



# Board of County Commissioners Agenda Request

## 2X

Agenda Item #

**Requested Meeting Date:** April 28, 2026

**Title of Item:** Safety Policy Update

<input type="checkbox"/> REGULAR AGENDA  <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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<b>Submitted by:</b> Bobbie Danielson	<b>Department:</b> HR Department
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<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director	<b>Estimated Time Needed:</b> N/A - Consent
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**Summary of Issue:**

As part of a 2026 initiative to review, update, and consolidate the County's Personnel, General Operations, and Safety policies, the Safety Policy section has been completed. This section has been discussed with the Safety Committee and the Department Head Committee. A copy is attached. Key updates include:

Reduced length and improved usability: The policy was shortened and reorganized into an 18-page document (vs. 45-page document) to make it more user-friendly and easier for employees to understand and follow.

Clear structure and organization: Content is now organized into Articles 13 (Workplace Safety) and 14 (Emergency Preparedness & Response), with clearly labeled sections for specific topics such as PPE, hazard communication, workplace violence, and emergency response procedures.

Shift from detailed narrative to practical guidance: The prior version included lengthy, scenario-specific instructions; the new policy provides concise, consistent expectations and allows departments to implement procedures appropriate to their operations.

Flexibility for departments: Departments may maintain additional procedures or addendums where needed, rather than relying on a one-size-fits-all document.

**Alternatives, Options, Effects on Others/Comments:**

Overall, the revision modernizes the policy, improves readability, and provides a more practical framework for maintaining a safe workplace across all departments.

**Recommended Action/Motion:**

Motion to adopt the attached Safety Policy section, replacing all prior versions, effective April 28, 2026.

**Financial Impact:**

*Is there a cost associated with this request?*       Yes       No

*What is the total cost, with tax and shipping? \$*

*Is this budgeted?*       Yes       No      *Please Explain:*

## **Article 13 — WORKPLACE SAFETY RESPONSIBILITIES**

Aitkin County is committed to maintaining a safe and healthy workplace. Departments shall implement and maintain safety programs consistent with applicable federal and state safety regulations.

Supervisors are responsible for enforcing safety rules, providing required training, and addressing unsafe conditions. Employees are responsible for following safety procedures, using required personal protective equipment, participating in safety training, and promptly reporting unsafe conditions, injuries, or accidents to their supervisor.

All employees are expected to cooperate in maintaining a safe work environment and to comply with applicable safety policies and procedures.

### **Safety Programs and Regulatory Compliance**

13.01 Bloodborne Pathogens

13.02 Personal Protective Equipment (PPE)

13.03 Permit-Required Confined Spaces

13.04 Lockout / Tagout – Control of Hazardous Energy

13.05 Hazardous Substances / Hazard Communication

13.06 Toxic Spills – Solid, Liquid, or Gas

13.07 Reporting Injuries, Accidents, and Unsafe Conditions

13.08 Workplace Violence Prevention

### **13.01 BLOODBORNE PATHOGENS**

Bloodborne pathogens are pathogenic microorganisms present in human blood that can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).

Employees whose job duties may reasonably result in contact with blood or other potentially infectious materials shall receive Bloodborne Pathogens training in accordance with applicable safety regulations. They will also be offered the Hepatitis B vaccination at no cost, in accordance with applicable safety regulations.

Occupational exposure may occur during tasks involving contact with blood or bodily fluids, including but not limited to:

- Providing emergency aid or nursing care
- Obtaining laboratory specimens
- Administering medication
- Responding to disturbances, fights, or medical emergencies
- Conducting pat or cell searches
- Cleaning or handling blood or bodily fluid contamination
- Mopping, sanitation, or custodial duties

- Plumbing repairs or sewer inspections
- Assessing garbage or waste materials
- Collecting contaminated water samples
- Working in tile or culvert conduits
- Emptying trash receptacles
- Cleaning urinals, toilets, and drinking fountains
- Litter pickup or similar field work
- Chainsaw use or other tasks where injury exposure may occur

Each department with employees who have occupational exposure to bloodborne pathogens shall maintain a written Exposure Control Plan designed to eliminate or minimize employee exposure, consistent with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030.

Department-specific Exposure Control Plans (ECP) are maintained and discussed with affected employees. These plans may be maintained in the department or included as addendums to this policy manual.

