OCCUPATIONAL SAFETY AND HEALTH PROGRAM FOR THE EMPLOYEES OF SEVIER COUNTY GOVERNMENT

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Larry Waters *County Mayor*

Sevier County Government Safety and Health Statement

Sevier County Government is dedicated to providing a safe and healthful environment for employees, students, and the general public, as well as preserving Sevier County Government assets and property.

Sevier County Government's most valuable resource is its employees and our main objective is to prevent injuries in the work place. To achieve this objective, Sevier County Government will make all reasonable efforts to comply with all Federal and State Government regulations pertaining to safety and health. An effective Safety and Health Program will be maintained throughout the Sevier County Government.

The Safety and Health Program will assist Department/Division Heads and employees in controlling hazards and risks which will minimize employee, student and public injuries, as well as damage or destruction to County property.

This program is designed to encourage employees to promote the safety and health of their fellow employees, students and the public. To accomplish our safety and health goals, all Department/Division Heads are responsible and accountable for implementing this policy, and to insure it is followed. All employees will follow this program.

Sevier County Government is sincerely interested in safety. The policy of Sevier County Government is to provide safe equipment, adequate tools and training, as well as the necessary protective equipment to perform your work. It is the employee's responsibility to follow the rules of safety as established for their protection the protection of others, and to use the protective devices, which Sevier County Government provides.

Larry Waters

Larry Waters

Sevier County Mayor

RULES
OF
TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
OCCUPATIONAL SAFETY AND HEALTH

CHAPTER 0800-1-5
SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR

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0800-1-5-.01 PURPOSE AND SCOPE. The primary purpose of the Tennessee Occupational Safety and Health Act of 1972, as amended, T.C.A. §§50-3-101 through 50-3-919 is to assure so far as possible every working man and woman in the State of Tennessee safe and healthful working conditions and to preserve our human resources. This purpose is specifically extended to public sector employees through Section 19 of the Act (T.C.A. §§50-3-906 through 50-3-913). The purpose of this chapter is to implement the provisions of the Act applicable in the public sector by setting forth general policies and prescribing rules to effectuate the provisions of the Act.

Authority: *T.C.A. §§4-3-1411, 50-3-101, 50-3-102, 50-3-201, and 50-3-906 through 50-3-913.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Amendment filed November 25, 1983; effective February 13, 1984. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.02 DEFINITIONS.

(1) "Employer" as used in this chapter means:

(a) The State of Tennessee including constitutional offices, administrative departments, commissions, boards, divisions and any other agency of the state.

(b) County, metropolitan and municipal governments and all departments, commissions, boards, divisions, and any other agency of the county, metropolitan or municipal government which has elected to develop its own program of occupational safety and health compliance under the provisions of T.C.A. §50-3-910.

(2) "Employee" as used in this chapter means any person performing services for an employer as defined in Rule 0800-1-5-.02(1)(a) or (b) above under an appointment or contract of hire, including minors and persons performing such services on a part time or seasonal as well as a full time basis.

(3) "Establishment" means a single physical location where business is conducted or where services or operations are performed. Where distinctly separate activities are performed at a single location, each activity shall be treated as a separate establishment.

(4) "Local Government" means a county, metropolitan or municipal government and includes constitutional or charter and administrative offices, departments, boards, commissions, divisions or other agency of the county, metropolitan or municipal government.

(Rule 0800-1-5-.02, continued)

(5) "Monitoring Inspection" means a walkaround inspection of the workplace and an evaluation of self-compliance programs carried out by the Commissioner to ensure that public sector employers are carrying out their duties or fulfilling their responsibilities under the Act.

(6) "Notice of Unsafe or Unhealthful Working Conditions (Notice)" means the official document used by the Division of Occupational Safety and Health to transmit notification to public sector employers of violations of the Act or unsafe conditions that indicate a deficiency or deviation from the state agency's or local government's occupational safety and health program.

(7) "Public Sector" means a unit of government, state or local, which is an employer as defined in Rule 0800-1-5-.02(1)(a) or (b) above. It does not include those local governments which have elected to be treated as a private employer or those considered to have elected to be treated as a private employer under the provisions of T.C.A. § 50-3-910.

(8) "Safety and Health Official" as used in this chapter means the individual who is responsible for the management of the safety and health program within his or her state agency or local government. Although the chief executive officer of the state agency or local government bears the ultimate responsibility, he or she may delegate it to the safety and health official.

(9) "State Agency" means any constitutional office, administrative department, commission, board, division or other unit of state government.

(10) "Variance" means an alternate practice, mean, method, operation, or process to that prescribed by a standard which provides protection from the occupational safety or health hazard which is as effective as that required by the standard, or a program of coming into compliance with the standard.

Authority: *T.C.A. §§4-3-1411, 50-3-101, 50-3-102, 50-3-103, 50-3-201, 50-3-601 through 50-3-606, 50-3-906, and 50-3-910.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1997. Amendment filed November 25, 1983; effective February 13, 1984. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.03 STANDARDS. Employers and employees shall comply with all occupational safety and health standards promulgated by the Commissioner under the rules in Chapter 0800-1-1 Occupational Safety and Health Standards for General Industry, Chapter 0800-1-6 Occupational Safety and Health Standards for Construction, and Chapter 0800-1-7 Occupational Safety and Health Standards for Agriculture. Employers may develop and promulgate standards on issues not covered by the standards promulgated by the Commissioner, and a copy of such locally developed and promulgated standards shall be provided to the Commissioner.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-201, 50-3-906, and 50-3-910.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.04 VARIANCES FROM STANDARDS. Employers may seek a variance from any occupational safety or health standard promulgated by the Commissioner. Any request for a variance shall be in accordance with the rules in Chapter 0800-1-2 Variances from Occupational Safety and Health Standards.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-201, and 50-3-601 through 50-3-606.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.05 RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES.

(1) All employers are required to keep and maintain occupational safety and health injury and illness records as required by the rules in Chapter 0800-1-3 Occupational Safety and Health Record-Keeping

and Reporting. The partial exemptions in Rule 0800-1-3-.02(2) and Rule 0800-1-3-.02(3) do not apply in the public sector.

(2) Under T.C.A. § 50-3-910, local governments which elect to develop their own program of self compliance must include in their written notification of such program with the Commissioner an assurance that the program includes provisions for recordkeeping as effective as the provision of T.C.A. § 50-3-701. Such recordkeeping provisions shall comply with Chapter 0800-1-3 Occupational Safety and Health Record-Keeping and Reporting.

(3) Any request for a variance to the provisions of Rule 0800-1-5-.05(1) based on form, content, etc. shall be addressed to the Commissioner. Should the Commissioner determine that a variance is warranted, he shall request that the employer seeking the variance submit a petition through the Office of the Commissioner to the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, Washington, D.C. 20210. Any final determination on the granting of the variance within the public sector by the Commissioner shall be based upon the determination of the Assistant Secretary of Labor regarding such petition.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-201, 50-3-701, 50-3-906, 50-3-910, and 50-3-917.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Amendment filed January 14, 1978; effective February 13, 1978. Amendment filed March 17, 1978; effective April 16, 1978. Amendment filed October 3, 1978; effective January 29, 1979. Amendment filed November 25, 1983; effective February 13, 1984. Amendment filed November 30, 2000; effective March 30, 2001. Amendment filed August 30, 2001; effective December 28, 2001. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.06 DESIGNATED SAFETY AND HEALTH OFFICIAL.

(1) A memorandum from the Governor of the State of Tennessee to All Agency and Department Heads dated September 27, 1972, requests each agency and department head to designate a staff member to serve as the administrator of each department's or agency's safety and health program. Item 1 under Guidelines to be Used for Approval and Evaluation of Self-Compliance Programs contained in Chapter IV, Part IV, Public Sector, Tennessee Occupational Safety and Health Plan requires local governments to indicate the official responsible for the local government's occupational safety and health program. The Act invests responsibility for carrying out its objectives with the Commissioner on a statewide level, and it is recognized that the chief executive officer bears the responsibility for carrying out the objectives of the Act within his jurisdiction. It is the considered judgement of the Commissioner that in most instances within the public sector, the chief executive officer of the state agency or local government should designate or appoint an official to be responsible for the management and administration of the state agency's or local government's occupational safety and health program. It is also the considered judgement of the Commissioner that such official should have, or have personnel reporting to him who have, necessary training and experience to carry out his functions. If the employer has less than 750 employees, the responsible official should devote up to fifty percent (50%) of his time to the safety and health program; if 750 to 999 employees at least fifty percent (50%); if 1,000 to 1,999 employees at least seventy-five percent (75%); and if 2,000 or more employees all of his time to the program.

(2) The designated safety and health official should assist the chief executive officer of the state agency or local government in carrying out all facets of the program to include, but not be limited to, the following:

(a) Setting goals and objectives for reducing and eliminating occupational accidents, injuries and illnesses;

(b) Developing plans and procedures for evaluating the program's effectiveness at all operational levels;

(Rule 0800-1-5-.06, continued)

(c) Setting priorities with respect to the factors which cause occupational accidents, injuries and illnesses so that appropriate corrective action can be taken; and

(d) Assisting in budgeting sufficient funds for necessary staff, equipment, material and training required to ensure an effective occupational safety and health program.

(3) Employers shall provide the Commissioner with the designated safety and health official's name, business address and telephone number, and position title if designated on a part-time basis. The Commissioner shall be advised of any change of the official so designated within thirty (30) days after such change occurs.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-201, 50-3-906 through 50-3-911, and 50-3-913.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.07 POSTING OF NOTICE; AVAILABILITY OF ACT, RULES, AND SAFETY AND HEALTH PROGRAMS.

(1) Employers shall post and keep posted a notice or notices, provided by the Tennessee Department of Labor and Workforce Development, informing employees of the protections and obligations afforded under the Act and the state agency's or local government's occupational safety and health program. Such notice or notices shall be posted in each establishment in a conspicuous place or places where notices to employees are customarily posted. Employers shall take steps to insure that all such notice or notices are not altered, defaced or covered by other material. For assistance and information, including copies of the Act, rules, specific occupational safety and health standards, and state agency or local government programs, employees should contact their designated safety and health official or the Administrator, Division of Occupational Safety and Health, Tennessee Department of Labor and Workforce Development.

(2) Where distinctly separate activities are performed at a single physical location, each activity shall be considered as a separate physical establishment, and a separate notice or notices shall be posted at each such establishment. Where employees are engaged in activities which are physically dispersed, such as electric, gas and sanitary services or highway maintenance, the notice or notices required by this rule shall be posted in accordance with the provisions of paragraph (1) of this rule.

(3) Copies of the Act, rules and all applicable standards will be available in the area offices of the Division of Occupational Safety and Health, Tennessee Department of Labor and Workforce Development. If an employer has obtained copies of these materials, he shall make them available upon request to any employee or authorized representative(s) of employees for review. The review should occur in the establishment where the program or materials are maintained on file on the same day the request is made, or at the earliest possible time mutually convenient to the employee or the authorized representative(s) of employees and the employer.

(4) Employers shall make available upon request to any employee or authorized representative(s) of employees a copy of the state agency's or local government's occupational safety and health program for review. The review should occur in the establishment where the program is maintained on file on the same day the request is made, or at the earliest possible time mutually convenient to the employee or the authorized representative(s) of employees and the employer.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-201, and 50-3-915.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.08 PROGRAM MONITORING INSPECTIONS.

(1) Authority for Program Monitoring Inspections. T.C.A. §§50-3-906 and 50-3-911 provide authority for the Commissioner to conduct inspections under T.C.A. §50-3-301.

(2) Right of Entry. T.C.A. §50-3-301 states, "In order to carry out the purposes of this chapter, the Commissioner of Labor and Workforce Development, upon presenting appropriate credentials to the owner, operator or agent in charge, is authorized to:

(a) Enter without delay and at any reasonable time any factory, plant, establishment, construction site, or other area, workplace or environment where work is performed by an employee of an employer; and

(b) Inspect and investigate during regular working hours and at other reasonable times, and within reasonable limits and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment and materials therein, and question privately any such employer, owner, operator, agent or employee." In accordance with Rule 0800-1-3-.05(2) of Chapter 0800-1-3, the Commissioner is authorized to review records required by the Act.

(3) Conduct of Inspections. The Commissioner has delegated authority to conduct monitoring inspections of state agency and local government occupational safety and health programs to occupational safety specialists, industrial hygienists, and environmental engineers of the Public Sector Section, Division of Occupational Safety and Health, herein referred to as public sector safety and health officers (PSSHOs). Monitoring inspections shall be conducted by PSSHOs in accordance with the following:

(a) Subject to the provisions of paragraph (2) of this rule, monitoring inspections shall take place at such times and in such places of employment as the Commissioner may direct. Monitoring inspections of each employer will be conducted at least biennially and shall cover, at a minimum, inspection of at least one (1) workplace in at least two (2) departments or establishments. At the beginning of a monitoring inspection, the PSSHO shall present his credentials to the chief executive officer, the designated safety and health official, or the agent in charge at the establishment; explain the nature, purpose, and scope of the inspection and the records to be reviewed.

(b) PSSHOs shall have authority to take environmental samples, take or obtain photographs, employ other reasonable investigative techniques, and question privately any employer, agent or employee of an establishment. As used herein, the term "employ other reasonable investigative techniques" includes, but is not limited to, the use of devices to measure employee exposures and the attachment of personal sampling equipment such as dosimeters, pumps, badges and other similar devices to employees in order to monitor their exposures.

(c) In taking photographs and samples, the PSSHOs shall take reasonable precautions to insure that such actions with flash, spark-producing or other equipment will not be hazardous. PSSHOs shall comply with all employer safety and health rules and practices at the establishment, and they shall wear and use appropriate protective clothing and equipment.

(d) The conduct of monitoring inspections shall be such as to preclude unreasonable disruption of the operations of the employer's establishment.

(e) At the conclusion of a monitoring inspection, the PSSHO shall confer with the chief executive officer, the designated safety and health official, or a representative of either or both, and informally advise him of any apparent safety or health violations discovered during the inspection. During such conference, the employer shall be afforded an opportunity to bring to the attention of the PSSHO any pertinent information regarding conditions in the workplace.

(Rule 0800-1-5-.08, continued)

(4) Representatives of Employers and Employees.

(a) PSSHOs shall be in charge of monitoring inspections and questioning of persons. A representative of the employer and an authorized representative of employees shall be given an opportunity to accompany the PSSHO during the physical inspection of any workplace for the purpose of aiding such inspection. A PSSHO may permit additional employer representatives and additional authorized representatives of employees to accompany him where he determines that such additional representatives will further aid the inspection. A different employer and/or employee representative may accompany the PSSHO during each different phase of an inspection if this will not interfere with the conduct of the inspection.

(b) Normally the designated safety and health official will be the representative of the employer. The PSSHO shall have authority, however, to resolve all disputes as to who is the authorized representative of the employer and employees for the purposes of this rule. If there is no authorized representative(s) of employees or if the PSSHO is unable to determine with reasonable certainty who is such representative, he shall consult with a reasonable number of employees concerning matters of safety and health in the workplace.

(c) PSSHOs are authorized to deny the right of accompaniment under this rule to any person whose conduct interferes with a fair and orderly inspection.

(5) Consultation with Employees. PSSHOs may consult with employees concerning matters of occupational safety and health to the extent they deem necessary to conduct an effective and thorough inspection. During the course of a monitoring inspection, any employee shall be afforded an opportunity to bring any violation of the Act which he has reason to believe exists in the workplace to the attention of the PSSHO.

(6) Objection to Inspection. Upon a refusal to permit a PSSHO to inspect, review records, or permit a representative of employees to accompany the PSSHO during the physical inspection of any workplace, the PSSHO shall terminate the inspection or confine the inspection to areas in which no objection is raised. The PSSHO shall immediately report such refusal and the reason(s) therefor to the Manager of Public Sector Operations, Administrator, and/or the Commissioner. Should entry be denied, the Manager of Public Sector Operations will report to the Administrator and Commissioner who may then proceed under the provisions of Rule 0800-1-5-.18.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-201, 50-3-301 through 50-3-306, 50-3-906, and 50-3-911.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Amendment filed March 31, 1983; effective June 15, 1983. Amendment filed November 25, 1983; effective February 13, 1984. Amendment filed March 27, 2001; effective July 30, 2001. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.09 ADVANCE NOTICE OF MONITORING INSPECTIONS.

(1) In accordance with T.C.A. §50-3-306, advance notice of inspections may not be given except as authorized by the Commissioner when the giving of such notice is essential to the effectiveness of such inspection, and in keeping with the rules issued by him.

(a) Advance notice may be given in the following situations:

1. In cases of apparent imminent danger to enable the employer to abate the danger as quickly as possible;

2. In circumstances where the inspection can most effectively be conducted after regular business hours or where special preparations are necessary for an inspection;

(Rule 0800-1-5-.09, continued)

3. Where necessary to assure the presence of representatives of the employer and employees or the appropriate personnel needed to aid in the inspection; and

4. In other circumstances where the Commissioner determines that the giving of advance notice would enhance the probability of an effective and thorough inspection.

(b) When advance notice as authorized by the Commissioner is given, it shall be the employer's responsibility to promptly notify the authorized representative(s) of employees, if any and if known to the employer, of the inspection. The employer may, however, request that the PSSHO inform the authorized representative(s) of employees of the inspection. Advance notice shall not be given more than twenty-four (24) hours before the inspection is scheduled to be conducted, except in apparent imminent danger situations and in other unusual circumstances.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-201, and 50-3-306.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Amendment filed November 25, 1983; effective February 13, 1984. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.10 NOTICE OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS AND INSPECTION REPORTS.

(1) The Commissioner has delegated authority for review of monitoring inspections by PSSHOs to the Manager of Public Sector Operations, Division of Occupational Safety and Health. If, on the basis of the PSSHO's report, the Manager of Public Sector Operations believes that the employer has violated a provision of the Act, any standard, or rule as may be applicable, he shall issue to the employer a Notice of Unsafe or Unhealthful Working Conditions (notice) for such violation. A notice shall be issued even though after being informed of an alleged violation by the PSSHO, the employer immediately abates, or initiates steps to abate, such alleged violation. Any notice shall be issued with reasonable promptness and in no event later than six (6) months following the monitoring inspection.

(2) Any notice shall describe with particularity the nature of the alleged violation, including a reference to the provision(s) of the Act, standard, rule, regulation or order alleged to have been violated. Any notice shall also fix a reasonable time or times for the abatement of the alleged violation.

(3) If a notice is issued for a violation alleged in a request for inspection under Rule 0800-1-5-.15 or a notification of violation under Rule 0800-1-5-.08(5), a copy of the notice shall also be sent to the employee(s) or authorized representative(s) of employees who made such request or notification.

(4) Employer and Employee Objections to Notice. Any employer, employee or authorized representative(s) of employees of an employer to whom a notice has been issued may file a written declaration with the Commissioner advising him of objections to the terms or conditions of the notice. Employers, employees or authorized representative(s) of employees must file such declaration within twenty (20) days of receipt by the employer of the notice.

(5) Notice, if any, and a report of findings concerning the general effectiveness of the employer's occupational safety and health program shall be sent to the employer following a monitoring inspection by the Manager of Public Sector Operations. If no alleged violations were found during the monitoring inspection which would be subject to the issuance of a notice in accordance with the provisions of paragraphs (1) through (3) of this rule, the report shall so state. Any report shall be issued with reasonable promptness and in no event later than six (6) months following the monitoring inspection.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-201, 50-3-304, 50-3-907, 50-3-908, and 50-3-912.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Amendment filed November 25, 1983; effective February 13, 1984. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.11 POSTING OF NOTICE OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS.

(1) Upon receipt of any notice, the employer shall post such notice or a copy thereof, unedited, at or near each place of an alleged violation except as provided below. Posting of the notice or a copy shall be accomplished within one (1) working day following receipt. Where, because of the nature of the employer's operations, it is not practicable to post the notice at or near each place of alleged violation, such notice shall be posted, unedited, in a prominent place where it will be readily observable by all affected employees. The employer shall take steps to insure that the notice is not altered, defaced, or covered by other material. Reports under the provisions of Rule 0800-1-5-.10(5) need not be posted.

(2) Each notice or a copy thereof shall remain posted until the violation has been abated or for three (3) working days, whichever is later.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-201, and 50-3-906 through 50-3-913.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.12 CORRECTION OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS.

(1) It is the responsibility of the employer to correct unsafe or unhealthful working conditions for which he has been notified within the abatement period specified on the notice for each violation. Factors such as budget limitations shall be taken into consideration by the Commissioner when setting abatement dates.

(2) If a follow-up inspection discloses that an employer has failed to correct an alleged violation within the abatement period permitted for its correction, the PSSHO shall ascertain why compliance has not been achieved. If this cannot be accomplished, he shall contact the Manager of Public Sector Operations or Administrator. The Manager of Public Sector Operations, Administrator, and/or Commissioner shall communicate with the chief executive officer of the state agency or local government who in turn will attempt to attain compliance. If deemed appropriate by the Commissioner, the program will be determined to be less effective than as required by the Act and the provisions of Rule 0800-1-5-.18 shall be implemented.

(3) Whenever an employer has made a good faith effort and abatement has not been completed because of factors beyond his reasonable control, such employer may submit a petition requesting in writing an extension of the abatement date as set forth in the notice or in a prior extension. The petition for modification of abatement date shall include the following information:

(a) Identification of the violation and the item(s) listed thereon to which a change in abatement date is requested.

(b) All steps taken by the employer and the date of such action in an effort to achieve compliance during the prescribed abatement period for all violations.

(c) The specific additional abatement time necessary in order to achieve compliance.

(d) The reason(s) additional time is necessary.

(e) All available interim protective measures that have been taken to safeguard employees against the hazard(s) identified during the abatement period and the date of such action.

(f) A certification that a copy of the petition for modification of abatement date has been posted and, if appropriate, served on the authorized representative(s) of affected employees in accordance with subparagraph (a) of paragraph (4) of this rule, and a certification of the date upon which such posting and service was made.

(Rule 0800-1-5-.12, continued)

(4) A petition for modification of abatement date shall be filed with the Manager of Public Sector Operations no later than the close of the next working day following the date on which abatement was originally required. A later-filed petition shall be accompanied by the employer's statement of exceptional circumstances explaining the delay.

(a) A copy of such petition shall be posted in a conspicuous place where all affected employees will have notice thereof or near such location where the violation occurred. The petition shall remain posted for a period of twenty (20) calendar days. Where affected employees are represented by an authorized representative, said representative shall be served with a copy of such petition.

(b) Affected employees or their authorized representative(s) may file an objection in writing to such petition with the Manager of Public Sector Operations. Failure to file such objection within twenty (20) calendar days of the date of posting of such petition or of service upon an authorized representative shall constitute a waiver of any further right to object to said petition.

(c) The Commissioner or his duly authorized agent shall have the authority to approve any petition for modification of abatement date.

(5) Whenever abatement periods specified in the notice exceed thirty (30) days, the Commissioner may require the employer to provide interim protection for employees from the hazard(s) noted such as administrative controls, use of personal protective equipment, etc. When such interim protection is required, the notice shall so state. Whenever abatement periods specified in the notice exceed ninety (90) days, employers may be requested to submit reports of progress toward achieving abatement as a means of assuring continuing program effectiveness. Employers shall comply with any such progress reports requested by the Commissioner.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-201, 50-3-907, 50-3-908, and 50-3-912.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Amendment filed January 14, 1978; effective February 13, 1978. Amendment filed November 25, 1983; effective February 13, 1984. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.13 IMMINENT DANGER. Whenever and as soon as a PSSHO concludes that conditions or practices exist in any place of employment which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided by the Act, he shall inform the affected employees and the employer of danger and request that the employer take immediate action to abate such danger. Appropriate notice may be issued with respect to an imminent danger even though the employer immediately eliminates the imminence of the danger and initiates steps to abate such danger. In the event the employer does not take immediate action to abate such danger, the PSSHO shall immediately inform the Commissioner. The Commissioner may obtain compulsory process in an effort to obtain immediate abatement or action as authorized by T.C.A. §50-3-918.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-201, and 50-3-918.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Amendment filed November 25, 1983; effective February 13, 1984. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.14 OTHER INSPECTIONS. Under the provisions of the Act, the Commissioner may make additional inspections as he deems appropriate whenever there is a fatality, catastrophe, employee complaint, or discrimination complaint. Inspections in these categories shall be conducted in accordance with this chapter and a notice may be issued, if appropriate.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-106, 50-3-201, 50-3-906, and 50-3-911.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.15 EMPLOYEE COMPLAINTS.

(1) Under the provisions of T.C.A. §§50-3-106 and 50-3-304, any employee or authorized representative(s) of employees may submit a complaint concerning occupational safety and health conditions in his or her workplace. Within the public sector, employees should submit complaints or request inspections in accordance with procedures set forth in their employer's occupational safety and health program.

(2) Employees who have complained to their employer who feel that the action taken to satisfy their complaint was not appropriate, or who feel that their employer's occupational safety and health program is no longer effective can submit a complaint to or request an inspection from the Division of Occupational Safety and Health, Tennessee Department of Labor and Workforce Development. Such complaint or request for inspection shall be in writing and shall set forth with reasonable particularity the grounds for the complaint or inspection request. The complaint or inspection request should be signed and the name of the person signing the complaint or request shall be withheld from the employer if such desire is indicated in the complaint or inspection request.

(3) If the Manager of Public Sector Operations determines that an employee complaint or inspection request meets the requirements set forth in paragraphs (1) and (2) of this rule, and there are reasonable grounds to believe that the complaint or inspection request is valid, he shall cause an inspection to be made. The inspection shall be conducted by a PSSHO, as soon as practicable, to determine if program deficiencies exist. Inspections under this rule shall not be limited to matters referred to in the complaint or inspection request.

(4) If the Manager of Public Sector Operations determines that an inspection is not warranted because there are no reasonable grounds to believe that a violation of the Act, any standard, rule or danger exists, he shall notify the complaining or requesting party, if known, in writing of such determination. If the complaining or requesting party is dissatisfied with such determination, he may resubmit his complaint or inspection request without prejudice to the Commissioner. Any decision of the Commissioner regarding the complaint or inspection request resubmission shall be final and not subject to further review.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-106, 50-3-201, 50-3-304, and 50-3-906.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Amendment filed November 25, 1983; effective February 13, 1984. Amendment filed March 27, 2001; effective July 30, 2001. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.16 DISCRIMINATION AGAINST EMPLOYEES.

(1) Part IV of the Tennessee Occupational Safety and Health Plan and T.C.A. §§ 50-3-106(7), 50-3-106(8), and 50-3-409 prohibit discriminatory action by an employer toward an employee who has exercised his rights under the Act. In addition to filing a complaint alleging discrimination with the Commissioner, employees have the option of (1) filing a grievance in accordance with the grievance procedures of the Tennessee Department of Personnel if a state employee, or (2) filing a complaint alleging discrimination in accordance with the procedures in the local government's program if a local government employee. In order to be assured the rights and protection afforded by T.C.A. §50-3-409, however, employees must file a complaint in accordance with the provisions of the code.

(2) When employees utilize local procedures in an attempt to settle alleged discrimination, they should include a statement of such fact in the complaint filed with the Commissioner. The Commissioner shall conduct an investigation of such complaint as required by T.C.A. §50-3-409. The Commissioner shall notify the complainant of his determination as required by T.C.A. §50-3-409 but may delay filing any action in chancery court pending resolution of local procedures. In no event shall the Commissioner delay such filing beyond one (1) year from the date of the alleged discrimination.

(Rule 0800-1-5-.16, continued)

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-106, 50-3-201, and 50-3-409.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Amendment filed April 17, 1978; effective July 14, 1978. Amendment filed November 25, 1983; effective February 13, 1984. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.17 INFORMATION ON TOXIC MATERIALS OR HARMFUL PHYSICAL AGENTS. Employers shall notify any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard. If medical examinations or other tests are required by applicable standards, the employer shall make such examinations or tests available or at his expense to determine whether the health of such employee is adversely affected by such exposure pursuant to the provisions of T.C.A. §§50-3-106(5) and 50-3-203.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-106, 50-3-201, and 50-3-203.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Amendment filed November 25, 1983; effective February 13, 1984. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

0800-1-5-.18 ACTION ON PROGRAMS DETERMINED TO BE LESS EFFECTIVE THAN AS REQUIRED BY THE ACT.

(1) Whenever the Commissioner, as a result of inspections or other activity conducted under the provisions of any rule of this chapter, determines that an employer's occupational safety and health program is less effective than as required by T.C.A. §50-3-906 in the case of state agencies, or T.C.A. §50-3-910 in the case of local governments electing to develop their own program of compliance he shall:

(a) In the case of state agencies:

1. Issue the chief executive officer of the agency a written notification stating in what respects the agency has not adequately met its responsibilities, and provide a period of twenty (20) days for the agency to respond by establishing procedures to attain an "at least as effective as" status or contesting the notification.

2. When an agency responds to the Commissioner's notification by establishing procedures to attain an "at least as effective as" status, such procedures shall be in detail and include dates for accomplishment of each item required.

3. If an agency does not advise the Commissioner within twenty (20) days of its intention to contest such notification, the Commissioner shall submit a copy of such notification to the governor, together with a request that such action be taken as will bring such agency into compliance with the provisions of the Act.

4. If, within twenty (20) days of receipt of notification, the agency advises the Commissioner of its intention to contest the notification, the Commissioner shall promptly notify the commission, which shall afford opportunity for a hearing and shall thereafter issue to the governor its findings of fact and recommendations for action.

(b) In the case of local governments:

1. Issue the chief executive officer of the local government written notification by certified mail stating in what respects the local government has not met its duty to provide its employees with conditions of employment consistent with the objectives of the Act, and request a response within twenty (20) days of receipt of the notification which states procedures and dates to attain an "at least as effective as" status.

(Rule 0800-1-5-.18, continued)

2. Should the local government not respond to the Commissioner's letter of notification within the twenty (20) day period prescribed, the Manager of Public Sector Operations, Administrator, or the Commissioner shall contact the chief executive officer of the local government by telephone or in person in an attempt to ascertain what the local government's response will be. Such contact shall be made within twenty (20) to thirty (30) days following receipt of the Commissioner's letter of notification. An additional ten (10) days may be granted for the response by the local government. If no response is received within forty-five (45) days, the local government shall be considered as not having responded.

3. If the local government's response is not considered satisfactory toward achieving an "as least as effective as" status, the Commissioner shall negotiate with the local government in an effort to obtain a satisfactory response. Such negotiation, however, will not extend beyond one hundred twenty (120) days following the date of the Commissioner's original letter of notification.

4. Whenever a local government is considered as not having responded or whenever negotiations have not resulted in a satisfactory response, the Commissioner shall, within twenty (20) days following a time period specified for response or negotiation, submit a copy of all written communications and a written summary of all verbal communications of his efforts to have the local government attain an "at least as effective as" status to the Governor. The Commissioner shall request that the Governor issue an executive order declaring the local government's program under T.C.A. §50-3-910 null and void, thereby allowing such local government to be treated as a private employer for the purpose of enforcing all provisions of the Act.

(c) The Commissioner shall include a summary of any action taken under the provisions of this rule in his annual report to the governor and the general assembly, together with the reasons therefor, and may recommend legislation as appropriate to insure that employers meet the objectives of the Act.

Authority: *T.C.A. §§4-3-1411, 50-3-102, 50-3-201, 50-3-906 through 50-3-908, 50-3-910, and 50-3-912.* ***Administrative History:*** *Original rule filed August 14, 1977; effective September 13, 1977. Amendment filed November 25, 1983; effective February 13, 1984. Repeal and new rule filed September 13, 2002; effective January 28, 2003.*

RESOLUTION NUMBER _____

RESOLUTION TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR AND THE IMPLEMENTATION OF SUCH PROGRAM PLAN

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the Sevier County Government hereby updates the Occupational Safety and Health Program Plan for our employees.

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements.

NOW, THEREFORE,

SECTION 1. BE IT RESOLVED BY THE Sevier County Commission, that there be and is hereby amended as follows:

TITLE:

This section shall be known as "The Occupational Safety and Health Program Plan" for the employees of the Sevier County Government.

PURPOSE:

The Sevier County Commission in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

1) Provide a safe and healthful place and condition of employment that includes:
   a) Top Management Commitment and Employee Involvement;
   b) Continually analyze the worksite to identify all hazards and potential hazards;
   c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
   d) Train managers, supervisors, and employees to understand and deal with worksite hazards.

2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.

3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.

4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.

5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.

6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices

injurious to employee safety and health.

7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this Program Plan.

COVERAGE:

The provisions of the Occupational Safety and Health Program Plan for the employees of the Sevier County Government shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.

STANDARDS AUTHORIZED:

The Occupational Safety and Health standards adopted by the Sevier County Commission are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

VARIANCES FROM STANDARDS AUTHORIZED:

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

ADMINISTRATION:

For the purposes of this resolution, Duane Allen Dodgen is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

FUNDING THE PROGRAM PLAN:

Sufficient funds for administering and staffing the Program Plan pursuant to this resolution shall be made available as authorized by the Sevier County Commission.

SEVERABILITY:

SECTION 2. BE IT FURTHER RESOLVED that if any section, sub-section, sentence, clause, phrase, or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

AMENDMENTS, ETC:

SECTION 3. BE IT FURTHER RESOLVED that this resolution shall take effect from and after the date it shall have been passed, properly signed, certified, and has met all other legal requirements, and as otherwise provided by law,

the general welfare of the Sevier County Government requiring it.

(Executive) (Date) 3/18/13

Karen Cotta (Passed First Reading)
County Clerk

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM PLAN FOR THE EMPLOYEES OF THE SEVIER COUNTY GOVERNMENT

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I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of Sevier County Government.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The Sevier County Commission in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

a. Provide a safe and healthful place and condition of employment.
b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees□ safety and health.

II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

a. COMMISSIONER OF LABOR and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
b. EMPLOYER means the Sevier County Government and includes each administrative department, board, commission, division, or other agency of the Sevier County Government.
c. SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or SAFETY DIRECTOR means the person designated by the establishing ordinance, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of Sevier County Government.

d. INSPECTOR(S) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is

appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.

e. APPOINTING AUTHORITY means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.
f. EMPLOYEE means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as □volunteers□ provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
g. PERSON means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
h. STANDARD means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
i. IMMINENT DANGER means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
j. ESTABLISHMENT or WORKSITE means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
k. SERIOUS INJURY or HARM means that type of harm that would cause permanent or prolonged impairment of the body in that:

    1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
    2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

l. ACT or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.
m. GOVERNING BODY means the Sevier County Commission.
n. CHIEF EXECUTIVE OFFICER Sevier County Mayor.

III. EMPLOYERS RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
c. Employer shall refrain from and unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employers place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.

d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.

f. Employer is entitled to protection of its legally privileged communication.
g. Employer shall inspect all worksites to insure the provisions of this Program Plan are complied with and carried out.
h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
i. Employer shall notify all employees of their rights and duties under this Program Plan.

IV. EMPLOYEES RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety or others or when a medical examination may be reasonably required for performance of a specific job.
k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

V. ADMINISTRATION

a. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.

1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this Program Plan.
2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.
3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
9. **The Safety Director shall, in the eventuality that there is a fatality or an accident resulting in the hospitalization of three or more employees insure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours.**

b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.

1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

VI. STANDARDS AUTHORIZED

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

VII. VARIANCE PROCEDURE

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

a. The application for a variance shall be prepared in writing and shall contain:

   1. A specification of the standard or portion thereof from which the variance is sought.
   2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
   3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
   4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
   5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.

b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:

   1. The employer
      i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
      ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.

      iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.

   2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.

d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

VIII. RECORDKEEPING AND REPORTING

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to ww.osha.gov and click on Recordkeeping Forms located on the home page.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the recordkeeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, as authorized by T.C.A., Title 50.

IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if no, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Sevier County Mayor or to the Sevier County Commission explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
d. The Sevier County Mayor or a representative of the Sevier County Commission will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the Sevier County

Commission following receipt of the complaint explaining decisions made and action taken or to be taken.

e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Sevier County Mayor or the representative of the Sevier County Commission.

f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING

a. Safety Director and/or Compliance Inspector(s):

1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.

2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.

b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employees work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids, or gases including explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocution; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.

i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.

ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.

iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space

shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

a. In order to carry out the purposes of this Ordinance, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
   1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
   2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.

b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.

c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.

d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.

e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.

f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.

g. Advance Notice of Inspections.

   1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
   2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.

h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:

1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.

i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

XII. IMMINENT DANGER PROCEDURES

a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:

1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
5. The imminent danger shall be deemed abated if:

   i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
   ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.

6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.

b. Refusal to Abate.

1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Sevier County Mayor immediately.
2. The Safety Director and/or Sevier County Mayor shall take whatever action may be necessary to achieve abatement.

XIII. ABATEMENT ORDERS AND HEARINGS

a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:

   1. Issue an abatement order to the head of the worksite.
   2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.

b. Abatement orders shall contain the following information:

   1. The standard, rule, or regulation which was found to violated.
   2. A description of the nature and location of the violation.
   3. A description of what is required to abate or correct the violation.
   4. A reasonable period of time during which the violation must be abated or corrected.

c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

XIV. PENALTIES

a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.
b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:

   1. Oral reprimand.
   2. Written reprimand.
   3. Suspension for three (3) or more working days.
   4. Termination of employment.

XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (ordinance, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

a. Compliance with any other law, statute, ordinance, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.
b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statue, ordinance, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, ordinance, or executive order, as applicable, is specifically repealed.

Duane Allen Dodgen Duane A. Dodgen 2-20-2013

Signature: Safety Director, Occupational Safety and Health and Date

APPENDIX - I WORK LOCATIONS

(ORGANIZATIONAL CHART SEVIER COUNTY GOVERNMENT)

SEVIER COUNTY AGRICULTURE EXTENSION OFFICE
752 Old Knoxville Highway
Sevierville Tennessee 37862
(865)-453-3695
Total number of employees full and part time 2

SEVIER COUNTY ARCHIVES
126 West Bruce St.
Sevierville Tennessee 37862
(865)-774-3627
Total number of employees full and part time 3

SEVIER COUNTY BUILDING INSPECTION
Public Works Bldg
227 Cedar Street Suite 2
Sevierville Tennessee 37862
(865)774-7120
Total Number of employees full and part time 3

SEVIER COUNTY E 911
245 Bruce St.
Sevierville Tennessee 37862
(865)-428-5542
Total Number of employees full and part time 19

SEVIER COUNTY ELECTION COMMISSION
1145 Dolly Parton Pkwy
Sevierville Tennessee37862
(865)-453-6985
Total Number of employees full and part time 8

SEVIER COUNTY EMERGENCY MANAGEMENT
321Court Avenue
Sevierville Tennessee 37862
(865)-453-4919
Total Number of employees full and part time 6

SEVIER COUNTY ENVIRONMENTAL HEALTH
Public Works Bldg
227 Cedar Street Suite 4
Sevierville Tennessee 37862
(865)-429-1766
Total Number of employees full and part time 5

SEVIER COUNTY FAIRGROUNDS
754 Old Knoxville Hwy
Sevierville Tennessee 37862
(865)-453 0770
Total Number of employees full and part time 1

SEVIER COUNTY FLEET SERVICES
760 Rainbow Rd.
Sevierville Tennessee 37862
(865)-453-1615
Total Number of employees full and part time 6

SEVIER COUNTY GIS
Public Works Bldg.
227 Cedar St. Suite 3
Sevierville Tennessee 37862
(865)-429-3050
Total Number of employees full and part time 3

SEVIER COUNTY HEALTH DEPARTMENT
709 Middle Creek Road
Sevierville Tennessee 37862
(865)-428-5704
Total Number of employees full and part time 20

SEVIER COUNTY HIGHWAY DEPARTMENT
139 Garage Rd.
Sevierville Tennessee 37876
(865)-453-8093
Total Number of employees at garage 60

SEVIER COUNTY JUDICIAL COMMISSIONERS
Sevier County Jail
137 Commerce St.
Sevierville Tennessee 37862
(865)-774-3928
Total Number of employees full and part time 10

JUVENILE DETENTION
157 West Main St.
Sevierville Tennessee 37862
(865)- 774-3800
Total Number of employees full and part time 18

SEVIER COUNTY PUBLIC LIBRARY SYSTEM
Main Branch
408 High Street
Sevierville Tennessee 37862
(865)-453-3532

Genealogy
408 High Street
Sevierville Tennessee 37862
(865)-453-3532

Kodak Branch Library
319 W Dumplin Valley Rd.
Kodak, Tennessee 37764
(865)-933-0078

Seymour Branch Library
137 W Macon Lane
Seymour, Tennessee 37865
Total Number of employees full and part time all branches 30

SEVIER COUNTY MEDICAL EXAMINER
321 Court Avenue
Sevierville Tennessee 37862
(865) 774 3628
Total Number of employees full and part time 1

SEVIER COUNTY PLANNING
Public Works Bldg
227 Cedar Street Suite 1
Sevierville Tennessee 37862
(865)-453-3882
Total Number of employees full and part time 4

SEVIER COUNTY SOIL CONSERVATION
517 E Bruce Street
Sevierville Tennessee 37862
Total Number of employees full and part time 1

SEVIER COUNTY SOLID WASTE
750 Rainbow Rd.
Sevierville Tennessee 37862
(865)-428-0042
Total Number of employees full and part time 35

SEVIER COUNTY STORMWATER
Public Works Bldg
227 Cedar Street Suite 6
Sevierville Tennessee 37862
(865)-429-4580
Total Number of employees full and part time 4

SEVIER COUNTY SENIOR CITIZENS CENTER
1220 Chapman Hwy.
Sevierville Tennessee 37862
(865)-453-8080
Total Number of employees full and part time 7

SEVIER COUNTY VETERANS SERVICE
1124 Blanton Drive
Sevierville Tennessee 37862
(865)-453-8073
Total Number of employees full and part time 2

SEVIER COUNTY EMERGENCY MEDICAL SERVICES
Main Station
718 Middle Creek Road
Sevierville Tennessee 37862
(865)-453 3248
Daytime weekdays 13 employees
Weekends and nights 7 employees

Pigeon Forge Fire Dept.EMS Station
225 Pine Mountain Road
Pigeon Forge TN 37863
(865)-428-4873
24/7 -2 employees

Seymour EMS Station
106 North Pitner Road
Seymour, TN 37865
(865)-573-1471
24/7-2 employees

Waldens Creek EMS Station
2828 Goose Gap Road
Sevierville, TN 37876
(865)-428-8395
24/7-2 employees

Kodak EMS Station
345 Douglas Dam Road
Sevierville, TN 37764
(865)- 933-9564
24/7-2 employees

East EMS Station
2309 Old Newport Hwy
Sevierville TN 37876
(865
24/7- 2 employees

Total Number of employees (full and part time) for Emergency Medical Service 98

SEVIER COUNTY SHERIFF DEPARTMENT
Sheriff office
106 W Bruce St.
Sevierville Tennessee 37862
(865)453-4668

Sevier County Jail
137 Commerce Street
Sevierville Tennessee 37862
(865)-774-3905
Total Number of employees full and part time 46

Sevier County Minimum Security Facility
896 Old Knoxville Hwy
Sevierville Tennessee 37862
Total Number of employees full and part time 32

Total Number of employees full and part time 194

Departments/Divisions located within the Sevier County Courthouse

Sevier County Courthouse
125 Court Avenue
Sevierville Tennessee 37862
(865)-774-3616

SEVIER COUNTY CIRCUIT COURT Suite 204 E
(865)-453-5536
Criminal/Child Support Office Suite 207E
(865)-453-5270
Total Number of employees full and part time Circuit Court 17

SEVIER COUNTY CLERK AND MASTER Suite108 W
(865)-453-4654
Total Number of employees full and part time Clerk and Master 6

SEVIER COUNTY CLERK Suite 202 E
(865)-453-5502
Total Number of employees full or part time County Clerk 26

SEVIER COUNTY GENERAL SESSIONS COURT Suite104/107E
(865)-453-6116
Total Number of employees full and part time General Sessions 18

GENERAL SESSIONS JUDGES Suite109 W
(865)
Total Number of employees full and part time General Sessions Judge 9

SEVIER COUNTY HIGHWAY DEPARTMENT Suite 304E
(865)-453-3452
Total Number of employees full and part time 4

SEVIER COUNTY INFORMATION TECHNOLOGY Suite 109W
(865) 774-3601
Total Number of employees full and part time 3

SEVIER COUNTY JUVENILE SERVICES Suite 305 W
(865)-453-9064
Total Number of employees full and part time 6

SEVIER COUNTY MAINTENANCE DEPARTMENT Suite 105E
(865)-774-3705
Total Number of employees full and part time 14

SEVIER COUNTY MAYORS OFFICE Suite102E & 201E
(865)-453-6136 & (865)-774-3753
Total Number of employees full and part time 10

PROPERTY ASSESSOR Suite 210 W
(865)-453-3242
Total Number of employees full and part time 19

SEVIER COUNTY REGISTER OF DEEDS Suite 209 W
(865)-453-2758
Total Number of employees full and part time 9

SEVIER COUNTY TRUSTEE Suite 212 W
(865)-453-2767
Total Number of employees full and part time 9

SEVIER COUNTY WATER DEPARTMENT Suite
(865)-774-3623
Total Number of employees full and part time 2

SEVIER COUNTY SCHOOL SYSTEM
Gary Hardin Alternative Learning
2540 Boyds Creek Rd.
Sevierville Tennessee 37876
(865)-453-8338
Total Number of employees full and part time 18

Boyds Creek Elementary
1729 Indian Warpath
Sevierville Tennessee 37876
(865)-774-8285
Total Number of employees full and part time 81
Sevier County Transportation Department
1634 Jack Delozier Dr.

