the caller.**
- **Have another person notify a supervisor and/or 911**
- **Write the exact words said by the caller**

BE AWARE AND DOCUMENT WHAT YOU HEAR BELOW

Speech		Vocal Characteristics		Manner	
☐ Fast	☐ Slow	☐ Loud	☐ Intoxicated	☐ Calm	☐ Angry
☐ Distant	☐ Distorted	☐ High Pitch	☐ Soft	☐ Rational	☐ Irrational
☐ Stutter	☐ Nasal	☐ Raspy	☐ Pleasant	☐ Coherent	☐ Incoherent
☐ Slurred	☐ Lisp	☐ Deep	☐ Other	☐ Deliberate	☐ Emotional
☐ Other				☐ Righteous	☐ Laughing
Background Noise		Accent		Language	
☐ Street	☐ Children	☐ New England		☐ Good	☐ Poor
☐ Quite	☐ Party	☐ British	☐ Hispanic	☐ Foul	☐ Excellent
☐ Airplanes	☐ Trains	☐ Ethnic	☐ Specific	☐ Educated	☐ Broken
☐ Office	☐ Factory	☐ Southern USA		☐ Other	
☐ Animals	☐ Music				

Keep the caller talking: Express difficulty hearing, ask the caller the following questions to begin with:

➤ When will the bomb go off? Exact time:_____Time Left:_____

➤ Where is the bomb located?

➤ What kind of bomb is it

➤ Why are you doing this?

Other Things to Note:

➤ Did the caller seem familiar with the facility?_____ Yes _____ No

➤ Did the caller mention any names? Specify_____

➤ Did the caller say anything which would make you think he/she is/or was an Iowa
County Employee? __Yes _____ No

If yes, what?_____

Name of person receiving call._____

Date:_____Time _____Phone _____

Suspicious Person Form

BE AWARE AND DOCUMENT WHAT YOU SEE and HEAR BELOW

Physical Description	Vocal Characteristics	Manner
☐ Hair: Long Medium Short Bald	☐ Loud ☐ Intoxicated	☐ Calm ☐ Angry
☐ Color:	☐ High Pitch ☐ Soft	☐ Rational ☐ Irrational
Neat Messy Un-Kept	☐ Raspy ☐ Pleasant	☐ Coherent ☐ Incoherent
☐ Eye Color:	☐ Deep ☐ Other	☐ Deliberate ☐ Emotional
☐ Height		☐ Righteous ☐ Laughing
☐ Weight:	Accent	Language
☐ Build: Heavy Medium Thin	☐ New England	☐ Good ☐ Poor
☐ Gait: Steady Unsteady	☐ British ☐ Hispanic	☐ Foul ☐ Excellent
☐ Scars :	☐ Ethnic ☐ Specific	☐ Educated ☐ Broken
Location:	☐ Southern USA	☐ Other
☐ Tattoos		
Location:		
Type:		
Clothing	Outerwear	Foot Wear
☐ Shirt: ☐ Hooded	☐ Coat	☐ Work Boot ☐ Cowboy Boot
Color: Type:	Color: Type:	☐ Hiking Boot ☐ Dress Shoe
Neat Torn Dirty	Hooded:	☐ Sandals ☐ Tennis Shoes
☐ Pants ☐ Shorts	Long Short	Color:
Color: Type:	Neat Torn Dirty	Laces:
Neat Torn Dirty	☐ Hat	Clean Dirty
	Color: Type:	
	☐ Gloves: Color:	
Other Info:		

SAFETY PROCEDURES & GUIDELINES MANUAL



COURTHOUSE BUILDING

I acknowledge that I have received, read, and understood the Safety Manual given to me as of

DATE: _____

YEAR: _____

PRINT NAME: _____

SIGNATURE: _____