This policy serves as the County's Bloodborne Pathogens framework. Because occupational exposure risks vary across departments, additional department-specific procedures may be developed, as needed, to address job classifications, tasks, and work practices with potential exposure. These procedures may include guidance on exposure prevention, personal protective equipment, decontamination, regulated waste handling, and exposure incident response. Department-specific procedures are reviewed periodically and made available to affected employees.

### **Training Requirement**

Employees with occupational exposure to blood or other potentially infectious materials are required to complete Bloodborne Pathogens training in accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030. Training shall be provided at the time of initial assignment to duties where occupational exposure may occur and at least annually thereafter. Additional training shall be provided whenever changes in job duties, procedures, or workplace conditions affect an employee's potential exposure.

Training records shall be maintained for a minimum of three (3) years in accordance with OSHA recordkeeping requirements.

### **13.02 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Aitkin County shall provide appropriate personal protective equipment (PPE) when workplace hazards may expose employees to injury or illness.

Departments are responsible for assessing workplace hazards, determining required PPE, and ensuring employees are trained in its proper use, care, and limitations.

Employees are required to use PPE provided and follow established safety procedures.

Departments whose operations require specialized PPE, including respiratory protection or other hazard-specific equipment, shall maintain department-specific safety procedures consistent with applicable OSHA standards.

### **13.03 PERMIT-REQUIRED CONFINED SPACES**

Departments that conduct operations in permit-required confined spaces shall implement and maintain a departmental Confined Space Entry Program, including an Emergency Action and Rescue Plan that addresses entry into each identified confined space.

The program shall identify permit-required confined spaces, establish safe entry procedures, and include rescue and emergency response procedures appropriate for the specific hazards associated with each confined space.

Department-specific confined space procedures and emergency action plans shall be maintained by the department and distributed to affected employees. These procedures may be included as departmental addendums to this policy manual.

(OSHA 29 CFR 1910.146)

For additional guidance, departments may reference OSHA Publication 3138, Permit-Required Confined Spaces, and NIOSH Publication 80-106, Criteria for a Recommended Standard: Working in Confined Spaces.

### **13.04 LOCKOUT / TAGOUT – CONTROL OF HAZARDOUS ENERGY**

Departments that perform the servicing or maintenance of machines or equipment where the unexpected energization, start-up, or release of stored energy could cause injury to employees shall implement and maintain a Lockout/Tagout (LOTO) Program.

The departmental program shall establish procedures for isolating and controlling hazardous energy sources before employees perform servicing or maintenance activities. Procedures shall include the proper application of lockout and tagout devices to prevent the unexpected energization, start-up, or release of stored energy.

Departments shall develop machine- or equipment-specific procedures, provide appropriate lockout/tagout devices, and ensure that affected employees receive required training on the safe application and removal of energy-control devices.

Department-specific lockout/tagout procedures shall be maintained by the department and distributed to affected employees. These procedures may be included as departmental addendums to this policy manual.

(OSHA 29 CFR 1910.147)

## **HAZARDOUS SUBSTANCES / HAZARD COMMUNICATION**

Departments that use, store, or handle hazardous chemicals in the workplace shall implement and maintain a Hazard Communication Program designed to inform employees of chemical hazards and the measures necessary to protect themselves.

In accordance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, departments shall:

- Maintain an inventory of hazardous chemicals present in the workplace
- Ensure Safety Data Sheets (SDS) for each hazardous chemical are readily accessible to employees
- Ensure containers of hazardous chemicals are properly labeled with hazard information
- Provide training to employees regarding chemical hazards and safe handling procedures

Safety Data Sheets (SDS) provide information about the hazards of a chemical, precautions for safe handling, storage, and use, and recommended emergency and first-aid procedures.

Departments that use or store hazardous substances shall also develop appropriate emergency procedures for incidents involving hazardous materials, consistent with applicable workplace safety requirements.

Department heads shall ensure employees receive Hazard Communication training prior to working with hazardous chemicals and whenever new hazards are introduced.

Department-specific Hazard Communication programs, chemical inventories, and related procedures shall be maintained by the department and distributed to affected employees. These materials may be included as departmental addendums to this policy manual.

(OSHA 29 CFR 1910.1200)

For additional information regarding emergency response to hazardous materials incidents, refer to 29 CFR 1910.120(q) and OSHA Publication 3114, Hazardous Waste and Emergency Response Operations.