Sevierville Tennessee 37876
(865)-453-3568
Total Number of employees full and part time 84

Catlettsburg Elementary
1409 Catlettsburg Rd.
Sevierville Tennessee 37876
(865)-428-2171
Total Number of employees full and part time 86

Catons Chapel Elementary
3135 Catons Chapel Rd.
Sevierville Tennessee 37876
(865)-453-2132
Total Number of employees full and part time 65

Sevier County Central Office Complex
226 Cedar Street
Sevierville Tennessee 37862
(865)-453-4671
Total Number of employees full and part time 29

Sevier County Central Office
226 Cedar Street
Sevierville Tennessee 37862
(865)453-4671
Total Number of employees full and part time 37

Gatlinburg Pittman High
150 Proffitt Rd.
Gatlinburg Tennessee 37738
(865)-436-5637
Total Number of employees full and part time 70

Greenbriar Alternative Learning
2851 Webb Creek Rd.
Sevierville Tennessee 37876
(865)-436-5496
Total Number of employees full and part time 3

Jones Cove Elementary
4554 Jones Cove Rd.
Cosby ,Tennessee 37722
(865)-453-9325
Total Number of employees full and part time 41

Sevier County Maintenance Department
405 Catlett Dr.
Sevierville Tennessee 37862
(865)-453-4140
Total Number of employees full and part time 49

New Center Elementary
2701 Old Newport Hwy.
Sevierville Tennessee 37876
(865)-453-2123
Total Number of employees full and part time 101

Northview Middle
3293 Douglas Dam Rd.
Kodak, Tennessee 37764
(865)-933-7985
Total Number of employees full and part time 61

Northview Primary
3293 Douglas Dam Rd.
Kodak, Tennessee 37764
(865)-933-2415
Total Number of employees full and part time 77

Parkway Academy
300 Cedar Street
Sevierville, Tennessee 37862
(865)-429-3908
Total Number of employees full and part time 30

Pi Beta Phi Elementary
125 Cherokee Orchard Rd.
Gatlinburg Tennessee 37738
(865)-436-5076
Total Number of employees full and part time 75

Pigeon Forge High
414 Tiger Dr.
Pigeon Forge Tennessee 37863
(865)774-5790
Total Number of employees full and part time 99

Pigeon Forge Middle
300 Wears Valley Rd.
Pigeon Forge Tennessee 37863
(865)-453-2401
Total Number of employees full and part time 77

Pigeon Forge Primary
1766 Waldens Creek Rd.
Sevierville Tennessee 37676
(865)-428-3016
Total Number of employees full and part time 98

Pittman Center Elementary
2455 East Parkway

Gatlinburg Tennessee 37738
(865)436-4515
Total Number of employees full and part time 40

Sevier County High
1200 Dolly Parton Pkwy
Sevierville Tennessee 37862
(865)-453-5525
Total Number of employees full and part time 138

Sevier County Technical Center
1200 Dolly Parton Pkwy
Sevierville Tennessee 37862
(865)-453-1076
Total Number of employees full and part time 46

Sevierville Intermediate
416 High Street
Sevierville Tennessee 37862
(865)-428-8925
Total Number of employees full and part time 88

Sevierville Middle
520 High Street
Sevierville Tennessee 37862
(865)453-0311
Total Number of employees full and part time 68

Sevierville Primary
1146 Blanton Dr.
Sevierville Tennessee 37862
(865)-453-2824
Total Number of employees full and part time 105

Seymour High
732 Boyds Creek Rd.
Seymour Tennessee 37865
(865)-577-7040
Total Number of employees full and part time 107

Seymour Intermediate
212 N. Pitner Rd.
Seymour Tennessee 37865
(865)609-0030
Total Number of employees full and part time 69

Seymour Middle
737 Boyds Creek Rd.
Seymour Tennessee 37865
(865)579-0730
Total Number of employees full and part time 69

Seymour Primary
717 Boyds Creek Rd.
Seymour Tennessee 37865
(865)-577-5970
Total Number of employees full and part time 90

Sevier County Special Education Department
320 Cedar Street
Sevierville Tennessee 37862
(865)-453-1036
Total Number of employees full and part time 27

Trula Lawson Learning Center
550 East Gate Rd.
Sevierville Tennessee 37862
(865)-428-5793
Total Number of employees full and part time 30

Wearwood Elementary
3150 Wearwood Dr.
Sevierville Tennessee 37862
(865)-453-2252
Total Number of employees full and part time 33

White's Adult High
226 Cedar Street
Sevierville Tennessee 37862
(865)-429-5243
Total Number of employees full and part time 19

TOTAL NUMBER OF EMPLOYEES SEVIER COUNTY SCHOOL SYSTEM 2110

TOTAL NUMBER OF EMPLOYEES WITH THE SEVIER COUNTY GOVERNMENT

Sevier County School System
Total 2110

Departments/Divisions within the Sevier County Courthouse
Total 152

Sevier County Sheriff's Department
Total 194

Sevier County Emergency Medical Services
Total 98

Sevier County Highway Department
Total 60

Sevier County Solid Waste
Total 35

Sevier County Library System
Total 30

All Other Departments/Divisions
Total 123

Total of all Sevier County Employees
2802

APPENDIX – II NOTICE TO ALL EMPLOYEES

NOTICE TO ALL EMPLOYEES OF SEVIER COUNTY GOVERNMENT

The Tennessee Occupational Safety and Health Act of 1972 provide job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to insure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or Sevier County Mayor.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before the Human Resource Representative and the Safety and Loss Control Committee for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of the Sevier County Government is available for inspection by any employee at the Human Resources Office during regular office hours.



Signature: SEVIER COUNTY MAYOR AND DATE

APPENDIX - III PROGRAM PLAN BUDGET

(Either answer questions 1-11 **or** fill in the statement below)

1. Prorated portion of wages, salaries, etc., for program administration and support.
2. Office space and office supplies.
3. Safety and health educational materials and support for education and training.
4. Safety devices for personnel safety and health.
5. Equipment modifications.
6. Equipment additions (facilities)
7. Protective clothing and equipment (personnel)
8. Safety and health instruments
9. Funding for projects to correct hazardous conditions.
10. Reserve fund for the Program Plan.
11. Contingencies and miscellaneous,

TOTAL ESTIMATED PROGRAM PLAN FUNDING,
ESTIMATE OF TOTAL BUDGET FOR:

OR Use This Statement:

STATEMENT OF FINANCIAL RESOURCE AVAILABILITY

Be assured that the Sevier County Government has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

APPENDIX – IV ACCIDENT REPORTING PROCEDURES

Employees shall report all accidents, injuries, or illnesses to their supervisor as soon as possible, but not later than two (2) hours after the occurrence. The supervisor will provide the Safety Director and record keeper as well as the elected official or the department/division head with the name of the injured or ill employee and a brief description of the accident or illness by telephone as soon as possible, but not later than four (4) hours, after the accident or injury occurred or the time of the first report of the illness. The employee is to be transported by their immediate supervisor or someone in their direct chain of command if the injury is not serious or life threatening. Employees with serious injuries requiring immediate medical attention shall be treated as soon as possible at the nearest hospital, (call 911 or EMS.) All fatalities or accidents involving the hospitalization of three (3) or more employees shall be reported to the Safety Director and Sevier County Mayors office immediately as well as the record keeper, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

The Emergency Medical Services, Highway Department, Schools System as well as the Sheriff's Department maintains their own record keeper and may have a different chain of reporting accidents but the information and time limits should be the same as well as a fatality or the hospitalization of three (3) or more employees (the same procedure shall be adhered to).

Since Workers Compensation Form C-20, 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

ACCIDENT PREVENTION PLAN

FOR ALL DEPARTMENTS/DIVISIONS
OF
SEVIER COUNTY GOVERNMENT

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ACCIDENT PREVENTION PLAN

AUTHORITY AND ACCOUNTABILITY

The Sevier County Government accepts the responsibility for providing the resources and guidance for the development and implementation of this *Accident Prevention Plan*, and the overall employee safety and health program.

The Sevier County Government is responsible and will be held accountable for the overall implementation of the working plan, and has the authority to delegate any and all portions of the plan to subordinates. The Sevier County Government also has the authority to approve or carry out disciplinary actions against those employees who choose to violate established safety policies, procedures, or rules.

All Department/Division Heads/Designee and Supervisors are responsible and will be held accountable to ensure that all employees under their control follow the safety and health policies, procedures, and rules established by the Sevier County Government Furthermore, All Department/Division Heads/Designee and Supervisors are also responsible for administering training and guidance to employees under their direction, and have the authority to reprimand and recommend disciplinary actions against employees that choose to violate the safety and health policies of the County.

Employees are responsible and will be held accountable for providing the County with a commitment to the safety and health program, abiding by the policies, procedures and rules set forth by the safety and health program. In addition, employees commit to completing their work assignments safely and being actively involved in the safety program in order to assist the County to provide a safe and healthy workplace.

Contractors that provide or perform services for the County, at any location, are responsible to ensure that all employees' actions and services delivered are in a manner consistent with our commitment to employee safety and health. This *Accident Prevention Plan* will be made available to all contractors and subcontractors for review, if requested.

EMPLOYEE INVOLVEMENT

The County encourages employee involvement in each part of the implementation process of the ongoing safety and health program of the County. All Department/Division Heads/Designee will solicit this involvement by giving each employee an opportunity to participate in the implementation of the safety program for their respective work areas or job assignment.

SAFETY MEETINGS

All County Department/Division Heads/Designee will ensure that all employees meet on a regular basis (at least quarterly) to discuss safety and health issues, and increase employee awareness of this program. Regular meetings will be designed to keep this program active in the minds of the employees, and offer an avenue for personnel to voice their concerns regarding workplace safety and health. Records of all meetings will be maintained as indicated in this plan.

REPORTING OF HAZARDS AND UNSAFE CONDITIONS

As a condition and requirement of continued employment, all employees will be required to report hazards and unsafe conditions in the workplace to their immediate Supervisor or Department/Division Head/Designee.
All Department/Division Heads /Designee or Supervisors will take prompt and appropriate action concerning all reports to determine if a hazard exists. If it is determined that a hazard does exist, immediate action for correction will be taken. Regardless of whether or not a hazard is identified, the reporting employee will be notified of the corrective action, or the procedures used to conclude that no hazard exists. This information will be shared with all employees of the work area .

SAFETY AND HEALTH RECORDS
AND
DOCUMENT ANALYSIS

All Department/Division Heads or Designee will review and analyze all records and documentation pertaining to the safety and health program. This review will be conducted on a quarterly basis and will focus on hazard analysis and recognition of any developing accident trends.

Trend analysis will identify recurring accidents and near miss incidents resulting in, or potentially involving injury, illness, and/or property damage. The analysis will also identify repeated hazards/violations needing corrective action in order to establish what safety and health program elements are deficient.

All Department/Division Heads or Designee will provide information and recommendations for corrective measures for trends developing in their area.

Employees will be made aware of developing trends and hazard exposures as they are recognized.

Trends of accidents or hazard recurrences will be a focal point for corrective action and employee training as needed.

Follow-up on implementation of corrective measures will be conducted by the Department/Division Head or Designee and Supervisors. Employee training records will be reviewed on a regular basis to ensure an adequate and effective training program is maintained. Employees will be interviewed from time-to-time to establish retention of training and determine when information should be supported or repeated.

EMPLOYEE SAFETY AND HEALTH ORIENTATION AND TRAINING PROGRAM

The Sevier County Government is committed to providing safety and health related orientation and training to all employees at all Departments/ Divisions of the County. All Departments/Divisions will develop, implement, and maintain an aggressive safety and health orientation and training program. The program's purpose will be to educate and familiarize employees with safety and health procedures, rules, and work practices of the County and their Department/Division. The Sevier County Government will encourage and require involvement and participation of all Department/Division Heads/Designee, Supervisors, and Employees. This training must be documented and kept on file by All Departments/Divisions for OSHA review.

SAFETY ORIENTATION TRAINING PROGRAM DEVELOPMENT

The instruction materials and subjects shall be developed utilizing job specific criteria relating to identified and potential hazard exposure, accident and incident data, and training required by federal regulations. The orientation and subsequent training sessions will include, but is not limited to, the following:

1. General safety rules and guidelines
2. Hazards associated with the work area
3. Hazards associated with the job or task assignment
4. Emergency procedures
5. Personal Protective Equipment (requirements, proper use, and maintenance)
6. Specific safety guidelines for equipment operation
7. Employee accident/hazard reporting requirements
8. Accident investigation (supervisors and other designated personnel)
9. Any federally required training

Employee safety training will be administered in two phases consisting of

1. new employee or reassignment orientation
2. regular, periodic, refresher, or ongoing instruction

Aside from the formal safety and health related training classes, employees will receive guidance and instruction on safe operating procedures of each assigned job or task.

SAFETY ORIENTATION/REASSIGNMENT TRAINING

Safety orientation training will be administered to all new employees prior to the initial work assignment, and to employees assigned to new or different tasks or jobs. The orientation will consist of a review of the general safety rules, safe lifting guidelines, job assignment, and work area specific safety information. All new employees will be given a tour of the assigned work area and an opportunity to pose questions to expedite the familiarization process. New employees will not be released to a job assignment until it has been determined by the Department/Division Head or Designee and Supervisor that the individual has retained the minimal acceptable requirements of the training provided, received all pertinent information needed to safely perform the assigned job duties, and signed the *Employee Acknowledgment Form* (ATTACHMENT # 1) indicating his/her understanding of the general safety rules.

REGULAR PERIODIC, REFRESHER OR ONGOING TRAINING

All Department/Division Heads/Designee, Supervisors, and Employees are required to participate and become involved in the ongoing safety and health training program. The frequency, repetitiveness, and subject matter will be determined by training assignments and audits to be performed by the Department/Division Heads /Designee and Supervisors, and will be at intervals that ensure demonstration of adequate training. The assessments and audits will, for the most part, be informal questions and observations of employees and work areas. At some point, a more formal survey, such as a written examination, may be required. At no time will an employee be approved to work at a period of greater than one year without refresher training. All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment.

All Department/Division Heads /Designee and Supervisors have the authority to assess training effectiveness and are responsible for enforcing implementation of instructional requirements.

SAFETY SURVEYS AND IN-HOUSE INSPECTIONS

The Sevier County Government has implemented a program to identify, correct, and control hazards on an ongoing basis. This program utilizes multiple resources to ensure maximum effectiveness.

COMPREHENSIVE SURVEYS

The Safety Director for the Sevier County Government will conduct health and safety surveys when necessary. These surveys will identify existing and potential hazards, as well as non-compliance issues that should be addressed. The findings of the surveys will be discussed and recommendations for corrective actions will be suggested. The survey will also be conducted to evaluate the overall effectiveness of this *Accident Prevention Plan* and the employee training program. Recommendations will be made to enhance the performance of the safety and health program. Reports will be forwarded to Department/Division Head/Designee for review.

IN-HOUSE SAFETY SELF-INSPECTIONS (ATTACHMENT # 2)

All Department/Division Heads or Designee and Supervisors will conduct quarterly documented in-house safety and health inspections that will include the entire work area and related equipment.

All inspections will be conducted on an ongoing basis without interruption. All Department/Division Heads/Designee will allocate adequate staff time and resources to perform the surveys.

An inspection checklist(s) will be used to assist with completing the self inspection process. The list will be evaluated and updated with hazard exposures that are identified during the inspections and through other pertinent data as determined necessary. The contents of this checklist will be reviewed on a regular basis to ensure effectiveness. The checklist will become part of the permanent record of the inspection and will serve as a confirmation of the survey. Each checklist will provide pertinent information as required in the recordkeeping section of this plan.

All Department/Division Heads or Designee and Supervisors will review the inspection checklists and other established documentation to ensure that a course of corrective action has been established to reduce or eliminate identified hazards.

INFORMAL DAILY INSPECTIONS

Department/Division Heads or Designee, Supervisors and Employees will conduct informal safety and health inspections in the form of general observation and awareness of their assigned position or work area on an ongoing basis as part of their daily regular job duties. All hazards identified by this daily observation will be reported to an immediate Supervisor or Department/Division Head or Designee for corrective action.

Employees will be notified of the hazards that pose an immediate threat of physical harm or property damage, and informed of measures or steps that will be taken to eliminate, correct, or control the identified hazard.

HAZARD CORRECTION AND CONTROL

The Sevier County Government is committed to the correction or control of all hazards identified through any of the established methods of recognition. All identified hazards will receive a timely response.

HAZARD CORRECTION

Whenever possible and feasible, hazards identified in the work area will be corrected by eliminating the cause of the hazard at the source. This will include, but is not limited to, the following:

1. Discontinuation or removal of identified hazardous chemicals, materials, or substances from the work area

2. Discontinuation from use or removal of hazardous equipment or machinery until replaced or repaired

3. Correction of any unsafe act or conditions in existence in the work area (by service or employee training)

HAZARD CONTROL

When identified hazards cannot be eliminated from the work area, the hazard(s) will be effectively controlled by engineering and administrative controls, safe operating procedures, appropriate work practices, personal protective equipment, or any suitable combination of these measures.

Engineering controls include, but are not limited to the following:

1. Isolation of employee exposure to the hazard
2. Guarding or displacement of employee exposure to the hazard
3. Preventative maintenance and repair of machinery and equipment

Administrative controls and procedures will include, but are not limited to the following:

1. Written programs to establish administrative guidelines for safe work practices
2. Established and implemented work rules and procedures

Work practice controls will include, but are not limited to the following:

1. Careful planning and performance of each assigned job, task, or duty
2. Reduction in duration of exposure to hazards
3. Adherence to safety and health rules and procedures

4. Personal protective equipment will be used when all other means of eliminating the hazards have not provided adequate protection to the employee.

5. All employees issued personal protective equipment will receive training regarding proper use, maintenance, and equipment limitations.

ACCIDENT REPORTING AND INVESTIGATION

All Department/Division Heads or Designee and Supervisors will investigate all work related accidents and near miss incidents involving their Department/Division employees or County property to develop preventative measures and corrective actions.

EMPLOYEE REPORTING

All employees are required to report any of the following to their immediate supervisor:

1. Accidents/incidents with injury/illness of any magnitude (including first aid related cases).
2. Accidents/incidents resulting in property or equipment damage of any magnitude.
3. Any near miss incidents that could have potentially resulted in employee injury/illness or property damage.

EMPLOYER REPORTING

If in the event any Department/ Division of the Sevier County Government experiences a fatality or the hospitalization of (3) or more employees the Safety Director or Assistant County Mayor must be notified immediately. The Safety Director or Assistant County Mayor must notify OSHA within (8) hours of said incident as outlined by Federal OSHA.

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ACCIDENT INVESTIGATIONS (ATTACHMENT # 3)

Immediate Supervisors will be responsible for conducting the initial investigation of accidents that occur in their area of responsibility or that effect employees under their supervision.

Upon notification of an accident or near miss incident, the responsible Supervisor will begin investigative proceedings to determine the following:

1. How the accident or incident occurred
2. Special circumstances involved
3. Underlying or associated causes
4. Corrective actions or preventative measures and controls

Accidents and incidents involving situations where multiple Supervisors are effected will be investigated jointly. All activities and findings of the investigators will be documented and recorded for review. *Accident Investigation Forms* (attachments#2) will be recorded as minimum documentation of the accident investigation.

The Department/Division Head or Designee will review all accident investigation reports for thoroughness and corrective action determination and implementation.

DISCIPLINARY POLICY

The Sevier County Government has developed and will enforce a disciplinary policy that applies to the safety and health program. The disciplinary policy will be a tool to ensure enforcement of the rules and procedures for a safe and healthy working environment. The disciplinary policy applies to all employees of the County.

VERBAL WARNINGS (ATTACHMENT # 4)

Department/Division Heads or Designee or Supervisors will issue verbal warnings to employees that commit minor infractions or violations of established safety rules and work practices and will be documented on verbal warning form. Continued violations will lead to more restrictive actions.

WRITTEN WARNINGS (ATTACHMENT # 4)

Department/Division Heads or Designee or Supervisors will issue written warnings to the following:

1. Repeated minor violations of safety rules or procedures

2. Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves, another employee, or could have caused property damage.

DISCIPLINARY LEAVE, TERMINATION

Supervisors may recommend, and Department/Division Heads may institute, disciplinary leave or employee termination for the following:

1. A single serious violation of a rule or procedure that results in injury to an employee or property damage

2. Repeated violations, non-conformance to safety rules or procedures

DOCUMENTATION

The Department/Division Heads or Designee and Supervisors will establish employee safety files to record violations of County safety rules, regulations, or procedures. The records will indicate the type of violation and corrective action taken. The employee must read and sign this report acknowledging that they understand the serious nature of the violation. This report will be placed in the employee safety file.

SAFETY RELATED RECORDKEEPING

The Sevier County Government promotes an effective recordkeeping program to document actions, review results, and identify trends and deficiencies in this safety program. The recordkeeping element is essential in tracking the performance of duties and responsibilities under the program. The County is committed to implementing and maintaining an active recordkeeping system.

INJURY AND ILLNESS DATA

The Sevier County Government will maintain records of all work related injuries and illnesses to our employees.

The following records relating to work related injuries and illnesses will be maintained:

1. OSHA 300 Log of Recordable Injuries and Illnesses
2. Employer's First Report of Occupational Injury and Illness (ATTACHMENT # 5(C 20)
3. Accident Investigation Reports

The OSHA 300 Log of Recordable Injuries and Illnesses record will be maintained by All County Departments/Divisions and copied to the County Mayors office to be kept on file for OSHA review. The information will be updated within six (6) working days of a recordable injury/illness.

The completed Injury/Illness portion of the OSHA 300 Log for the previous calendar year will be posted in a conspicuous location for employee review during the month of February as required by the Occupational Safety and Health Act.

All data pertaining to employee injuries/illnesses that did not receive medical treatment or were otherwise not recordable on the above mentioned documents, will be maintained in written record form.

All injury/illness documentation will be reviewed on a quarterly basis by the Safety and Loss Control Committee to analyze occurrences, identify developing trends, and plan corrective actions to prevent future accidents.

SAFETY AND HEALTH SURVEYS AND INSPECTIONS

The Sevier County Mayors Office will maintain and review records of all safety related audits and inspections that affect the County, our employees, or facilities. All Departments/Divisions shall also keep on file inspection records for each Department/Division.

The following records relating to safety and health surveys and inspections will be maintained:

- Comprehensive survey reports and records corrective actions
- Documented checklists of in-house self inspections and records corrective actions

Reports generated and received as a result of comprehensive surveys conducted by the County Safety Director or outside professional agency will be maintained for record and periodic review. All Department/Division Heads that receive these reports will ensure that recommendations are followed and corrective actions are documented.

Checklists used during the completion of an in-house self inspection process will be maintained for documentation. The checklists will be part of the permanent record of the survey and serve as a confirmation of the inspection.

Information maintained will include:

1. The specific site, location or area surveyed.
2. The name and title of person(s) performing the inspection.
3. The date the inspection was completed.
4. The corrective action taken for identified hazards or violations.

The completed inspection checklist will be used in trend analysis.

SAFETY OR RELATED MEETINGS

The Sevier County Mayors office will maintain accurate records of all proceedings associated with the employee safety and health program of the County.

Applicable records include:

- Minutes, records, and other data resulting from safety related meetings, safety committee meetings, or any other gatherings in which discussions occur related to the safety and health program.

A record of all proceedings and staff actions effecting the employee safety and health program will include the following information:

1. Name of recorder
2. List of attendees, with signature
3. Details of topics discussed
4. Action or corrective measures suggested, recommended, or implemented

TRAINING RECORDS

All Departments/Divisions of the Sevier County Government will maintain documentation records of all safety and health related training as part of the employees permanent personnel file. All safety and health related training provided to the employees of the County will be maintained and documented. This documentation will serve as proof of attendance and reviewed to determine the need for additional or refresher training.

Records and documentation of employee safety related training will include:

1. The trainer's or presenter's name
2. Date of training
3. Details of topic(s) or subject(s) covered
4. Legible identification of attendee(s)
5. Attendee(s) signature(s)

ACCIDENT INVESTIGATION

All Departments/Divisions of the Sevier County Government will ensure proper investigation of all accidents and incidents. Records and documentation of investigation activities will include:

1. Designated accident investigation form(s)
2. Supporting data including photographs, videos, witness statements, etc.
3. Records of corrective action or preventative measures implemented

EQUIPMENT INSPECTION AND MAINTENANCE

All Departments/Divisions of the Sevier County Government will maintain records and data pertaining to equipment inspection, repairs, and preventative maintenance to County owned and controlled equipment or vehicles. Records and documentation of equipment inspections and maintenance activities will include:

1. Routine inspection and maintenance records
2. Documentation of services performed by contract agreement
3. Documentation of repair and replacement of parts or equipment

The documentation will be utilized to determine an effective, ongoing equipment maintenance program and ensure compliance with applicable regulations.

ATTACHMENTS:

1.Employee Acknowledgement Form

2.Self Inspection Checklist

3.Accident Investigation Report Form

4.Verbal and Written Warning Forms

5. Firsr Report of Work Injury or Illness report Form

Attachment # 1

EMPLOYEE ACKNOWLEDGMENT FORM

I have received safety orientation training pertaining to my specific job consisting of the following:

1. General safety rules and guidelines
2. Safe lifting guidelines
3. Hazards associated with the work area
4. Hazards associated with the job or task assignment
5. Emergency procedures
6. Personal Protective Equipment (requirements, proper use, and maintenance)
7. Specific safety guidelines for equipment operation
8. Employee accident/hazard reporting requirements
9. Accident investigation (supervisors and other designated personnel)
10. All federal and State required training.

Employee Signature:_____

Department/Division:_____

Date:_____

Attachment #2

BLOODBORNE PATHOGENS

❒ Does the employee-training program on the bloodborne pathogens standard contain the following elements:

(1) an accessible copy of the standard and an explanation of its contents;
(2) a general explanation of the epidemiology and symptoms of bloodborne diseases;
(3) an explanation of the modes of transmission of bloodborne pathogens;
(4) an explanation of the employer's exposure control plan and the means by which employees can obtain a copy of the written plan;
(5) an explanation of the appropriate methods for recognizing tasks and the other activities that may involve exposure to blood and other potentially infectious materials;
(6) an explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
(7) information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;
(8) an explanation of the basis for selection of personal protective equipment;
(9) information on the hepatitis B vaccine;
(10) information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
(11) an explanation of the procedure to follow if an exposure incident occurs, including the methods of reporting the incident and the medical follow-up that will be made available;
(12) information on post exposure evaluations and follow up; and
(13) an explanation of signs, labels, and color coding?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees trained in the following:

☐ How to recognize tasks that might result in occupational exposure?

☐ How to use work practice and engineering controls and personal protective equipment and to know their limitations?

☐ How to obtain information on the types, selection, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.

☐ Who to contact and what to do in an emergency

Action to be Taken **Assigned To:**

_____ _____

FLAMMABLE AND COMBUSTIBLE MATERIALS

❒ Are combustible scrap, debris and waste material (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?

Action to be Taken **Assigned To:**

_____ _____

❒ Is proper storage practiced to minimize the risk of fire including spontaneous combustion?

Action to be Taken **Assigned To:**

_____ _____

❒ Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all connections on drums and combustible liquid piping, vapor and liquid tight?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans, etc.)?

Action to be Taken **Assigned To:**

_____ _____

❒ Are bulk drums of flammable liquids grounded and bounded to containers during dispensing?

Action to be Taken **Assigned To:**

_____ _____

❒ Do storage rooms for flammable and combustible liquids have explosion-proof lights?

Action to be Taken **Assigned To:**

_____ _____

❒ Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?

Action to be Taken **Assigned To:**

_____ _____

❒ Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?

Action to be Taken **Assigned To:**

_____ _____

❒ Are no smoking signs posted on liquefied petroleum gas tanks?

Action to be Taken **Assigned To:**

_____ _____

❒ Are liquefied petroleum storage stands guarded to prevent damage from vehicles?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all solvent waste, and flammable liquids kept in fire resistant, covered containers until they are removed from the worksite?

Action to be Taken **Assigned To:**

_____ _____

❒ Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?

Action to be Taken **Assigned To:**

_____ _____

❒ Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?

Action to be Taken **Assigned To:**

_____ _____

❒ Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers, etc. while in storage?

Action to be Taken **Assigned To:**

_____ _____

❒ Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?

Class A Ordinary combustible material fires.

Class B Flammable liquid, gas or grease fires.

Class C Energized-electrical equipment fires.

Action to be Taken **Assigned To:**

_____ _____

❒ Are appropriate fire extinguishers mounted within 50 feet of areas containing flammable liquids?

Action to be Taken **Assigned To:**

_____ _____

❒ Are extinguishers free from obstructions or blockage?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all extinguishers fully charged and in their designated places?

Action to be Taken **Assigned To:**

_____ _____

❒ Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switch boards and equipment?

Action to be Taken **Assigned To:**

_____ _____

❒ Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?

Action to be Taken **Assigned To:**

_____ _____

❒ Are safety cans used for dispensing flammable or combustible liquids at a point of use?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all spills of flammable or combustible liquids cleaned up promptly?

Action to be Taken **Assigned To:**

_____ _____

❒ Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?

Action to be Taken **Assigned To:**

_____ _____

❒ Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?

Action to be Taken **Assigned To:**

_____ _____

❒ Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?

Action to be Taken	**Assigned To:**
_____	_____

COMPRESSED AIR RECEIVERS

❒ Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent or 3 psi, whichever is greater?

Action to be Taken **Assigned To:**

_____ _____

❒ Is every air receiver over 5 cubic feet in volume provided with a drainpipe and valve at the lowest point for the removal of accumulated oil and water?

Action to be Taken **Assigned To:**

_____ _____

❒ Are compressed air receivers periodically drained of moisture and oil?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?

Action to be Taken **Assigned To:**

_____ _____

❒ Is there a current operating permit for compressed air receivers, 5 cubic feet or more in volume, issued by the Boiler and Elevator Branch of HIOSH?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

Action to be Taken **Assigned To:**

_____ _____

COMPRESSED GAS CYLINDERS

❒ Are cylinders with water weight capacity over 30 pounds, equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?

Action to be Taken **Assigned To:**

_____ _____

❒ Are cylinders legibly marked to clearly identify the gas contained?

Action to be Taken **Assigned To:**

_____ _____

❒ Are compressed gas cylinders stored in areas, which are protected from external heat sources, such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?

Action to be Taken **Assigned To:**

_____ _____

❒ Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?

Action to be Taken **Assigned To:**

_____ _____

❒ Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling, or rolling?

Action to be Taken **Assigned To:**

_____ _____

❒ Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?

Action to be Taken **Assigned To:**

_____ _____

❒ Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?

Action to be Taken **Assigned To:**

_____ _____

❒ Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?

Action to be Taken	**Assigned To:**
_____	_____

❒ Does the periodic check of low-pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

Action to be Taken	**Assigned To:**
_____	_____

COMPRESSORS AND COMPRESSED AIR

❒ Are compressors equipped with pressure relief valves, and pressure gauges?

Action to be Taken **Assigned To:**

_____ _____

❒ Are compressor air intakes installed and equipped so as to ensure that only clean uncontaminated air enters the compressor?

Action to be Taken **Assigned To:**

_____ _____

❒ Are air filters installed on the compressor intake?

Action to be Taken **Assigned To:**

_____ _____

❒ Are compressors operated and lubricated in accordance with the manufacturer's recommendations?

Action to be Taken **Assigned To:**

_____ _____

❒ Are safety devices of compressed air systems checked frequently?

Action to be Taken **Assigned To:**

_____ _____

❒ Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?

Action to be Taken **Assigned To:**

_____ _____

❒ Are signs posted to warn of the automatic starting feature of the compressors?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the belt drive system totally enclosed to provide protection for the front, back, top, and, sides?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it strictly prohibited to direct compressed air towards a person?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees prohibited from using highly compressed air for cleaning purposes?

Action to be Taken **Assigned To:**

_____ _____

❒ If compressed air is used for cleaning, is the pressure reduced to less than 30 psi?

Action to be Taken **Assigned To:**

_____ _____

❒ When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?

Action to be Taken **Assigned To:**

_____ _____

❒ Are safety chains or other suitable locking devices used at couplings of high-pressure hose lines where a connection failure would create a hazard?

Action to be Taken **Assigned To:**

_____ _____

❒ Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?

Action to be Taken **Assigned To:**

_____ _____

❒ When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?

Action to be Taken **Assigned To:**

_____ _____

ENTERING CONFINED SPACES

❒ Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?

Action to be Taken **Assigned To:**

_____ _____

❒ Is either natural or mechanical ventilation provided prior to confined space entry?

Action to be Taken **Assigned To:**

_____ _____

❒ Are appropriate atmospheric tests performed to check for oxygen deficiency, explosive concentrations and toxic substances in the confined space before entry?

Action to be Taken **Assigned To:**

_____ _____

❒ Is adequate illumination provided for the work to be performed in the confined space?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?

Action to be Taken **Assigned To:**

_____ _____

❒ Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?

Action to be Taken **Assigned To:**

_____ _____

❒ Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?

Action to be Taken **Assigned To:**

_____ _____

❒ Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?

Action to be Taken **Assigned To:**

_____ _____

❒ Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?

Action to be Taken **Assigned To:**

_____ _____

❒ If employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, etc., in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?

Action to be Taken **Assigned To:**

_____ _____

❒ Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?

Action to be Taken **Assigned To:**

_____ _____

❒ Is each confined space checked for decaying vegetation or animal matter which may produce methane?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the confined space checked for possible industrial waste, which could contain toxic properties?

Action to be Taken **Assigned To:**

_____ _____

❒ If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicles exhaust or carbon monoxide to enter the space?

Action to be Taken **Assigned To:**

_____ _____

CONTROL OF HARMFUL SUBSTANCES BY VENTILATION

❒ Is the volume and velocity of air in each exhaust system sufficient to gather dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?

Action to be Taken **Assigned To:**

_____ _____

❒ Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?

Action to be Taken **Assigned To:**

_____ _____

❒ Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?

Action to be Taken **Assigned To:**

_____ _____

❒ Where two or more different types of operations are being controlled through the same exhaust system, will the combination of substances being controlled, constitute a fire, explosion or chemical reaction hazard in the duct?

Action to be Taken **Assigned To:**

_____ _____

❒ Is adequate makeup air provided to areas where exhaust systems are operating?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the source point for makeup air located so that only clean, fresh air, which is free of contaminates, will enter the work environment?

Action to be Taken **Assigned To:**

_____ _____

❒ Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

Action to be Taken **Assigned To:**

_____ _____

ELECTRICAL

❒ Do you specify compliance with TOSHA for all contract electrical work?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?

Action to be Taken **Assigned To:**

_____ _____

❒ When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?

Action to be Taken **Assigned To:**

_____ _____

❒ Are portable electrical tools and equipment grounded or of the double insulated type?

Action to be Taken **Assigned To:**

_____ _____

❒ Are electrical appliances such as refrigerators, vacuum cleaners, polishers, vending machines, etc., grounded?

Action to be Taken **Assigned To:**

_____ _____

❒ Do extension cords being used have a grounding conductor?

Action to be Taken **Assigned To:**

_____ _____

❒ Are adapters, which interrupt the continuity of the equipment grounding connection, prohibited?

Action to be Taken **Assigned To:**

_____ _____

❒ Are ground-fault circuit interrupters installed on each temporary 15 or 20-ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?

Action to be Taken **Assigned To:**

_____ _____

❒ Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?

Action to be Taken **Assigned To:**

_____ _____

❒ Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?

Action to be Taken **Assigned To:**

_____ _____

❒ Are flexible cords and cables free of splices to taps?

Action to be Taken **Assigned To:**

_____ _____

❒ Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all cord, cable and raceway connections intact and secure?

Action to be Taken **Assigned To:**

_____ _____

❒ In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise projected?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls, etc.) determined before digging, drilling or similar work is begun?

Action to be Taken **Assigned To:**

_____ _____

❒ Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the use of metal ladders prohibited in areas where the ladder of the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?

Action to be Taken **Assigned To:**

_____ _____

❒ Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all electrical raceways and enclosures securely fastened in place?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?

Action to be Taken **Assigned To:**

_____ _____

❒ Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?

Action to be Taken **Assigned To:**

_____ _____

❒ Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?

Action to be Taken **Assigned To:**

_____ _____

❒ Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?

Action to be Taken **Assigned To:**

_____ _____

❒ Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?

Action to be Taken **Assigned To:**

_____ _____

ELEVATED SURFACES

❒ Are signs posted, when appropriate, showing the elevated surface load capacity?

Action to be Taken **Assigned To:**

_____ _____

❒ Are work surfaces elevated more than 4 feet above the floor or ground provided with standard guardrails (6 feet for construction work)?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard toe boards?

Action to be Taken **Assigned To:**

_____ _____

❒ Are approved means of access and egress provided to elevated storage and work surfaces?

Action to be Taken **Assigned To:**

_____ _____

❒ Is required headroom provided where necessary?

Action to be Taken **Assigned To:**

_____ _____

❒ Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?

Action to be Taken **Assigned To:**

_____ _____

❒ Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

Action to be Taken **Assigned To:**

_____ _____

EMPLOYER POSTING

❒ Is the required TOSHA[1] workplace poster displayed in a prominent location where all employees are likely to see it?

Action to be Taken **Assigned To:**

_____ _____

❒ Are emergency telephone numbers posted where they can be readily found in case of emergency?

Action to be Taken **Assigned To:**

_____ _____

❒ Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and "l Safety Data Sheets" been posted or otherwise made readily available to affected employees?

Action to be Taken **Assigned To:**

_____ _____

❒ Are signs concerning "Exiting from buildings," room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the OSHA Form 300A, Summary of Occupational Illnesses and Injuries, posted from February 1 to April 30?

Action to be Taken **Assigned To:**

_____ _____

ENVIRONMENTAL CONTROLS

❒ Are all work areas properly illuminated?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees instructed in proper first-aid and other emergency procedures?