### **13.05 TOXIC SPILLS – SOLID, LIQUID, OR GAS**

A toxic spill or release occurs when a hazardous substance—solid, liquid, or gas—escapes from its container or controlled environment and creates a potential threat to human health or the environment. Releases may occur from industrial accidents, transportation incidents such as train derailments or tanker truck accidents, or other hazardous materials events affecting water, land, or underground systems.

In the event of a toxic spill or hazardous materials release in or near a County facility, employees shall follow emergency instructions issued by law enforcement, emergency responders, or authorized County officials.

When notified of a nearby toxic spill or release, employees should immediately move indoors and take the following precautions unless otherwise directed by emergency officials:

- Close all windows and exterior doors
- Shut down air conditioning, heating, and fresh-air ventilation systems if possible
- Remain indoors until further instructions are provided by emergency authorities

If evacuation is ordered, employees shall follow the directions of emergency personnel and relocate to the designated emergency relocation site identified for their department or facility. Relocation sites may vary depending on the nature and location of the incident but may include County facilities such as the Land Department, Highway (Road & Bridge) facility, Long Lake Conservation Center, Aitkin County Fairgrounds, McGregor Airport/Industrial Park, or other designated public facilities.

Maps and additional emergency procedures may be maintained as departmental addendums to this policy manual and distributed to applicable employees.

### **13.06 REPORTING INJURIES, ACCIDENTS, AND UNSAFE CONDITIONS**

Employees must promptly report all workplace injuries, accidents, near-miss incidents, and unsafe conditions to their supervisor.

Supervisors shall ensure appropriate incident documentation is completed and that corrective actions are taken when necessary to prevent recurrence.

### **13.07 WORKPLACE VIOLENCE PREVENTION**

Aitkin County is committed to maintaining a workplace free from violence, threats, intimidation, and harassment.

Employees should report threatening behavior, harassment, or suspicious activity that may indicate a potential workplace violence concern to their supervisor, law enforcement, or authorized County officials.

Employees should not attempt to confront potentially dangerous individuals and should remove themselves from unsafe situations when possible.

Supervisors shall promptly report and address workplace violence concerns in coordination with County leadership and law enforcement when appropriate.

### **13.08 EMPLOYEE SAFETY DURING FIELD WORK / CLIENT VISITS**

Employees who conduct work outside County facilities, including field inspections, home visits, or other off-site duties, should take reasonable precautions to ensure personal safety.

Employees should:

- Inform their supervisor or coworkers of their destination and expected return time when conducting field work.
- Carry a phone or communication device when possible.
- Remain aware of surroundings and exit routes.
- Avoid entering situations that appear unsafe.
- Leave immediately and contact law enforcement if a situation becomes threatening.

Departments whose employees regularly perform field work may establish additional safety procedures appropriate to their operations.

### **13.09 EMERGENCY EQUIPMENT AWARENESS**

Employees should familiarize themselves with the location of emergency equipment within their work areas, including:

- Fire extinguishers
- First aid kits
- Eye wash stations
- Automated External Defibrillators (AEDs)
- Emergency exits and alarm pull stations

Departments shall ensure emergency equipment remains accessible and properly maintained.

## **Article 14 — EMERGENCY PREPAREDNESS & RESPONSE**

Aitkin County maintains emergency preparedness and response procedures to help protect employees, visitors, and County operations during emergencies. This article outlines general guidance for communication, evacuation, emergency response, and employee responsibilities during workplace emergencies.

Emergency situations may require immediate action. Employees should not delay contacting emergency services or taking protective action if they believe an immediate threat to life or safety exists.

During an emergency, employees shall follow instructions provided by law enforcement, emergency responders, or authorized County officials.

Employees should not place themselves at risk when responding to an emergency and should act only within the scope of their training.

### **Emergency Management and Coordination**

- 14.01 Emergency Planning
- 14.02 Employee Communication
- 14.03 Emergency Training and Drills
- 14.04 Media Communications
- 14.05 Workplace Emergencies
- 14.06 Authority and Chain of Command
- 14.07 Crisis Management Team

### **Fire and Building Evacuation**

- 14.08 Fire Evacuation Procedures
- 14.09 Evacuation Procedures, Including Routes and Exits
- 14.10 Assembly and Accountability After Evacuation

### **Emergency Medical Response**

- 14.11 Emergency Medical Response and Rescue Duties
- 14.12 Serious Injury or Death

### **Natural Hazards**

- 14.13 Flood Safety
- 14.14 Severe Thunderstorms
- 14.15 Tornado / Severe Storm Shelter Procedures

### **Security Incidents**

- 14.16 Demonstrations or Disturbances
- 14.17 Lockdown Procedures
- 14.18 Hostile Intruder / Active Threat
- 14.19 Bomb Threat

### **Emergency Resources**

- 14.20 Emergency Phone Numbers

#### **14.01 EMERGENCY PLANNING**

Aitkin County maintains an Emergency Action Plan to help protect employees and the public during emergency situations. This section outlines emergency communication procedures, employee training requirements, and the responsibilities of County leadership and staff in responding to workplace emergencies, evacuations, and other critical incidents.

#### **14.02 EMPLOYEE COMMUNICATION**

Each department must maintain a reliable method to communicate with employees during emergencies or organizational closures. Departments should maintain current employee contact information, including home phone numbers and emergency contacts.

Department heads should periodically test communication systems to ensure employees can be reached.

#### **14.03 EMERGENCY TRAINING AND DRILLS**

Department heads are responsible for ensuring employees receive training on emergency procedures, including:

- Roles and responsibilities during emergencies
- Emergency notification and communication procedures
- Evacuation and shelter procedures
- Accountability procedures for employees
- Location and use of emergency equipment and shutdown procedures

Departments should conduct emergency drills periodically and review results to improve procedures.

#### **14.04 MEDIA COMMUNICATIONS**

All media inquiries must be referred to the designated County spokesperson. The County Administrator, or designee, serves as the official County spokesperson during emergencies.

#### **14.05 WORKPLACE EMERGENCIES**

A workplace emergency is any unexpected event that threatens employees, the public, or County operations. Examples include:

- Floods
- Tornadoes
- Fires
- Toxic gas releases
- Chemical spills
- Explosions

- Civil disturbances
- Workplace violence

#### **14.06 AUTHORITY AND CHAIN OF COMMAND**

The County Administrator, in coordination with the Sheriff, is responsible for activating the emergency plan and directing evacuations or shutdowns when necessary.

Responsibilities include:

- Assessing the situation and activating emergency procedures
- Coordinating evacuation and response efforts
- Coordinating with emergency services
- Directing shutdown of operations when required

Department heads and supervisors assist in implementing emergency procedures within their departments.

#### **14.07 CRISIS MANAGEMENT TEAM**

The Aitkin County Crisis Management Team includes:

- County Administrator
- County Sheriff
- County Attorney
- HHS Director
- County Engineer
- County Auditor
- LLCC Business Manager
- Human Resources Director
- IT Director
- Facilities Coordinator

Additional staff may be assigned as needed.

The County Administrator, in coordination with the Sheriff, has authority to activate the Crisis Management Team, direct emergency response actions, and coordinate recovery efforts.

### **FIRE AND BUILDING EVACUATION**

#### **14.08 FIRE EVACUATION PROCEDURES**

Employees shall be familiar with evacuation routes, exits, fire alarm pull stations, fire extinguishers, and first aid equipment located within their work areas.

##### **Fire Emergency Response**

If an employee discovers smoke or fire:

### **Employee Actions**

- Activate alarm
- Call 911
- Evacuate building
- Proceed to assembly area

### **Supervisory Responsibilities**

- Account for employees
- Report missing individuals

When a fire alarm sounds, all employees and visitors shall immediately evacuate the building.

### **Evacuation Procedures**

During evacuation:

- Use the nearest safe exit or stairwell.
- Do not use elevators during a fire evacuation.
- Close doors behind you when exiting, if safe to do so.
- Inform clients and visitors to proceed to the nearest designated storm shelter and offer assistance to those who may need help. If a visitor or client declines or refuses to go to the designated assembly area after being informed, employees should proceed to the assembly area and should not delay their own safety.
- Proceed to the department's designated assembly area.

### **Accountability and Re-Entry**

Department heads and supervisors shall account for employees at the assembly area and report any missing individuals to law enforcement, emergency responders, or the County Administrator.

Employees shall remain in place until an official all-clear is issued by Aitkin County Dispatch through the Everbridge Emergency Alert System or authorized by law enforcement, emergency responders, or authorized County officials.