Action to be Taken **Assigned To:**

_____ _____

❒ Are hazardous substances, blood, and other potentially infectious materials identified, which may cause harm by inhalation, ingestion, or skin absorption or contact?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.?

Action to be Taken **Assigned To:**

_____ _____

❒ Is employees' exposure to chemicals in the workplace kept within acceptable levels?

Action to be Taken **Assigned To:**

_____ _____

❒ Can a less harmful method or product be used?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the work area's ventilation system appropriate for the work being performed?

Action to be Taken **Assigned To:**

_____ _____

❒ Are spray-painting operations done in spray rooms or booths equipped with an appropriate exhaust system?

Action to be Taken **Assigned To:**

_____ _____

- ❒ Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?

  Action to be Taken **Assigned To:**

  _____ _____

- ❒ Are welders and other workers nearby provided with flash shields during welding operations?

  Action to be Taken **Assigned To:**

  _____ _____

- ❒ If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?

  Action to be Taken **Assigned To:**

  _____ _____

- ❒ Has there been a determination that noise levels in the facilities are within acceptable levels?

  Action to be Taken **Assigned To:**

  _____ _____

- ❒ Are steps being taken to use engineering controls to reduce excessive noise levels?

  Action to be Taken **Assigned To:**

  _____ _____

- ❒ Are proper precautions being taken when handling asbestos and other fibrous materials?

  Action to be Taken **Assigned To:**

  _____ _____

- ❒ Are caution labels and signs used to warn of hazardous substances (e.g., asbestos) and biohazards (e.g., bloodborne pathogens)?

  Action to be Taken **Assigned To:**

  _____ _____

- ❒ Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?

  Action to be Taken **Assigned To:**

  _____ _____

- ❒ Are engineering controls examined and maintained or replaced on a scheduled basis?

  Action to be Taken **Assigned To:**

  _____ _____

❒ Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?

Action to be Taken **Assigned To:**

_____ _____

❒ Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all local exhaust ventilation systems designed and operating properly such as airflow and volume necessary for the application, ducts not plugged or belts slipping?

Action to be Taken **Assigned To:**

_____ _____

❒ Is personal protective equipment provided, used and maintained wherever required?

Action to be Taken **Assigned To:**

_____ _____

❒ Are there written standard operating procedures for the selection and use of respirators where needed?

Action to be Taken **Assigned To:**

_____ _____

❒ Are restrooms and washrooms kept clean and sanitary?

Action to be Taken **Assigned To:**

_____ _____

❒ Is all water provided for drinking, washing, and cooking potable?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all outlets for water not suitable for drinking clearly identified?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees instructed in the prevention of ergonomic-related injuries?

Action to be Taken **Assigned To:**

_____ _____

❒ Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored (traffic orange) warning vests?

Action to be Taken **Assigned To:**

_____ _____

❒ Are exhaust stacks and air intakes so located that contaminated air will not be recirculated within a building or other enclosed area?

Action to be Taken **Assigned To:**

_____ _____

❒ Is equipment producing ultra-violet radiation properly shielded?

Action to be Taken **Assigned To:**

_____ _____

❒ Are universal precautions observed where occupational exposure to blood or other potentially infectious materials can occur and in all instances where differentiation of types of body fluids or potentially infectious materials is difficult or impossible?

Action to be Taken **Assigned To:**

_____ _____

EXIT DOORS

❒ Are doors, which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?

Action to be Taken **Assigned To:**

_____ _____

❒ Are windows, which could be mistaken for exit doors, made inaccessible by means of barriers or railings?

Action to be Taken **Assigned To:**

_____ _____

❒ Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?

Action to be Taken **Assigned To:**

_____ _____

❒ Is a revolving, sliding or overhead door prohibited from serving as a required exit door?

Action to be Taken **Assigned To:**

_____ _____

❒ Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?

Action to be Taken **Assigned To:**

_____ _____

❒ Are doors on cold storage rooms provided with an inside release mechanism, which will release the latch and open the door even if it's padlocked or otherwise, locked on the outside?

Action to be Taken **Assigned To:**

_____ _____

❒ Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?

Action to be Taken **Assigned To:**

_____ _____

❒ Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

Action to be Taken **Assigned To:**

_____ _____

EXITING OR EGRESS

❒ Are all exits marked with an exit sign and illuminated by a reliable light source?

Action to be Taken **Assigned To:**

_____ _____

❒ Are the directions to exits, when not immediately apparent, marked with visible signs?

Action to be Taken **Assigned To:**

_____ _____

❒ Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked " NOT AN EXIT," "TO BASEMENT, "STOREROOM," etc.?

Action to be Taken **Assigned To:**

_____ _____

❒ Are exit signs provided with the word "EXIT" in lettering at least 6 inches high and the stroke of the lettering at least ¾-inch wide?

Action to be Taken **Assigned To:**

_____ _____

❒ Are exit doors side-hinged?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all exits kept free of obstructions?

Action to be Taken **Assigned To:**

_____ _____

❒ Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?

Action to be Taken **Assigned To:**

_____ _____

❒ Are there sufficient exits to permit prompt escape in case of emergency?

Action to be Taken **Assigned To:**

_____ _____

❒ Are special precautions taken to protect employees during construction and repair operations?

Action to be Taken **Assigned To:**

_____ _____

❒ Are the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?

Action to be Taken **Assigned To:**

_____ _____

❒ Are exit stairways, which are required to be separated from other parts of a building, enclosed by at least 2-hour fire-resistive construction in buildings more than four stories in height, and not less than 1-hour fire-resistive constructive elsewhere?

Action to be Taken **Assigned To:**

_____ _____

❒ Where ramps are used as part of required exiting from a building is the ramp slope limited to 1 ft. vertical and 12 ft. horizontal?

Action to be Taken **Assigned To:**

_____ _____

❒ Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc., are the doors fully tempered and meet the safety requirements for human impact?

Action to be Taken **Assigned To:**

_____ _____

FIRE PROTECTION

❒ Is your local fire department well acquainted with your facilities, its location and specific hazards?

Action to be Taken **Assigned To:**

_____ _____

❒ If you have a fire alarm system, has it been accepted by the local fire department as required?

Action to be Taken **Assigned To:**

_____ _____

❒ If you have a fire alarm system, is it tested at least annually?

Action to be Taken **Assigned To:**

_____ _____

❒ If you have interior standpipes and valves, are they inspected regularly and tested by a certified private fire protection company every five years?

Action to be Taken **Assigned To:**

_____ _____

❒ If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventative maintenance schedule in accordance with the county water requirements?

Action to be Taken **Assigned To:**

_____ _____

❒ Are fire doors and shutters in good operating condition?

Action to be Taken **Assigned To:**

_____ _____

❒ Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?

Action to be Taken **Assigned To:**

_____ _____

❒ Are fire door and shutter fusible links in place?

Action to be Taken **Assigned To:**

_____ _____

❒ Are automatic sprinkler system water control valves, air and water pressure checked periodically? If the system has more than one hundred sprinkler heads, is it monitored? (required on the island of Oahu)

Action to be Taken **Assigned To:**

_____ _____

❒ Is the maintenance of automatic sprinkler systems assigned to a certified private fire protection company and inspected as well as tested at least annually?

Action to be Taken **Assigned To:**

_____ _____

❒ Are sprinkler heads protected by metal guards, when exposed to physical damage?

Action to be Taken **Assigned To:**

_____ _____

❒ Is a 24" clearance maintained below sprinkler heads?

Action to be Taken **Assigned To:**

_____ _____

❒ Are portable fire extinguishers provided in adequate number and type in accordance with National Fire Protection 10 – Standard for Portable Fire Extinguishers?

Action to be Taken **Assigned To:**

_____ _____

❒ Are fire extinguishers mounted in readily accessible locations? Mounted not more than 5' above the floor with the bottom of the extinguisher located no less than 4" above the floor?

Action to be Taken **Assigned To:**

_____ _____

❒ Are fire extinguishers annually re-inspected and tagged by a certified private fire protection company?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees periodically instructed in the use of extinguishers (P.A.S.S.) and fire protection procedures?

Action to be Taken **Assigned To:**

_____ _____

FLOOR AND WALL OPENINGS

❒ Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?

Action to be Taken **Assigned To:**

_____ _____

❒ Are toe boards installed around the edges of permanent floor opening (where persons may pass below the opening)?

Action to be Taken **Assigned To:**

_____ _____

❒ Are skylight screens or other covers of such construction and mounting that they will withstand a load of at least twice the weight of employees, equipment, and materials that may be imposed?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?

Action to be Taken **Assigned To:**

_____ _____

❒ Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?

Action to be Taken **Assigned To:**

_____ _____

❒ Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?

Action to be Taken **Assigned To:**

_____ _____

❒ Are manhole covers, trench covers and similar covers, plus their supports designed to carry twice the maximum axle load when located in roadways and subject to vehicle traffic?

Action to be Taken **Assigned To:**

_____ _____

❒ Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with self closing feature when appropriated?

Action to be Taken **Assigned To:**

_____ _____

INDUSTRIAL TRUCKS – FORKLIFTS

❒ Are only trained personnel allowed to operate industrial trucks?

Action to be Taken **Assigned To:**

_____ _____

❒ Is substantial overhead protective equipment provided on high lift rider equipment?

Action to be Taken **Assigned To:**

_____ _____

❒ Are the required lift truck operating rules posted and enforced?

Action to be Taken **Assigned To:**

_____ _____

❒ Is directional lighting provided on each industrial truck that operates in an area with less than 2-foot candles per square foot of general lighting?

Action to be Taken **Assigned To:**

_____ _____

❒ Does each industrial truck have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the areas where operated?

Action to be Taken **Assigned To:**

_____ _____

❒ Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?

Action to be Taken **Assigned To:**

_____ _____

❒ Will the industrial trucks' parking brake effectively prevent the vehicle from moving when unattended?

Action to be Taken **Assigned To:**

_____ _____

❒ Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?

Action to be Taken **Assigned To:**

_____ _____

❒ Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel?

Action to be Taken **Assigned To:**

_____ _____

❒ Are industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully check to ensure such operations do not cause harmful concentration of dangerous gases or fumes?

Action to be Taken **Assigned To:**

_____ _____

FUELING

❒ Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?

Action to be Taken **Assigned To:**

_____ _____

❒ Are fueling operations done in such a manner that likelihood of spillage will be minimal?

Action to be Taken **Assigned To:**

_____ _____

❒ When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?

Action to be Taken **Assigned To:**

_____ _____

❒ Are fuel tank caps replaced and secured before starting the engine?

Action to be Taken **Assigned To:**

_____ _____

❒ In fueling operations, is there always metal contact between the container and the fuel tank?

Action to be Taken **Assigned To:**

_____ _____

❒ Are fueling hoses of a type designed to handle the specific type of fuel?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it prohibited to handle or transfer gasoline in open containers?

Action to be Taken **Assigned To:**

_____ _____

❒ Are open lights, open flames, or sparking, or arcing equipment prohibited near fueling or transfers of fuel operations?

Action to be Taken **Assigned To:**

_____ _____

Fueling

❒ Is smoking prohibited in the vicinity of the fueling operations?

Action to be Taken	**Assigned To:**
_____	_____

❒ Are fueling operators prohibited in building or other enclosed areas that are not specifically vented for this purpose?

Action to be Taken	**Assigned To:**
_____	_____

❒ Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self closing type?

Action to be Taken	**Assigned To:**
_____	_____

ABRASIVE WHEEL EQUIPMENT-GRINDERS

- ❒ Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
- ❒ Is the adjustable tongue on the topside of the grinder used and kept adjusted to within 1/4 inch of the wheel?
- ❒ Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?
- ❒ Are bench and pedestal grinders permanently mounted?
- ❒ Are goggles or face shields always worn when grinding?
- ❒ Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- ❒ Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?
- ❒ Does each grinder have an individual on and off control switch?
- ❒ Is each electrically operated grinder effectively grounded?
- ❒ Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- ❒ Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- ❒ Are splashguards mounted on grinders that use coolant to prevent the coolant reaching the employees?
- ❒ Is cleanliness maintained around grinders?

HAND TOOLS AND EQUIPMENT

❒ Are all tools and equipment (both company and employee-owned) used by employees at their workplace in good condition?

Action to be Taken **Assigned To:**

_____ _____

❒ Are hand tools such as chisels, punches, etc. which develop mushroomed heads during use, reconditioned or replaced as necessary?

Action to be Taken **Assigned To:**

_____ _____

❒ Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?

Action to be Taken **Assigned To:**

_____ _____

❒ Are worn or bent wrenches replaced regularly?

Action to be Taken **Assigned To:**

_____ _____

❒ Are appropriate handles used on files and similar tools?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees made aware of the hazards caused by faulty or improperly used hand tools?

Action to be Taken **Assigned To:**

_____ _____

❒ Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment, which might produce flying materials, or be subject to breakage?

Action to be Taken **Assigned To:**

_____ _____

❒ Are jacks checked periodically to assure they are in good operating condition?

Action to be Taken **Assigned To:**

_____ _____

- ❒ Are tool handles wedged tightly in the head of all tools?

Action to be Taken	Assigned To:
_____	_____

- ❒ Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?

Action to be Taken	Assigned To:
_____	_____

- ❒ Are tools stored in dry, secure location where they won't be tampered with?

Action to be Taken	Assigned To:
_____	_____

- ❒ Is eye and face protection used when driving hardened or tempered spuds or nails?

Action to be Taken	Assigned To:
_____	_____

HAZARD COMMUNICATION PROGRAM

❒ Is there a list of hazardous substances used in your workplace?

Action to be Taken **Assigned To:**

_____ _____

❒ Is there a current written exposure control plan for occupational exposure to blood borne pathogens and other potentially infectious materials, where applicable?

Action to be Taken **Assigned To:**

_____ _____

❒ Is there a written hazard communication program dealing with Safety Data Sheets (SDS), labeling, and employee training?

Action to be Taken **Assigned To:**

_____ _____

❒ Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and hazard warning (communication of the specific health hazards and physical hazards)?

Action to be Taken **Assigned To:**

_____ _____

❒ Is there a Safety Data Sheet readily available for each hazardous substance used?

Action to be Taken **Assigned To:**

_____ _____

❒ Is there an employee-training program for hazardous substances?

Action to be Taken **Assigned To:**

_____ _____

❒ Does this program include:

(1) An explanation of what an SDS is and how to use and obtain one.
(2) SDS contents for each hazardous substance or class of substances.
(3) Explanation of "Right to Know"
(4) Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas.
(5) The physical and health hazards of substances in the work area, and specific protective measures to be used.
(6) Details of the hazard communication program, including how to use the labeling system and SDS's.

Action to be Taken **Assigned To:**

_____ _____

HOIST AND AUXILIARY EQUIPMENT

❒ Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?

Action to be Taken **Assigned To:**

_____ _____

❒ Will each hoist automatically stop and hold any load up to 125 percent of its rated load if its actuating force is removed?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the rated load of each hoist legibly marked and visible to the operator?

Action to be Taken **Assigned To:**

_____ _____

❒ Are stops provided at the safe limits of travel for trolley hoist?

Action to be Taken **Assigned To:**

_____ _____

❒ Are the controls of hoist plainly marked to indicate the direction of travel or motion?

Action to be Taken **Assigned To:**

_____ _____

❒ Is each cage-controlled hoist equipped with an effective warning device?

Action to be Taken **Assigned To:**

_____ _____

❒ Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave grooves?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times?

Action to be Taken **Assigned To:**

_____ _____

❒ Are nip points or contact points between hoist ropes and sheaves which are permanently located within seven feet of the floor, ground or working platform, guarded?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it prohibited to use chains or rope slings that are kinked or twisted?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the operator instructed to avoid carrying loads over people?

Action to be Taken **Assigned To:**

_____ _____

❒ Are only employees who have been trained in the proper use of hoists allowed to operate them?

Action to be Taken **Assigned To:**

_____ _____

LOCKOUT TAGOUT PROCEDURES (PLEASE REFER TO WRITTEN PROGRAM FOR ADDENDUM ON FLEET VEHICLES)

❒ Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?

Action to be Taken **Assigned To:**

_____ _____

❒ Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:

Are the appropriate electrical enclosures identified?

Is means provided to assure the control circuit can also be disconnected and locked-out?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all equipment control valve handles provided with a means for locking-out?

Action to be Taken **Assigned To:**

_____ _____

❒ Does the lockout procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?

Action to be Taken **Assigned To:**

_____ _____

❒ Are appropriate employees provided with individually keyed personal safety locks?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees required to keep personal control of their key(s) while they have safety locks in use?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it required that only the employee exposed to the hazard, place or remove the safety lock?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it required that employees check the safety of the lockout by attempting a start up after making sure no one is exposed?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?

Action to be Taken **Assigned To:**

_____ _____

❒ Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?

Action to be Taken **Assigned To:**

_____ _____

❒ Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?

Action to be Taken **Assigned To:**

_____ _____

❒ When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?

Action to be Taken **Assigned To:**

_____ _____

❒ In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

Action to be Taken **Assigned To:**

_____ _____

MACHINE GUARDING

❒ Is there a training program to instruct employees on safe methods of machine operation?

Action to be Taken **Assigned To:**

_____ _____

❒ Is there adequate supervision to ensure that employees are following safe machine operating procedures?

Action to be Taken **Assigned To:**

_____ _____

❒ Is there a regular program of safety inspection of machinery and equipment?

Action to be Taken **Assigned To:**

_____ _____

❒ Is all machinery and equipment kept clean and properly maintained?

Action to be Taken **Assigned To:**

_____ _____

❒ Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?

Action to be Taken **Assigned To:**

_____ _____

❒ Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?

Action to be Taken **Assigned To:**

_____ _____

❒ Is there a power shut-off switch within easy reach of the operator's position at each machine?

Action to be Taken **Assigned To:**

_____ _____

❒ Can electric power to each machine be locked out for maintenance, repair, or security?

Action to be Taken **Assigned To:**

_____ _____

❒ Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?

Action to be Taken **Assigned To:**

_____ _____

❒ Are foot-operated-switches guarded or arranged to prevent accidental actuation by personnel or falling objects?

Action to be Taken **Assigned To:**

_____ _____

❒ Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all emergency stop buttons colored red?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all moving chains and gears properly guarded?

Action to be Taken **Assigned To:**

_____ _____

❒ Are splashguards mounted on machines that use metal working fluids to prevent the fluids or aerosols from reaching employees?

Action to be Taken **Assigned To:**

_____ _____

❒ Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?

Action to be Taken **Assigned To:**

_____ _____

❒ Are machinery guards secure and so arranged that they do not offer a hazard in their use?

Action to be Taken **Assigned To:**

_____ _____

❒ If special handtools are used for placing and removing material, do they protect the operator's hand?

Action to be Taken **Assigned To:**

_____ _____

❒ Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosures is in place, so guarded?

Action to be Taken **Assigned To:**

_____ _____

❒ Do arbors and mandrels have firm and secure bearings and are they free from play?

Action to be Taken **Assigned To:**

_____ _____

❒ Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?

Action to be Taken **Assigned To:**

_____ _____

❒ Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?

Action to be Taken **Assigned To:**

_____ _____

❒ If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury?

Action to be Taken **Assigned To:**

_____ _____

❒ Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?

Action to be Taken **Assigned To:**

_____ _____

❒ Are saws used for ripping, guarded by a hood, which automatically adjusts itself to the thickness of the material?

Action to be Taken **Assigned To:**

_____ _____

❒ Are radial arm saws guarded so that the guard will automatically adjust itself to the thickness of the stock and remain in contact with the stock?

Action to be Taken **Assigned To:**

_____ _____

MEDICAL SERVICES AND FIRST-AID

❒ Is there a hospital, clinic, or infirmary for medical care in proximity of your workplace?

Action to be Taken **Assigned To:**

_____ _____

❒ If medical and first aid facilities are not in proximity of your workplace, is at least one employee readily available to render first aid?

Action to be Taken **Assigned To:**

_____ _____

❒ Have all employees who are expected to respond to medical emergencies as part of their work[2]

(1) received first-aid training;
(2) had hepatitis B vaccination made available to them;
(3) had appropriate training on procedures to protect them from blood borne pathogens, including universal precautions; and
(4) have available and understand how to use appropriate personal protective equipment to protect against exposure to blood borne diseases?

Action to be Taken **Assigned To:**

_____ _____

❒ Where employees have had an exposure incident involving blood borne pathogens, did you provide an immediate post-exposure medical evaluation and follow-up?

Action to be Taken **Assigned To:**

_____ _____

❒ Are medical personnel readily available for advice and consultation on matters of employees' health?

Action to be Taken **Assigned To:**

_____ _____

❒ Are emergency phone numbers posted?

Action to be Taken **Assigned To:**

_____ _____

❒ Are first-aid kit supplies, when required, adequate for a particular area or operation?

Action to be Taken **Assigned To:**

_____ _____

❒ Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

Action to be Taken **Assigned To:**

_____ _____

[2] Pursuant to an OSHA memorandum of July 1, 1992, employees who render first aid only as a collateral duty do not have to be offered pre-exposure hepatitis B vaccine only if the employer puts the following requirements into his/her exposure control plan and implements them: (1) the employer must record all first-aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the first-aid incident occurred; (2) the employer must comply with post-exposure evaluation, prophylaxis, and follow-up requirements of the standard with respect to "exposure incidents", as defined by the standard; (3) the employer must train designated first-aid providers about reporting procedure; (4) the employer must offer to initiate the hepatitis B vaccination series within 24 hours to all unvaccinated first-aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials

NOISE

❒ Are there areas in the workplace where continuous noise levels exceed 85 dBA?

Action to be Taken **Assigned To:**

_____ _____

❒ Is there an ongoing preventive health program to educate employees in: safe levels of noise, exposures, effects of noise on their health, and the use of personal protection?

Action to be Taken **Assigned To:**

_____ _____

❒ Have work areas where noise levels make voice communication between employees difficult been identified and posted?

Action to be Taken **Assigned To:**

_____ _____

❒ Are noise levels being measured using a sound level meter or an octave band analyzer and records being kept?

Action to be Taken **Assigned To:**

_____ _____

❒ Have engineering controls been used to reduce excessive noise levels? Where engineering controls are determined to not be feasible, are administrative controls (i.e. worker rotation) being used to minimize individual employee exposure to noise?

Action to be Taken **Assigned To:**

_____ _____

❒ Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?

Action to be Taken **Assigned To:**

_____ _____

❒ Have you tried isolating noisy machinery from the rest of your operation?

Action to be Taken **Assigned To:**

_____ _____

❒ If you use ear protectors, are employees properly fitted and instructed in their use?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees in high noise areas given periodic audiometric testing to ensure that you have an effective hearing protection system?

Action to be Taken **Assigned To:**

_____ _____

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

❒ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive material?

Action to be Taken **Assigned To:**

_____ _____

❒ Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear *only* approved safety glasses, protective goggles, or use other medically approved precautionary procedures?

Action to be Taken **Assigned To:**

_____ _____

❒ Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?

Action to be Taken **Assigned To:**

_____ _____

❒ Are hard hats provided and worn where danger of falling objects exist?

Action to be Taken **Assigned To:**

_____ _____

❒ Are hard hats inspected periodically for damage to the shell and suspension system?

Action to be Taken **Assigned To:**

_____ _____

❒ Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, and crushing or penetrating actions?

Action to be Taken **Assigned To:**

_____ _____

❒ Are approved respirators provided for regular or emergency use where needed?

Action to be Taken **Assigned To:**

_____ _____

❒ Is all protective equipment maintained in a sanitary condition and ready for use?

Action to be Taken **Assigned To:**

_____ _____

❒ Do you have eye wash facilities and a quick Drench Shower within the work area where employees are exposed to injurious corrosive materials?

Action to be Taken **Assigned To:**

_____ _____

❒ Where special equipment is needed for electrical workers, is it available?

Action to be Taken **Assigned To:**

_____ _____

❒ Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other potentially infectious materials?

Action to be Taken **Assigned To:**

_____ _____

❒ Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the TOSHA noise standard?

Action to be Taken **Assigned To:**

_____ _____

❒ Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?

Action to be Taken **Assigned To:**

_____ _____

❒ Are there appropriate procedures on place for disposing of or decontaminating personal protective equipment contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?

Action to be Taken **Assigned To:**

_____ _____

IDENTIFICATION OF PIPING SYSTEMS

❒ When non-potable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?

Action to be Taken **Assigned To:**

_____ _____

❒ When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?

Action to be Taken **Assigned To:**

_____ _____

❒ When pipelines are identified by color painting, are all visible parts of the line so identified?

Action to be Taken **Assigned To:**

_____ _____

❒ When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?

Action to be Taken **Assigned To:**

_____ _____

❒ When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?

Action to be Taken **Assigned To:**

_____ _____

❒ When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?

Action to be Taken **Assigned To:**

_____ _____

❒ When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?

Action to be Taken **Assigned To:**

_____ _____

❒ When pipelines are heated by electricity, steam or other external source, are suitable warning signs of tags placed at unions, valves, or other serviceable parts of the system?

Action to be Taken **Assigned To:**

_____ _____

PORTABLE LADDERS

❒ Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?

Action to be Taken **Assigned To:**

_____ _____

❒ Are non-slip safety feet provided on each ladder?

Action to be Taken **Assigned To:**

_____ _____

❒ Are non-slip safety feet provided on each metal or rung ladder?

Action to be Taken **Assigned To:**

_____ _____

❒ Are ladder rungs and steps free of grease and oil?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees instructed to face the ladder when ascending or descending?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees instructed not to use the top step of ordinary stepladders as a step?

Action to be Taken **Assigned To:**

_____ _____

❒ When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?

Action to be Taken **Assigned To:**

_____ _____

❒ Are portable metal ladders legibly marked with signs reading "CAUTION - Do Not Use Around Electrical Equipment" or equivalent wording?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?

Action to be Taken **Assigned To:**

_____ _____

❒ Are metal ladders inspected for damage?

Action to be Taken **Assigned To:**

_____ _____

❒ Are the rungs of ladders uniformly spaced at 12 inches, center to center?

Action to be Taken **Assigned To:**

_____ _____

PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT

❒ Are grinders, saws and similar equipment provided with appropriate safety guards?

Action to be Taken **Assigned To:**

_____ _____

❒ Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?

Action to be Taken **Assigned To:**

_____ _____

❒ Are portable circular saws equipped with guards above and below the base shoe?

Action to be Taken **Assigned To:**

_____ _____

❒ Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?

Action to be Taken **Assigned To:**

_____ _____

❒ Are rotating or moving parts of equipment guarded to prevent physical contact?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?

Action to be Taken **Assigned To:**

_____ _____

❒ Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc.?

Action to be Taken **Assigned To:**

_____ _____

❒ Are portable fans provided with full guards or screens having openings 1/2 inch or less?

Action to be Taken **Assigned To:**

_____ _____

❒ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?

Action to be Taken **Assigned To:**

_____ _____

❒ Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20-ampere circuits, used during periods of construction?

Action to be Taken **Assigned To:**

_____ _____

❒ Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

Action to be Taken **Assigned To:**

_____ _____

❒ Are precautions taken when using fuel-powered tools in enclosed spaces?

Action to be Taken **Assigned To:**

_____ _____

POWDER ACTUATED TOOLS

❒ Are employees who operate powder-actuated tools trained in their use?

Action to be Taken **Assigned To:**

_____ _____

❒ Are loaded powder-actuated tools attended at all times?

Action to be Taken **Assigned To:**

_____ _____

❒ Are powder-actuated tools left unloaded until they are actually ready to be used?

Action to be Taken **Assigned To:**

_____ _____

❒ Are powder-actuated tools inspected for obstructions or defects each day before use?

Action to be Taken **Assigned To:**

_____ _____

❒ Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

Action to be Taken **Assigned To:**

_____ _____

RECORDKEEPING

❒ Are all recordable injury or illnesses being recorded as required on the OSHA 300 log?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current HIOSH standards?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employee-training records kept and accessible for review by employees, when required by HIOSH standards?

Action to be Taken **Assigned To:**

_____ _____

❒ Have arrangements been made to maintain required records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years.)

Action to be Taken **Assigned To:**

_____ _____

❒ Are operating permits and records up-to-date for such items as elevators, air pressure tanks, and liquefied petroleum gas tanks, etc.?

Action to be Taken **Assigned To:**

_____ _____

SAFETY AND HEALTH PROGRAM

❒ Do you have an active safety and health program in operation that deals with general safety and health program elements as well as the management of hazards specific to your worksite?

Action to be Taken **Assigned To:**

_____ _____

❒ Is one person clearly responsible for the overall activities of the safety and health program?

Action to be Taken **Assigned To:**

_____ _____

❒ Do you have a safety committee or group made up of management and labor representatives that meets regularly and reports in writing on its activities?

Action to be Taken **Assigned To:**

_____ _____

❒ Do you have a working procedure for handling in-house employee complaints regarding safety and health?

Action to be Taken **Assigned To:**

_____ _____

❒ Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?

Action to be Taken **Assigned To:**

_____ _____

SANITIZING EQUIPMENT AND CLOTHING

❒ Is personal protective clothing or equipment that employees are required to wear or use, of a type capable of being cleaned easily and disinfected?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?

Action to be Taken **Assigned To:**

_____ _____

❒ Are machines and equipment, which process, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees prohibited from smoking or eating in any area where contaminates that could be injurious if ingested are present?

Action to be Taken **Assigned To:**

_____ _____

❒ When employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees required to shower and wash their hair as soon as possible after known contact has occurred with a carcinogen?

Action to be Taken **Assigned To:**

_____ _____

❒ When equipment, materials, or other items are taken into or removed from a carcinogen regulated area, is it done in a manner that will contaminate non-regulated areas or the external environment?

Action to be Taken **Assigned To:**

_____ _____

SPRAYING OPERATIONS

❒ Is adequate ventilation assured before spray operations are started?

Action to be Taken **Assigned To:**

_____ _____

❒ Is mechanical ventilation provided when spraying operations are done in enclosed area?

Action to be Taken **Assigned To:**

_____ _____

❒ When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the spray area free of hot surfaces?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the spray area at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?

Action to be Taken **Assigned To:**

_____ _____

❒ Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?

Action to be Taken **Assigned To:**

_____ _____

❒ Is approved respiratory equipment provided and used when appropriate during spraying operations?

Action to be Taken **Assigned To:**

_____ _____

❒ Are solvents, detergents, or cleaner intended for that purpose?

Action to be Taken **Assigned To:**

_____ _____

❒ Are fire control sprinkler heads kept clean?

Action to be Taken **Assigned To:**

_____ _____

- ❒ Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?

  Action to be Taken _____ **Assigned To:** _____

- ❒ Is the spray area kept clean of combustible residue?

  Action to be Taken _____ **Assigned To:** _____

- ❒ Are spray booths constructed of metal, masonry, or other substantial noncombustible material?

  Action to be Taken _____ **Assigned To:** _____

- ❒ Are spray booth floors and baffles noncombustible and easily cleaned?

  Action to be Taken _____ **Assigned To:** _____

- ❒ Is infrared drying apparatus kept out of the spray area during spraying operations?

  Action to be Taken _____ **Assigned To:** _____

- ❒ Is the spray booth completely ventilated before using the drying apparatus?

  Action to be Taken _____ **Assigned To:** _____

- ❒ Is the electric drying apparatus properly grounded?

  Action to be Taken _____ **Assigned To:** _____

- ❒ Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?

  Action to be Taken _____ **Assigned To:** _____

- ❒ Are the electric motors for exhaust fans placed outside booths or ducts?

  Action to be Taken _____ **Assigned To:** _____

❒ Are belts and pulleys inside the booth fully enclosed?

Action to be Taken **Assigned To:**

_____ _____

❒ Do ducts have access doors to allow cleaning?

Action to be Taken **Assigned To:**

_____ _____

❒ Do all drying spaces have adequate ventilation?

Action to be Taken **Assigned To:**

_____ _____

STAIRS AND STAIRWAYS

❒ Are standard stair rails or handrails on all stairways having four or more risers?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all stairways at least 22 inches wide?

Action to be Taken **Assigned To:**

_____ _____

❒ Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?

Action to be Taken **Assigned To:**

_____ _____

❒ Do stairs angle no more than 50 and no less than 30 degrees?

Action to be Taken **Assigned To:**

_____ _____

❒ Are stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid material?

Action to be Taken **Assigned To:**

_____ _____

❒ Are step risers on stairs uniform top to bottom?

Action to be Taken **Assigned To:**

_____ _____

❒ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?

Action to be Taken **Assigned To:**

_____ _____

❒ Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?

Action to be Taken **Assigned To:**

_____ _____

❒ Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?

Action to be Taken **Assigned To:**

_____ _____

- ❒ Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?

  Action to be Taken **Assigned To:**

  _____ _____

- ❒ Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction at any point on the rail?

  Action to be Taken **Assigned To:**

  _____ _____

- ❒ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?

  Action to be Taken **Assigned To:**

  _____ _____

- ❒ Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?

  Action to be Taken **Assigned To:**

  _____ _____

- ❒ Is the vertical distance between stairway landings limited to 12 feet or less?

  Action to be Taken **Assigned To:**

  _____ _____

TIRE INFLATION

❒ Where tires are mounted and/or inflated on single-piece wheels, is a safe practice procedure posted and enforced?

Action to be Taken **Assigned To:**

_____ _____

❒ Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced?

Action to be Taken **Assigned To:**

_____ _____

❒ Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?

Action to be Taken **Assigned To:**

_____ _____

❒ Does the tire inflation control valve automatically shutoff the airflow when the valve is released?

Action to be Taken **Assigned To:**

_____ _____

❒ Is a tire-restraining device, such as a cage, rack, or other effective means, used while inflating tires mounted on split rims, or rims using retainer rings?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?

Action to be Taken **Assigned To:**

_____ _____

TRANSPORTING EMPLOYEES AND MATERIALS

❒ Do employees who operate vehicles on public thoroughfares have valid operator's licenses?

Action to be Taken **Assigned To:**

_____ _____

❒ When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?

Action to be Taken **Assigned To:**

_____ _____

❒ Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?

Action to be Taken **Assigned To:**

_____ _____

❒ When employees are transported by truck, are provisions provided to prevent their falling from the vehicle?

Action to be Taken **Assigned To:**

_____ _____

❒ Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?

Action to be Taken **Assigned To:**

_____ _____

❒ Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employee transport vehicles equipped at all times with at least two reflective type warning signs or flares?

Action to be Taken **Assigned To:**

_____ _____

❒ Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?

Action to be Taken **Assigned To:**

_____ _____

- ❒ When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers, which are secured in place?

  Action to be Taken _____ **Assigned To:** _____

- ❒ Are employees prohibited from riding on top of any load, which can shift, topple, or otherwise become unstable?

  Action to be Taken _____ **Assigned To:** _____

WALKWAYS

❒ Are aisles and passageways kept clear?

Action to be Taken **Assigned To:**

_____ _____

❒ Are aisles and walkways marked as appropriate?

Action to be Taken **Assigned To:**

_____ _____

❒ Are wet surfaces covered with non-slip materials?

Action to be Taken **Assigned To:**

_____ _____

❒ Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?

Action to be Taken **Assigned To:**

_____ _____

❒ Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?

Action to be Taken **Assigned To:**

_____ _____

❒ Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway?

Action to be Taken **Assigned To:**

_____ _____

❒ Are spilled materials cleaned up immediately?

Action to be Taken **Assigned To:**

_____ _____

❒ Are changes of direction or elevations readily identifiable?

Action to be Taken **Assigned To:**

_____ _____

❒ Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?

Action to be Taken **Assigned To:**

_____ _____

❒ Is adequate headroom provided for the entire length of any aisle or walkway?

Action to be Taken	**Assigned To:**
_____	_____

❒ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 4 feet above any adjacent floor or the ground?

Action to be Taken	**Assigned To:**
_____	_____

❒ Are bridges provided over conveyors and similar hazards?

Action to be Taken	**Assigned To:**
_____	_____

WELDING, CUTTING AND BRAZING

❒ Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?

Action to be Taken **Assigned To:**

_____ _____

❒ Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?

Action to be Taken **Assigned To:**

_____ _____

❒ Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?

Action to be Taken **Assigned To:**

_____ _____

❒ Is care used on handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage?

Action to be Taken **Assigned To:**

_____ _____

❒ Are oxygen cylinders in storage separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour?

Action to be Taken **Assigned To:**

_____ _____

❒ Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?

Action to be Taken **Assigned To:**

_____ _____

❒ Are cylinders kept away from sources of heat?

Action to be Taken **Assigned To:**

_____ _____

❒ Are the cylinders kept away from elevators, stairs, or gangways?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it prohibited to use cylinders as rollers or supports?

Action to be Taken **Assigned To:**

_____ _____

❒ Are empty cylinders appropriately marked and their valves closed?

Action to be Taken **Assigned To:**

_____ _____

❒ Are signs reading: DANGER - NO SMOKING, MATCHES, OR OPENLIGHTS, or the equivalent, posted?

Action to be Taken **Assigned To:**

_____ _____

❒ Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?

Action to be Taken **Assigned To:**

_____ _____

❒ Is care taken not to drop or strike cylinders?

Action to be Taken **Assigned To:**

_____ _____

❒ Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?

Action to be Taken **Assigned To:**

_____ _____

❒ Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?

Action to be Taken **Assigned To:**

_____ _____

❒ Are liquefied gases stored and shipped valve-end up with valve covers in place?

Action to be Taken **Assigned To:**

_____ _____

❒ Are provisions made to never crack a fuel-gas cylinder valve near sources of ignition?

Action to be Taken **Assigned To:**

_____ _____

❒ Before a regulator is removed, is the valve closed and gas released from the regulator?

Action to be Taken **Assigned To:**

_____ _____

❒ Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?

Action to be Taken **Assigned To:**

_____ _____

❒ Are pressure-reducing regulators used only for the gas and pressures for which they are intended?

Action to be Taken **Assigned To:**

_____ _____

❒ Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?

Action to be Taken **Assigned To:**

_____ _____

❒ Under wet conditions, are automatic controls for reducing no load voltage used?

Action to be Taken **Assigned To:**

_____ _____

❒ Is grounding of the machine frame and safety ground connections of portable machines checked periodically?

Action to be Taken **Assigned To:**

_____ _____

❒ Are electrodes removed from the holders when not in use?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it required that electric power to the welder be shut off when no one is in attendance?

Action to be Taken **Assigned To:**

_____ _____

❒ Is suitable fire extinguishing equipment available for immediate use?

Action to be Taken **Assigned To:**

_____ _____

❒ Is the welder forbidden to coil or loop welding electrode cable around his body?

Action to be Taken **Assigned To:**

_____ _____

❒ Are wet machines thoroughly dried and tested before being used?

Action to be Taken **Assigned To:**

_____ _____

❒ Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?

Action to be Taken **Assigned To:**

_____ _____

❒ Do means for connecting cable lengths have adequate insulation?

Action to be Taken **Assigned To:**

_____ _____

❒ When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?

Action to be Taken **Assigned To:**

_____ _____

❒ Are firewatchers assigned when welding or cutting is performed in locations where a serious fire might develop?

Action to be Taken **Assigned To:**

_____ _____

❒ Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?

Action to be Taken **Assigned To:**

_____ _____

❒ When floors are wet down, are personnel protected from possible electrical shock?

Action to be Taken **Assigned To:**

_____ _____

❒ When welding is done on metal walls, are precautions taken to protect combustibles on the other side?

Action to be Taken **Assigned To:**

_____ _____

❒ Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?

Action to be Taken **Assigned To:**

_____ _____

❒ Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?

Action to be Taken **Assigned To:**

_____ _____

❒ Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?

Action to be Taken **Assigned To:**

_____ _____

❒ Is a check made for adequate ventilation in and where welding or cutting is performed?

Action to be Taken **Assigned To:**

_____ _____

❒ When working in confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of emergency?

Action to be Taken **Assigned To:**

_____ _____

GENERAL WORK ENVIRONMENT

❒ Are all worksites clean, sanitary, and orderly?

Action to be Taken **Assigned To:**

_____ _____

❒ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?

Action to be Taken **Assigned To:**

_____ _____

❒ Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?

Action to be Taken **Assigned To:**

_____ _____

❒ Is all regulated waste, as defined in the TOSHA blood borne pathogens standard, discarded according to federal, state, and local regulations?

Action to be Taken **Assigned To:**

_____ _____

❒ Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?

Action to be Taken **Assigned To:**

_____ _____

❒ Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?

Action to be Taken **Assigned To:**

_____ _____

❒ Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?

Action to be Taken **Assigned To:**

_____ _____

❒ Are covered metal waste cans used for oily and paint soaked waste?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?

Action to be Taken **Assigned To:**

_____ _____

❒ Are paint spray booths, dip tanks, etc., cleaned regularly?

Action to be Taken **Assigned To:**

_____ _____

❒ Are the minimum number of toilets and washing facilities provided?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all toilets and washing facilities clean and sanitary?

Action to be Taken **Assigned To:**

_____ _____

❒ Are all work areas adequately illuminated?

Action to be Taken **Assigned To:**

_____ _____

❒ Are pits and floor openings covered or otherwise guarded?

Action to be Taken **Assigned To:**

_____ _____

Attachment# 3 **SEVIER COUNTY GOVERNMENT**
ACCIDENT INVESTIGATION REPORT

NAME: _____ DATE& TIME OF ACCIDENT:_____

ADDRESS: _____PHONE :( ) _____S.S.#:_____

AGE:_____ SEX:_____ JOB TITLE :_____ DEPT:_____

WHAT WAS EMPLOYEE DOING WHEN ACCIDENT OCCURRED? BE SPECIFIC: (name machine, tool, vehicle, substance, etc, he/she was using.)

_____

_____

_____

_____

HOW DID ACCIDENT OCCUR?: (Describe events leading to injury, illness or damage. Name any object or substance involved and how it was involved.)_____

_____

_____

_____

_____

_____

_____

_____

WHERE DID ACCIDENT OCCUR?: (If not on premises, indicate street-city-state.)__

_____

_____

DESCRIBE INJURY OR ILLNESS: (Amputation, cut, contusion, strain, hernia, foreign body, burn, etc. and name part of body affected, e.g., right index finger, etc.)