### **Facilities Coordination**

The Facilities Coordinator or designee will meet responding emergency personnel and provide building information as needed.

## **14.09 EVACUATION PROCEDURES, INCLUDING ROUTES AND EXITS**

Each department shall ensure that employees are informed of evacuation procedures, including available evacuation routes and exits for their work areas. This information may be communicated through departmental procedures, employee training, safety meetings, or posted materials where available.

Department heads are responsible for identifying primary and secondary evacuation routes and exits within their respective work areas and ensuring employees are familiar with them.

To the extent possible under prevailing conditions, evacuation routes and exits should:

- Be clearly identifiable and adequately illuminated.
- Be of sufficient width to accommodate the number of occupants evacuating.
- Remain unobstructed and free of debris at all times.
- Be located and maintained to minimize exposure to additional hazards during evacuation.

Employees who may require evacuation assistance are encouraged to notify their supervisor so appropriate planning can occur.

Department heads shall designate employees, when appropriate, to assist with evacuation procedures. These responsibilities may include assisting coworkers or visitors with disabilities or mobility limitations, checking offices, conference rooms, restrooms, and other areas to ensure all occupants have evacuated, and closing fire doors when exiting the area.

Employees should not place themselves at risk when assisting others and should follow instructions provided by emergency responders.

Elevators shall not be used during fire-related evacuations unless specifically directed by emergency responders.

Employees assigned evacuation assistance responsibilities shall receive training coordinated by the Facilities Coordinator. Training will include familiarization with the workplace layout and alternative escape routes in the event the primary route becomes blocked or unsafe. These measures are intended to support a safe, orderly, and efficient evacuation of all personnel during an emergency.

#### **14.10 ASSEMBLY AND ACCOUNTABILITY AFTER EVACUATION**

Following an evacuation, all employees shall report to their department's designated assembly area and remain there until further instructions are provided. Prompt and accurate accountability of personnel is essential to ensure the safety of all occupants and to assist emergency responders if individuals remain unaccounted for.

Department heads, supervisors, or their designees are responsible for conducting a head count of employees at the assembly area as soon as practical after evacuation. Any employees who are not accounted for shall be promptly reported to the County Administrator or emergency responders.

Employees who were assisting clients, visitors, or members of the public at the time of the evacuation should notify their supervisor if any such individuals cannot be accounted for at the assembly area.

Employees shall remain in place until an official all-clear is issued by Aitkin County Dispatch through the Everbridge Emergency Alert System or authorized by law enforcement, emergency responders, or authorized County officials.

If the situation requires additional action, the County Administrator or Sheriff may authorize further measures, including directing employees to relocate to an alternate assembly area, dismissing employees for the remainder of the day, or arranging transportation to an alternate location.

These procedures are intended to support efficient accountability of personnel and coordination with emergency responders during an emergency event.

## **EMERGENCY MEDICAL RESPONSE**

### **14.11 EMERGENCY MEDICAL RESPONSE AND RESCUE DUTIES**

Rescue or medical assistance shall only be provided within the scope of an employee's training, equipment, and certifications. Employees who are not properly trained or equipped shall not attempt rescue operations and shall instead follow established emergency procedures, including contacting emergency services and notifying appropriate personnel.

Employees should not place themselves at risk while attempting to assist others and should follow the direction of emergency responders.

#### **First Aid, CPR, and AED Training**

The County periodically offers onsite First Aid and CPR/AED training opportunities. Employees interested in participating should contact their department head. Department heads may coordinate with the Human Resources Department to obtain information regarding upcoming training sessions.

Employees who receive this training may assist in providing first aid within the scope of their training until emergency responders arrive.

First Aid Kits and Automated External Defibrillators (AEDs) are located throughout County facilities. Employees should familiarize themselves with First Aid Kit and AED locations within their work area.

#### **Naloxone Training and Kits**

Employees interested in carrying naloxone must first obtain approval from their department head. Approved employees must complete naloxone training annually, either online or in

person. Naloxone training is available through Aitkin County Health & Human Services, Public Health Division.

Employees who receive department head approval and complete the required training should contact the Opioid Coordinator in Health and Human Services (HHS) to schedule a meeting to obtain a naloxone kit, receive an overview of proper usage procedures, and review required reporting procedures following administration.