_____

_____

_____

DESCRIBE PROPERTY DAMAGE: (Include estimated cost.)_____

_____

WAS PERSONAL PROTECTIVE EQUIPMENT REQUIRED?: Yes_____No_____
Was it provided? Yes_____ No_____
Was it being used? Yes_____ No_____ If "No," explain: _____

_____

_____

(OVER)

Was it being used as trained by supervisor or designated trainer? Yes_____ No_____
If "No,"explain _____

_____

_____

WITNESS(ES): _____

_____

_____

WAS SAFETY TRAINING PROVIDED TO THE INJURED?: Yes_____ No_____
If "No," explain _____

_____

_____

INTERIM CORRECTIVE ACTION TAKEN TO PREVENT RECURRENCE: ___

_____

_____

_____

PERMANENT CORRECTIVE ACTION RECOMMENDED TO PREVENT RECURRENCE: _____

_____

_____

DATE OF REPORT: _____ **PREPARED BY:** _____

SUPERVISORS (SIGNATURE): _____ **DATE:** _____

STATUS AND FOLLOW-UP ACTION TAKEN: _____

_____

_____

_____ _____

DEPARTMENT/DIVISION HEAD OR DESIGNEE **DATE**

Attachment # 4

CHECKLIST FOR DOCUMENTING EMPLOYEE DISCIPLINE AND FORMS

VERBAL WARNINGS

Be sure that all verbal warnings are documented in writing. They are a building block to more formal warnings in the future. All documentation should include:

- Employee Name
- Date of Verbal Warning
- Specific offense or rule violation
- Specific statement of the expected future performance
- Explanation given by the employee or other information that is significant regarding the warning

WRITTEN WARNING

A written warning is more serious than a verbal warning and represents a progression in the progressive discipline process. In documenting a written warning, include:

- Employee Name
- Date of the conversation
- Specific offense or rule violation
- References to previous conversations and verbal warnings about the problem
- Specific statement of the expected performance
- Explanation given by the employee or other information that is significant
- Statement indicating your confidence in the employee's ability to perform properly in the future
- Employee's signature (Note: if the employee refuses to sign, include a note on the signature line indicating your attempt to get the employee to sign and his/her refusal to do so)

VERBAL DISCIPLINE WARNING

EMPLOYEE
NAME:_____

DATE OF WARNING_____

SPECIFIC STATEMENT OF THE EXPECTED
PERFORMANCE:_____
_____
_____
_____
_____
_____
_____
_____

EXPLANATION GIVEN BY THE EMPLOYEE OR OTHER INFORMATION THAT IS SIGNIFICANT REGARDING THE
WARNING:_____
_____
_____
_____
_____
_____
_____
_____

SUPERVISOR
SIGNATURE:_____DATE_____

EMPLOYEE
SIGNATURE:_____DATE_____

WRITTEN DISCIPLINE WARNING

EMPLOYEE
NAME:_____

DATE OF THE
WARNING:_____

SPECIFIC OFFENSE OR RULE
VIOLATION:_____
_____
_____

REFERENCE TO PREVIOUS
WARNINGS:_____
_____
_____

SPECIFIC STATEMENT OF THE EXPECTED
PERFORMANCE:_____
_____
_____

EXPLANATION GIVEN BY THE EMPLOYEE OR OTHER INFORMATION THAT
IS SIGNIFICANT:_____
_____
_____
_____

STATEMENT INDICATING CONFIDENCE IN THE EMPLOYEES ABILITY TO
PERFORM PROPERLY IN THE FUTURE:_____
_____
_____
_____

SUPERVISOR
SIGNATURE:_____DATE:_____

EMPLOYEE
SIGNATURE:_____DATE:_____

Attachment# 5 **TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**
C20 **EMPLOYER'S FIRST REPORT OF WORK INJURY OR ILLNESS**

CLAIMS ADM/CARRIER

JURISDICTION CLAIM # (STATE FILE #)	CLAIM TYPE CODE ☐ MED ONLY ☐ INDEMNITY ☐ BECAME LOST TIME ☐ BECAME MED ONLY ☐ NOTIFY ONLY ☐ TRANSFER	**The use of this form is required under the provisions of the Tennessee Workers' Compensation Law and must be completed and filed with your insurance carrier immediately after notice of injury.** ***It is a crime to knowingly provide false, incomplete or misleading information to any party to a workers' compensation transaction for the purpose of committing fraud. Penalties include imprisonment, fines and denial of insurance benefits.*** **If you have questions, the state now has a benefit review system where a Workers' Compensation Specialist can provide assistance. Call 1-800-332-2667 (TDD).**
CLAMS ADM CLAIM # (INSURER CLAIM #)		
OSHA LOG CASE #		
NAME OF INSURANCE CARRIER	CARRIER FEIN	
CLAIMS ADMIN FIRM NAME (if different from carrier)	FEIN OF CLMS ADM	
CLAIMS ADJUSTER NAME	CLMS ADJ PHONE #	
CLAIM HANDLING OFFICE ADDRESS LINE 1 AND LINE 2		CITY / STATE / ZIP

EMPLOYER

EMPLOYER NAME	EMPLOYER FEIN	SIC CODE / PHONE NUMBER
EMPLOYER ADDRESS LINE 1 AND LINE 2		NATURE OF BUSINESS
CITY / STATE / ZIP		INSURED REPORT NUMBER / EMPLOYER LOCATION #

POLICY

INSURED NAME (parent co. if different than employer)	POLICY NUMBER SELF INSURED? ☐ YES ☐ NO	EFF DATE EXP DATE

EMPLOYMENT STATUS CODE
☐ FULL TIME/REGULAR
☐ PART TIME
☐ PIECE WORKER
☐ SEASONAL
☐ VOLUNTEER
☐ APPRENTICE FULL TIME
☐ APPRENTICE PART TIME

EMPLOYEE

EMPLOYEE LAST NAME		PHONE INCL AREA CODE
FIRST / MI		DEPARTMENT REGULARLY WORKED
ADRRESS LINE 1 & 2		OCCUPATION DESCRIPTION
CITY / STATE / ZIP		MARITAL STATUS ☐ UNMARRIED, SINGLE, DIVORCED ☐ MARRIED ☐ SEPARATED ☐ UNKNOWN / NCCI CLASS CODE
SSN / DATE OF BIRTH / DATE OF HIRE		

GENDER ☐ MALE ☐ FEMALE ☐ UNKNOWN

WAGE

WAGE $	PERIOD ☐ HOURLY ☐ DAILY ☐ WEEKLY ☐ BI-WEEKLY ☐ MONTHLY	NUMBER OF DAYS WORKED PER WEEK

SALARY CONTINUED IN LIEU OF COMPENSATION ☐ YES ☐ NO
FULL WAGES PAID FOR DATE OF INJURY ☐ YES ☐ NO

ACCIDENT/INJURY

DATE OF INJURY	TIME OF INJURY ☐ AM ☐ PM ☐ COULD NOT BE DETERMINED	TIME EMPLOYEE BEGAN WORK ON INJURY DATE ☐ AM ☐ PM	
DATE EMPLOYER NOTIFIED OF INJURY	BODY PART AFFECTED CODE	NATURE OF INJURY CODE	CAUSE OF INJURY CODE
DATE CLAIM ADM NOTIFIED OF INJURY	How injury or illness occurred. Describe the incident including what the employee was doing just before, the part of the body affected and how, and object or substance that directly harmed the employee.		
DATE LAST DAY WORKED			
DATE DISABILITY BEGAN			
RETURN TO WORK DATE (IF APPLICABLE)			
DATE OF DEATH (IF APPLICABLE)	IF DEATH CLAIM, GIVE # DEPENDENTS FOR EACH RELATIONSHIP ☐ WIDOW ☐ FATHER ____ SISTER TOTAL # DEPENDENTS ☐ WIDOWER ____ DAUGHTER ____ BROTHER ☐ MOTHER ____ SON ____ HANDICAPPED CHILD		
DID INJURY/ILLNESS OCCUR ON EMPLOYER'S PREMISES? ☐ YES ☐ NO			
ADDRESS WHERE INJURY OCCURRED (if other than employer's premises) CITY / STATE / ZIP			COUNTY OF INJURY

TREATMENT

PHYSICIAN NAME	HOSPITAL OR OFF SITE TREATMENT NAME
ADDRESS LINE 1 AND 2	ADDRESS LINE 1 AND 2
CITY / STATE / ZIP	CITY / STATE / ZIP

INITIAL TREATMENT
☐ NO MEDICAL TREATMENT
☐ MINOR BY EMPLOYER
☐ MINOR BY CLINIC/HOSPITAL
☐ HOSPITALIZED > 24 HRS
☐ EMERGENCY CARE
☐ FUTURE MAJOR MEDICAL/LOST TIME ANTICIPATED

OTHER

DATE PREPARED	PREPARER' NAME & TITLE	PREPARER'S COMPANY NAME	PHONE NUMBER

LB-0021 (REV 12-01)

SEVIER COUNTY GOVERNMENT OCCUPATIONAL SAFETY AND HEALTH PROGRAM

OSHA/TOSHA STANDARDS WHICH REQUIRE WRITTEN PROGRAMS

A. 1910.1030 BLOODBORNE PATHOGENS
B. 1910.146 CONFINED SPACE
C. 1910.38 EMERGENCY ACTION PLAN
D. 1910.120 EMERGENCY RESPONSE (BEOP)
E. 1910.1200 HAZARD COMMUNICATION
F. 1910.147 LOCKOUT/TAGOUT
G. 1910.132 PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT
H. 1910.119 PROCESS SAFETY MANAGEMENT
I. 1910.134 RESPIRATORS

SEVIER COUNTY GOVERNMENT BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN FOR ALL DEPARTMENTS/DIVISIONS OF THE SEVIER COUNTY GOVERNMENT (29CFR 1910.1030)

TOSHA REQUIRED WRITTEN PROGRAM (A)

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I.. PURPOSE

Bloodborne pathogens are microorganisms that are normally present in the blood and can be transmitted to an uninfected person through exposure to contaminated blood or other body fluids. The insidious spread of bloodborne pathogens during the past several years necessitates a new level of awareness by all Sevier County Employees. This plan is designed to minimize employee exposure to bloodborne pathogens. All human blood and other potentially infectious materials are considered to be infectious for Human Immunodeficiency Virus (HIV), Hepatitis B virus (HBV), and Hepatitis C Virus (HCV) and will be treated as if infectious, i.e. with universal precautions. Since animal blood is not readily distinguished from human blood by appearance, if there is any doubt as to the material's origin, the material should be treated as if infectious. This plan is also designed to meet requirements of the OSHA Bloodborne Pathogen Standard 29 CFR 1910.1030

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II. SCOPE

The following job classifications are those where **all** employees have potential for contact with human body fluids during some activity in their job description and are covered by this plan. They will be determined by each individual Department/Division Head or Designee and Supervisors

EMPLOYEE

Job Title:

Job Title

Job Title

:Job Title:

Job Title:

Job Classification	*Tasks with Exposure Potential*
Job Title:	
Job Title:	
Job Title:	
Job Title:	
Job Title:	

The following job classifications are those where **some** employees have potential for contact with human body fluids during some activity in their job description and are covered by this plan.

Job Classification	*Tasks with Exposure Potential*
Job Title:	
Job Title:	
Job Title:	
Job Title:	
Job Title:	

Copies of this plan will be made accessible to all Sevier County employees. This plan must be reviewed and updated annually by each individual Department/Division Head or Designee, with the review date and whether changes were made recorded on the plan's title page

III. ACRONYMS AND DEFINITIONS

Blood - Human blood, including component and products.
Exposure Incident - means a specific eye, mouth, non-intact skin, inoculation, or injection contact with blood or other potentially infectious materials that results from the performance of job duties.
Other Potentially Infectious Materials (OPIM) - semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, concentrated HIV and HBV viruses, and saliva in dental settings.
Regulated Waste - means any liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
S. C. G.- Sevier County Government
Universal Precautions - refers to a method of infection control in which all human blood and other potentially infectious materials are treated as if known to be infectious for HIV and HBV. Other body fluids such as feces, nasal secretions, sputum, sweat, tears, urine or vomitus contain only small quantities of virus unless they are visibly contaminated with blood

IV. RESPONSIBILITIES

Each individual Department/Division Head or Designee is responsible for the Bloodborne Pathogens program for his or her Department/Division, to provide initial and refresher training to employees, and to support S C G in setting up a specific written program that cover's all Sevier County employees.
Sevier County Government is responsible to ensure the program is maintained, that employees attend initial and refresher training, and that employees working with HIV or HBV receive additional training as required in section XI of this program. All Department/Division Heads or Designee will ensure that the procedures of this plan are followed. This includes enforcing compliance with the plan, ensuring new employees are trained, and following procedures for incident exposures
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V. ENGINEERING AND WORK PRACTICE CONTROLS

Use puncture-proof containers to store sharps and biohazard labeled bags for other possibly contaminated items.
Employees will wash their hands immediately after removing gloves or other PPE.
Employees will wash their hands and any other skin with soap and water, and flush mucous membranes immediately following contact with blood or OPIM.
Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
Employees must perform all procedures involving blood or OPIM in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.
No food or drink shall be kept in refrigerators, freezers, shelves, cabinets, or on countertops or bench tops where blood or other potentially infectious materials are present.
When differentiation between fluid types is difficult, ***all body substances will be treated as if contaminated*** with human blood and universal precautions will be followed.
Breaking or shearing of needles is prohibited. Needles or other sharps will not be bent, recapped, or moved except as noted below:
1) The bending, recapping or needle removal must be accomplished using mechanical device or a one-handed technique
Immediately after use, contaminated sharps shall be placed in an appropriate container. The container must be:
a) puncture resistant
b) properly labeled or color coded
c) leakproof on the sides and bottom

VI. Personal Protective Equipment (PPE)

Body Substance Precautions require the consistent use of barrier methods to prevent direct contact with the body fluids, secretions, and excretions of another person. In accordance with CFR 1910.133, an assessment of the PPE needed to safely do work involving blood or OPIM shall be done. The PPE shall be considered appropriate only if it does not permit blood or OPIM to reach employee's clothing, skin, eyes, mouth, or mucous membranes under normal conditions of use and for the duration of time for which the PPE will be used. The appropriate PPE shall be provided at no cost to the employee. The assessment shall include, at a minimum, PPE needed to cover the hands and face. When choosing gloves, latex or other surgical exam gloves are generally appropriate. If workers show allergic reactions to a glove type, hypo-allergenic gloves, such as nitrile, will be made available. PPE may extend to include items such as utility gloves, gowns, lab coats, face shields and masks, as well as other equipment. Employees are expected to:

a) Use the designated PPE
Replace all PPE that becomes torn or punctured, or loses ability to function as a barrier

b) Remove all PPE before leaving the work area and put it in the designated area or container for storage, cleaning, decontamination, or disposal

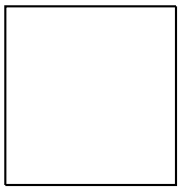
Wear protective gloves if exposure to blood or other contaminated body substances is remotely probable. Anytime gloves are worn, remove the gloves prior to touching anything else and use an antiseptic cleaner until hands can be washed with soap and water. Utility gloves can be decontaminated with a freshly-made household bleach to water solution diluted - 1 part bleach to 10 parts water. Gloves showing signs of peeling, cracking, tearing, or puncturing, will be discarded and replaced with appropriate gloves.
The PPE determined to be needed will be determined by a risk assessment by each individual Department/Division Head or Designee and Supervisors.
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VII. CLEANUP AND DECONTAMINATION

Sharps - Never pick up broken glass, needles, or other sharps without mechanical assistance (e.g. forceps, broom and dust pan). Keep puncture-resistant containers available. Any tools used to pick up sharps will be disinfected or disposed of as biological waste.
Disposal Containers - Must be labeled and closed during transport. If there is a chance of leakage, an additional labeled container should be used. The containers must be disposed of as infectious waste or decontaminated..
Hand Washing - Hands and other skin surfaces should be washed with soap and warm water as soon as possible if potentially contaminated. Flush the area with a lot of water. Always wash hands after removing gloves.
Cleaning Spills - Wearing gloves and other protective equipment as needed for splashing, promptly clean the spill. Absorb excess material with disposable towel then disinfect the area with a 10% household bleach or approved disinfectant and water solution. The bleach or disinfectant solution must be left in contact with the contaminated work surface, tools, or objects for at least 10 minutes before cleaning. If the surface is carpeted do not use bleach. Be aware that bleach can be corrosive or damaging to certain materials. Biohazard labeled bags should be available for the removal of contaminated material from the site.
Equipment - Contaminated equipment used in the clean-up shall be washed, decontaminated, or discarded appropriately.
Laundry - Remove garments penetrated by blood or other infectious materials immediately. Any contaminated laundry may be sent to the laundry in a red or labeled biohazard bag where universal precautions are observed
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VIII. Labeling and Containers

Warning labels must be affixed to or an integral part of containers of regulated waste, refrigerators, freezers, and other containers used to store, transport or ship blood or OPIM. The labels must include the following legend:



The labels will be fluorescent orange or orange-red, with the letters and symbol a contrasting color. Red bags or red containers may be used in the place of labels

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IX. MEDICAL

Hepatitis B vaccination

After initial training, Hepatitis B vaccine will be made available to all personnel who, during performance of their job duties, have potential occupational exposure to blood and/or OPIM. Vaccination costs will be borne by the Supervising Department/Division and confidentiality will be ensured. The S C G Hepatitis B Vaccination informed Consent/Waiver form (Appendix B) must be filled out and signed by all employees described above. If the employee initially declines the vaccine, and later while still doing the same job decides to accept it, the supervising department will make the vaccine available at that time.

Post Exposure Evaluation

A bloodborne pathogen exposure incident consists of:

1) Contact via mucous membrane (i.e. eye, nose, or mouth) with blood or OPIM or non-intact skin that results from the performance of job duties

2) Injection or inoculation with blood or OPIM that results from the performance of job duties.

Immediately following any exposure incident and after decontamination, a confidential medical evaluation and follow-up will be made available to the employee. If the exposure is percutaneous such as a needle stick or involved non-intact skin, make sure that you seek medical attention as soon as possible. This will be done within 2 hours of the exposure incident. The incident should be reported to your Supervisor immediately. The top portion of a S C G Bloodborne Pathogen Post Exposure Evaluation Form should be completed following the incident. A copy of this form ideally will go with the employee to the hospital. The Supervisor will report the incident as soon as possible. The Supervisor should document circumstances of the exposure and measures to prevent recurrence. A copy of the Post Exposure Evaluation Form and Supervisor's report should be sent afterward to the Department/Division Head or Designee.

The follow-up will be paid for by the supervising department and includes the following:

1) Completely filling out the SCG Bloodborne Pathogen Post Exposure Evaluation Form.
2) Request testing of the source individual's blood for HBV and HIV infectivity. The consent must be in writing. If consent is not given, attempt to have the source individual confirm the refusal in writing. If it is already known that the source individual is infected with HIV or HBV, it is not necessary to test the source individual.
3) Assure that once consent is given, that the source individual's blood is tested as soon as is feasible.
4) Ensure the source individual's testing results are made available to the exposed employee. Ensure the employee is informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
5) Once the exposed employee consents, ensure a sample of their blood is collected.
6) Once the exposed employee consents, ensure their blood is tested for HBV and HIV serological status. If the employee does not consent at that time to have the blood tested, the sample must be preserved for at least 90 days. If the employee consents to testing during that time, the testing will be done as soon as feasible. If, after 90 days, the employee has not consented, the samples shall be disposed of as biological waste.
7) Ensure post-exposure prophylaxis is provided when medically indicated
8) Provide counseling to the exposed individual.
9) Provide an evaluation of the reported illnesses, if any.

For Employees, a Workers Compensation claim must be filed with SCG for the exposure incident. For students and visitors, medical exam costs must be borne by the Supervising Department

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X. TRAINING

Training will be accomplished prior to beginning duties and repeated at least annually. It will be offered to the employee during working hours and at no cost to the employee. It will consist of:

1) Access to a copy of the OSHA Bloodborne Pathogen Standard and an explanation of it's contents.
2) A general explanation of epidemiology, symptoms, and mode of transportation of bloodborne diseases.
3) An explanation of the modes of transmission of bloodborne pathogens.
4) An explanation of the boilerplate, the need to make it department-specific and how they can get a copy of it.
5) Ways to recognize tasks and activities that may involve potential exposure to blood and OPIM
6) An explanation of engineering controls, work practices, and PPE that may reduce or prevent exposure, along with their limitations.
7) Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.
8) An explanation of how to select PPE.
9) Information on the HBV vaccine, including information on its efficacy, safety, method of administration, benefits of being vaccinated, and that the vaccination is offered free of charge.
10) Information on appropriate action to take and persons to contact in an emergency involving blood or OPIM.
11) An explanation of the procedure to follow if an exposure incident occurs, including how to report the incident and the medical follow-up that will be made available.
12) Information on the post-exposure evaluation and follow-up that will be provided.
13) An explanation of the signs, labels, and color-coding that is being used.
14) An explanation of the Exposure Control Plan as well as an opportunity for interactive questions and answers with the person conduction the training

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The training will be provided by All Departments/Divisions of SCG.All Department/Division Heads or Designee are responsible for scheduling initial and refresher training for all his or her employees.
. They must ensure the following:
1) That each employee demonstrate a working knowledge of Bloodborne Pathogens
2) That each employee follow "Universal Precautions"
3) A training program is provided to employees who have no prior experience in handling human pathogens.
This specific training will be documented by All Department/Division Heads or Designee

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XI. RECORD KEEPING

Training records will be maintained by All Departments/Divisions for at least 3 years. The training record will include:
1) The date(s) of the training session
2) The contents or a summary of the training session
3) The names and qualifications of the person(s) doing the training
4) The names and job titles of all persons attending the training session
All Departments/Divisions shall maintain records of additional training for all employees. Medical Records will be maintained for the duration of employment plus 30 years

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XII. DISPOSAL

Body Fluids
When cleaning up any questionable body fluids, clean the area with an approved disinfectant cleaner and pick up material with a disposable towel. Collect all body substances and contaminated absorbants and place them in an appropriate "Biohazard" bag. Contact your removal vendor when pick-up is ready.
Sharps Laboratory Trash
Sharps laboratory trash must be placed in approved "Sharps Disposal Container" and appropriately labeled by laboratory or health care personnel

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APPENDIX A
SEVIER COUNTY GOVERNMENT
BLOODBORNE PATHOGEN POST EXPOSURE FORM

_____ _____ _____
Name of Employee Social Security Number Date of Exposure

_____ _____
S C G Department/Division Date of Hepatitis B Vaccination

_____ _____
Supervisor's Name Phone Number
Circumstances of Exposure:

_____
Name or Description of Exposure Source

_____ _____
HIV Status of Source Hepatitis B Status of Source

_____
Signed

Workers Compensation_____ (Check this box if patient is a S C G employee)
Follow up lab tests:
Test: Date:

Test: Date:

Test: Date:

Test: Date:

Test: Date:
Follow-up counseling performed?
Employee?____
Spouse? ____

_____
Signature of Responsible Person

Appendix B

INFORMED CONSENT/WAIVER
Hepatitis B Vaccination

Reference: OSHA Bloodborne Pathogens Standard, Code of Federal Regulations (CFR), 29 CFR 1910.1030

I understand that due to my occupational exposure to blood or other potentially infectious materials (OPIM), I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at no charge to myself. My response to this offer is :

(EMPLOYEE: Read over the three possible responses below and strike out the two items which do not apply. Place your initials and the date after the item you select, then date, sign, and print your full name at the bottom of the page. You must select one of these responses.)

I accept the offer. I will make myself available to receive a series of three (3) inoculations, to be administered as soon as practicable, and at one (1) and six (6) months after the initial dose. I understand that I will be paid at the regular rate for my time when I receive the inoculations.

I certify that I have already received the complete Hepatitis B vaccination series. This course of immunization was sponsored by myself/my employer (circle one). If the sponsor was another person or corporate entity, print the name here:_____

The approximate date of the last (third) injection was:_____

I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccination, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposures to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

(Signed):_____ Date:_____
(Print name):_____
Social Security Number:_____

TOSHA REQUIRED WRITTEN PROGRAM (B)

CONFINED SPACE ENTRY

PROGRAM

REVISED 2013

"DANGER"

PERMIT REQUIRED
CONFINED SPACE

"DO NOT ENTER"

The Sevier County Government **PERMIT REQUIRED CONFINED SPACE ENTRY PROGRAM**

The Sevier County Government has developed this Permit Required Confined Space Entry Program to ensure safe practices and procedures are adhered to regarding work being performed in areas not intended for occupancy or with limited access. This program has been developed in compliance with guidelines and requirements of **29 CFR 1910.146**.

This Permit Required Confined Space Entry Program applies to all departments/divisions, employees, and operations on Sevier County controlled sites affected by any of the procedures contained herein.

All Department/Division Heads will designate individuals with responsibility and authority for the administration and implementation of all aspects of this program should the need arise.

The program elements are as follows:

A. **HAZARD DETERMINATION**

B. **PERMIT REQUIRED CONFINED SPACE ENTRY**

1. Identification

2. Confined Space Entry Permit

3. Preparation for Entry

4. Atmospheric Testing and Monitoring

C. **EQUIPMENT**

1. Personal Protective Equipment

2. Atmospheric Testing and Monitoring Equipment

3. Emergency and Rescue Equipment

4. All Other Necessary Equipment

D. **PRE-PLANNED RESCUE PROCEDURES**

E. **SPECIAL CONSIDERATIONS**

F. **TRAINING, DUTIES, AND ENTRY OF THE CONFINED SPACE**

1. Entry Supervisor

2. Attendants

3. Entrants

A. HAZARD DETERMINATION

All Sevier County Government Department/Division Heads or Designee will determine which areas of his or her Department/Division "if any"will be classified as a confined space. Each confined space will be evaluated to determine existing and potential hazards, both physical and environmental, associated with each designated area. This determination will be based on the known or suspected presence of the following elements:

* Oxygen deficient atmospheres.

* Toxic air contaminants.

* Flammable or combustible gases or vapors.

* Limited means of access or egress.

* Potential for entrapment or engulfment.

* Presence of hazardous energy sources or moving equipment or machinery.

The hazard determination will also be based on past experience, current conditions, and future expectations for each location.

B. PERMIT REQUIRED CONFINED SPACE ENTRY

1. IDENTIFICATION

All County Department/Division Heads or Designee will utilize the hazard determination to identify all areas that are considered permit required confined spaces. The type or nature of the work to be performed in the confined space will be evaluated in making this determination. Signs, warnings, or barricades will be placed at the entrance of each area identified, as a permit required confined space. The warning signs will read **DANGER - PERMIT REQUIRED CONFINED SPACE - DO NOT ENTER.** Employees will be trained to recognize and comply with all methods of warning. The status or designation of permit required confined space may change as conditions or work assignments are altered.

2. CONFINED SPACE ENTRY PERMIT

The Sevier County Government has developed a confined space entry permit form that will be utilized and adhered to by all employees and any outside contractors or other personnel entering or working near or around a designated permit required confined space. Each confined space permit will designate an entry supervisor responsible for ensuring all elements of the form have been addressed as well as additional health and safety concerns before allowing entry into the area. Each confined space entry permit will include at least the following information:

a. Specific permit space identification.

b. Purpose and date of entry.

c. Duration of authorization.

d. Authorized entrant's name(s).

e. Name(s) of authorized attendant(s) and entry supervisor.

f. Physical and environmental hazards associated with the identified space.

g. Engineering and work practice control methods to be utilized.

h. Acceptable entry conditions.

i. Results of all initial and periodic atmospheric testing and monitoring.

j. Rescue and emergency services to be utilized.

k. Communication procedures between attendants and entrants.

l. Equipment to be provided.

m. Special designations such as hot work.

n. Other programs affected (respiratory protection, lockout - tagout, etc.)

3. PREPARATION FOR ENTRY

For each work assignment in a permit required confined space, an entry supervisor will be designated and responsibility and authority assigned by the Department/Division Head or Designee. The entry supervisor will ensure that proper preparations are made before authorizing entry into a permit required space.

a. All affected employees must be notified of interrupted service and entry activities.

b. Access must be restricted to authorized personnel.

c. All sources of hazardous energy to the space must be removed, isolated or controlled.

d. Entrants must be aware of procedures.

e. Entry permit form is complete and authorized.

4. ATMOSPHERIC TESTING

Areas designated as permit required confined spaces due to the presence or suspected potential for adverse atmospheric conditions will be tested and monitored prior to and during any authorized entry. Maximum allowable limits for entry under acceptable conditions will be established for each identified space. These limits and the results of all testing and monitoring will be recorded on the entry permit. Applicable atmospheric testing and monitoring will be performed in the following sequence only:

1. Oxygen content (must be between 19.5% and 23.5%).

   Note: A 1% oxygen deficiency could indicate the presence of other toxins or flammable in quantities of 10,000 parts per million (PPM) or greater.

2. Flammable or explosive concentrations of gases, vapors, or dusts (must be below 10% of the lower flammable or explosive limit for gases and vapors and at or below the lower flammable or explosive limit for dust). Refer to material safety data sheets for the applicable limits.

3. Toxic materials (must not exceed permissible exposure limits without measures to lower the exposure levels.) Refer to Material Safety Data Sheets or OSHA permissible exposure limits.

Any unsafe levels or conditions identified as a result of monitoring or testing must be eliminated or controlled before entry is allowed.

When possible or feasible, identified atmospheric hazards will be eliminated or controlled by engineering measures or work practice controls (ventilating or purging) prior to utilization of personal protective equipment (respirators).

C. **EQUIPMENT**

1. PERSONAL PROTECTIVE EQUIPMENT

   a. Respirators

If respiratory protection equipment is to be utilized, the following criteria will be considered for the equipment selection process:

   1. Approved half mask respirators with appropriate filter cartridges for air contaminants not in excess of 10X the OSHA permissible exposure limit.

   2. Approved full-face respirators with appropriate filter cartridges for air contaminants not in excess of 50X the OSHA permissible exposure limit.

3. Approved powered or supplied air full-face respirators for air contaminants not in excess of 1000X the OSHA permissible exposure limit.

4. Approved self-contained breathing apparatus for all atmospheres.

When respirators are utilized, all affected employees will adhere to the requirements and training under the respiratory protection program.

All other personal protective equipment will be selected based on the identified or potential hazards that may be encountered during the performance of the job duties associated with the entry procedure.

2. ATMOSPHERIC TESTING AND MONITORING EQUIPMENT

All atmospheric testing and monitoring equipment will be selected on the basis of the expected potential hazards that may be encountered in the performance of confined space activities. Such equipment will be maintained in excellent working condition and must be calibrated at intervals of at least that of the manufacturer recommendations.

3. EMERGENCY AND RESCUE EQUIPMENT

A method of communication will be established between the entrant, attendant, entry supervisor, and emergency personnel. If this can not be accomplished by audible voice means, a form of electronic communications equipment will be provided that is adequate for this purpose.

In any vertical permit required confined entry space of more than 5 feet deep, a retrieval device such as a full body harness attached to a line operated by a mechanical lifting device must and will be utilized unless such equipment would increase the overall risk or not contribute to the rescue of the entrant.

4. ALL OTHER NECESSARY EQUIPMENT

All other equipment will be selected based on known or suspected hazards including intrinsically safe equipment for flammable or toxic atmospheres.

D. **PRE-PLANNED RESCUE PROCEDURES**

Rescue procedures and operations will be pre-determined prior to an entry into a confined space. On County controlled sites where a rescue team has not been assembled and properly trained in all aspect of confined space rescue, the local public emergency response team and units will be designated as the rescue providers. In a case such as this, the outside rescue team must be notified in advance that the County intends to utilize them in case of emergency. The team must be allowed access to the site to prepare, rehearse, and familiarize themselves with the operations at hand. The team must be notified and put on stand by alert prior to each permit-required entry.

The immediate supervisor in charge of each site will make all necessary arrangements with the local authorities prior to attempting a permit required confined space entry.

E. SPECIAL CONSIDERATIONS

Consideration will be given, and hazards identified and controlled, according to special circumstances or conditions that exist or will be created by or during the procedures performed in the confined space. The following items must be addressed if there is a potential for their existence in, near, or effecting the operation:

* Hot work to be performed inside of the space (depletes oxygen, creates carbon monoxide and other toxic fumes).

* Exposure to mechanical, electrical, or other forms of hazardous energy.

* Entrapment and engulfment hazards.

* Hazards associated with the presence of water of other liquids or fluids.

Each hazard identified must be eliminated, corrected, or effectively controlled prior to authorization of entry.

F. TRAINING, DUTIES, AND ENTRY OF THE CONFINED SPACE

1. ENTRY SUPERVISOR

The designated Entry Supervisor will be trained and assigned the following duties in relation to confined space entry:

a. Completion and authorization of all steps of the entry permit form.

b. Monitor proceedings for entire duration of the operation.

c. Ensure entry by authorized personnel only.

d. Stand by to coordinate emergency procedures.

e. Close the permit upon conclusion of the operation.

2. ATTENDANTS

Attendants will be designated for each permit required confined space entry operation. Each attendant will be trained to perform the following duties:

a. Observe all activities of each entrant for the duration of the procedure.

b. Maintain continuous contact with each entrant.

c. Restrict entry to authorized personnel.

d. Communicate with or notify emergency responders if needed.

The attendant must and will remain at the entry point at all times. The attendant must be able to summon emergency responders without vacating the designated area. At no time and for no reason will an attendant vacate the assignment unless an immediate danger is recognized. Should this occur, the attendant must notify the employees in the confined space and order it to be vacated and closed. The attendant will also order the space closed if signs of warning or danger become evident. The attendant will not attempt to enter a confined space to attempt a rescue under any circumstances. The attendant will allow only authorized and designated rescue team member(s) to enter the space to perform an extraction.

3. ENTRANTS

Entrants will be trained and informed of the hazards associated with the entry of each confined space prior to authorization. This training and information will include the following:

a. Hazards identified or associated with space and their effects on the person

b. Means of protection provided (engineering controls, work practices, personal protective equipment)

c. Communication means and signals

d. Emergency procedures

CHECK LIST for CONFINED SPACES

	Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
	Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?
	Are all impellers, agitators, or other moving parts and equipment inside confined spaces

	locked-out if they present a hazard?
	Is either natural or mechanical ventilation provided prior to confined space entry?
	Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?
	Is adequate illumination provided for the work to be performed in the confined space?
	Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work? Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
	Is the standby employee appropriately trained and equipped to handle an emergency?
	Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?
	Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable
	Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
	Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
	If employees will be using oxygen-consuming equipment-such as salamanders, torches, and furnaces, in a confined space-is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
	Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
	Is each confined space checked for decaying vegetation or animal matter, which may produce methane?
	Is the confined space checked for possible industrial waste, which could contain toxic properties?
	If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

CONFINED SPACE ENTRY PERMIT

GENERAL INFORMATION

Space to be Entered:_____Purpose of Entry:_____

Location/Building:_____Authorized Duration: Date _____ To _____

Time _____ To _____

PERMIT SPACE HAZARDS (Indicate specific hazards with initials) Personal Protective Equipment or other preventative action Required for Entry must be specified for each hazard indicated:

_____Oxygen deficiency (less than 19.5%); PPE: _____
_____Oxygen enrichment (greater than 23.5%); PPE: _____
_____Flammable gases or vapors (greater than 10% LFL); PPE: _____
_____Airborne combustible dust (meets or exceeds LFL); PPE: _____
_____Toxic Gases or vapors (greater than PEL) Atmospheric Testing/Monitoring; _____
_____Mechanical hazards; _____
_____Electrical Shock; _____
_____Materials harmful to skin: _____
_____Engulfment; _____

_____Rescue Equipment; _____
_____Other: _____

PREPARATION FOR ENTRY (Check after steps have been completed)
COMMUNICATION PROCEDURES IN PLACE: (To be used by attendants and entrants): _____
_____

_____Notification of Affected Departments and Personnel; _____
_____Isolation Methods:_____ Lockout/Tagout: _____
_____Blank/Blind: _____ Purge/Clean: _____
_____Atmospheric Test: _____ (Inert)
_____Barriers: _____ Other
_____Ventilation

AUTHORIZED ENTRANTS (Attach roster of names):

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

EMERGENCY SERVICE

Name of Service: Phone Number:

_____ _____

TESTING RECORD

Conditions:	AM:PM	AM:PM	AM:PM	AM:PM	AM:PM	AM:PM
Time:						
Oxygen-min>19.5%						

Oxygen-max<23.5% _____

Flammability<10%LEL/LFL _____

H (2) S<10 PPM _____

CO<35 PPM _____

Heat: _____

Other: _____

AUTHORIZATION BY ENTRY SUPERVISORS

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Printed Name: _____
Signature: _____
Date: _____
Time: _____

THIS PERMIT MUST BE POSTED AT ENTRY SITE!

THIS PERMIT IS GOOD ONLY ON INDICATED DATE.

"DANGER"

PERMIT REQUIRED
CONFINED SPACE

"DO NOT ENTER"

TOSHA REQUIRED WRITTEN PROGRAM (C)

EMERGENCY ACTION PLAN

This *emergency action plan* provides a guide for action to ensure the safety of all Sevier County employees and property occupants. For this plan to be effective it is essential that all personnel read and understand this material. All Department/Division Heads should read Authority And Accountability in the Accident Prevention Plan in the Sevier County Government Occupational Safety And Health Program.

Failure to adequately prepare for potential emergencies can result in injury or death of personnel, loss or damage of facilities, property, and equipment.

This *emergency action plan* provides appropriate responses to fire and a variety of emergency situations that may be encountered. Periodic drills and training exercises should be used to reinforce the plan when appropriate.

All personnel are encouraged to submit to Department/Division Heads or Designee any comments or suggestions which they feel will benefit the safety of our people and facilities. Unsafe working conditions or acts should be reported immediately to the Department/Division Head or Designee or Emergency Supervisor.

EMERGENCY NOTIFICATION

All emergencies should be reported immediately to the Department/Division Head/Designee or Emergency Supervisor.

FIRE DEPT, SHERIFF/ POLICE or EMERGENCY MEDICAL PERSONNEL

Dial 911 for situations, which require responses from the Fire Department, Sheriff/Police Department or Emergency Medical Personnel. Please be prepared to provide the operator with all requested information:

- State Nature of Emergency
- Location
- Address
- Phone Number

EMERGENCY COORDINATOR: (The Department/Division Head or Designee) Oversees all aspects of the *emergency action plan* and directs the activities of the employees during an emergency. If a search of the premises is needed, assist the Sheriff's Department in the search.

EMERGENCY SUPERVISOR: (The Emergency Supervisor) will be designated by the Department/Division Head or Designee. In the absence of the Department/Division

EMERGENCY ACTION PLAN
29 CFR 1910.38

Head/Designee, the Emergency Supervisor's role is to direct the *emergency action plan* and employees during an emergency. Assist the Sheriff's Departments in a search if needed.

EMERGENCY EVACUATION

In the event of a bomb threat or fire, employees are to evacuate the building according to the following procedure:

- Leave the building through the nearest exit. Evacuation routes should be posted in all areas of the building.

- Once outside the building, assemble in a pre-designated area far away from the building and clear of traffic paths.

- Remain assembled in a group so that a head count can be conducted by the Department/Division Head/Designee or Emergency Supervisor.

- Remain in the designated assembly area until permission is granted by the Fire Department/Sheriff'Department or Department/Division Head/Designee or Emergency Supervisor to reenter the building, or dismissal from work.

EMERGENCY TRAINING

Emergency training should be provided according to OSHA standards. All personnel should participate in evacuation drills at Department/Division Heads or Designee discretion.

EMERGENCY INSTRUCTIONS

The following are procedures to follow in response to a variety of emergency situations.

FIRE

Note: Only personnel who are trained in the use of fire extinguishers should attempt to use them. If possible, notify the Department/Division Head/Designee or Emergency Supervisor and all other personnel in your work area; otherwise, proceed calmly to the nearest emergency exit. Exit the building and proceed to the designated assembly area far away from the building and clear of traffic paths.

INJURY/SERIOUS ILLNESS

Notify the Department/Division Head/Designee or Emergency Supervisor if possible. Dial 911 if immediate emergency medical treatment is needed. Provide emergency operator with the nature of the emergency, your location, and any other requested information. A person should be assigned to meet and direct the emergency personnel to the scene of the accident. When

appropriate, injured or ill persons may be taken to the nearest designated emergency medical facility.

SEVERE WEATHER

Remain inside the building during severe thunderstorms, flooding, hail, high winds, and tornadoes until the condition has ended. During severe weather, it is best to stay away from exterior windows. In the event of a tornado or tornado warning, all personnel should move to an interior corridor away from windows, skylights, and objects, which could fall.

POWER OUTAGE

In the event of power outage, even for a few minutes, the Department/Division Head/Designee or Emergency Supervisor should be notified. Personnel should leave areas that have become darkened immediately and await instructions.

BOMB THREAT (SEE ATTACHMENT# I)

SUSPICIOUS PACKAGES OR LETTERS (SEE ATTACHMENT # 2 AND #3)

EXPLOSION (SEE ATTACHMENT #4)

EVACUATION OF COURTHOUSE PREMISES DUE TO BOMB THREAT OR OTHER (SEE ATTACHMENT #5)

EMERGENCY ACTION PLAN -29CFR1910.38
ATTACHMENT # 1

BOMB THREAT

Threat by Telephone

1. Do not hang up. Remain calm
2. Take the caller seriously. Assume the threat is real
3. If you have a digital phone, look for originating number. Employee should press the dialog button on executone telephone (if available) which will record message on the voice mail of the telephone extension
4. Ask questions using the checklist below as a guide
5. Do not use cell phone, two-way radio, or any wireless communication devise, as it can trigger the bomb
6. Have a coworker call the sheriffs department or 911 on another line, or call the sheriffs department or 911 yourself immediately after hanging up
7. Inform your supervisor if you need time away due to the stress caused by the threat

Bomb Threat Check list

When is the bomb going to explode?
What does it look like ?
Where is it right now ?
What kind of bomb is it ?
What will cause it to explode ?
Did you place the bomb ?
What is your name ?
What is your address ?

Exact wording of threat:
Name of caller (if known)
Number from which call originated
Male or female
Race
Age
Name of recipient of call
Number at which call was received
Time
Date
Additional comments

Callers Voice

calm____ raspy_____
angry____ deep_____
excited____ raged___
slow_____ clearing throat_____
soft_____ deep breathing____
loud_____ cracked voice____
laughter___ disguised_____
normal____ accent_____
distinct____ familiar_____
slurred____ nasal_____
stutter_____ lisp_____

Background Sounds

street noises___
animal noises___
office machinery____
factory machinery____
clear_____ static_____
music_____voices_____
PA system_____
Other_____

Threat Language

Well spoken___ foul___ irrational___ incoherent___ taped___ message read___

Threat by email

Leave the mail on the screen and report immediately to the Department/Division Head/Designee or the Emergency Supervisor.

EMERGENCY ACTION PLAN
29 CFR 1910.38
ATTACHMENT# 2

SUSPICIOUS PACKAGE OR OBJECT

If you receive or discover a suspicious package or foreign devise, **do not touch it, tamper with it, or move it.** Immediately report it to the Department/Division Head/Designee or Emergency Supervisor. If you receive a written bomb threat, the note should be handled as little as possible in order to preserve fingerprint, postmarks, typewriting and other evidence.

Detecting Suspicious Packages or Letters

Suspicious packages are not limited to those delivered by a commercial or U.S. Postal Carrier. The following characteristics have been designated by the U.S. Post Office and the Department of Alcohol, Tobacco, and Firearms as indicators of suspicious packages:

1. Lumps, bulges, or protrusions on package
2. A lopsided or heavy-sided package or excessive masking tape
3. Handwritten addresses or labels from companies (check to see if the company exists and if they sent a package or letter)
4. Packages wrapped in string
5. No postage or uncancealed postage
6. Excess postage on small packages or letters
7. Hand written notes, such as, 'To Be Opened in the Privacy of," "Confidential," " Your Lucky Day Is Here," " Prize Enclosed"
8. Restrictive markings such as " confidential" or "personal"
9. Improper spelling of common names ,places, or titles
10. Generic or incorrect titles. Titles with no name attached
11. Leaks, stains, or protruding wires, string, tape, etc.
12. Hand delivered or "dropped off for a friend" packages or letters
13. No return address or nonsensical return address
14. Foreign mail, air mail ,and special-delivery packages
15. Any letter or package arriving before or after a phone call from an unknown person asking if the item was received

Attachment #3

UNITED STATES POSTAL SERVICE

SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:



1 Handle with care. Don't shake or bump.

2 Isolate it immediately

3 Don't open, smell, touch or taste.

4 Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified …

For a Bomb:
Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/ HAZMAT Unit

For Radiological:
Limit Exposure – Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/ HAZMAT Unit

For Biological or Chemical:
Isolate – Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/ HAZMAT Unit

EMERGENCY ACTION PLAN
29 CFR 1010.38
ATTACHMENT# 4

EXPLOSION

In the event of explosion in the building, employees should take the following actions:

1. Immediately take cover under tables, desks, or anything else that provides protection against flying glass and debris.

2. After the immediate effects of the explosion have subsided, call the Sheriffs Department or dial 911.

3. If necessary, activate the building fire alarm system.

4. Evacuate the immediate area of the explosion (see emergency evacuation in the Emergency Action Plan).

5. Seek out and assist injured and disabled persons in evacuating the building. Exit via the stairway. **Do not use the elevator**.

6. Once outside , proceed to the designated area for evacuation. Keep roadways and walkways clear for emergency vehicles.

7. Wait for instructions from emergency personnel. Do not reenter the building until instructed to do so.

EMERGENCY ACTION PLAN
29 CFR 1910.38
ATTACHMENT # 5

EVACUATION OF COURTHOUSE PREMISES DUE TO BOMB THREAT/OTHER

AFTER NOTIFICATION OF SITUATION THE COUNTY MAYOR OR ASSISTANT COUNTY MAYOR SHALL/MAY ORDER THE EVACUATION OF THE PREMISES. IN THE EVENT THE COUNTY MAYOR OR ASSISTANT COUNTY MAYOR MAY NOT BE LOCATED, SHERIFF'S DEPARTMENT PERSONNEL SHALL RECOMMEND EVACUATION TO EACH OFFICE IN THE COURTHOUSE. THE RESPONSIBILITY FOR THE SAFETY AND SECURITY OF THE EMPLOYEES THEN FALLS ON THE DEPARTMENT HEAD OR THEIR DESIGNEE (AS STATED IN THIS EMERGENCY ACTION PLAN).

THE STATE OF TENNESSEE
TENNESSEE EMERGENCY MANAGEMENT AGENCY
EMERGENCY OPERATIONS CENTER
MILITARY DEPARTMENT OF TENNESSEE
3041 SIDCO DRIVE, P.O. BOX 41502
NASHVILLE, TENNESSEE 37204-1502
(615) 741-0001

December 20th, 2012

Mr. John Mathews, EMA Director
Sevier County
126 West Bruce Street
Sevierville, TN 37862

Dear Mr. Mathews:

On behalf of the State of Tennessee and the Tennessee Emergency Management Agency, and in accordance with TCA 58-2-106, it gives me great pleasure to inform you we have reviewed and approved your Sevier County Basic Emergency Operation Plan (BEOP). The BEOP signifies the dedication to emergency management as a foundational document for the county's emergency management program. We commend the Sevier County Emergency Management Agency and other plan participants for the development of a solid, workable plan that will guide the actions for preparing, responding, and recovering from emergencies and disasters.

BEOP's are approved on a five-year basis effective Oct. 1st 2011; as always, should there be questions or a need for additional information, please contact Mr. Cecil Whaley (Voice: (615)741-0640 / Email: cwhaley@tnema.org) or your TEMA Regional Director.

Sincerely,

James H. Bassham, Director
Tennessee Emergency Management Agency

JHB:bw

cc: Mr. Bill Worth, Director, TEMA East Region
Mr. Bart Hose, Regional Planner, TEMA East Region

SEVIER COUNTY



EMERGENCY MANAGEMENT PLAN

March 23, 2012

TO: Local agencies and the citizens of Sevier County

Sevier County has been and will continue to be subjected to a wide variety of hazards that have the potential to cause significant damage and/or loss of life. It is imperative that county government agencies, municipal departments, as well as private citizens, be prepared to deal effectively with dangerous and damaging events. Additionally, it is wise to take appropriate steps to lessen the potential effects of such events or to prevent their occurrence altogether. This Emergency Management Plan is one of many mechanisms through which this can be accomplished. Another mechanism is the adoption and use of the National Incident Management System (NIMS) for the response to and management of emergencies in the county. The County's NIMS adoption resolution appears immediately after this letter of promulgation.

By virtue of the powers and authority vested in me by the Constitution of the State of Tennessee and in accordance with the provisions of the Tennessee Code Annotated and the federal Civil Defense Act of 1950, as amended, as the County Mayor of Sevier County, I hereby promulgate and issue, effective this date, the Sevier County Emergency Management Plan. Further, I declare this plan to be the official emergency management plan for Sevier County and its cities and be mandatory upon all agencies and political subdivisions within.

This plan is effective upon receipt and for execution when directed. This replaces previous county emergency operations plans. The Director of the Emergency Management Agency is responsible for maintaining and updating this plan, as required, in coordination with the appropriate agencies.

Sincerely,

Larry Waters
County, Mayor

A PROCLIMATION TO ADOPT THE NATIONAL INCIDENT MANAGEMENT SYSTEMS (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN SEVIER COUNTY, TENNESSEE

WHEREAS, the President in Homeland Security Directive (HSPD)-5 directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent national approach for Federal, State, Local and Tribal Governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

WHEREAS, the collective input and guidance from all Federal, State, Local and Tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of comprehensive NIMS;

WHEREAS, it is necessary, and desirable that all Federal, State, Local and Tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local and Tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualifications standards, uniform standards for planning, training and exercising, comprehensive resource management, and designated incident facilities during disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the Sevier County Emergency Management Agency's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder, safety and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout Tennessee, including current emergency management training programs.

ABSTRACT

The Sevier County Emergency Management Plan (hereafter referred to as "the plan" is organized into three (3) parts: Introduction, Basic Plan, and 16 Emergency Support Function (ESF) and one annex (plus supporting documentation).

The Introduction contains the following: table of contents, a preface (which describes the process used to develop this plan and its related documents), a form for recording changes, a list of offices and personnel who receive a copy of the plan, a list of definitions and acronyms used throughout the plan, the authorities and references used as bases for the development of the document, and a comprehensive hazard analysis for the State of Tennessee. Included are maps delineating areas subject to seismic risk, areas potentially targets for nuclear attack, nuclear power plant locations, and other maps showing the various portions of the state subject to particular hazards.

The Basic Plan describes, in general, the concept of operations for emergency management activities within the county given the hazards presented in the introduction. The purpose and scope of the plan are provided, as are the situations and assumptions upon which the plan is based. A description of the emergency management organization and assigned responsibilities follows, as does a section on the direction and control mechanisms utilized in the emergency management process, a description of continuity of government principles, and sections dedicated to describing the upkeep and promulgation of the plan itself. Finally, a series of appendices are provided that describe the Emergency Operations Center, the Emergency Services Coordinator (ESC) program, and a wide variety of other support documentation.

The third part of the plan consists of 16 Emergency Support Function (ESF) annexes. These are: Transportation, Communications, Infrastructure, Firefighting, Information and Planning, Human Services, Resource Support, Health and Medical, Urban Search and Rescue, Environmental Response, Food, Energy, Law Enforcement, Donations/Volunteers, Recovery and Animal Care Services and Disease Management. These correspond with the ESFs of the Tennessee Emergency Management Plan as promulgated in October 2001 and amended in 2004. Each ESF may be broken down into smaller components. For each annex, supporting documentation in the form of maps, organizational charts, checklists, etc., are provided as necessary.

An additional document, the Municipal and County Terrorism/Weapons of Mass Destruction (WMD) Annex also appears at the end of this plan for those plan holders approved to hold that particular annex.

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Animal Disease Management ESF 16-11

RECORD OF CHANGES

Change Number	Date of Change	Entered By

DISTRIBUTION LIST

Copies	Copy #	Office/Department
1	1	County Mayor
1	2	City of Gatlinburg
1	3	City of Pigeon Forge
1	4	City of Sevierville
1	5	Town of Pittman Center
3	6-8	EMA Director, Assistant Director, Spare
1	9	County Attorney's Office
11	10-20	Fire Department Chiefs
1	21	Sheriff's Department
4	22-25	Police Chief's
1	26	Sevier County Emergency Medical Service
1	27	Sevier County Rescue Squad
1	28	Sevier County Emergency Communication District
1	30	Sevier County Schools, Superintendent
1	31	Sevier County Highway Department
1	32	Sevier County Health Department
3	33-35	Sevier County Electric, Appalachian Electric Coop, KUB
1	36	Sevier County Utility District
4	37-40	Director, City Street/Public Works Departments (Sevierville, Pigeon Forge, Gatlinburg, Town of Pittman Center)
1	41	TEMA, Regional Office
1	42	TEMA Planning Branch, Nashville
1	43	Radio Amateur Emergency Civil Services (RACES)
1	44	National Weather Service (Morristown)
1	45	Tennessee Valley Authority

FOREWORD

Historically, both before and after the enactment of the Federal Civil Defense Act of 1950, attack preparedness (conventional and later, nuclear), natural disaster preparedness, disaster relief, resource management, were handled by separate entities within the federal government. Even when attempts at consolidation were made, the resulting single agency had different divisions concentrating on their own specific concerns. With the creation of the Federal Emergency Management Agency (FEMA) in1979, most of these programs were again consolidated into one agency. However, legislative authorities were not changed and FEMA still reported to more than 100 subcommittees in the U. S. Senate and House of Representatives. Within FEMA, each specific area was still handled by a separate division.

In 1983, FEMA developed a concept called the Integrated Emergency Management System (IEMS). IEMS recognized that the majority of problems that would be evident in a nuclear attack were identical or similar in nature to those brought about as a result of a natural disaster (or vice versa). IEMS recognized that these common elements could be planned for in general terms and satisfy, to a large extent, the logistical problems associated with having multiple groups plan for similar results of different origins. Therefore, one could prepare evacuation plans (for instance) that could be used in both natural disasters and nuclear attack. The same would be true for such concepts as communications, warning, fire protection, emergency medical services, etc. This concept still forms the basis for emergency management planning today.

In 1986, the State of Tennessee promulgated a new Tennessee Emergency Management Plan (TEMP). This plan was based on the 1981 TEMP, the 1978 Tennessee Disaster Assistance Plan, the 1983 State Emergency Evacuation Plan, and the 1986 Sevierville-Sevier County Emergency Operations Plan (which was the first to be built under the IEMS concept). The result was a new TEMP that formed the basis for the state emergency management program until 1993. In 1993, the emergency planning staff, using concepts contained in the 1986 TEMP, as well as the new ESF format utilized in the Federal Response Plan, developed a new TEMP that reflects the current planning philosophies used at both the state and federal level.

All of the agencies tasked in the County EMP have provided input into its development. FEMA's State and Local Guide (SLG-101), Guide for All-Hazard Emergency Operations Planning, has been used to develop this plan. Additionally, a revised Hazard Analysis was accomplished in mid-1993 that provided the framework for the development of concepts used within the plan.

The planning process used in the county is as follows: The Emergency Management Director, County Mayor, representatives of the cities, and county department heads attended one or more planning sessions held by TEMA Emergency Management Planners. The various planning criteria were discussed and a copy of the model county plan was distributed for review. TEMA planners went through the model EMP with this group and made the necessary modifications to allow the plan to conform to current county practices. A draft of the final revision was circulated to those who attended the meeting(s) and any final comments were solicited. Final changes were made, maps were prepared, and the plan was finalized for publication.

Emergency planning is a very dynamic field. Natural and human-caused disasters continue to occur, and the local, state, and federal response structure will continue to adapt to the pressures brought about as a result of those events. Continuing evaluation of the response to these situations will inevitably lead to new and more efficient emergency planning concepts. Additionally, drills, tests, and exercises are used to identify weaknesses in the coordination of response activities. Lessons learned from both the exercises and actual events will be used to formulate changes in procedures that will be incorporated into future versions of the county Emergency Management Plan.

LETTER OF AGREEMENT

The Sevier County Emergency Management Plan, hereinafter referred to as the Plan, establishes the basis for all emergency management activities within the county and its four political subdivisions. The plan is required by section 58-2-101, et. seq., of the Tennessee Code Annotated, and by the Tennessee Emergency Management Plan.

The following department and agency heads, by affixing their signatures hereto, signify their approval of this document and the policies, procedures, and responsibilities contained herein.

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HAZARD IDENTIFICATION

The State of Tennessee is faced with a wide variety of both natural and technological hazards. A brief summary of these hazards follows. More detailed information concerning the nature of these hazards, and the extent to which they might affect state residents can be found in other materials produced by the Tennessee Emergency Management Agency.

Natural Hazards

Earthquake

An earthquake is the sudden motion or trembling in the earth caused by an abrupt release of slowly accumulating strain. This sudden release results in ground shaking, surface faulting, and/or ground failures. Most earthquakes result in little or no damage, but they are potentially the most dangerous of all natural hazards affecting this state. Each year more than 400 earthquakes occur, but most are unfelt by the populace. Several earthquakes have been large enough to be felt in the western portion of the state in what is known as the New Madrid Seismic Zone (NMSZ). The NMSZ is the most seismically active area east of the Rocky Mountains. The area for the greatest potential for earthquakes in Tennessee, therefore, is the western third of the state. A series of large earthquakes happened in this zone during the winter of 1811-1812. The earthquakes formed Reelfoot Lake in northwestern Tennessee. An equivalent event today would wreak havoc on a wide area of the mid-south, including the Memphis area. Fortunately, the vast majority of these events are detectable only with sensitive instrumentation. However, the state could experience a relatively significant earthquake every 25 years. There is concern that a large magnitude event grows more probable with each passing day. Such an event could directly affect more than 75% of the state's population.

The attached maps show that the Sevier County is at moderate risk of being affected by a large New Madrid earthquake. Such an event could be expected to affect 50% of the county's population, primarily through a disruption of pipelines, services or commerce, as well as damage to older masonry structures. Such earthquakes typically occur once every 300-500 years.

In 1993, an additional seismic zone was identified in East Tennessee running roughly parallel to Interstate 75 between Chattanooga and Knoxville. The risk associated with this seismic area has not been rigorously quantified. Although the maximum potential earthquake in East Tennessee is unknown, there are no recorded earthquakes in the Southern Appalachian Mountains stronger than a 5.8, which occurred in Blacksburg, Virginia in 1895. The strongest earthquake recorded in East Tennessee was a 4.7 event in Blount County in 1973. This earthquake, like many in East Tennessee, was widely felt. Only minor damage occurred, limited to items falling from shelves, cracked windows and a few cracked foundations or retaining walls.

Perhaps of more concern than damage to structures, is damage caused by rockslides. Although not caused by an earthquake, a rockslide along I-40 at the NC-TN state line in 1997 caused injuries, property damage, and economic disruption to the area for months until the slide was cleared and normal traffic could resume.

Winter Storm

Winter storms in Tennessee often include extreme cold and ice. These storms are especially hazardous by closing emergency routes, creating power and utility system failures, and immobilizing economic activity. When major storms occur, they typically affect as much as one half of the state's population. The potential, however, exists that a major storm could affect the entire state. In March of 1993 the "Storm of the Century" struck the eastern half of the state killing 18 people and causing $22 million in damage. In 1994, a major ice storm created massive utility outages and road damage over two-thirds of the state. The net result was over $100 million in damages—by far the largest disaster in the state's history. The Christmas Ice Storm of 1998, by comparison, caused nearly $20 Million in damage. On the average winter storms occur once a year, affecting the entire county.

Tornado

A tornado is a violently whirling column of air extending downward to the ground with winds as high as 300 miles per hour. In a typical year in Tennessee, 11 tornadoes occur, killing five and injuring about a dozen of the state's citizens. Since tornado statistics began in 1916 more than 525 tornadoes have impacted the state - 126 of which killed almost 450 people. Tornadoes occur more frequently in the western portion of the state than in the middle or eastern portions.

Mid-March through early June, are the peak months for tornado activity; however, tornadoes have occurred in every month of the year. The afternoon and early evening hours from 3:00 P.M. to 9:00 P.M. are the best time for tornado development. In SEVIER County significant tornadoes occur once every five to ten years and affect up to 5% of the county's population.

Flood

Flash, urban, and river flooding occur yearly throughout the state due to excessive rainfall in the flood area or upstream. Most precipitation in the state occurs between December and late March; thus, this is the period during which the majority of the flooding can be expected to occur.

Each year, in Tennessee, flooding causes more deaths and damage than any other natural hazard. Most lives are lost when people in cars or on foot are washed away by flood waters. Floods occur several times a year in Sevier County, most of which are minor flash floods. Floods typically affect 30% of the county's population at any given time.

Agricultural Drought

A drought is a prolonged period with little or no rain. Significant droughts occur about once every 15 years or so in Tennessee. The potential is there for such events to affect the entire state. Although slow

in developing, such events can seriously affect the economy of Sevier and surrounding counties with significant agricultural interests.

Wildfire

A wildfire is any incident of uncontrolled burning in grasslands, brush, or woodlands. In 1992, there were almost 3,000 such occurrences in Tennessee, burning nearly 26,000 acres. Significant wildland fires occur about once every two years. However, several hundred lesser events occur annually across the state. The eastern and middle portions of the state are most affected. Wildfires occur once every five years affecting 500 or more people. In Sevier County, agricultural and other uninhabited land particularly along highways occasionally experiences fire requiring emergency response.

Subsidence

Subsidence is the formation of depressions, cracks, and sinkholes in the earth's surface, which normally occurs over many days to a few years. Incidents of subsidence are always a danger to property, dams, factories, and utility lines, but when they occur quickly they can also threaten lives. Incidents of subsidence affect the population of this state about once every 11 years, and then only in very specific locations. Sevier County has experienced occasional problems due to subsidence in form of sink holes usually affecting only 1% property owners.

Landslide

A landslide is the downward movement of slope-forming materials reacting to the force of gravity. Landslides are the least significant hazard (with respect to its effects upon the citizenry), and most often occur in the mountainous regions of the eastern part of the state. Sevier County has experienced few landslides.

Technological Hazards

Power Failure

A power failure is any interruption or loss of electrical service due to disruption of power generation or transmission caused by an accident, sabotage, natural hazards, equipment failure, or fuel shortage. These interruptions can last from a few seconds to several days. Power failures are considered problems only if the local emergency management organization is required to coordinate the provision of food, water, heating, sheltering, etc., as a result. Power failures are common with severe weather and winter storm activity. Significant power outages occur once per very year affecting 50% of the population.

Hazardous Materials Transportation Incident

This is any occurrence resulting in uncontrolled release of materials, during transport, that pose a risk to health, safety, and property. Each year, about 250,000 shipments of hazardous materials traverse the state. Incidents such as the propane explosion in Waverly in 1978 and the bromine spill in Rockwood occur several times a year. Also, thousands of shipments of radiological materials, mostly medical materials and low-level radioactive waste, take place. Many incidents occur in sparsely populated areas and affect very few people. There are occasions, however, where materials are involved in accidents in

highly populated areas, such as a propane tanker explosion in Memphis on December 23, 1989, that killed eight people. Fortunately, such events are rare. Most of these accidents occur on major highways or on major rail lines. Interstate 40 and Seven US Highways traverse the county. A significant incident occurs on these routes approximately four Times a year period affecting 2 to 5% of the population.

Urban Fire

An urban fire is an uncontrolled burning which results in structural damage to multiple structures commercial, industrial, institutional, or residences in developed areas. Sevier County has significant development in an area where different establishments share at least one wall. Each of these locations is a prime target for this type of fire. Major urban-type fires occur every Two years on average. Each contains large areas that could be affected by an urban fire.

Dam Failure

A dam failure is when downstream flooding occurs due to the partial or complete collapse of an impoundment. Dam failures are often the result of prolonged rainfall and flooding or, during very dry conditions, erosion. The primary danger associated with a dam failure is the swift, unpredictable flooding of those immediately downstream of the dam. There is one major dam in Sevier County.

Stationary Hazardous Materials Incident

This is any occurrence of uncontrolled release of materials, from a fixed site, capable of posing a risk to health, safety, and property. These materials are classed identically to those specified in the section on transportation accidents. Hazardous materials incidents of this type occur several times a month in many of the counties in Tennessee. Major events (i.e., those requiring significant evacuations) occur approximately six times per year across the state. There are approximately a dozen facilities within Sevier County that manufacture, store, or use hazardous materials in commercial or reportable quantities. An incident at one of these facilities could be expected to affect as much as 10% of the county's population.

Fixed Nuclear Facilities

Three major Department of Energy facilities are managed by a civilian contractor and each of these facilities store, transport, or process nuclear material in some form. Public warning sirens and other methods for warning the population near these plants are in place. Information about the risk that these facilities pose to the county is detailed in TEMA's Multi-Jurisdictional Emergency Response Plan (MJEREP).

In addition to the DOE facilities, there is a fixed nuclear facility at TVA's nuclear power plant at Watts Bar. SEVIER County is well beyond the 50 mile ingestion pathway planning for Watts Bar Fixed Nuclear Power Plant. The direct to the county from a major emergency at any of these facilities is considered minimal. The potential exists for persons or products to come into SEVIER County that are contaminated by a major radioactive release from a nuclear facility. Planning and preparations for an emergency at Watts Bar or Sequoyah Nuclear Power Plants and the DOE facilities are exercised yearly.

Civil Disturbance

A civil disorder is defined as any incident intended to disrupt community affairs and threaten public safety. Civil disorders include terrorist attacks, riots, mob violence, and any demonstration resulting in police intervention and arrests. Civil disturbances and demonstrations have periodically occurred in Sevier County. The episodes require advance preparation and outside assistance from the state, adjacent counties and occasionally Federal law enforcement.

Attack

Since the break-up of the Soviet Union, a large-scale attack upon the United States (either conventional or nuclear) is less likely. However, the potential for such an attack does exist. Several countries have developed, or are seeking to develop, the capability of deploying nuclear weapons, either on a tactical basis or a strategic one. The possibility exists that a terrorist organization may detonate a small nuclear device. Even a small nuclear detonation can produce radioactive fallout affecting an area many times greater than that of the blast itself. The Nuclear Attack Planning Base (NAPB) developed by the Federal Emergency Management Agency (FEMA) in cooperation with TEMA and other state emergency management organizations, provided 15 potential target sites in the State of Tennessee. Those areas not affected by direct blast or thermal effects, however, would still likely suffer the effects of radioactive fallout. The attached map shows that SEVIER County is a risk area with respect to a potential nuclear attack.

Urban Drought

Urban droughts generally affect areas dependent on reservoirs for water. Such droughts usually lead to restrictions on water use to what is essential for living. Urban droughts occur less frequently than agricultural droughts, occurring once every 15 years and affecting about 10-15% of the state's population.

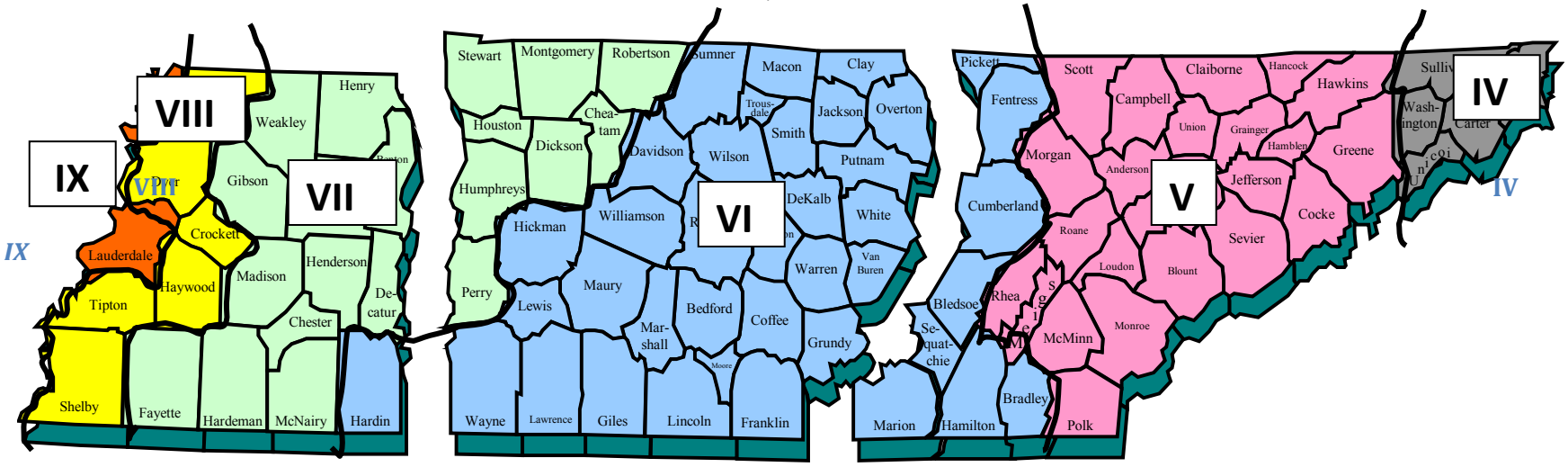
Air and Rail Transportation Accidents

These are incidents involving air or rail passenger travel resulting in death or serious injury. Highway incidents are excluded because they are generally handled without emergency management organization involvement. In Tennessee, significant air incidents occur less than once every seven years, while rail incidents involving passengers are less frequent. Sevier County lies in the approach and departure paths to Knoxville's McGhee-Tyson Field Airport. The potential for a major aircraft accident in or over the county is considered minimal. More risk may rise from light airplane and powered glider operations in and over the county. There is limited passenger rail traffic in Sevier County (Dollywood).

ATTACHMENT 1A - HAZARD IDENTIFICATION

EARTHQUAKE RISK

ESTIMATED MAXIMUM REGIONAL SEISMIC INTENSITIES ASSOCIATED WITH AN ENSEMBLE OF GREAT EARTHQUAKES THAT MIGHT OCCUR ALONG THE NEW MADRID SEISMIC ZONE, EAST-CENTRAL UNITED STATES



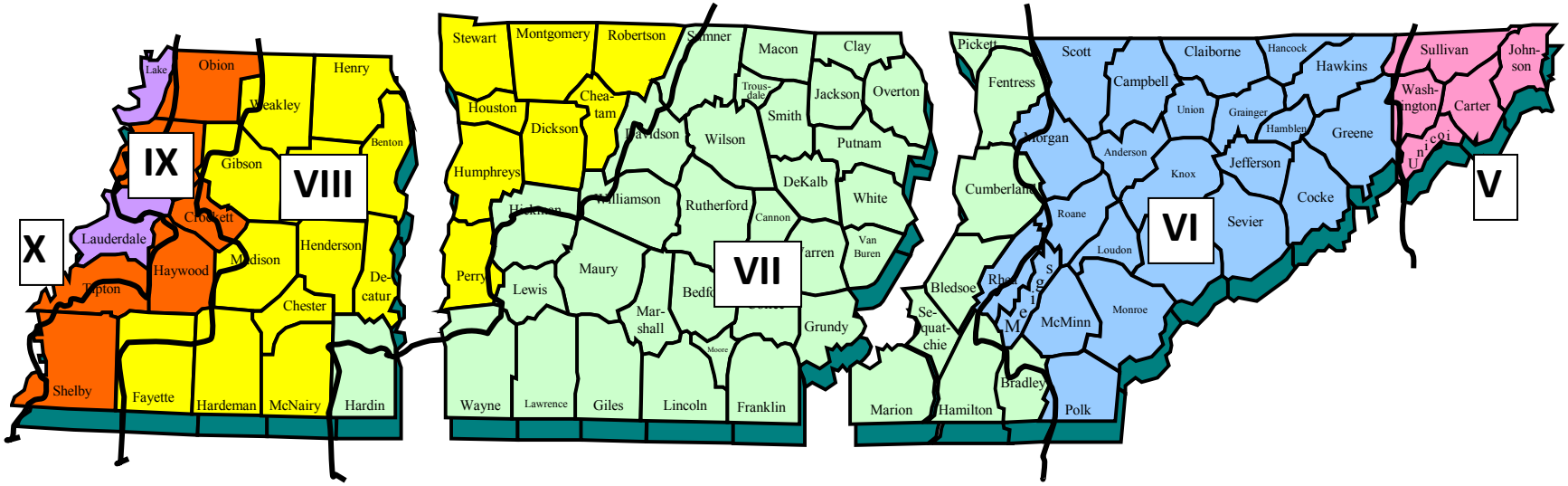
This map shows hypothetical maximum intensities, by county, that would result from a magnitude MS=6.5 maximum intensity IQ=iX, earthquake anywhere along the New Madrid Seismic Zone. The estimated distribution of effects on the map is based on an analysis of the effects of smaller, but better documented earthquakes in the New Madrid Seismic Zone. This composite intensity map shows a more widespread distribution of effects than would result from a single earthquake of 6.5 because the distributions of effects were plotted for magnitude 6.5 earthquakes that could occur anywhere from the northern to the southern end of the seismic zone. A composite map has been prepared because (1) it is not certain where in the zone an earthquake might occur in the future, and (2) in 1811-1812 at least three and probably four large shocks occurred at different places throughout the zone. This composite intensity map is believed to represent the upper level of shaking likely to occur in any county regardless of the location of the epicenter within the seismic zone.

See Attachment 1D for a description of the Modified Mercalli Intensity Scale. This map is for planning purposes only.

ATTACHMENT 1B - HAZARD IDENTIFICATION

EARTHQUAKE RISK

ESTIMATED MAXIMUM REGIONAL SEISMIC INTENSITIES ASSOCIATED WITH AN ENSEMBLE OF GREAT EARTHQUAKES THAT MIGHT OCCUR ALONG THE NEW MADRID SEISMIC ZONE, EAST-CENTRAL UNITED STATES



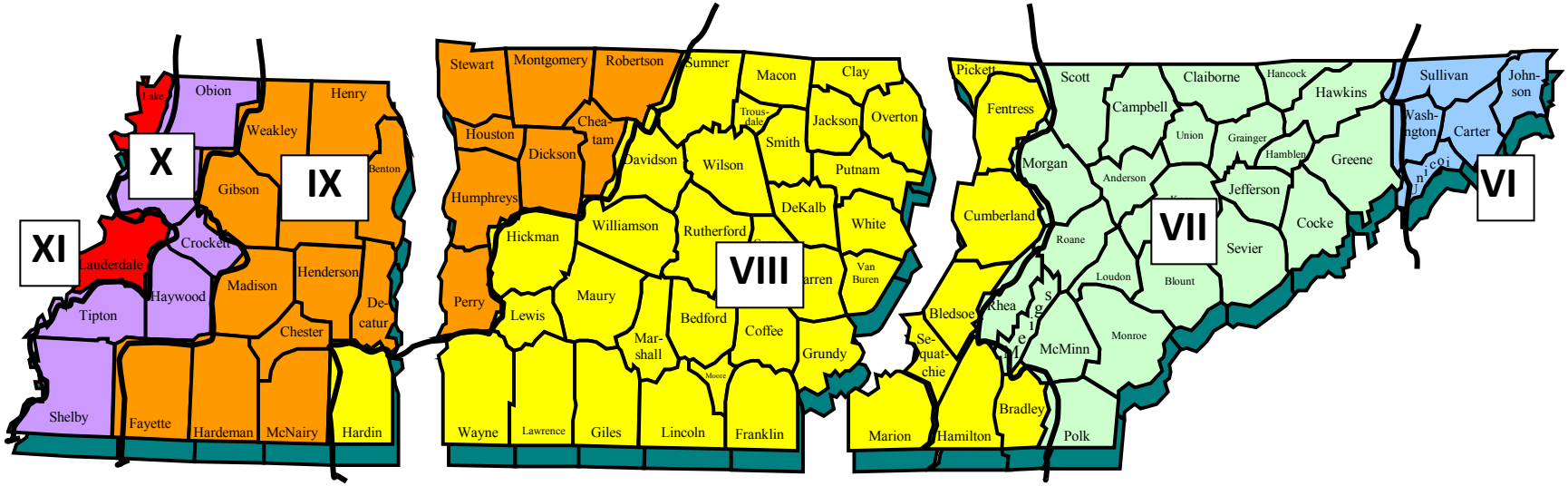
This map shows hypothetical maximum intensities, by county, that would result from a magnitude MS=7.5 maximum intensity IQ=X, earthquake anywhere along the New Madrid Seismic Zone. The estimated distribution of effects on the map is based on an analysis of the effects of smaller, but better documented earthquakes in the New Madrid Seismic Zone. This composite intensity map shows a more widespread distribution of effects than would result from a single earthquake of 7.5 because the distributions of effects were plotted for magnitude 7.5 earthquakes that could occur anywhere from the northern to the southern end of the seismic zone. A composite map has been prepared because (1) it is not certain where in the zone an earthquake might occur in the future, and (2) in 1811-1812 at least three and probably four large shocks occurred at different places throughout the zone. This composite intensity map is believed to represent the upper level of shaking likely to occur in any county regardless of the location of the epicenter within the seismic zone.

See Attachment 1D for a description of the Modified Mercalli Intensity Scale. This map is for planning purposes only.

ATTACHMENT 1C - HAZARD IDENTIFICATION

EARTHQUAKE RISK

ESTIMATED MAXIMUM REGIONAL SEISMIC INTENSITIES ASSOCIATED WITH AN ENSEMBLE OF GREAT EARTHQUAKES THAT MIGHT OCCUR ALONG THE NEW MADRID SEISMIC ZONE, EAST-CENTRAL UNITED STATES



This map shows hypothetical maximum intensities, by county, that would result from a magnitude MS=8.5 maximum intensity IQ=Xi, earthquake anywhere along the New Madrid Seismic Zone. The estimated distribution of effects on the map is based on an analysis of the effects of smaller, but better documented earthquakes in the New Madrid Seismic Zone. This composite intensity map shows a more widespread distribution of effects than would result from a single earthquake of 8.5 because the distributions of effects were plotted for magnitude 8.5 earthquakes that could occur anywhere from the northern to the southern end of the seismic zone. A composite map has been prepared because (1) it is not certain where in the zone an earthquake might occur in the future, and (2) in 1811-1812 at least three and probably four large shocks occurred at different places throughout the zone. This composite intensity map is believed to represent the upper level of shaking likely to occur in any county regardless of the location of the epicenter within the seismic zone.

See Attachment 1D for a description of the Modified Mercalli Intensity Scale. This map is for planning purposes only.

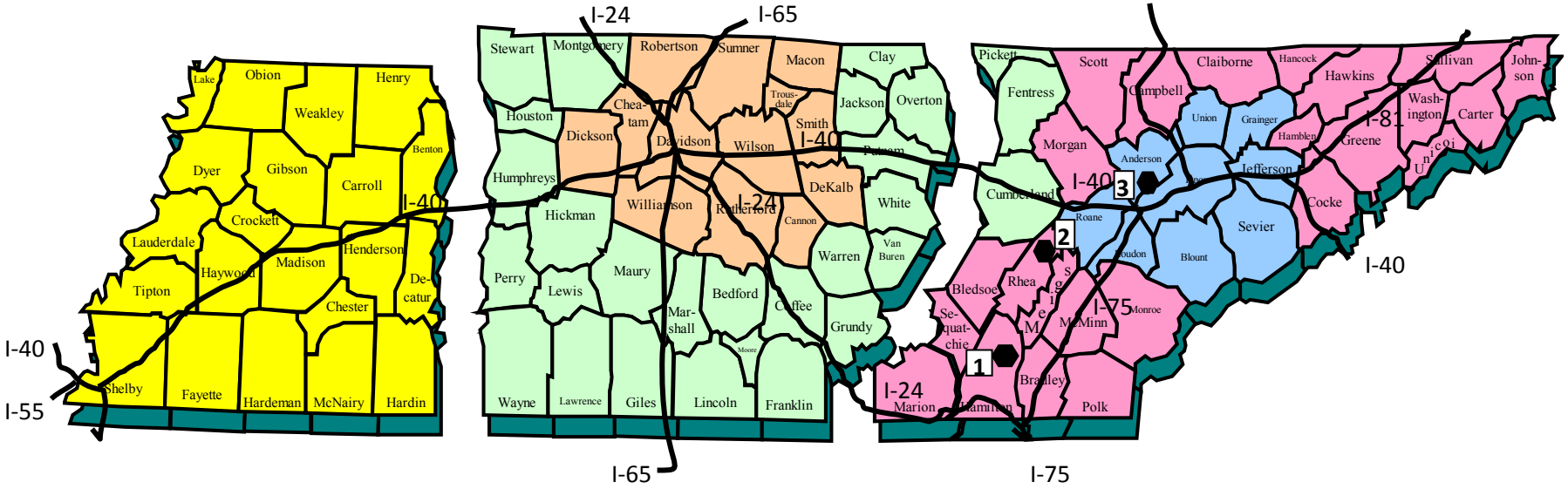
ATTACHMENT 1D - MODIFIED MERCALLI INTENSITY SCALE

Intensity Value	Description
I	Not felt. Detectable only by sensitive seismic instrumentation.
II	Felt by persons at rest, on upper floors, or favorably placed.
III	Felt indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
IV	Hanging objects swing. Vibration like passing of heavy trucks; or sensation of jolt like a heavy ball striking the walls. Standing cars rock. Windows, dishes, and doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frame creak.
V	Felt outdoors; direction estimated. Sleepers awakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
VI	Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., fall off shelves. Pictures fall from walls. Furniture moved or overturned. Weak plaster and masonry D cracked. Small bells ring. Tress, bushes shaken visibly, heard.
VII	Difficult to stand. Noticed by drivers. Hanging objects quiver. Furniture broken. Damage to masonry D, including cracks. Weak chimneys broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices, also unbraced parapets, and architectural ornaments. Some cracks in masonry C. Waves on ponds, water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
VIII	Steering of cars affected. Damage to masonry C; partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundation if not bolted down; loose panel walls thrown out. Decaying piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.
IX	General Panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. General damage to foundations. Frame structures, if not bolted, shifted off foundations. Frames racked. Serious damage to reservoirs. Underground pipes broken. Obvious cracks in ground. In alluvial areas, sand and mud ejected, earthquake fountains, sand craters; liquefaction occurs.
X	Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.
XI	Rails bent greatly. Underground pipelines completely out of service.
XII	Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into the air.

Masonry A, B, C, & D. To avoid ambiguity of language, the quality of masonry, brick, and otherwise, is specified by the following lettering.

Masonry A: Good workmanship, mortar, and design, reinforced, especially laterally, and bound together using steel, concrete, etc.
Masonry B: Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.
Masonry C: ordinary workmanship and mortar, no extreme weaknesses like failing to tie at corners, but neither reinforced nor designed against horizontal forces.
Masonry D: Weak materials, such as adobe; poor mortar, low standards of workmanship; weak horizontally.