#### **14.12 SERIOUS INJURY OR DEATH**

If a serious injury or medical emergency occurs on County property:

- Call 911 immediately.
- Provide first aid within the scope of your training until emergency responders arrive.
- Do not move the injured person unless necessary to prevent further harm.
- Keep the area clear of non-essential personnel.
- Notify your supervisor or the County Administrator as soon as possible.

Supervisors shall ensure the incident is reported and documented in accordance with County reporting procedures.

Employees should follow instructions provided by law enforcement, emergency responders, or authorized County officials during and after the incident.

### **NATURAL HAZARDS**

#### **14.13 FLOOD SAFETY**

Flooding may occur when rivers, lakes, or drainage systems overflow due to heavy rain, snowmelt, or other conditions. Employees should remain aware of weather conditions and follow official alerts issued by the National Weather Service or local emergency management. Employees shall avoid flooded areas and should not walk or drive through floodwaters. Floodwaters may be deeper or faster moving than they appear and can create hazardous conditions.

If flooding threatens a County facility or work area, employees shall follow directions provided by law enforcement, emergency responders, or authorized County officials. Employees may be directed to evacuate, relocate to higher ground, or leave the facility depending on the situation.

Department heads and supervisors are responsible for monitoring emergency alerts, communicating relevant information to staff, and implementing evacuation or relocation procedures if directed by County leadership or emergency responders.

#### **14.14 SEVERE THUNDERSTORMS**

Severe thunderstorms may produce damaging winds, lightning, hail, and heavy rainfall. Employees should remain aware of weather conditions and follow alerts issued by the National Weather Service.

### **Severe Thunderstorm Watch**

A Severe Thunderstorm Watch indicates that conditions are favorable for severe thunderstorms in the area.

When a watch is issued:

- Dispatch may distribute notifications through County communication systems.
- Employees should remain alert and prepared to take protective action if conditions worsen.
- Normal operations may continue unless further instructions are issued.

### **Severe Thunderstorm Warning**

A Severe Thunderstorm Warning indicates that severe weather has been reported or detected by radar and poses an immediate threat.

When a warning is issued:

### **Employee Actions**

- Move promptly to the nearest designated storm shelter area.
- Inform clients and visitors to proceed to the nearest designated storm shelter and offer assistance to those who may need help. If a visitor declines or refuses to go to the shelter after being informed, employees should proceed to the shelter and should not delay their own safety.
- Remain in the shelter area until further instructions are provided.

### **Supervisory Responsibilities**

- Direct employees and visitors to the nearest designated storm shelter area.
- Account for employees once shelter is reached.
- Report missing individuals to law enforcement, emergency responders, or authorized County officials.

Employees shall remain in the shelter area until the threat has passed and further instructions are provided by law enforcement, emergency responders, or authorized County officials.

*If an employee chooses not to take shelter when a severe thunderstorm or tornado warning is issued, or elects to leave the worksite using PTO after notifying their supervisor, they do so at their own risk.*

## **14.15 TORNADO AND SEVERE STORM SHELTER PROCEDURES**

### **Tornado Watch**

A Tornado Watch indicates that weather conditions are favorable for tornado development in the area.

When a tornado watch is issued:

- Dispatch may notify employees through County communication systems.
- Employees should remain alert and prepared to move to shelter if conditions worsen.
- Normal operations may continue unless further instructions are provided.

### **Tornado Warning**

A Tornado Warning indicates that a tornado has been sighted or detected by radar and poses an immediate threat.

When a tornado warning is issued:

### **Employee Actions**

- Proceed immediately to the nearest designated tornado or storm shelter area.
- Inform clients and visitors to proceed to the nearest designated tornado or storm shelter area and offer assistance to those who may need help. If a client or visitor declines or refuses after being informed, employees should proceed to the shelter and should not delay their own safety.
- Remain in the shelter area until further instructions are provided.

### **Supervisory Responsibilities**

- Direct employees and visitors to shelter areas.
- Account for employees once shelter is reached.
- Report missing individuals to law enforcement, emergency responders, or authorized County officials.

Employees shall remain in the shelter area until the tornado warning has expired, an official all-clear is communicated by Aitkin County Dispatch through the Everbridge Emergency Alert System, or direction is provided by law enforcement, emergency responders, or authorized County officials.