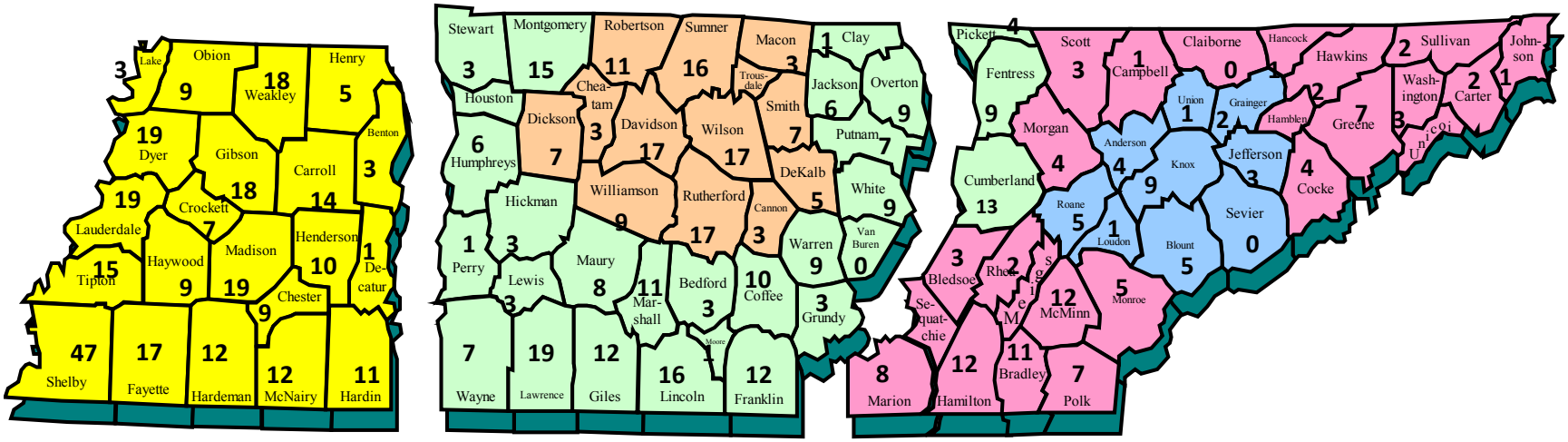
ATTACHMENT 2 - HAZARD IDENTIFICATION
COMMERCIAL NUCLEAR POWER PLANT REACTOR SITES,
U. S. DEPARTMENT OF ENERGY RESEARCH FACILITIES,
AND APPROVED SPENT FUEL SHIPMENT ROUTES



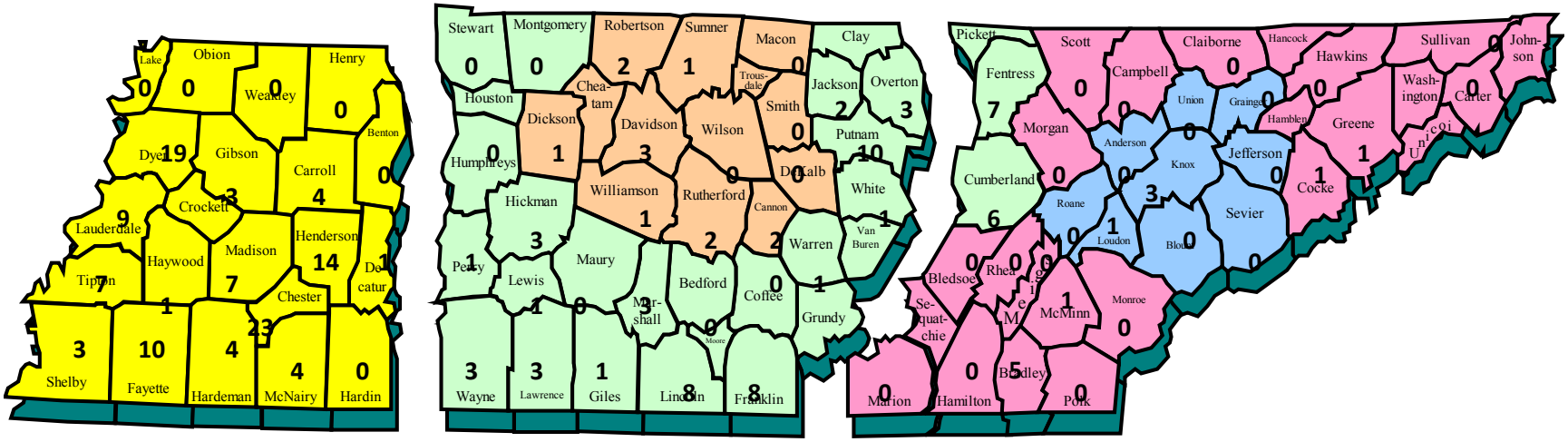
1. Sequoyah Nuclear Power Plant (TVA)
2. Watts Bar Nuclear Power Plant (TVA)
3. U. S. Department of Energy Research Facilities

ATTACHMENT 3 - HAZARD IDENTIFICATION
TORNADO INCIDENCE/FATALITIES IN TENNESSEE

Number of Tornadoes (1950 – 2003)

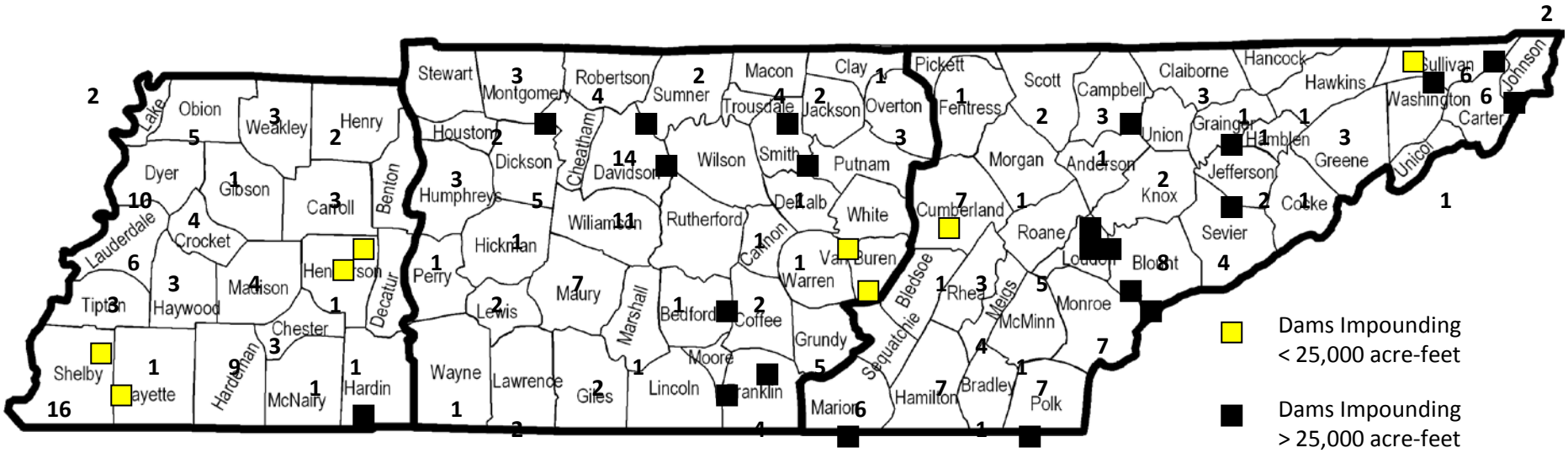


Tornado Fatalities (1916-2003)


Lake
Obion
Henry
Weakley
Benton
Dyer
Gibson
Carroll
Crockett
Lauderdale
Haywood
Madison
Henderson
Tipton
Chester
Shelby
Fayette
Hardeman
McNairy
Hardin
Stewart
Montgomery
Robertson
Sumner
Macon
Clay
Houston
Chea-tam
Trous-dale
Jackson
Overton
Dickson
Davidson
Wilson
Smith
Putnam
Humphreys
Williamson
Rutherford
Cannon
White
Hickman
Van Buren
Warren
Perry
Lewis
Maury
Bedford
Coffee
Grundy
Mar-shall
Moore
Wayne
Lawrence
Giles
Lincoln
Franklin
Pickett
Scott
Claiborne
Hancock
Hawkins
Sullivan
John-son
Fentress
Campbell
Union
Grainger
Wash-ington
Carter
Morgan
Hamblen
Greene
Anderson
Knox
Jefferson
Cumberland
Roane
Cocke
Loudon
Sevier
Bledsoe
Rhea
Monroe
Se-quat-chie
McMinn
Bradley
Marion
Hamilton
Polk

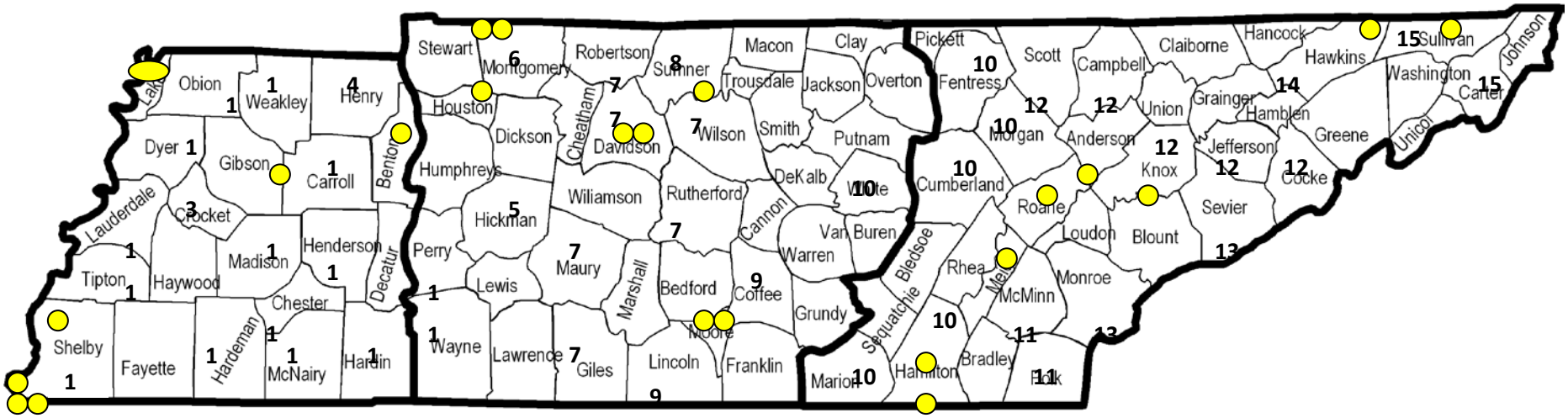
ATTACHMENT 4 - HAZARD IDENTIFICATION
MAJOR FLOODS/HIGH-HAZARD DAMS IN TENNESSEE

Number of Floods (1950 - 2000)



(All blanks indicate no major floods reported during indicated period)

ATTACHMENT 5 - HAZARD IDENTIFICATION
TENNESSEE NUCLEAR ATTACK RISK/HOST CONGLOMERATES



1. Memphis*
2. New Madrid
3. Milan
4. New Johnsonville
5. Cumberland City
6. Fort Campbell
7. Nashville
8. Gallatin
9. Tullahoma
10. Chattanooga
11. Watts Bar
12. Oak Ridge
13. Alcoa
14. Kingsport
15. Bristol

* There are additional host counties for the Memphis Conglomerate: Poinsett County in Arkansas, And Alcorn, Coahoma, Marshall, Prentiss, and Tippah Counties in Mississippi.

DEFINITIONS/ACRONYMS

ARC

American Red Cross

AT&T

American Telephone & Telegraph

CCP

Casualty Collection Point

Civil Protection Guide (CPG)

Series of FEMA publications providing guidance to state and local emergency management organizations in preparing for emergencies/disasters

CUSEC

Central United States Earthquake Consortium

DAC

Disaster Assistance Center

DFO

Disaster Field Office

Direction and Control

The control/coordination group in an EOC.

Disaster

An event, the effects of which cause loss of life, human suffering, property damage, both public and private, and severe economic and social disruption. Disasters can be natural or manmade events, major accidents, or enemy attack. Disasters are differentiated from those day-to-day emergencies and accidents that are routinely responded to by local emergency organizations, and may be of such magnitude or unusual circumstance as to require response by all levels of government - local, state, and federal.

Disaster Recovery Center (DRC)

A pre-selected area designed to provide information on a variety of disaster assistance programs as quickly and conveniently as possible to those adversely affected by a disaster.

Emergency

According to the Disaster Relief Act of 1974 (PL 93-288), the term *emergency* means, "any hurricane, tornado, storm, flood, high water, wind-driven water, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement state and local efforts to save lives and property, carry out public health and safety activities, or to avert or lessen the threat of a major disaster"

Emergency Alert System (EAS)

A network of broadcast stations and interconnecting facilities which have voluntarily agreed to operate in a controlled manner during war, state of peril or disaster, or other national emergency.

Emergency Management Plan

A document that provides instructions as to what steps should be taken to prepare for and respond to emergencies or the threat of emergencies. The plan describes these instructions based on a given set of circumstances and assumptions as to what the plan will accomplish.

Emergency Medical Services (EMS)

Ambulances and rescue units staffed by paramedics and emergency medical technicians who provide emergency medical treatment to victims in a pre-hospital environment (i.e., in the field).

Emergency Operations Center (EOC)

This is a facility from which key officials can direct and coordinate emergency response personnel.

Emergency Public Information (EPI)

Information that is disseminated before, during, and/or after an emergency; it instructs and transmits orders to the public via the news media.

Emergency Services Coordinator (ESC)

Person designated by each agency, tasked with the responsibility of providing expertise to the emergency management director, and empowered to act on the behalf of the agency in terms of allocating personnel, resources, etc., to emergencies.

EMP

Emergency Management Plan

EO

Executive Order

ESF

Emergency Support Function

EPA

U. S. Environmental Protection Agency

Evacuees, Spontaneous

Persons who leave an area in periods of emergency whether or not they are advised to do so.

Executive Group

The governing body of the local jurisdiction during an emergency.

FD

Fire Department

FEMA

Federal Emergency Management Agency

FNF

Fixed Nuclear Facility (Nuclear Power Plant)

Forward Command Post (FCP)

An assigned area which is set up to supervise on-site response as well as coordinating communications with the EOC.

Hazard

A potential threat or circumstance which presents a threat to life and/or property.

HAZMAT

Hazardous Materials

HMTUSA

Hazardous Materials Transportation Uniform Safety Act

High Hazard Areas

Areas designated by the federal government, or through a hazard analysis as relatively more likely to experience the direct effects of any given hazard.

I&FG

Individual and Family Grant Program

In-Place Shelter

The use of a person's house or building to shield him from the negative effects of the environment.

Integrated Emergency Management System (IEMS)

A concept that applies mitigation, preparedness, response, and recovery activities to all-hazards in a local/state/federal partnership.

Local Planning Zone

Usually a fire district or other suitable planning district used to simplify planning efforts directed at preparing for local emergencies.

Major Disaster

According to the Disaster Relief Act of 1974 (PL 93-288), the term means, "any occurrence listed under "Emergency" which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act, above and beyond the emergency services by the federal government to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

MC

Mobilization Center

MHz

Megahertz

Mobile Reserve Unit (MRU)

An organization created for emergency management to provide support to local organizations when dispatched by the Governor to a stricken area.

NAWAS

National Warning System

NDMS

National Disaster Medical System

NOAA-NWS

National Oceanic and Atmospheric Administration, National Weather Service

OSC

On-Scene Commander

PD

Police Department

POA

Point of Arrival

Public Information Officer (PIO)

Person responsible for providing disaster information to the media and others in a disaster area.

RACES

Radio Amateur Civil Emergency Services (Ham radio operators)

Radiological Officer (RO)

A person who has been trained to assume the responsibility for policy recommendations for the radiological protection of a state, county, or facility.

Monitor

A person trained to detect, record, and report radiation exposures and exposure rates.

Analyst

A person who has been trained to prepare monitored radiological data in analyzed form for use in the area served as well as by other levels of government to which reports of such data are sent. The analyst also evaluates the radiation decay patterns as a basis for estimates of future exposure rates and exposures associated with emergency operations.

Reception Area

A specified area which is relatively unlikely to experience the direct effects of a disaster and which is designated for the reception, care, and logistical support of the hazard evacuees.

REOC

Regional Emergency Operations Center

Resources

Manpower, raw or basic materials, finished goods and products, services and facilities.

Primary Resources

Those which by their nature have a national or interstate use. These generally include interstate wholesale goods or manufacturers' inventories.

Secondary Resources

Retail goods and intrastate wholesale goods necessary to meet essential needs within a single state.

Resource List

A list, maintained by the emergency management agency, of the resources (personnel, equipment, and supplies) in the county/state which can be used by the emergency services in response to local disasters/emergencies.

SARA

Superfund Amendments and Reauthorization Act

SCB

South Central Bell

SCO

State Coordinating Officer

Situation Report (SITREP)

Reports of damage assessment in a disaster area.

SO

Sheriff's Office

SEOC

State Emergency Operations Center

Staging Area

Area specifically set aside for the marshaling and coordination of incoming resources.

Standard Operating Guidelines (SOGs)

A set of instructions, having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

TARS

Tennessee Association of Rescue Squads

TCA

Tennessee Code Annotated (Tennessee state law)

TEMA

Tennessee Emergency Management Agency

TEMP

Tennessee Emergency Management Plan, designed specifically for state-level response to emergencies or disasters and which sets forth actions to be taken by state and local governments, including those for implementing federal disaster assistance programs.

US&R

Urban Search and Rescue

Vulnerability (or Risk)

The degrees to which people, property, the environment, or social and economic activity are susceptible to injury, damage, disruption, or loss of life.

AUTHORITIES AND REFERENCES

I. Authorities

A. Federal

1. Public Law 93-288, as amended by PL 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act, November 23, 1988.
2. Public Law 81-920, Federal Civil Defense Act of 1950, as amended.
3. CFR, Emergency Management and Assistance.
4. Public Law 92-367, National Dam Inspection Act of 1972.
5. USC, American Red Cross, January 5, 1905, as amended.
6. Public Law 81-774, Defense Production Act of 1950, as amended.
7. Public Law 95-124, Earthquake Hazards Reduction Act of 1977.
8. Public Law 95-313, Cooperative Forestry Assistance Act of 1978.
9. Public Law 96-510, Section 104(i), Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Superfund).
10. Presidential Executive Order 12148, "Federal Emergency Management," July 20, 1979.
11. Presidential Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities," November 18, 1988.
12. Presidential Executive Order 12777, "FEMA Assistance in Emergency Preparedness Planning at Commercial Nuclear Power Plants," October 18, 1991.

B. State

1. TCA 58-2-101 through 58-2-518, Civil Defense Act of 1951, as amended.
2. TCA 68-212-201 through 68-212-207, Hazardous Waste Management.
3. TCA 69-12-102, Safe Dams Act of 1973.

C. Local

1. Sevier County Resolution dated October 18, 1972, which establish SEVIER County Civil Defense. SEVIER Country Emergency Management Agency was informally changed by County Executive memo in the late 1980s but has not yet been formally adopted by County Resolution.

II. References

A. General

1. Federal
   a. Federal Response Plan for Public Law 93-288, as amended, April 1999.
   b. FEMA CPG 1-6, Disaster Operations, 1981.
   c. FEMA SLG-101, Guide for All Hazard Emergency Operations Planning, September 1996
   d. Second U. S. Army, Military Support to Civil Authority Plan, 1985.
   e. Air Force, State and Regional Disaster Airlift (SARDA) Planning, August 31, 1987.
2. State
   a. Tennessee Hazardous Materials Program, 2004.
   b. Military Assistance to Civil Authorities (OPLAN TWO), Tennessee National Guard, October 1, 1990.
   c. Tennessee Emergency Management Plan, 2001 (amended 2004)
   d. Tennessee Hazard Mitigation Plan, October 2000.
   e. Hazard Management in Tennessee, A Community Handbook, May, 1991.
   f. Tennessee Multi-Jurisdictional Radiological Response Plan for Watts Bar Nuclear Plant, July, 2001.

g. Tennessee Multi-Jurisdictional Radiological Response Plan for Sequoyah Nuclear Plant, July, 2001.

h. Tennessee Multi-Jurisdictional Radiological Response Plan for the DOE-Oak Ridge Reservation, April, 1998.

3. Local

a. City and County Standard Operating Guidelines maintained by each department.

BASIC PLAN

I. Introduction

A. Purpose

This document establishes a comprehensive emergency plan for Sevier County and its political subdivisions. This emergency management plan directs actions aimed at accomplishing four general goals: (1) to mitigate potential effects of various hazards that might impact the county, (2) to prepare to take actions which will save lives and minimize damage, (3) to respond rapidly to the needs of the citizens and local jurisdictions during emergencies, and (4) to provide for organized recovery to return the county and its communities to normal as soon as possible after disaster. This plan defines the roles and responsibilities associated with the mitigation, preparedness, response, and recovery efforts directed at natural disasters, technological accidents, terrorist attacks, and other major events that may impact Sevier County.

B. Scope

This plan describes emergency functions in Sevier County, except those emergencies for which the state or federal government has primary responsibility (e.g. Hazardous Material release from Dept. of Energy sites or TVA Nuclear Power Plant). County and city emergency services include: fire and police, emergency medical services; rescue; warning; communications; engineering; hazardous materials response, evacuation; emergency welfare and emergency transportation, and all other functions related to the protection of the civil population as defined by Tennessee Code Annotated (TCA 58-2-102). Also, responsibilities concerning preparedness for, response to, and recovery from disasters, enemy attack, sabotage, hostile acts, mob violence, power failures, energy emergencies and/or their threatened occurrence are addressed.

This plan also discusses potential problems resulting from natural disasters, enemy attack, and all technological incidents exclusive of those associated with nuclear power plants. Detailed plans for each of the nuclear facilities are maintained separately by the Tennessee Emergency Management Agency as required by the Nuclear Regulatory Commission and FEMA.

Two key areas are addressed: (1) the relationships between emergency response organizations and related agencies in Sevier County, (these organizations include various departments and divisions of county government, local governments, the state and federal governments, and the private sector that provide services before or during disasters and/or that assist with recovery efforts) and (2) procedures to ensure the ongoing review and update of this plan and supporting procedures are performed, and exercises, that test this plan, are carried out.

II. Situation and Assumptions

A. Situation

Sevier County is located in East Tennessee. There are five incorporated cities in the county. The 2010 census indicated the county's population was 51,407. In the plan introduction, the *hazard identification* section (pages xvi to xxvii) describes various hazards that may affect the county. Events that occur in Sevier County may affect an adjoining county and vice versa.

B. Threat

Sevier County's potential for disasters, whether natural, technological, or nuclear is increasing. Although the occurrence of natural disasters is fairly consistent, there are more people in the county to be affected by disasters. Other events, such as unlawful or careless actions of people, are a source of man-made disasters. International terrorism, racial or ethnic strife, and economic struggles cause conflict. Several countries have, or may have the capability of waging a limited unconventional war and, therefore, the possibility of a chemical, biological or nuclear attack on the United States is still present. Current knowledge and technology cannot eliminate these threats. However, the steps prescribed by this plan should reduce the dangers faced by the citizens of Sevier County.

C. Planning Assumptions

1. Emergencies and disasters will occur in Sevier County. Citizens of this county and its political subdivisions will be affected. In addition to hazards identified in the Hazard Analysis other hazards may occur in the future.
2. The full authority and resources of Sevier County will be used to cope with the situation.
3. State and/or federal assistance will be available, when requested, for those situations which exceed the capabilities of county and municipal government.
4. The Sevier County Emergency Management Plan (EMP) is the basis for emergency management actions in the county. It is invoked by the County Mayor when a county wide or other disaster occurs that requires employing nearly all of the county's resources and may require a presidential declaration of disaster.

III. Concept of Operations

A. General

1. Local government has the primary responsibility to prepare for emergencies and to take actions that protect life and property. If local government cannot adequately respond, the state is asked to assist. It is Tennessee's responsibility to deal with emergencies that exceed the capabilities of its political subdivisions. Similarly, the state requests help from the federal government to meet emergency needs beyond the state's capabilities to respond.
2. Emergency functions of response organizations generally parallel their daily functions. To the best extent possible, the same people and resources will be used in emergencies.
3. Daily functions which do not directly contribute to emergency operations may be suspended for the duration of the emergency. Personnel normally required for those functions will be redirected to accomplish emergency tasks by the agency concerned.
4. An integrated emergency management plan is concerned with all hazardous situations which may develop within the state or county. This EMP is more than an operations plan in that it includes activities that occur before and after a disaster.
5. This plan does not contain a complete listing of all department or agency resources. Each organization will maintain an updated resource list and provide it to the county EMA and other agencies as needed. Local resource lists are maintained by EMA at the EOC.

B. Phases of Management

1. Mitigation

   Mitigation activities are those that eliminate or reduce the probability of a disaster occurring, or lessen the damaging effects of those that do. Examples of mitigation activities include; adoption of stronger building codes, tax incentives, zoning and land use management, safety codes, and conducting public education or hazard analysis.

2. Preparedness

   Preparedness activities develop and improve response capabilities that are needed in an emergency. Planning and training are among the activities done in preparation for emergencies. Other examples include installation of warning and communications systems, development of evacuation plans and mutual aid agreements, and conducting exercises.

3. Response

   Response provides emergency services during a crisis. These services speed recovery and reduce casualties and damage. Response activities include activation of warning systems, implementing plans, firefighting, rescue, and law enforcement.

4. Recovery

   The process of recovery is both short-term and long-term. Short-term recovery seeks to restore essential services to the county and provide for the individual needs of the public. Long-term recovery focuses on restoring the county as a whole to a near-normal state. Recovery is an opportunity to institute mitigation measures to alleviate the effects of future disasters. Examples of recovery activities include providing food and shelter, restoring utilities and government services, counseling; and providing damage/disaster insurance,

loans, or grants. Mitigation during recovery includes better codes enforcement, better flood plain management, and improved infrastructure to better withstand the next natural disaster.

C. Execution

1. The central point of coordination for overall emergency operations is the Sevier County Emergency Operations Center (EOC).
2. In an emergency there are two levels of control. The first level of control is at the scene of the incident, under the direction of the incident commander (IC). The second level is in the EOC, where overall coordination will be exercised.
3. The agency with jurisdiction responds to the scene. On-scene management falls under the local department best qualified to accomplish rescue, recovery, and control operations. The department's senior representative at the scene is the IC, who is responsible for the overall emergency operation. In the EOC, the specific department that assumes a lead coordination role is specified in annexes to this plan. If state assistance is requested, TEMA provides an on-scene area coordinator whose job it is to coordinate the activities of state personnel with those of the local responders. State personnel do not assume control of a scene unless otherwise specified by current state or federal law, administrative practice, or policy.
4. The Sevier County EMP coordinates the agencies, departments, and organizations which provide resources to support emergency response. This plan reflects all agencies which may be tasked to respond to such events.
5. All personnel involved in emergency response must know when and how the County EMP or various emergency support functions in the plan will be carried out. Guidance concerning the implementation of the plan is in the Direction and Control section of the Basic Plan.

IV. Organization and Responsibilities

A. General

Most local government departments have emergency functions. Each department will create and maintain operating procedures. Specific responsibilities are outlined below as well as in the ESF annexes that follow. Some organizations not part of local government are also included.

B. Organization

1. Geographically
   a. The Sevier County Emergency Management Agency (EMA) is charged with the overall responsibility of coordinating the county's preparedness for and response to disasters. Its authority extends to the entire county. Except for those functions for which the state or federal governments are responsible, the Sevier County EMA is responsible for the coordination of all other emergency functions as defined by state law.
   b. For purposes of direction, administration, and response coordination the county is divided into three regions upper, middle, and lower.
   c. The EMA Director is notified by 911 and responds to all major incidents occurring in the county. He provides coordination, other assistance and has the authority to request assistance from any agency within the county. This arrangement allows jurisdictional response agencies to perform emergency functions and still enables the EMA Director to more quickly identify needs and call for additional resources.
   d. When the EMA Director finds that state assistance is needed, he contacts the State EOC (SEOC). The SEOC notifies the TEMA regional director, who then sends an area coordinator to the scene to coordinate state assistance to the county. All requests for state assistance are sent through the SEOC.
   e. The County EMA is assisted during emergencies by Emergency Services Coordinators (ESCs). The ESCs represent key local departments, agencies, volunteer and private sector organizations, as well as some state agencies. Each ESC (or alternate) is available by phone or pager 24 hours/day, seven days per week to assist in emergencies involving his/her agency. The ESC is empowered to act for and on behalf of his agency or department, including the commitment of personnel and or resources. The ESCs are responsible for developing and implementing procedures associated with this plan.

C. Responsibilities

1. Common Responsibilities

   All county departments and city governments have the following common responsibilities:

   a. Disaster preparedness training.

   b. Preparation of internal emergency plans, standard operating procedures (SOPs), and implementing instructions, with provisions for:

      (1) Protection of departmental personnel.

      (2) Alerting and warning personnel, determining and reporting readiness.

      (3) Transmission of emergency information to Emergency Operations Centers.

      (4) Establishment of lines of succession for key personnel.

      (5) Maintaining a list of available resources within the agency as well as those of the private sector with which they customarily conduct business.

      (6) Activating emergency direction and control within the specific agencies to carry out the agency's emergency responsibilities to the citizens of the county

      (7) Complete the tasks given in the Mitigation/Preparedness section of each pertinent ESF and be prepared to carry out the requirements for Response/Recovery.

   c. When Activated. Actions required of all tasked organizations, even if not tasked to staff the county EOC, include.

      (1) Send ESCs to EOC as requested by EMA.

      (2) Attend briefings and coordinate activities with other participant organizations.

      (3) Set up work area(s), report to the EMA and begin damage assessment activities.

      (4) Initiate internal notification/recall actions.

      (5) Maintain logs of departmental activities, key decisions, messages and activities.

      (6) If not assigned specific tasks in this plan, provide support, for emergency operations.

2. Specific agency responsibilities

   a. Sevier County Emergency Management Agency

      (1) Coordinate all phases of emergency management and EOC operations.

      (2) Emergency management planning

      (3) Provide timely warning to appropriate officials of information predicting natural or man-made phenomena and attack that could threaten life and/or property.

      (4) Radiological protection monitoring support

      (5) Compile and transmit damage reports to the SEOC to determine eligibility for state and federal disaster assistance and to support applications for public assistance under PL 93-288, as amended.

      (6) Manage ESF's 5 (Disaster Information and Damage Assessment), 6, 7 (Staging), 10, 14 (Volunteers) and 15 (Assistance Programs)

      (7) Coordinate shelter/evacuation/movement operations with the Sheriff's Department and Sevier County Health Department.

      (8) Coordinate general supply and resource management with the County Purchasing Agent, County Trustee and County Mayor and City Mayors.

      (9) Develop emergency preparedness training objectives to meet national standards. Provide guidance/assistance to all local agencies, city governments, and citizens

      (10) Provide guidance & assistance to affected local governments in disaster response.

      (11) Coordinate/Review disaster response and recovery actions by local agencies as required by this plan.

      (12) Provide overall coordination of quasi-public and private agency disaster assistance.

(13) Maintain liaison with state and federal agencies.

(14) Inform individuals, local officials, and businesses of authorized disaster assistance and procedures for obtaining such assistance.

(15) Manage the use of volunteers during emergencies/disasters.

(16) Assist the County Extension Agent in responding to animal emergencies.

b. County EMS Services/ and Rescue Squads

(1) Provide Emergency Medical Services to the community.

(2) Provide specialized rescue services in the city and county.

c. Sevier County Schools Superintendent

(1) Provide school buses for use in evacuations.

(2) Provide school facilities for use as shelters.

(3) Conduct damage assessment of school facilities following a disaster.

(4) Manage bulk purchases of food and USDA surplus food stocks.

d. County Finance Director/County Trustee/County Clerk/City Mayors

(1) Maintain financial records associated with disaster response.

(2) Manage cash donations received during disasters.

(3) Manage logistics operations during disasters

(4) Arrange for payment of vendors.

(5) Procure items/resources needed for emergency operations.

(6) Provide unassigned, non-emergency personnel to support emergency operations.

e. County/City Attorney's Offices

(1) Provide legal/technical advice to County Mayor/City Mayors.

(2) Provide personnel to assist with EOC operations and public information during extended emergencies that require the activation of this plan.

f. County Codes Enforcement /City Building Inspectors/Fire Safety Inspectors

(1) Conduct building inspections following a disaster.

g. County Coroner / Medical Examiner

(1) Arrange for identification/transport of deceased victims following a disaster.

h. County Mayor / City Mayors

(1) Exercise direction and control in the EOC during emergency operations.

i. Sevier County Sheriff's Department

(1) Conduct law enforcement operations in the county.

(2) Operate the county jail.

(3) Coordinate law enforcement activities with City Police Department and THP.

(4) Coordinate search operations in the county.

(5) Coordinate evacuations in the county.

(6) Assist in Animal Emergencies and controlling any quarantined areas.

j. Electric Coops, Water Utility Districts, Water Depts., Gas Utility

(1) Conduct damage assessment of utility systems following a disaster.

(2) Restore utility services to critical facilities and customers following a disaster.

(3) Conduct damage assessment and restoration of potable water system. (Local Utilities)

(4) Conduct damage assessment and restoration of sanitary wastewater system (Local Utilities)

k. County Emergency Communications District (911)

(1) Coordinate the development of emergency communications systems in the county.

(2) Maintain a county 911 capability and alternate facility

(3) Help staff the EOC during periods of communications outage at 911.

(4) Provide overall direction and control of emergency communications systems

(5) Provide timely and accurate warning to city and county officials of natural or man-made hazards.

l. Sevier County Fire Departments / City Fire Departments

(1) Perform fire service operations in jurisdiction.

(2) Provide EMS, hazardous materials response, and other operations.

(3) Manage ESF 4 Support and Coordination (largest Jurisdictional Fire Dept.)

m. Hazardous Materials Team

(1) Perform hazardous materials response, containment, and mitigation activities.

n. Sevier County Health Department

(1) Perform public health functions following a disaster.

(2) Provide assistance on health hazards associated with emergencies/disasters.

o. Sevier County Local Emergency Planning Committee (LEPC)

(1) Maintain Records as Required by Federal and State Laws (e.g. SARA Title III)

(2) Assist EMA and County Mayor with planning for hazardous material incidents.

p. City Police Departments

(1) Provide law enforcement operations within jurisdiction.

q. Sevier County Highway Department/City Street/Public Works Depts.

(1) Conduct damage assessment, and repair county roads and bridges after a disaster.

(2) Remove debris following a disaster.

(3) Provide assistance with building demolition activities.

(4) Provide containment support to hazardous materials response, **in the cold zone.**

(5) Provide logistical assistance to emergency operations.

(6) Provide technical support for debris removal operations following a disaster. (Highway Department)

(7) Provide assistance with recovery and development issues following disasters.

r. County Property Assessor

(1) Provide records for use in damage assessment activities following a disaster.

(2) With the Highway Department and City Building Inspector conduct post disaster damage assessment of county-owned buildings and property.

(3) Provide any available administrative personnel to assist in the EOC.

(4) Provide assistance with recovery and development issues following disasters.

s. Disaster Assessment Team (DAT) (When established)

(1) Work with all county departments and officials to quickly identify scope of damage following a disaster.

t. Sanitation Department

(1) Assist with management of debris removal after disasters.

u. State Agencies

(1) Tennessee Department of Human Services

(a) Assist with operation of temporary emergency shelters.

(b) Perform damage assessment activities for individual families.

(2) Tennessee Department of Transportation

(a) Make passable and maintain state and U.S. highways and bridges after a disaster.

(b) Assist local road departments with damage assessment, traffic control, and other activities as required.

(3) Tennessee Division of Forestry/Tennessee Wildlife Resource Agency

(a) Control wildland and brush fires with local fire departments (Forestry)

(b) Assist with security and traffic control as requested by local law enforcement.

(4) Tennessee Highway Patrol

(a) Perform law enforcement functions on state highways/property.

(b) Provide assistance to local law enforcement agencies when required.

(5) Tennessee Emergency Management Agency (TEMA)

(a) Provide assistance in resource requests from state and federal agencies.

(b) Provide assistance in damage assessment and recovery.

v. Federal Agencies

(1) National Weather Service (NWS)

(a) Provide weather-warning support to the county.

(b) Make NOAA Weather Radio System available to EMA for use in warning residents of impending dangers (according to prearranged agreements).

(2) Department of Energy (DOE)

(a) Provide warning of hazardous or radioactive material releases from DOE-managed shipments of nuclear materials to/from the Oak Ridge Reservation.

(3) Tennessee Valley Authority (TVA)

(a) Provide warning in the event of dam failure/ flooding in the TVA system requires a reduction in power to the county or curtailment of water in the Tennessee Valley river system or damage to the TVA Dams or Nuclear Power Plants.

w. Private and Quasi-Governmental Agencies

(1) American Red Cross

(a) Manage and operate temporary emergency shelters during disasters.

(b) Perform damage assessment of shelters and homes following a disaster.

(c) Provide assistance to disaster victims.

(2) Radio Amateur Civil Emergency Services (RACES)

(a) Provide communications support to local emergency operations.

(3) Volunteer Organizations Active in Disasters (VOAD)

(a) Provide assistance from volunteer organizations.

(b) Provide assistance to the county's Donations Coordination Team.

(4) (Reserved for future expansion)

3. Assignment of Responsibilities by ESF

a. ESF 1 - Transportation

(1) Transportation Networking

(a) Lead Agency — Sevier County Highway Department

(b) Support Agencies — City Street/Public Works Depts.
Sevier County Sheriff's Department
City Police Departments
Sevier County Chamber of commerce
Sevier County Schools Transportation Director

b. ESF 2 - Communications

(1) Communications Systems

(a) Lead Agency — Emergency Communications District & Central Dispatch

(b) Support Agencies — City Police Departments/Sheriff's Dept.
County/City Fire Departments
County EMS/County Rescue Squad
Highway Department
City Street/Public Works Departments
Sevier County Emergency Management Agency
Sevier County Schools Superintendent

(2) Warning

(a) Lead Agency — Emergency Communications District & Central Dispatch

(b) Support Agencies — Sevier County Emergency Management Agency
County Sheriff's Department / City Police Departments
County / City Fire Departments
Sevier County Health Department
Tennessee Emergency Management Agency
Tennessee Highway Patrol
NOAA - National Weather Service

c. ESF 3 - Infrastructure

(1) Building Inspection and Condemnation

(a) Lead Agency — Highway Dept./City Building Insp./Codes Enforcement

(b) Support Agencies — County Schools Superintendent
City Street/Public Works Departments
County EMA Director
Sevier County Assessor of Property
Fire Safety Inspectors

(2) Route Clearance & Bridge Inspection

(a) Lead Agency — County Highway Department

(b) Support Agencies — County Sheriff's Department / City Police Departments
All Emergency Response Depts.
City Street/Public Works Departments
Tennessee Department of Transportation
County Sanitation Department

(3) Debris Removal

(a) Lead Agency — Sevier County Highway Department

(b) Support Agencies
City Street/Public /Works Departments
County Sanitation Department
Contract Landfill Operator

(4) Water and Wastewater Systems

(a) Lead Agency
County Water Utility Districts

(b) Support Agencies
Sevier County Health Department
City Water and Sewer Departments

d. ESF 4 - Firefighting

(1) Firefighting

(a) Lead Agency
Jurisdictional Fire Dept.

(b) Support Agencies
City Fire /County Fire Depts.
Sevier County Emergency Management Agency
Tennessee Division of Forestry

e. ESF 5 - Information & Planning

(1) Disaster Information

(a) Lead Agency
Sevier County Emergency Management Agency

(b) Support Agencies
County Attorney's Office
Damage Assessment Team
All Local Agencies with Emergency Responsibilities

(2) Public Information

(a) Lead Agencies
County Mayor / City Mayors

(b) Support Agencies
Sevier County Emergency Management Agency
National Weather Service

(3) Damage Assessment

(a) Lead Agencies
Sevier County Emergency Management Agency

(b) Support Agencies
Tennessee Department of Human Services
County Highway Department
Damage Assessment Team
City Street/Public Works Depts.
County Assessor of Property/County Commission
Local Utilities
Sevier County Schools Superintendent
American Red Cross
City Building Inspectors/Codes Enforcement

f. ESF 6 - Human Services

(1) Shelter and Mass Care Operations

(a) Lead Agencies
Sevier County Emergency Management Agency

(b) Support Agencies
American Red Cross/County Health Dept.
Tennessee Department of Human Services
Sevier County School Superintendent
RACES

(2) Disaster Victim Services

(a)	Lead Agency	Sevier County Emergency Management Agency
(b)	Support Agencies	American Red Cross U.S. Postal Service RACES

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g. ESF 7 - Resource Support

(1) Logistics

(a)	Lead Agencies	County Finance Director
(b)	Support Agencies	County Mayor/City Mayors/County Trustee County Highway Department City Street/Public Works Depts. County Emergency Management Agency

(2) Resource Management

(a)	Lead Agency	County Mayor / City Mayors
(b)	Support Agencies	Sevier County Emergency Management Agency County Finance Director

(3) Staging Areas

(a)	Lead Agency	Sevier County Emergency Management Agency
(b)	Support Agencies	Fire Departments County EMS and County Rescue Squad Sheriff's Department/City Police Departments County Highway Department City Street/Public Works Departments County Superintendent of Schools

h. ESF 8 - Health & Medical Services

(1) Emergency Medical Services

(a)	Lead Agency	County Emergency Medical Service
(b)	Support Agencies	Sevier County Emergency Management Agency County Fire Departments/City Fire Departments Sevier County Sheriff's Department City Police Departments Sevier County Medical Examiner Rescue Squad LeConte Medical Center American Red Cross

(2) Public Health

(a)	Lead Agency	Sevier County Health Department
(b)	Support Agencies	Sevier County Sanitation Department Sevier County Highway Department City Street/Public Works Departments Local Water Utilities Sevier County Emergency Management Agency Area Hospitals/Medical Clinics American Red Cross

(3) Crisis Intervention Support

(a) Lead Agency — Cherokee Mental Health Services

(b) Support Agencies — All Tasked Local Agencies

i. ESF 9 - Search & Rescue

(1) Search and Rescue

(a) Lead Agency — Sheriff's Department/County Rescue Squad

(b) Support Agencies — County Emergency Communications District
County Fire Depts./City Fire Depts.
County EMS
County Emergency Management Agency
City Police Depts.
Highway Dept., City Street/Public Works Departments

j. ESF 10 - Environmental Response

(1) Hazardous Materials (including Radiological Materials)

(a) Lead Agency — Sevier County Emergency Management Agency

(b) Support Agencies — Hazardous Materials Team
County /City Fire Departments
Highway Dept., City Street/Public Works Departments
County Sheriff's Department/City Police Departments
County EMS/Rescue Squad
County Local Emergency Planning Committee (LEPC)
Emergency Communications District
Tennessee Emergency Management Agency

k. ESF 11 - Food

(1) Food

(a) Lead Agency — County Sheriff's Department Food Services

(b) Support Agencies — Sevier County Emergency Management Agency
American Red Cross
Sevier County Schools Superintendent
Tennessee Department of Agriculture

l. ESF 12 - Energy

(1) Energy

(a) Lead Agency — Sevier County Electric & Sevier County Utility District

(b) Support Agencies — Sevier County Emergency Management Agency
Tennessee Valley Authority

m. ESF 13 - Law Enforcement

(1) Traffic Control

(a) Lead Agency — Sevier County Sheriff's Department

(b) Support Agencies — City Police Departments
County Highway Department
City Street/Public Works Departments
Tennessee Highway Patrol
Tennessee Division of Forestry
Tennessee Wildlife Resources Agency

(2) Security/Crime Control

(a) Lead Agency — Sevier County Sheriff's Department

(b) Support Agencies
City Police Departments
Attorney General's Office
Tennessee Highway Patrol
Tennessee State Fire Marshal's Office
Tennessee Division of Forestry
Tennessee Wildlife Resources Agency

(3) Institutions/Jails

(a) Lead Agency — Sevier County Sheriff's Department

(b) Support Agencies
City Police Departments
Tennessee Highway Patrol
Tennessee Bureau of Investigation

(4) Evacuation/Movement

(a) Lead Agency — Sevier County Sheriff's Department

(b) Support Agencies
County Mayor/City Mayors
Sevier County Emergency Management Agency
City Police / City Fire Departments
County Fire Departments/Hazardous Materials Team
Sevier County Schools Superintendent
Sevier County EMS
Sevier County Highway Department
City Building Inspectors/Codes Enforcement

n. ESF 14 - Donations/Volunteer Services

(1) Donations

(a) Lead Agency — Sevier County Finance Director/ EMA Director

(b) Support Agencies
County Mayor/City Mayors/County Trustee
County Sheriff's Department / City Police Departments
Highway Department
City Street/Public Works
Sevier County Emergency Management Agency

(2) Volunteers

(a) Lead Agency — Sevier County Emergency Management Agency

(b) Support Agencies
American Red Cross
Tennessee Emergency Management Agency

o. ESF 15 - Recovery

(1) Assistance Programs

(a) Lead Agency — Sevier County Emergency Management Agency

(b) Support Agencies
County Mayor/City Mayors
County Highway Department
City Street/Public Works Departments
Sevier County Schools Superintendent
American Red Cross
Local Utilities
County Assessor of Property

(2) Recovery and Reconstruction

(a) Lead Agency — County Mayor/City Mayors

(b) Support Agencies — Sevier County Emergency Management Agency
County and City Planning Commissions
Sevier County Commission
County Highway Department
City Councils/City Street Departments
Sevier County Schools Superintendent

p. ESF 16 - Animal Care Services and Disease Management

(1) Animal Care Services and Housing

(a) Lead Agency — Sevier County Agricultural Extension Agent

(b) Support Agencies — Sevier Emergency Management Agency
County/City Mayors
Highway Department/Street Public Works Departments
Dept. of Health
Sevier County Veterinary Hospitals and Clinics
TEMA, TWRA
Tennessee VOAD
Sevier Animal Owners and Producers
University of Tennessee

(2) Animal Disease Management

(a) Lead Agency — Sevier County Agricultural Extension Agent

(b) Support Agencies — Sevier County Emergency Management Agency
Sevier County Animal Control
Sevier County Health Department
American Red Cross
Sevier County Sheriff Office/City Police Departments
Highway Department/Street Public Works Departments
Tennessee Department of Environment Bureau of Solid Waste
TN. State Veterinarian Association
TEMA, TWRA
Tennessee Volunteer Organizations Active in Disasters
Tennessee Livestock Markets Association
Tennessee Farm Bureau
University of Tennessee Institute of Agriculture
University of Tennessee College of Veterinary Medicine

V. Direction and Control

A. County Mayor/City Mayors

1. The County Mayor and/or City Mayors, through the EMA Director, will exercise direction and control of the emergencies in Sevier County. The personnel, facilities, and equipment for decision-making and the initiation of response activities are located in the EOC.

B. EMA Director

1. The EMA Director, who is appointed by the County Mayor, has the responsibility for coordinating the entire emergency management program in Sevier County. The Director makes all routine decisions and advises the officials on courses of action available for major decisions. The Director is responsible for the proper functioning of the EOC. The Director also acts as a liaison with other local, state, and federal emergency management agencies.

C. Emergency Services Coordinators (ESCs)

1. ESCs have the authority and responsibility to respond to county emergencies that require the assistance or resources of their respective agencies. ESCs are responsible to ensure their agency's emergency functions are carried out per this plan and other guidance from the Sevier County EMA. Some agencies may be required to relocate to the EOC.
2. All ESCs will coordinate their activities with the EOC under the direction of the EMA Director.
3. Agencies with emergency responsibilities activate their own office and staffing systems as necessary to fulfill their obligations. ESCs provide the liaison between the EOC and the field units of their respective offices. See the ESF Concept of Operations Annex (ESF 00).
4. Specific persons and agencies are responsible to fulfill obligations as noted in the Basic Plan and its functional annexes. Each agency will be responsible for having its own standard operating procedures or plans to be followed during emergency response operations.

D. EOC Location

1. The EOC is in the Sevier County 911 building, 245 Bruce Street Sevierville. The EMA Director may move the EOC to an alternate 735 Middle Creek Rd., with concurrence of the County Mayor.

E. Line of Succession

1. In the EMA Director's absence, direction and control authority lies with the County Mayor. One of these individuals should be available at all times. If both should be out of service at the same time a memorandum must designate the individual with acting authority.

F. Heads of Local Departments

1. This plan requires that the heads of all local departments and agencies with emergency preparedness responsibilities designate primary and alternate ESCs.
2. Department or Agency heads will remain responsible for their personnel and resources.
3. Lines of succession to the department heads are as specified in their respective SOPs.

G. State and Federal Responders

1. State and/or federal officials will report to the EOC for a situation briefing and strategy session with the Executive Group, followed by deployment to the field.

H. Alert/Increased Readiness Periods/Levels of Local Operation

1. If warning of an impending emergency is given, local agencies begin precautionary measures to mitigate the anticipated effects. Frequently, disasters occur without warning. All levels of government must be ready to react immediately. There are five levels of local emergency activation:

   a. <u>Level 1</u>

      This level is normal, day-to-day operations.

   b. <u>Level 2</u>

      This level is assumed when there is a likelihood of an emergency, such as when a severe weather watch is issued. Response and other agencies are notified of the developing situation. Emergency public information may be issued.

   c. <u>Level 3</u>

      This level occurs as the situation continues to deteriorate. Precautionary call out of key personnel is done as directed by the EMA Director. Partial activation of key centers of operations may occur. Emergency Public Information (EPI) is issued.

   d. <u>Level 4</u>

      This level is reached if the emergency has actually occurred. The event is serious and county wide. During this phase EMA staff notifications are made, appropriate state and local government/agency notifications are made, EPI is broadcast, and the Count Mayor or EMA Director may elect to implement the local EMP. EMA and EOC staff report to the EOC. Certain ESCs are tasked to respond to the EOC, and field personnel are deployed. Limited state assistance may be required.

e. Level 5

This level is for truly catastrophic events. All County and City assets are activated. All state agencies are activated. Large-scale federal assistance may be required. County EMP is implemented.

2. Specific actions for individual organizations and/or departments for each of these levels are provided in their respective SOPs and implementing procedures.

I. Legislative Liaison Affairs

1. The County Mayor and City Mayors will keep the jurisdiction's state and local legislative officials advised as to the status of the event in their respective districts. The City Mayors will keep the County Mayor appraised of municipal briefings of Legislators and their staffs.

VI. Continuity of Government

A. Emergencies/Disasters are rarely of sufficient magnitude to require changes in the governmental structure. Relocating to a structurally sound facility may provide continuity of operations. The size and type of threat or disaster being confronted will dictate whether or not key officials move to other locations.

B. Succession of local government officials will follow lines of succession as prescribed in the state constitution, state law, and local ordinances.

C. Operating Locations - The County Mayor and his staff may relocate to the EOC during major emergencies. County/City government will continue to occupy current facilities unless they are unusable. Each agency will maintain plans for relocation of critical operations in such cases. EOC staff relocation is detailed in Appendix 2, Emergency Operations Center.

D. Preservation of Records - To provide normal government services after a disaster, vital records must be protected. Each local agency will ensure the safety of essential records. Examples of essential records include:

1. Records protecting the rights and interests of individuals, such as vital statistics, land and tax records, license registers, articles of incorporation, and permits.
2. Records relating to emergency operations, such as utility system maps, locations of emergency supplies and equipment, emergency operating procedures, lines of succession, and personnel lists.
3. Records required to reestablish normal governmental functions such as constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records.

VII. Administration and Logistics

A. Emergency Authority

Authorities for this plan are contained in Part I, Introduction, to this plan.

B. Agreements and Understandings

Should local resources prove to be inadequate during an emergency, local jurisdictions will ask for assistance from other local governments, higher levels of government, and other agencies per existing or emergency-negotiated mutual-aid agreements, and state law. All agreements will be entered into by authorized officials and will be in writing.

C. Administration

1. Existing forms, reports, and procedures will be used. All records subject to review of actions taken will be retained for at least three years or longer as required by law or ordnance.
2. Local agencies occupying the EOC will maintain their own records and administrative forms. Standard forms used in the EOC (i.e., message and activity logs) will be provided by the EMA.
3. Reimbursement for expenditures will follow established local administrative procedures.

D. Plan Development and Maintenance

1. The Sevier County EMA will:
   a. Develop and maintain the Sevier County Emergency Management Plan (EMP).
   b. Ensure the local EMP is current by having amendments and changes prepared, coordinated, and issued as necessary.
   c. Annually review the local EMP to ensure that it reflects current policy and technology.
   d. Maintain stocks of the local EMP and amendments along with distribution lists to assure all plan recipients are properly serviced.
   e. Review, approve, or disapprove requests for material to be included in the local EMP.
   f. Ensure all material prepared to insert in the local EMP adheres to established guidelines.
   g. Prescribe format, review procedures, and submission dates for all local emergency management and supporting plans and operating procedures.
   h. Task local agencies to prepare supporting annexes and documentation for the local EMP.
2. Local Agencies
   a. Those agencies in local government that have emergency-oriented missions or support roles are required to provide an emergency response capability 24-hours-a-day, seven days-a-week. Each agency will:
      (1) Prepare directives and operating procedures in support of this EMP and provide the Sevier County EMA with one copy of each for reference.
      (2) Annually review published directives and their respective portions of the local EMP to assure that commitments can be filled and resources provided. Each agency must provide the Sevier County EMA with a copy of any recommended revisions or a signed statement indicating the directive/plan as written remains current and supports this EMP on or before October 1 each year.
3. City Governments will:
   a. Prepare plans and directives in support of this plan as it relates to their jurisdiction.
   b. Submit one copy of all supporting plans/documents to EMA for review and approval.

E. Plan Implementation

1. This plan (or its components) can be implemented in several ways:
   a. By direction of the County Mayor or the Sevier County EMA Director.
   b. As a result of the occurrence of a disaster or an emergency.
   c. By requests for assistance from local governments when disasters exceed their capabilities and/or resources.
   d. As a response to increased international tensions or the threat of enemy attack.
   e. Specific annexes may be activated by the Lead Agency of that annex, with the concurrence of the County Mayor.

F. Primary and Support Responsibilities

1. Primary and Support

   Primary and support responsibilities for various emergency functions are assigned to departments and agencies of local government, and to organizations in the state government or private sector. Each department, agency, or organization is either a lead agency or a supporting agency in an ESF. Assignments are based on common functions needed in most large emergencies. The lead agency performs most of the planning and mitigation efforts for that ESF. Many of the agencies with primary responsibilities are included as part of the EOC staff for direction and control. Other supporting agencies will work in locations outside the EOC. Other agencies will not be functional until the recovery phase begins. Only those agencies essential to preserve the continuity of government during an emergency, or those necessary to deal effectively with the given set of circumstances of any emergencies, will staff and augment the EOC.

2. Responsibility

   a. This plan is binding on all local government agencies authorized or directed to conduct emergency management activities.

   b. The EMA Director's authority under this plan is extensive. As the disaster coordinator, he coordinates the activities of all local organizations as they relate to emergency management. Each local agency that has an emergency-oriented mission will:

      (1) Assign personnel as directed to augment EOC operations when implemented.

      (2) Maintain and operate a 24-hour response capability in the department or agency facilities when this plan is activated addition to any staff operating from the EOC.

      (3) Participate in exercises when scheduled by the EMA Director.

      (4) Prepare plans and supporting documents that set forth policies and provisions for carrying out the agency's emergency responsibilities.

      (5) Conduct training essential to implementation of assigned functions.

      (6) Conduct an annual review to update the supporting documentation and operating procedures and advise the EMA Director of modifications required.

   c. Each department or agency of local government having a primary or support role, will prepare and maintain standard operating procedures (SOPs) describing how functions will be accomplished. Subordinate divisions of these agencies will also furnish copies of their SOPs to their parent department for inclusion in the department's supporting plan.

   d. Several state and federal agencies are delegated responsibilities within this plan. These agencies provide services to local government on a daily basis regardless of whether or not a major disaster declaration exists.

G. Logistics

1. Local Agencies

   Local agencies are responsible for their own vehicles.

2. Local Resources

   ESCs responding to a disaster will apply resources available to them as directed by the EMA Director through the authority of the County Mayor.

3. Sevier County EMA

   The EMA Director or the County Mayor in charge of a disaster response will coordinate with County Trustee and Purchasing Agent to procure and coordinate the use of personnel, materials, equipment, and supplies.

BASIC PLAN
APPENDICES

Appendix 1 Responsibilities and Assignments Matrix
Appendix 2 Emergency Operations Center
Tab A EOC Diagram
Tab B County Operational Areas
Tab C Location of EOC and Alternate EOC
Appendix 3 Emergency Services Coordinator Program
Tab A List of ESC Agencies
Appendix 4 Training and Education
Appendix 5 Disaster Field Office/Point of Arrival/Mobilization Center Locations
Appendix 6 Summary of Tennessee Civil Defense Act
Appendix 7 Resolution of the County Commission Concerning Emergency Management
Appendix 8 Summary of Agreements and Memoranda of Understanding

APPENDIX 1 TO THE BASIC PLAN
RESPONSIBILITIES AND ASSIGNMENT MATRIX

	Transportation Networking	Communications Systems	Warning	Building Inspection & Condemnation	Route Clearance & Bridge Inspection	Debris Removal	Water /Wastewater Systems	Firefighting	Disaster Information	Public Information	Damage Assessment	Shelter and Mass Care	Disaster Victim Services	Logistics	Resource Management	Staging Areas	Emergency Medical Services	Public Health	Crisis Intervention Support	Search & Rescue	Hazardous Materials	Food	Energy	Traffic Control	Security & Crime Control	Jails & Institutions	Evacuation	Donations	Volunteers	Assistance Programs	Recovery & Reconstruction	Animal Care & Disease Mgt
	1.1	2.1	2.2	3.1	3.2	3.3	3.4	4.1	5.1	5.2	5.3	6.1	6.2	7.1	7.2	7.3	8.1	8.2	8.3	9.1	10.1	11.1	12.1	13.1	13.2	13.3	13.4	14.1	14.2	15.1	15.2	16
County Mayor										P				S	P												S	S		P	P	S
City Mayor										P				S	P												S	S		P	P	S
Emergency Management Agency		S	S	S	S			S	P	S	P	S	S	S	S	P	S	S	S	S	S	S	S				S	S	P	S	S	S
County/City Attorneys									S																							
County Purchasing Agent														P	S													P				
County EMS		S			S				S							S	P		S	S	S						S					
Rescue Squad		S			S				S							S	S		S	P	S						S					
Central Dispatch		P	P		S				S										S	S												
Sheriff's Department	S	S	S		S				S							S	S		P	S	S			P	P	P	P	S				
City Police Departments	S	S	S		S				S							S	S		P	S	S			P	P	S	P	S				
City Fire Departments		S	S		S				S							S	S		S	S	P						S					
County Jurisdictional Fire Dept.								P																								
County Fire Departments		S	S		S				S							S	S		S	S	S						S					
County Health Department			S				S					P						P														
County Water Utility Districts				S			S											S													S	
County Property Assessor				S							S																			S		
County Commission											S																				S	
LEPC																					S											
HAZMAT Team									S												P											
City Street/ Public Works Depts.	P	S		S	P	P	P		S		S			S		S		S	S	S	S			S				S		S	S	
County Highway Department	P	S		S	P	P			S		S			S		S		S	S	S	S			S				S		S	S	
County/City Schools Supt.		S		S							S	S				S						P					S			S		
Coroner/Medical Examiner																	S															
City Building Inspectors				P							S																S					
Codes Enforcement				S	S						S																					
American Red Cross											S	P	P				S	S				S							S	S		
RACES		S	S						S			S	S																S			
Sevier County Electric							P				S							S					P							S		
Adjacent Utility Districts/Electric							P				S							S					S							S		
Sevier County Utility District											S												S							S		
County Medical Clinic																		S														
Local Hospitals																		S														
US Postal Service													S																			
US Department of Energy			S																													

	Transportation Networking	Communications Systems	Warning	Building Inspection & Condemnation	Route Clearance & Bridge Inspection	Debris Removal	Water /Wastewater Systems	Firefighting	Disaster Information	Public Information	Damage Assessment	Shelter and Mass Care	Disaster Victim Services	Logistics	Resource Management	Staging Areas	Emergency Medical Services	Public Health	Crisis Intervention Support	Search & Rescue	Hazardous Materials	Food	Energy	Traffic Control	Security & Crime Control	Jails & Institutions	Evacuation	Donations	Volunteers	Assistance Programs	Recovery & Reconstruction	Animal Care & Disease Mgt
	1.1	2.1	2.2	3.1	3.2	3.3	3.4	4.1	5.1	5.2	5.3	6.1	6.2	7.1	7.2	7.3	8.1	8.2	8.3	9.1	10.1	11.1	12.1	13.1	13.2	13.3	13.4	14.1	14.2	15.1	15.2	16
Tennessee Valley Authority			S																					S								
National Weather Service			S							S																						
State Attorney General																									S							
Tenn. Dept. of Human Services											S	S							S													
Tenn. Dept. of Transportation					S														S													
Tenn. Emergency Mgt Agency			S																S		S								S			
Tennessee Highway Patrol			S																S					S	S	S						
Tennessee Division of Forestry								S																S	S							
Tennessee Bureau of Investigation																										S						
Tenn. State Fire Marshall Office																									S							
Tennessee Wildlife Reg. Agency																									S							
Tennessee Local Planning Office																															S	
Tennessee Dept. Agriculture																						S										P

APPENDIX 1 TO THE BASIC PLAN

RESPONSIBILITIES AND ASSIGNMENT MATRIX (Continued)

APPENDIX 2 TO THE BASIC PLAN
EMERGENCY OPERATIONS CENTER

I. INTRODUCTION

A. Purpose

The Emergency Operations Center (EOC) provides a central location to coordinate local emergency management functions. These functions routine activities as well as emergency response and recovery activities.

B. Scope

Emergency management response for the county is coordinated from the EOC.

II. POLICIES

EOC access is controlled for security and to ensure control and coordination of local resources during emergencies. The EOC congregates the emergency management staff, Emergency Services Coordinators (ESC) and support personnel from all agencies tasked with emergency responsibilities. Also, National Guard, industry, state and federal relief agencies may also operate from or in concert with the EOC during significant disasters.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. The EOC is opened when county-wide disasters or other large emergencies occur.
2. There are many regional, state, national, and international disasters that may require emergency management activities be coordinated across the county.

B. Planning Assumptions

1. EOC activation may be needed without advance notice.
2. Coordination of response activities and resources is within the scope of county staffing.

IV. CONCEPT OF OPERATIONS

A. General

1. The EOC, when activated, will be staffed around the clock by key decision-makers.
2. Primary and Alternate Emergency Operations Centers
   a. Primary EOC - The primary EOC is located in the Sevier County 911 Building 245 Bruce Street Sevierville, TN
   b. Alternate EOC – 735 Middle Creek, Sevierville.
   c. Primary EOC Operations
      (a) When an emergency or disaster occurs, the EMA is notified by radio or telephone. The event is logged by date and time.
      (b) The EMA Director notifies key personnel of the situation and reports to the EOC. He or She then briefs the County Mayor, City Mayors, and other department heads.
      (c) The EOC (or the county's primary warning point) relays pertinent data to adjacent counties emergency response agencies.
      (d) Local agency ESCs having responsibilities associated with the particular disaster, are notified to report to the EOC or to the scene of the emergency.
      (e) From this point on, the EOC monitors the progress of the emergency and evaluates efforts to contain the situation. Resource requirements that cannot

be met by the county are sent to the State Regional EOC and the appropriate ESCs for action as provided by ESF/individual agency SOPs. This continues until the situation is resolved.

(f) The EMA Director will request mutual aid from an adjoining county or TEMA. In either case, the respective organizations provide liaison officers to the EOC for coordination of operations.

(g) News releases and emergency public information is prepared and disseminated from the EOC via the County Mayor or jurisdictional department head

(h) The EMA Director ensures continuity of operations and sustained manpower capability around the clock for the duration of the emergency.

(i) When the emergency ends, EOC staff members conduct after-action debriefings, evaluate responses, and compile reports, decision and message logs and expenses.

B. Organization and Responsibilities

1. EMA Director

   The Director of the Sevier County Emergency Management Agency is the executive head of the agency and is responsible for coordinating all emergency management activities throughout the county. He will:

   a. Advise elected officials, departments, and agencies of local government and other non-governmental relief agencies with respect to the magnitude and effects of the emergencies that affect Sevier County. Orient and train the emergency staff, and periodically conduct exercises.

   b. Coordinate local emergency operations with TEMA and local emergency management offices in the counties that border Sevier County.

   c. Develop and maintain local emergency staffing capabilities.

   d. Develop and maintain appropriate emergency public information, communications and warning capabilities.

   e. Develop and maintain the County EM Plan, mutual aid agreements, memoranda of understanding, etc., and periodically test and exercise them.

2. County Mayor

   a. The County Mayor is the successor to the Director.

3. Emergency Services Coordinators (ESCs)

   a. The ESCs represent local, state, private, and quasi-governmental agencies with emergency responsibilities during major disasters. The roles and responsibilities of the ESCs are provided in Appendix 3.

4. Public Information

   a. The Sevier County EMA Director or the County Mayor will designate an individual to act as the Public Information Officer.

5. Support Requirements

   a. Reports and Records

      (1) Messages

         (a) The EMA Director will establish procedures for handling messages.

      (2) Event *Logs*

         (a) A record of major events will be kept by each ESC.

      (3) Daily *Operations Log*

         (a) A log of all major vents, decisions made, and actions taken, is maintained by the EMA or EOC staff.

      (4) Security *Log*

         (a) A record of all persons entering and leaving the EOC is maintained.

b. Security

(1) All EMA staff and ESCs are personally known to each other and have authorized access to the EOC during routine operations.

(2) During emergency operations, the Sevier County Sheriff's Department or City Police Departments, stations an officer at the entrance to secure the facility to authorized personnel only.

TAB A TO APPENDIX 2 TO THE BASIC PLAN
EMERGENCY OPERATIONS CENTER DIAGRAM

Diagram to be provided when EOC configuration finalized

TAB B TO APPENDIX 2 TO THE BASIC PLAN
COUNTY OPERATIONAL AREAS

County Fire Districts:

1. **Sevier County**
2. **Sevierville**
3. **Pigeon Forge**
4. **Gatlinburg**
5. **Pittman Center**
6. **Caton's Chapel**
7. **English Mountain**
8. **Northview**
9. **Seymour**
10. **Walden's Creek**
11. **Wear's Valley**

TAB C TO APPENDIX 2 TO THE BASIC PLAN
EOC AND ALTERNATE EOC LOCATION

1. The Primary EOC is located in the Sevier County 911 Building 245 Bruce Street, Sevierville
2. The Alternate EOC is located at 735 Middle Creek Road, Sevierville

APPENDIX 3 TO THE BASIC PLAN
EMERGENCY SERVICES COORDINATOR PROGRAM

I. Purpose

The Emergency Services Coordinator (ESC) program gives the EMA Director an immediate source of expertise from local agencies to cope with disasters and emergencies. In addition to representation, each local department or agency is required to provide the County EMA with personnel, equipment, facilities, or materials needed for disaster response and recovery.

II. Scope

The ESC program encompasses all agencies, departments, divisions, and bureaus that have an emergency mission or a role in recovery. Agencies listed in Tab A to this appendix are required to provide ESCs to the Sevier County EMA. Other agencies and departments may participate at their discretion. ESC program functions also include research, plan development, communications tests, and exercises.

III. Program Elements

A. Department heads and agency executives must ensure that their departments, and agencies under their jurisdiction, promptly respond and fully execute their duties in accordance with this plan. To fulfill this responsibility, each department listed in Tab A will:

1. Provide a primary and alternate ESC to represent their department or agency.
2. Ensure ESCs are empowered with the full authority to coordinate and direct all emergency response functions and services of the department head.
3. Provide the EMA Director with the names of the primary and alternate ESCs, the office they represent, home addresses, office and residence phone numbers.
4. Ensure that the ESC on-call can respond within 30 minutes to the EOC. Provide pagers, phones and access to vehicles to carry out ESC duties.
5. Prepare a directive that establishes a departmental ESC program that details the use of government vehicles, radios, cell phones, periods of on-call duty, and provisions for notifying the EMA Director of schedules and changes.
6. Ensure that plans are developed to carry on agency functions and provide suitable space for personnel, equipment, and essential records during disasters. Agencies scheduled to work in the EOC will address the movement of personnel, equipment, and records.

IV. Concept of Operations

A. The EOC can accommodate many of the ESCs by providing workspace, telephone capabilities, and access to radio communications.

B. Whenever a disaster or emergency threatens or occurs, the EMA Director will determine if any ESCs are to be called in to provide assistance. The EMA Director will assess the situation, bearing in mind that the use and employment of ESCs and their resources must be compatible with the primary responsibility of the agency concerned, and coordinate which, if any, ESCs are to be called.

C. The EMA Director or County Mayor will notify ESCs of their recall.

1. Depending on available information about the emergency, ESCs will be instructed to report to the EOC for briefing by the EMA Director or instructed to report to the scene and be briefed over the telephone or radio enroute.
2. ESCs, once committed, will remain committed through the recovery phase unless relieved by the EMA Director or their appointing authority.

V. Implementation

A. The EMA Director is responsible for implementing the ESC program. He will:

1. Coordinate this appendix with affected and interested agencies

2. Establish logs or call sheets to record ESC name, address, and telephone numbers, including rosters to confirm who is on call.
3. Conduct no-notice exercises or calls to ensure that the system is working. Failure to call back within 30 minutes is unsatisfactory.
4. Maintain the ESC program in a current, ready-to-use status.

TAB A TO APPENDIX 3, BASIC PLAN

LIST OF AGENCIES REQUIRING EMERGENCY SERVICES COORDINATORS TO BE PRESENT IN THE EOC.

County Mayor
Sevier County Sheriff's Department
County Emergency Communications District
County EMS, and Rescue Squad
County Highway Department
Jurisdictional Fire Department
County Health Department
RACES
Local Department of Human Services Representative (when shelters are open)

Representatives from Electric, Gas and Water Utilities should be available to the County Mayor or EMA Director by phone or radio to answer questions regarding system damage/restoration and to receive important information concerning response and recovery activities taking within the county and its municipalities.

APPENDIX 4 TO THE BASIC PLAN
TRAINING AND EDUCATION

I. Introduction

A. Purpose

This appendix provides for emergency preparedness and operations training to emergency management staff and emergency services personnel. The citizens of Sevier County will be given information concerning survival techniques before and during a disaster.

B. Scope

This appendix covers general emergency management training and exercises in the county for emergency services personnel and the general public. The lead agency is responsible to provide training for specific technical functions (i.e., radiological monitoring, hazardous materials, etc.).

II. Situation and Assumptions

A. Situation

1. It is prudent to develop and implement a comprehensive training and education program to assist local emergency response personnel in carrying out their emergency functions. Additionally, a program to educate the citizens of the county on how to better protect themselves prior to, during, and following any emergency or disaster will be undertaken. The problems created by a disaster may be compounded by deficient training of emergency response personnel, and citizens may be injured or killed as a result of a lack of education regarding appropriate actions to take when faced with an emergency situation.
2. Successful implementation of this plan, supporting plans, and supporting procedures requires trained and knowledgeable personnel who are capable of executing their assigned tasks during any emergency situation. Achieving this level of competency requires ongoing training.

B. Planning Assumptions

1. Training programs that encompass specialized skills and are completed on a regular basis will generate the abilities necessary to carry out effective response and recovery operations.
2. Giving educational materials to members of the general public will result in citizens being more prepared to handle emergency situations they might encounter and will result in fewer casualties when an emergency occurs.

III. Policies

A. The primary responsibility for training of local emergency personnel and citizens rests with local government, specifically the local Emergency Management Director. The state, through TEMA, will provide active assistance in the presentation of special seminars, formal training courses, aid and advice in the development of local exercises, and supply training materials to support local training requirements.

IV. Concept of Operations

A. Training

1. The initial phase of training consists of qualifying the local emergency service staff in disaster operations within each county. This training will be evaluated at the local level to ensure acceptable performance. TEMA provides courses geared toward the development of an effective local emergency management program.
2. Follow-up and refresher training is available on a periodic basis to support skills learned during the initial training received by local emergency services personnel.
3. Specific training programs have been and can be developed to support specific threats that affect the county.
4. The federal government, through FEMA, provides specialized training and courses for those who instruct at the state and local level. These classes may be requested from TEMA.

B. Exercises

1. The Tennessee Emergency Management Agency conducts several exercises each year to support response requirements to Nuclear Power Plants, Oak Ridge Reservation facilities, the earthquake threat, the threat of severe weather, and a wide variety of other situations. These exercises occur at the discretion of the TEMA Director and may include any or all of the state and local emergency response organizations, as well as certain portions of the private sector (including the media). Additionally, periodic regional exercises are held at the discretion of the Regional Directors.
2. Local exercises are held at the discretion of the local Emergency Management Director, either to support a local emergency response capability or in conjunction with an ongoing state or regional exercise. TEMA provides developmental and evaluative assistance to local governments during exercises when requested.

C. Public Education

1. Each year the Sevier County EMA sponsors several seminars and educational programs for the general public. These include the Tennessee Severe Weather and Winter Awareness Weeks, as well as the distribution of educational materials concerning specific threats.
2. TEMA Areas Coordinators or Planning Staff provide information on emergency preparedness to civic groups, schools, and similar organizations upon request.

D. Organization and Responsibilities

1. TEMA is responsible for developing and maintaining the State's training and education programs concerning emergency preparedness. A schedule of courses will be given to local emergency management directors.
2. Local emergency services groups may receive specific training by submitting a request through the county EMA director. He / She will submit requests to the TEMA Regional Office and will coordinate the time and location to ensure maximum participation.
3. TEMA will coordinate the delivery of general public information activities with agencies such as the National Weather Service, the U. S. Geological Survey, FEMA, etc., on a state-wide basis. Requests for state training, assistance, and input should be made to the County EMA Director and forwarded to TEMA.

APPENDIX 5 TO THE BASIC PLAN

SUMMARY OF THE TENNESSEE CIVIL DEFENSE ACT (TCA 58-2-101, et. seq.)

Tennessee's civil defense history began with the Tennessee Civil Defense Act of 1951, modeled after the Federal Civil Defense Act of 1950 (PL 81-920). In 1955, and on several occasions since, this law has been amended until, at present, it exists as Chapter 2, Title 58, of the Tennessee Code Annotated. The state act created the Tennessee Office of Civil Defense (which in 1981 was renamed the Tennessee Emergency Management Agency) within the state Military Department, under the Tennessee Adjutant General (TAG). The TAG has overall responsibility and authority for disaster preparedness and planning (Executive Order # 15, February 13, 1987).

Chapter 2, Title 58, of the Tennessee Code Annotated prescribes the responsibilities associated with disaster preparedness and emergency response in the State of Tennessee. When translated into policy and implemented, this becomes the mission of the Tennessee Emergency Management Agency (TEMA) and the local EMA organizations across the state. It provides for the following:

1. Creates TEMA and directs the creation of local organizations for civil defense in the political subdivisions of the state.
2. Confers upon the Governor and the chief executive officers of the governing bodies of the political subdivisions the emergency powers provided in this chapter.
3. Provides for mutual aid among political subdivisions of the state and those of surrounding states, and for the cooperation with the federal government in carrying out civil defense functions.
4. Requires the development and implementation of state and local civil defense plans.
5. Requires the most effective use be made of resources and facilities when dealing with a disaster, mob violence, etc., by having all civil defense functions of the state coordinated with comparable functions of the federal government, other states and localities, and private agencies of every type.
6. Authorizes the performance of duties and functions of civil defense necessary to cope with all types of natural disasters, riots, mob violence, etc., which might occur affecting the life, health, safety, welfare, and property of citizens of the state of Tennessee.
7. Directs and empowers the Governor to create a Tennessee Emergency Management Agency, under the Adjutant General, and empowers the Governor to appoint a Director and such Deputy Directors as deemed necessary.
8. Establishes the duties of the Director. The Director is subject to the direction of the Governor, acting through the TAG, and is solely responsible for coordinating the activities of all organizations for civil defense within the state, and maintaining liaison with and cooperating with civil defense agencies, organizations of other states, and with the federal government.
9. Specifies that the general direction of TEMA shall be exercised by the Governor. In the event of disaster, energy emergency, riot, etc., beyond local control, the Governor is empowered to assume direct control over all or any part of civil defense functions within the state.
10. Authorizes the Governor to cooperate with the federal government, other states, and private agencies on all matters pertaining to civil defense of the state or nation.
11. Gives the Governor the power to make, amend, and rescind the orders, rules, and regulations necessary to carry out polices of cooperation and coordination; to prepare comprehensive plans and programs for civil defense in Tennessee; to integrate such plans and programs with the civil defense plans of the federal government and other states; and to cooperate in the preparation of plans and programs for civil defense by political subdivisions within the state.
12. Gives the Governor the administrative authority to procure supplies, institute training, and provide public information programs; to prepare in advance of an actual disaster, energy emergency, riot, etc., including partial or full mobilization of civil defense reserve units to ensure adequately trained and equipped forces of civil defense personnel.

13. Authorizes the Governor to delegate to state or local directors of civil defense any administrative authority vested in him by this chapter, and to provide for the sub delegation of any such authority, except that any plans for dealing with an energy emergency shall be prepared by the Energy Division of the Department of Economic and Community Development.
14. Authorizes the Governor to cooperate with the President and heads of the armed forces, the Federal Emergency Management Agency (or its successors), and other appropriate federal officers and agencies, and with the officers and agencies of other states in matters pertaining to civil defense of the state or nation.
15. Authorizes the creation and establishment of mobile reserve units by the Governor as may be necessary to support civil defense organizations of the state.
16. Makes an employee of the state, by virtue of his employment, subject to assignment to a mobile reserve unit on a permanent or temporary basis to meet the particular need of any given emergency.
17. The Governor may declare that a state of emergency exists as a result of actual enemy attack against the United States, or an impending emergency, disaster, energy emergency, sabotage, riot, mob violence or other hostile actions, and thereafter the Governor shall have and may exercise for such period as the state of emergency continues emergency powers granted by state law, except that seizure, taking, condemnation, or allocation of energy resources must be in accordance with plans prepared by the Energy Division of the Department of Economic and Community Development.
18. Requires every civil defense organization established under this chapter, and the officers and personnel thereof, to execute and enforce the orders, rules, and regulations made by the Governor.
19. Provides criminal sanctions for any individual or entity violating rules or regulations promulgated by the Governor during a state of emergency, organization for civil defense, in accordance with the state plan. Each organization shall be headed by a director who is appointed by the chief executive or governing body of the political subdivision and who shall have direct responsibility for the overall management of the local program.
21. Provides that each political subdivision, confronted with disasters as described herein shall have emergency powers to enter into contracts and incur obligations necessary to combat such disasters without regard to time consuming procedures and formalities as prescribed by law (excepting mandatory constitutional requirements). Each political subdivision shall have the same duties, powers, and functions as those vested in the Governor, within its jurisdiction.
22. Enables local civil defense directors to enter into reciprocal mutual aid agreements with public and private entities of the state of Tennessee and surrounding states.
23. Authorizes local appropriations for civil defense expenses.
24. Directs that the Governor, local directors, and the chief executive officers/governing bodies of the political subdivisions use the services, equipment, facilities, and personnel of existing departments, offices, and agencies of the state and political subdivision to the maximum extent practicable, and directs the officers of such organizations to extend maximum cooperation to the Governor or local directors throughout the state upon request.
25. Enables the acceptance from the federal government, through the state or otherwise, of supplies, equipment, personnel, financial assistance, etc. by the Governor or political subdivision.
26. Directs that all persons, compensated or otherwise, connected with the civil defense program take and subscribe to an oath of loyalty.
27. Ensures the right of any person to receive benefits to which he would otherwise be entitled under this chapter, or under the Workmen's Compensation Law, or under any pension law, or the right of any such person to receive any benefits or compensation under any act of Congress shall not be affected.
28. Makes illegal the use of any civil defense organization for political purposes.
29. Ensures immunity from liability while engaged in civil defense activities for the agencies and persons working for/with those agencies.

30. Protects any person owning or controlling real estate or other premises, who voluntarily and without compensation grants a license or privilege or otherwise permits the use of such real estate for civil defense purposes shall not be liable for any personal injury or other damage occurring upon such real estate, precluding that created by willful misconduct. No person, agency, partnership, or corporation operating under the direction of the Governor or the head of emergency government services in any county, town, or city shall be liable for the death of or injury to any person or any damage to any property caused by his or her actions, except where it is judged that the person acted intentionally or with gross negligence.
31. Authorizes multiple county organizations for civil defense and provides for such organizations to have identical functions, powers, duties, and responsibilities as those formed as single-county entities.
32. Authorizes the state to make grants to local organizations for civil defense purposes and sets forth standards for those grants.
33. Authorizes and establishes the Tennessee Severe Weather Information System, a statewide severe weather radio network (augmented by EAS/Weather Alert radio).

APPENDIX 6 TO THE BASIC PLAN
COUNTY RESOLUTION
(On File with Sevier County Clerk/)

APPENDIX 7 TO THE BASIC PLAN
SUMMARY OF MUTUAL AID AGREEMENTS IN SEVIER COUNTY
(Copies Maintained by the County Clerk)

1. Fire Department Mutual Aid Agreements between Sevier County Volunteer Fire Departments and between City Fire Departments.
2. Standard Law Enforcement Agreement between all County and City Law Enforcement Agencies and with State Law Enforcement Agencies.
3. Mutual Aid agreement between the Emergency Medical Service along with State Mutual Aid.

EMERGENCY SUPPORT FUNCTIONS

CONCEPT OF OPERATIONS

THE EMERGENCY SUPPORT FUNCTION (ESF) CONCEPT

Emergency Support Functional Annex Structure

The Emergency Support Annex structure unites elements of various agencies and focuses their efforts on a specific problem area. The following conventions apply to the ESF annexes that follow.

I. Lead Agency:

Each ESF function (or subfunction) has a designated lead agency. This agency manages the development of capabilities that apply to that ESF. After activation, the lead agency carries out direction and control within the group, if it is the jurisdictional department. If that agency is not the jurisdictional department, the lead agency's ESC serves as a lead planner to the EMA Director for the activities of the ESF.

II. Support Agencies:

Each ESF also has one or more support agencies within local or state governments (or private industry). These agencies are tasked to provide resource or logistical support to the ESF. Each agency functions normally, when the ESF group is not activated.

III. Introduction

A. Purpose

Each ESF is given a purpose statement that reflects the primary reason the ESF group exists.

B. Scope

The scope of each ESF shows the range of activities that the ESF group may be tasked with.

IV. Policies

These are broad statements describing policies of the local emergency response organizations with respect to the functions and responsibilities assigned to a particular ESF.

V. Situation and Assumptions

A. Situation

The situation statement explains why the ESF group exists, what functions are assigned to the group, and under what circumstances that particular ESF may be called to action.

B. Planning Assumptions

These form the basis for planning used in the development of the respective ESF.

VI. Concept of Operations

A. General

This section describes, generally, what may occur and how the ESF is expected to react to it.

B. Organization and Responsibilities

This section lists specific agencies with ESF assignments and notes their specific tasks.

VII. Mitigation and Preparedness Activities

This section identifies essential tasks that need to be performed prior to the occurrence of a disaster. These tasks include mitigation activities such as the development and institution of seismic building codes, incorporation of seismic design in road structures, etc. The preparatory tasks include the development of plans and procedures for accomplishing tasks given to the agency in the Response and Recovery section immediately following this section.