*If an employee chooses not to take shelter when a severe thunderstorm or tornado warning is issued, or elects to leave the worksite using PTO after notifying their supervisor, they do so at their own risk.*

## **SECURITY INCIDENTS**

### **14.16 DEMONSTRATIONS OR DISTURBANCES**

Demonstrations or disturbances may occasionally occur at County facilities. In most situations, building evacuation will not be required.

If a demonstration or disturbance occurs:

**Employee Actions**

- Remain calm and follow instructions from law enforcement or authorized County officials.
- Secure work areas as appropriate.
- Limit unnecessary movement within the building.
- Do not engage with demonstrators or attempt to intervene.

**Supervisory Responsibilities**

- Coordinate with law enforcement as directed.
- Communicate instructions to employees.
- Implement building safety measures if directed by authorized County officials.

The County Administrator may coordinate with law enforcement and implement additional safety measures, including restricting access to certain areas of the building or initiating a building lockdown if necessary.

Employees should report any safety concerns or suspicious activity to their supervisor or law enforcement.

**14.17 LOCKDOWN PROCEDURES**

A lockdown may be initiated when there is a threat to the safety of employees or visitors within a County facility.

Lockdowns may be ordered by the Sheriff, County Administrator, or law enforcement personnel.

When a lockdown is initiated:

**Employee Actions**

- Secure work areas by locking doors and restricting entry where possible.
- Remain inside a secure location and stay out of hallways.
- Silence electronic devices and minimize visibility.
- Do not open doors until directed by law enforcement.

**Supervisory Responsibilities**

- Ensure employees are secured in safe locations.
- Communicate instructions from law enforcement or County officials.
- Assist with accountability of employees if directed.

Employees shall remain in place until an official all-clear is issued by Aitkin County Dispatch through the Everbridge Emergency Alert System or authorized by law enforcement, emergency responders, or authorized County officials.

Lockdown procedures may be practiced periodically to ensure employees are familiar with these safety measures.

#### **14.18 HOSTILE INTRUDER / ACTIVE SHOOTER**

A hostile intruder or active threat situation involves an individual who poses an immediate danger to employees or visitors within a County facility.

Employees should report threatening behavior, harassment, or suspicious activity that may indicate a potential workplace violence concern to their supervisor or law enforcement.

If a hostile intruder situation occurs:

##### **Employee Actions**

- Call 911 when safe to do so.
- Notify a supervisor or the County Administrator if possible.
- Leave the area if safe or secure yourself in a safe location.
- Follow Lockdown Procedures if directed.

##### **Supervisory Responsibilities**

- Communicate instructions from law enforcement or emergency responders.
- Assist with coordination of employee safety measures as directed.

Employees shall remain in place until an official all-clear is issued by Aitkin County Dispatch through the Everbridge Emergency Alert System or authorized by law enforcement, emergency responders, or authorized County officials.

#### **14.19 BOMB THREAT**

Bomb threats may be received by phone, written communication, or other means. All bomb threats must be taken seriously and reported immediately.

##### **Employee Actions**

If a bomb threat is received:

- Call 911 immediately.
- Notify your supervisor, department head, or the County Administrator.
- Provide any information available about the threat.
- Follow instructions provided by law enforcement, emergency responders, or authorized County officials.

Employees shall evacuate the building if directed to do so and proceed to the designated assembly area.

Employees shall remain in place until an official all-clear is issued by Aitkin County Dispatch through the Everbridge Emergency Alert System or authorized by law enforcement, emergency responders, or authorized County officials.

### **Supervisory Responsibilities**

Department heads and supervisors shall:

- Assist with evacuation if directed.
- Account for employees at the assembly area.
- Report any missing individuals to law enforcement, emergency responders, or the County Administrator.

See Appendix for Bomb Threat Call Checklist

## **EMERGENCY RESOURCES**

### **14.20 EMERGENCY PHONE NUMBERS**

Dial **911** for fire, medical, or law enforcement emergencies.

### **14.21 APPENDIX – EMERGENCY FORMS**

Bomb Threat Call Checklist

Tornado and Severe Storm Shelter Locations

Designated Fire Assembly Areas

Other forms as applicable

**File Notes:** A single policy acknowledgment form will be used to acknowledge receipt and understanding of the Personnel Policy, Safety Policy and Emergency Action Plan, and General Operations Policy.

*Safe room, storm shelter, and designated assembly areas will be provided to all staff.*