VIII. Response and Recovery Actions

This section identifies general tasks that need to be performed to save lives and reduce damage following the onset of a significant disaster. This section is not intended to be comprehensive, but most tasks critical to the rapid response of local and state emergency relief groups have been assigned to one or more agencies tasked in the particular ESF.

IX. Training

A description of the training available to a particular ESF is provided at the end of each section.

A. Appendices

Each ESF has one or more appendices attached to it. There are several types of appendices:

1. Organizational charts.
2. Documents describing specific procedures or special operational guidelines.
3. Diagrams/maps showing locations of offices, district/regional boundaries, or radio towers.
4. Flow charts detailing flow of information (either command and control, or damage reports).
5. Forms that are used by the emergency response organizations.

The ESF Concept of Operations

In most emergencies, each agency performs specialized tasks using Standard Operating Procedures (SOPs). During major disasters there is a need for greater coordination of all emergency response activities in the county. This coordination occurs in the EOC. The ESF lead agency is responsible for the coordination of each ESF as a whole. Conflicts are resolved by the Direction and Control Group.

Each agency is responsible for developing its own respective plans and SOPs for carrying out its assigned missions. The lead agency, however, is also responsible for the following:

1. Developing an ESF SOP that oversees the functions of the various organizations in that ESF.
2. Conducting pre-emergency planning to develop policies and procedures to coordinate the ESF.
3. Coordinating message flow into and out of the ESF group, providing direction and control for the ESF group, and coordinating the activities of that ESF with the activities of other ESF groups.
4. Compiling documentation relative to the ESF group's activities during the emergency.

This ESF group model allows the use of Incident Command System concepts in the EOC. An effective span of control is maintained by consolidating all agencies with emergency responsibilities into groups. Each group has an internal management structure, with the ESF Manager being responsible to the Central Direction and Control Group. Each ESF group is assigned to a branch as follows:

1. **Response Branch**

   ESF 4, Firefighting

   ESF 8, Emergency Medical Services (8.1)

   ESF 9, Search and Rescue

   ESF 10, Environmental Response

   ESF 13, Law Enforcement

2. **Human Needs Branch**

   ESF 6, Human Services

   ESF 8, Public Health and Crisis Intervention Support (8.2 & 8.3)

   ESF 11, Food

   ESF 16, Animal Care Services and Disease Management

3. **Services and Support Branch**

   ESF 1, Transportation

   ESF 3, Infrastructure

   ESF 7, Resource Management

   ESF 12, Energy

   ESF 14, Donations/Volunteers

4. **Communications Branch**

   ESF 2, Communications

5. **Information Branch**

   ESF 5, Information and Planning

6. **Recovery Branch**

ESF 15, Recovery

Each branch is consolidated in the EOC to insure coordination among the various organizations. Attachment 1 provides a graphic representation of the EOC organization for emergencies.

Most agencies have one ESC assigned to the EOC during emergencies. Each individual is assigned a place in the EOC floor plan that corresponds to the ESF in which his/her primary responsibilities lie. Tasks required of an ESC not situated in the EOC will be made known via phone or E-mail. The ESF Manager needing assistance from an ESC outside the EOC will send the person a service request and the ESC will reply with message indicating the ability/inability to complete the requested task(s).

Each branch will have a person assigned to it whose primary function will be the coordination of information between that Branch and the ESF 5 work group. This information flow goes both ways during emergency operations. This is to insure that the ESF 5 work group is able to maintain an accurate assessment of the disaster situation and is able to develop short-range and long-range planning guidance for use by the Central Direction and Control group and potentially affected ESFs.

ESF Standard Operating Procedures

Each ESF Group must develop an SOP for use during ESF activation. The main responsibility for the development of the SOP rests with the ESF lead agency. The SOPs will, at a minimum, include:

A. Procedures for notification of ESF agencies/organizations.

B. Mechanisms for communications between and among the various ESF components.

C. Procedures for establishing ESF group(s) at the EOC and other work locations.

D. Identification of emergency capabilities of agencies tasked in the ESF.

E. Descriptions of the relationships of the lead and support agencies assigned to the ESF.

F. Procedures for carrying out tasks and responsibilities assigned to the group, including:

   1. Logistics and resource requirements,
   2. Communications requirements,
   3. Requirements to develop specific agency implementing procedures (or agency SOPs),
   4. Procedures for coordinating ESF group functions/tasks with other ESFs,
   5. Procedures for tasking ESCs, not in the EOC with assignments related to the working group,
   6. The collection and dissemination of disaster information to ESF 5 and others as needed.
   7. Procedures acquiring needed facilities, and other resource support from ESF 7,

G. Procedures for relocating the ESF (or parts of) to an Alternate EOC as may be directed by EMA.

H. Procedures for the coordination of planning sessions and guidelines concerning the development of the SOP and various implementing procedures.

Each agency is responsible for developing specific SOPs for deploying that agency's resources in emergencies. Each organization will maintain control of its own personnel and assets. The Emergency Management Planning Concept described here is graphically depicted at the end of this section (Attachment 2).

Emergency Response Concept of Operations

Most day-to-day incidents are responded to by the initial dispatch of emergency resources. These are normally coordinated by an incident command post. However, when an event involves several sites, more than one political entity, or agencies from outside the county, coordination becomes more difficult. The local Emergency Operations Center becomes the focal point for the coordination of such events.

The local governmental agency body best qualified to lead the response will be in command of the response effort. The agency's chief officer on the scene becomes the incident commander. Once the event reaches the level where EOC activation becomes necessary, the management of the overall event becomes the responsibility of the chief elected official, the emergency management director and the local EOC in the jurisdiction where the event is taking place. The EOC coordinates the response among multiple sites, multiple response agencies, and agencies of the state and federal government that arrive to assist the local effort. This may require the call-up of reserve units, mutual aid resources, or resources from nearby communities.

If the event exceeds the capabilities of the city and county emergency response forces, including any mutual aid assistance, the local emergency management director may ask the state for assistance. This is done through the Tennessee Emergency Management Agency (TEMA). If the situation exceeds the ability of state and local resources to deal with it effectively, the state may request federal assistance.

ESF Descriptions

Each ESF section may be used as a stand-alone annex. Most often, however, the ESFs are used with one or more additional ESFs to facilitate the county's emergency response. Each ESF has a unique function. ESFs may be composed of one or more subfunctional groups, each having a specific subset of ESF activities that may be needed. A description of each ESF and its components follows.

A. ESF 1 - Transportation

Transportation Networking

This group insures all roads and into and out of an affected area remain open, and that the traffic allowed into those areas is coordinated so that needed emergency assistance can reach damaged areas. Traffic is coordinated with ESF 13. Each department issues its own vehicles.

B. ESF 2 - Communications

The local communications and warning functions are consolidated under the heading of Communications, primarily because they are necessarily interrelated.

1. Communications Systems

   The Communications Systems subfunction is responsible for the development, maintenance, restoration, and use of local communications nets during emergencies. This includes radio systems owned and operated by the county EMA, law enforcement agencies, fire departments, EMS units, rescue squads, other local agencies, and amateur radio networks. This subfunction also coordinates restoration of phone links between the EOC and other critical facilities.

2. Warning

   The warning subfunction issues warning information about impending hazards. It controls the maintenance of warning networks which might be used by the county (i.e., the conceptual networks, the actual networks themselves [e.g., radio equipment, etc.] are maintained by the Communications Systems subfunction). This includes the EAS, NOAA Weather Radio system, cable override systems, siren warning systems, and other systems in place in the county.

C ESF 3 - Infrastructure

1. Building Inspection and Condemnation

   This subfunction is responsible for the inspection of buildings and structures following a disaster and, if necessary, condemning them and insuring their destruction in a timely manner.

2. Route Clearance and Bridge Inspection

   This subfunction is responsible to ensuring local roads and bridges remain usable after a disaster. This includes the physical removal of debris on roadways, railroads, airstrips, etc., critical for emergency vehicle passage. This subfunction also ensures that local bridges are inspected to verify their safety and weight limits.

3. Debris Removal

This subfunction handles the generation, accumulation, and disposal of debris after a disaster.

4. Water and Wastewater Systems

This subfunction is responsible to restore potable water and wastewater treatment systems.

D. ESF 4 - Firefighting

The detection and suppression of fires is the primary function of this group.

E. ESF 5 - Information and Planning

1. Disaster Information

This subfunction collects disaster information. This includes the scope (extent) of the disaster, status of various systems (i.e., communications, transportation, utility, etc.), monitoring resources, and other information. Disaster Information develops reports concerning the disaster, provides visual displays for the EOC during operations, prepares SITREPS, develops short-range and long-range planning guidance, and accesses technical expertise to assist with evaluating the actual or potential effects of an event upon county population and infrastructure.

2. Public Information

This group provides information (both general and emergency instructions to the public) concerning an actual or impending disaster. The coordination of Joint Information Center (JIC) activities, EAS activation, and the distribution of emergency preparedness instructions are also addressed here.

3. Damage Assessment

This subfunction is responsible collects information concerning damages to structures and systems as a result of a disaster, as well as the preparation of reports to be forwarded to the EMA Director for use in requesting state and federal disaster assistance.

F. ESF 6 - Human Services

1. Shelter and Mass Care Operations

This subfunction coordinates local sheltering, feeding, and caring for disaster victims.

2. Disaster Victim Services

This subfunction provides assistance to victims in locating relatives (and vice versa) through the Disaster Welfare Inquiry system, the restoration of mail delivery, and the use of amateur radio networks to deliver essential and important communications. Also, psychological health services are also addressed within this subfunction.

G. ESF 7 - Resource Support

1. Logistics

This subfunction coordinates the actual movement of resources into areas where needs exist. Included are: warehousing and tracking of resources, packaging loading and subsequent transportation of resources to affected areas, and disposal of used and/or unusable resources.

2. Resource Management

This group acquires all types of resources that may be needed following a disaster. This group makes arrangements to purchase needed resources if it is determined the local government does not have the resources itself to supply a requirement in the field. The payment of debts and other encumbrances generated in the emergency is handled by this group as well.

3. Staging Areas

To prevent a rapid and overwhelming influx of resources into affected areas, Staging Areas are employed as temporary marshaling sites for collecting and redirecting emergency resources into those areas. This group coordinates the activation and use of local staging areas and marshaling points with Incident Commanders, who control over Response Force Staging Areas.

H. ESF 8 - Health and Medical Services

1. Emergency Medical Services

This subfunction coordinates the provision of EMS assistance at the local level following a disaster, including the movement of medical resources into disaster areas. This includes the aeromedical evacuation of patients as needed from affected areas and the interface with the National Disaster Medical System. The removal of the deceased is also addressed by this ESF.

2. Public Health

This group addresses the public health ramifications associated with a particular emergency. This includes manning shelters, first aid/clinic operations, restoring public health functions, defining the epidemiology of the disaster (including the collection and maintenance of statistical data), the administration of vaccinations and immunizations, the determination of potential health effects associated with debris accumulation, pollution, hazmat releases, etc.

3. Crisis Intervention Support (CIS)

This unit coordinates the provision of CIS to emergency workers who have worked in the tense environment of a major disaster. This includes state and local personnel.

I. ESF 9 - Search and Rescue

This group coordinates local search and rescue operations. This includes urban search and rescue problems caused by earthquakes or building collapse, the search for persons who are lost in woods or other environments, the search for downed aircraft, and the extrication of accident victims. This group also provides the interface with the federal Urban Search and Rescue Teams.

J. ESF 10 - Environmental Response

1. Hazardous Materials

This subfunction coordinates technical response to non-radioactive hazardous materials incidents and works closely with ESFs 1, 3, 8, 13 and 15.

2. Radiological Materials

This group coordinates the technical response to actual or impending releases of radiological materials, either as a result of an accident at a nuclear power plant (i.e., the off-site problems) or processing facility, or through an accident in some mode of transportation.

K. ESF 11 - Food

This group is responsible for securing food needed for the feeding of victims and emergency workers in affected areas. Additionally, this group is also responsible for assessment and protective actions taken to reduce potential harmful effects upon the local food supply as the result of a disaster.

L. ESF 12 - Energy

This subfunction is concerned with the restoration of the utility (electrical and gas) infrastructure following a disaster, as well as the provision of temporary emergency power capabilities to critical facilities until such time as a permanent restoration is accomplished.

M. ESF 13 - Law Enforcement

1. Traffic Control

   This subfunction works closely with the ESF 1 group to affect the orderly flow of traffic into, out of, and around areas affected by a disaster.

2. Security/Crime Control

   This subfunction addresses the provision of security in disaster areas, as well as the actual policing functions normally associated with law enforcement activities, including riot control, explosive ordinance removal, counterterrorism, etc.

3. Institutions/Jails

   This group coordinates prisoner recapture, the use of prisons and facilities following disasters, and the moving of prisoners from damaged facilities to undamaged ones.

4. Evacuation/Movement

   This group is responsible for coordinating evacuation efforts at the local level.

N. ESF 14 - Donations/Volunteers

1. Donations

   This group manages the influx of donated goods into the county following a disaster and provides the interface with the state/federal National Donations Management System.

2. Volunteers

   This group coordinates the use of persons and organizations who volunteer their services following a disaster. This includes medical and other emergency response personnel, public works crews, private charitable groups, etc.

O. ESF 15 - Recovery

1. Assistance Programs

   This subfunction is the mechanism through which state and local government provides disaster relief assistance to victims in the affected area(s), including the Individual and Family Grant program, the Small Business Administration's loan programs, the administration of unemployment compensation, and various other disaster relief programs available for both Presidentially-declared and non-Presidentially declared disasters.

2. Recovery and Reconstruction

   This subfunction addresses the long-term economic impact of disasters upon local communities and assists the communities in developing plans for reconstruction. Grant and low-interest loan programs are identified and targeted for application by the community. Significant attention is given to the mitigation of future potential hazards when developing local recovery plans.

P. ESF 16 – Animal Care

1. Animals Care and Housing Services

   This Subfunction establishes procedures to coordinate local government agencies, volunteer organizations, allied animal interest groups, and veterinary medical personnel to provide all animals affected by a man-made or natural disaster with emergency medical care, temporary confinement, housing, food and water, identification and tracking for return to owner and ultimate disposal of dead and unclaimed animals as necessary.

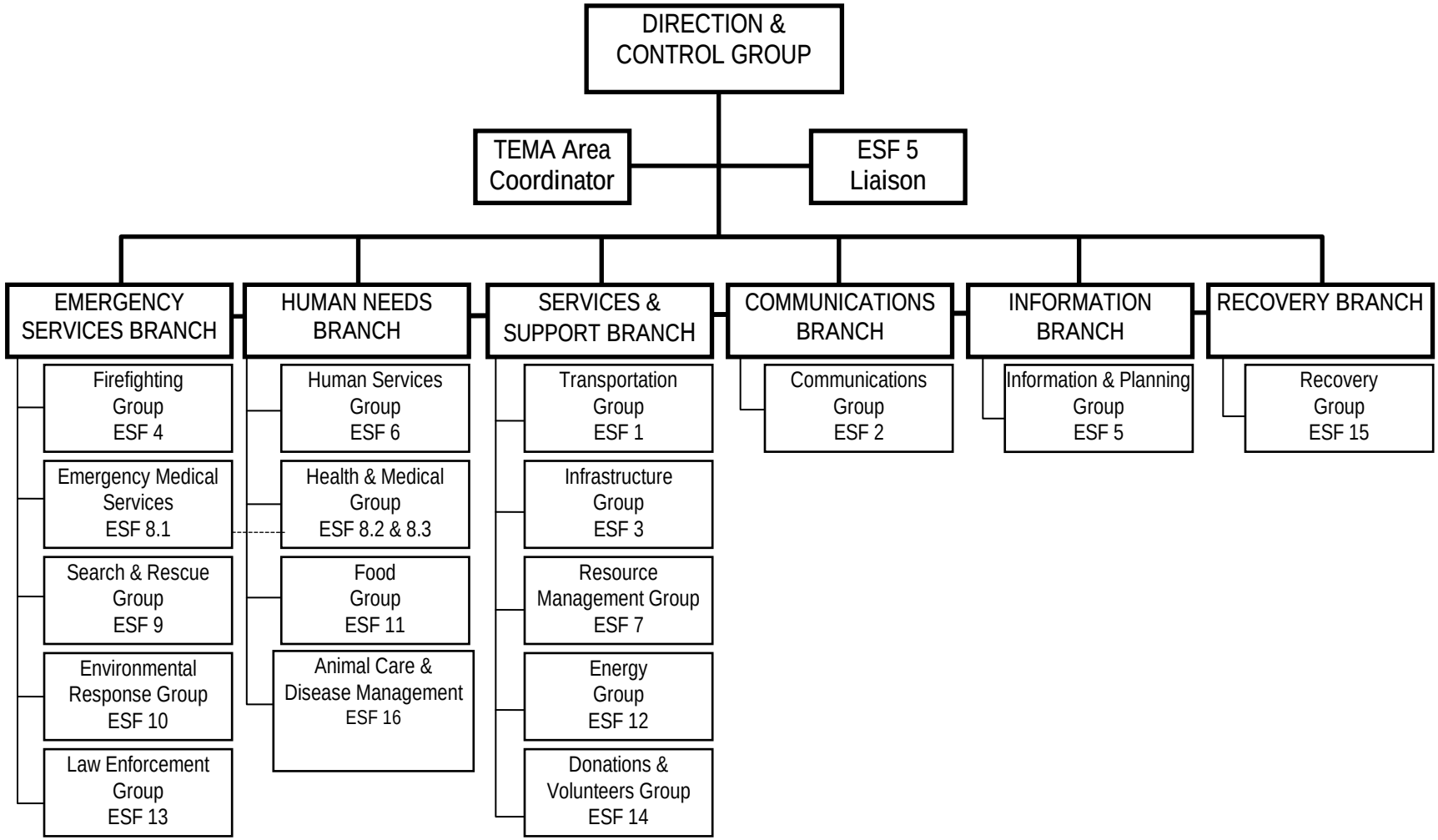
2. Animal Disease Management

   This Subfunction will ensure adequate planning, collaboration, and coordination between the States animal health related agencies, agriculture industries, and other related agencies and

parties including universities, other government officials and private veterinarians regarding emergency disease situations in livestock.

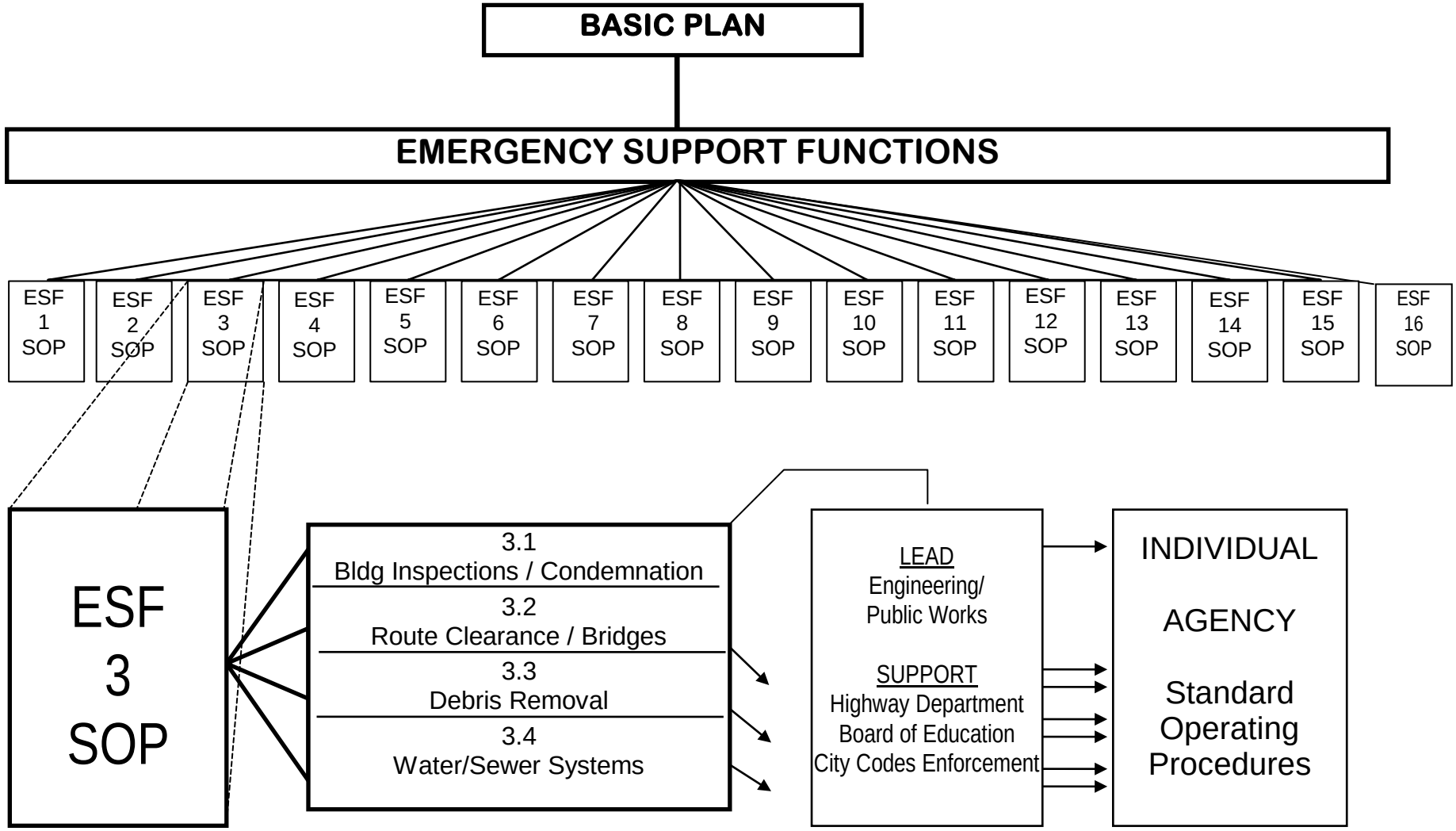
ATTACHMENT 1

EMERGENCY OPERATIONS CENTER ORGANIZATIONAL CHART



ATTACHMENT 2

LOCAL EMERGENCY MANAGEMENT PLANNING CONCEPT



E S F 1

TRANSPORTATION

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EMERGENCY SUPPORT FUNCTION 1
TRANSPORTATION
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EMERGENCY SUPPORT FUNCTION 1
TRANSPORTATION
TRANSPORTATION NETWORKING

I. Lead Agency:

Sevier County Highway Department

II. Support Agencies:

City Street/Public Works Departments
Sevier County Sheriff's Office
City Police Departments
Sevier County Schools Transportation Director
Sevier County Chamber of Commerce

III. Introduction

A. *Purpose*

The purpose of this Emergency Support Function (ESF) is to coordinate local transportation in support of emergency responders. In major emergencies, large quantities of personnel, equipment, and supplies will be moving into the affected areas, and it is the responsibility of ESF 1 to coordinate this movement. Vehicle allocation is done by each department.

B. *Scope*

The "networking" of local transportation includes:

1. ESF organizations ensure that major and alternate roads are open and can be used by response organizations.
2. Each agency in this ESF verifies that traffic control devices are in place and understood by both emergency workers on the scene and civilian drivers and pedestrians. Unauthorized civilian traffic is diverted from the area. Persons directly affected are moved out of damaged and unsafe areas. This includes coordinating activities with ESF 13 (Law Enforcement) to provide manned roadblocks and other posts.
3. Road conditions must be verified to allow for the movement of vehicles authorized to use that route.
4. Restrictions concerning weight, height, and width of vehicles, as well as provisions concerning the hauling of hazardous materials, explosives, and other sensitive materials needed in or removal from affected areas will be reviewed and may be temporarily waived.
5. The use of vehicles carrying personnel and/or equipment will be coordinated to maximize efficiency (i.e., vehicles are fully loaded to prevent duplication of effort or unnecessary trips).
6. Shortages of specialized transportation equipment will be identified and this equipment will be requested from private industry or the state.

IV. Policies

A. An important task, after a disaster, is the identification of routes that are available for incoming resources to use. Accomplishing this requires that the status and availability of roads and bridges be obtained quickly and in as much detail as possible. Information about major accidents or other incidents that could hinder emergency traffic must be known as they occur.

B. Local resources should be fully used before state assistance is requested. County Highway and City Street/Public Works Dept. officials are responsible for determining the condition of locally maintained roads and infrastructure. Tennessee DOT crews are responsible for ascertaining the condition of state highways and state maintained roads and infrastructure. Local crews must provide information to the County Road Department ESC about the condition of routes within the county during emergencies. The County Road Dept. ESC will notify TDOT of the county road/bridge situation.

C. Relaxation of certain restrictions concerning maximum permissible height or weight of trucks may be needed to allow rescue and relief equipment into damaged areas.

D. In an emergency, where large numbers of personnel and/or amounts of equipment are moving into an affected area, traffic must be coordinated to ensure an orderly flow.

E. Unauthorized, non-emergency personnel or materiel must be prevented from entering the area.

V. Situations and Assumptions

A. *Situation*

1. Disaster may damage the transportation infrastructure of one or more communities in the county. This may require the rerouting of traffic. City and County personnel will be needed to operate roadblocks and provide barricade materials, traffic routing signs and other devices.
2. Curious onlookers will attempt to gain access to affected areas to see what has happened.
3. Disaster victims made homeless or finding themselves in trying circumstances will leave the affected area either temporarily or permanently. This outflow reduces the victim load in the county, should be allowed, and must be coordinated with other traffic needs.
4. Local resources, supplies, and equipment coming in from undamaged areas will need information concerning the status of transportation routes and the availability of alternate routes.
5. Agencies at the state level and from unaffected counties will provide resources that require transportation to enter into affected area(s).

B. *Planning Assumptions*

1. The transportation infrastructure will sustain some type of damage during emergencies.
2. Transportation requirements for critical rescue and recovery resources will require coordination to prevent gridlock.
3. Information concerning the viability of major transportation routes can be obtained shortly after the onset of an emergency.
4. There will be traffic attempting to enter and leave the affected area(s).
5. The ESCs at the EOC will coordinate all transportation requirements through ESF 1.

VI. Concept of Operations

A. *General*

1. ESF 1 will coordinate all traffic movement into and out of the affected area(s) in a major emergency. Jurisdictional Law Enforcement will direct traffic in lesser emergencies.
2. ESF 1 will receive reports about the extent of damage to the transportation infrastructure from local officials, state officials, and other reliable sources. ESF 1 will provide information concerning the status of roads and bridges to ESF 5 and other ESFs as necessary.

3. ESF 1 will maintain a listing or status board showing the status of major county transportation routes. Statistics will be kept showing the amount and types of traffic moving into the area(s) so that any possibility of vehicular overload may be prevented.

B. ***Organization and Responsibilities***

1. Sevier County Road Department/City Street/Public Works Departments

   a. Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability. (County Road Dept.)

   b. Manage the ESF 1 functions in the EOC.

   c. Coordinate the activities of the Road Dept. with the agencies that support ESF 1.

   d. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

   e. Maintain SOPs for internal notification and recall of personnel.

   f. Maintain vehicle fleet and equipment for use in erecting traffic control devices, barricades, signage, etc.

2. Sevier County Sheriff's Office, City Police Departments

   a. Provide an individual to act as the ESC in the EOC, as well as an alternate to insure 24-hour availability (County Sheriff Department).

   b. Direct ESF 13 (Law Enforcement) and coordinate traffic routing w/ the ESF 1 Manager.

   c. Provide personnel for use in traffic control operations.

   d. Provide personnel for use in maintaining security during transportation of critical personnel/supplies when necessary.

   e. Provide routing information to commercial vehicles.

3. Sevier County Schools Transportation Director

   a. Ensure that all schools and school bus operators are aware of any roads that are not safely useable by school buses.

   b. Receive any information from operators about changes in road conditions and immediately pass that information on the ESF 1 manager.

4. Sevier County Chamber of Commerce

   a. Obtain information concerning the road conditions in the county and its cities and the possible effects on commuters and tourists passing through the county.

   b. Work with the County Mayor to inform the public on the road conditions and the availability of hotel and motel accommodations for emergency workers and for the traveling public.

VII. Mitigation and Preparedness Activities

A. Sevier County Road Department/City Street/Public Works Departments

1. Develop and maintain resource lists (personnel, vehicles, and equipment) for emergencies.

2. Develop a method of tracking and indicating which routes are available for use by resources moving into affected area(s).

3. Provide maps of transportation routes to the Emergency Management Agency.

4. Develop methods/procedures for allocating viable roadways to incoming resources, outflow traffic, and diversion of tourist traffic.

5. Develop means for issuing traffic routing information to drivers passing through the county.
6. Develop policies and procedures for requesting assistance from the Tennessee Department of Transportation (TDOT).
7. Develop procedures to coordinate with Sevier County Schools Transportation Director to ensure that bus operators are provided with the most current assessment of road conditions.

B. Sevier County Sheriff's Department, City Police Departments

1. Develop procedures for notifying and deploying personnel to operate critical roadblocks.
2. Develop procedures for providing confirmed information on the status of major transportation routes throughout the county following a disaster.

C. Sevier County Schools Transportation Director

1. Develop procedures to communicate road conditions and closures from ESF 1 to school bus operators.

D. Sevier County Chamber of Commerce

1. Develop contact lists of departments concerned with lodging information and providers of lodging.

VIII. Response and Recovery Actions

A. *All Tasked Agencies*

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA Director, and begin response/recovery activities.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.

B. *Sevier County Highway Department/City Street/Public Works Departments*

1. Begin collection of damage information and forward to ESF 5.
2. Receive information from local officials, field units, damage assessment teams, and others concerning the status of transportation infrastructure in the affected area(s).
3. Plot the results of damage assessment activities on status map showing:
    a. Routes that are open unconditionally.
    b. Routes that are damaged but passable to some extent.
    c. Routes that are closed.
    d. Routes that are still uninspected.
    e. Bridges that are open without restriction.
    f. Bridges that are open with restrictions.
    g. Bridges that are closed until replaced.
    h. Bridges that have yet to be inspected.
    i. Bridges that have been visually inspected but require engineering tests to make further determinations.
4. Route information concerning blockages and other debris removal needs to ESF 3 for action.

5. Provide routing information to all other ESFs.
6. Establish roadblocks/barricades at points where traffic needs to be diverted. Coordinate requirements for roadblocks with ESF 13.
7. Make recommendations concerning the movement of school buses and critical resources over various routes.
8. Implement procedures to waive weight, height, and load requirements for vehicles transporting critical items into affected areas.
9. Respond to requests for assistance from other ESFs during emergency operations.
10. Erect advisory signs along major routes in unaffected areas of county to warn commuters of closed roadways and diverted traffic.
11. Provide information to TDOT concerning rerouting of traffic around affected areas.
12. Coordinate resource requirements with the state ESF 1 when necessary.
13. Coordinate transportation logistics requirements with ESF 7.
14. Identify problems associated with state routes and forward information to appropriate TDOT officials. Submit requests for assistance with local problems to appropriate TDOT officials.
15. Implement tracking of transportation resources along designated routes. When capacity exceeds limits or traffic jams, devise alternative route.

C. ***Sevier County Sheriff's Department, City Police Departments***

1. Provide information concerning road conditions to ESF 1 Manager.
2. Man roadblocks and other traffic enforcement activities as requested by ESF 1 Manager.
3. Provide security for critical roadways and transportation resources.
4. Request assistance from ESF 13 support agencies to do tasks assigned by ESF 1 Manager.

D. ***Sevier County Schools Transportation Director***

1. Provide information concerning road conditions to bus operators.
2. Provide information from bus operators about newly found damaged or deteriorating road conditions to the ESF 1 manager.
3. Provide information about school bus route changes or route cancellations to educators, administrators, and parents using established Sevier School District procedures.

E. ***Chamber of Commerce in Sevier County***

1. Provide information about road conditions to travelers.
2. Provide a status of available motel and hotel rooms for travelers and emergency workers to the EMA director.

IX. Training

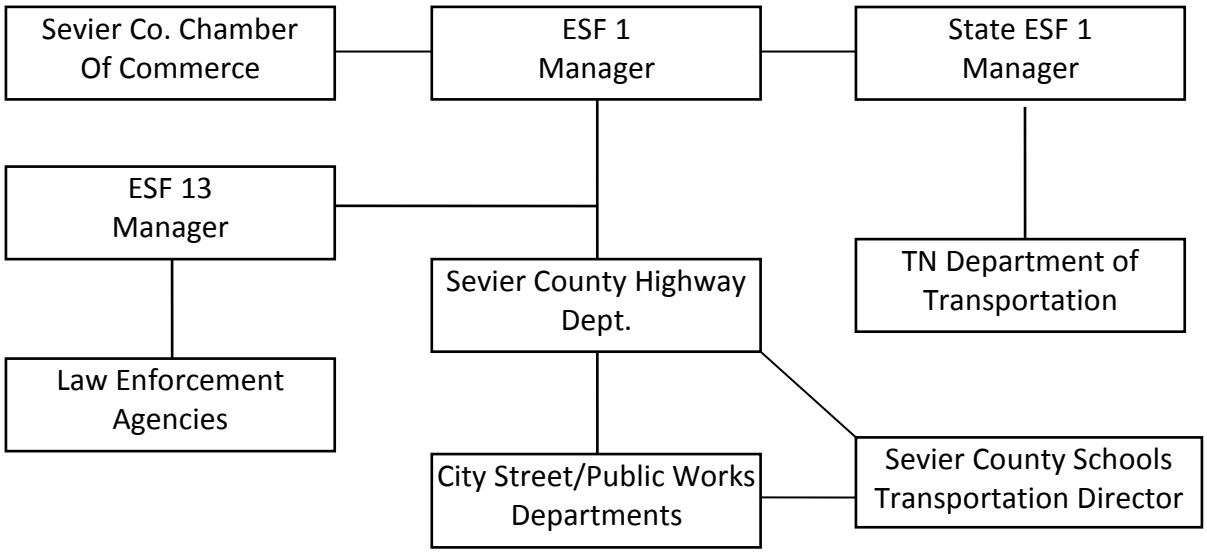
A. All training connected with ESF 1 activities is provided in-house by respective agencies. There is no interagency training available for this particular ESF.

EMERGENCY SUPPORT FUNCTION 1
APPENDICES

Appendix 1 Transportation Organizational Chart

Appendix 2 Highway Department/Street/Public Works Department Offices

APPENDIX 1 TO ESF 1
TRANSPORTATION ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 1

COUNTY HIGHWAY DEPARTMENT/CITY STREET/ PUBLIC WORKS DEPARTMENT FACILITIES

1. Sevier County Highway Department, 139 County Garage Rd., Sevierville, TN 37876
2. City of Sevierville Street Department, 310 Robert Henderson Rd., Sevierville, TN 37862
3. City of Pigeon Forge Street Department, 2424 McGill St., Pigeon Forge, TN 37862
4. Town of Pittman Center Public Works Department, 2839 Webb Creek Rd., Gatlinburg, TN 37738
5. Gatlinburg Public Works/Street Department, 1230 East Parkway Gatlinburg, TN 37738

E S F 2

COMMUNICATIONS

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COMMUNICATIONS
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EMERGENCY SUPPORT FUNCTION 2
COMMUNICATIONS
COMMUNICATIONS SYSTEMS

I. Lead Agency: Sevier County Central Dispatch and
Emergency Communications District (911)

II. Support Agencies: Sevier County Emergency Management Agency
Sevier County Fire Departments/City Fire Departments
City Police Departments
Sevier County Emergency Medical Service
Sevier County Highway Department
City Street/Public Works Departments
Sevier County Schools Superintendent

III. Introduction

A. Purpose

1. The purpose of this annex is to provide radio, telecommunications, and data systems support to emergency response organizations during emergency operations.

B. Scope

1. This ESF coordinates actions taken to ensure the provision of radio, telecommunications, and data systems to local emergency response organizations.
2. Additionally, this ESF coordinates the restoration of communications capabilities and infrastructure after damage to support recovery operations.

IV. Policies

A. Local governments will use existing radio and telecommunications systems for routine operations and, to the extent possible, for emergency operations.

B. Local emergency management may use TEMA's TEMAC system for routine or emergency communications with the SEOC and the REOCs.

C. Locally owned or leased communications systems will be used for routine and emergency communications. These frequencies are coordinated by ESF 2 for assignment and use.

V. Situation and Assumptions

A. Situation

1. Communication is an absolute necessity during emergency situations, and this need expands in proportion to the extent of the emergency.
2. Present communications systems are, for the most part, adequate for smaller emergencies. Countywide emergencies, however, may tax current systems beyond their capabilities or may render them inoperable.
3. Major disasters will damage, to some extent, communications infrastructure. This may cause the surviving portions of the system to become overloaded.

B. Planning Assumptions

1. Some portion of the commercial communications system will be damaged in a disaster. This damage will degrade the county's' ability to contact emergency resources both in the local area and outside of the county.
2. Local agencies can effectively conduct routine operations with existing systems.
3. The state will make its communications resources available to local agencies if needed.
4. Commercial telecommunications providers will ensure damage from disaster is minimized.
5. Damage to communications systems will interfere with the flow of disaster information.
6. Commercial telecommunications providers will deploy mobile equipment and personnel to restore emergency telecommunications capabilities.
7. Key individuals may remain unaware of the extent of the emergency situation due to the degradation of commercial media sources or local telecommunications systems.
8. The ability to restore communications will determine, to a large extent, what types of emergency operations can take place in the affected areas.
9. Commercial communications equipment and systems providers will make equipment available to allow local emergency responders to adequately handle most situations.

VI. Concept of Operations

A. General

1. Communications systems are already in place across the county. These range from the public switched telephone networks used by the public, to dedicated radio networks developed for use by local emergency response agencies.
2. The ESF 2 group will coordinate the post disaster restoration of communications systems.
3. The restoration of radio systems will be coordinated through ESF 2. Restoration of phone service will be done by telecommunications providers, in the following priorities:
    a. Emergency numbers to local police, fire, and EMS providers,
    b. Local EOC to State EOCs and other field sites
    c. Numbers for local government and essential facilities
    d. Other numbers
4. Each agency operating a communications system is responsible for the security of their system(s). ESF 2 will assist response agencies with this responsibility when activated.

B. Organization and Responsibilities

1. <u>Sevier County Central Dispatch / Emergency Communications District (911)</u>
    a. Operate the county emergency radio networks.
    b. Manage the ESF 2 Group during emergencies.
    c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. <u>Sevier County Emergency Management Agency</u>
    a. Coordinate the development of radio and telecommunications systems in the county.
    b. Develop and implement redundant emergency communications capabilities between and among the EOC and other critical information sources (i.e., TEMA, other counties).

3. All Emergency Response Depts./Highway/Street/Public Works Departments

   a. Develop and maintain radio communications systems for departmental use.

   b. Make communications systems available to ESF 2 in emergencies.

   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

4. Sevier County Emergency Communications District (911)

   a. Develop, implement, and maintain jurisdictional 911 capabilities.

   b. Complete the requirements in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

5. Sevier County Schools Superintendent

   a. Develop means to communicate warnings/emergency instructions to bus drivers.

   b. Make communications systems available to ESF 2 in an emergency.

VII. Mitigation and Preparedness Activities

A. Sevier County Central Dispatch / Emergency Communications District (911)

1. Conduct exercises and tests of county emergency communications systems.
2. Maintain spare parts inventory or contract for repair services for use when components fail.

B. Sevier County Emergency Management Agency

1. Assist local agencies in the development of improved communications capabilities.
2. Coordinate the development of emergency radio, telecommunications, and data systems.
3. Maintain liaison with private/commercial communications providers as well as equipment suppliers and sources of technical advice.
4. Develop and implement systems for secure communications between the EOC, the TEMA Regional office, and the SEOC.
5. Develop and maintain communications systems for use in the EOC during activation.
6. Maintain liaison with local telephone service provider(s) and the appropriate cellular carriers to coordinate restoration requirements following disasters that affect the county.

C. All Emergency Response Departments

1. Maintain means to repair radios or contract repair services (24 hours/day).
2. Conduct exercises and tests of radio communications capabilities.
3. Provide EMA with all frequency/radio system information.
4. Develop and maintain countywide and regional networks and mutual aid systems.
5. Provide communications frequencies to appropriate Tennessee Departments for use in coordinating mutual aid operations.
6. Install state mutual aid frequencies in field radios, as well as EMS and other local frequencies as space permits.

D. County Highway/City Street/Public Works Departments

1. Maintain means to repair radios or contract for repair services (24 hours/day).
2. Conduct exercises and tests of radio communications capabilities.

3. Provide EMA with all frequency/radio system information.
4. Develop and maintain countywide and regional networks and mutual aid systems.
5. Provide radio frequencies to appropriate State Departments to coordinate mutual aid operations.
6. Install mutual aid frequencies, TDOT, and other local frequencies as field radios permit.

E. Sevier County Emergency Communications District (911)

1. Develop and maintain jurisdictional 911 databases.
2. Provide assistance to local EMA and other agencies in developing improvements to local communications systems.
3. Provide communications to link National Weather Service office to the EMA

F. Sevier County Schools Superintendent

1. Equip buses with radios or phones.
2. Develop agreements with communications systems repair service providers.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA Director, and begin response/recovery activities.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.

B. Sevier County Central Dispatch / Emergency Communications District (911)

1. Assess impact of emergency on local emergency communications systems including radio, telephone, facsimile, and data capabilities.
2. Collect disaster information from other ESF 2 organizations and pass to ESF 5.
3. Assess impact of emergency on local emergency services communications capabilities and initiate procedures with other ESF 2 organizations to quickly correct any outages.
4. Assess impact of emergency on civilian communications capabilities and determine based on information provided by other ESF 2 organizations:
    a. Extent of damages
    b. Extent of outages and approximate length of time outages are expected to persist
    c. Any special resource needs of the ESF 2 support organizations.
5. Provide estimates to Direction and Control units and ESF 5 as to when local emergency organizations can expect to be brought back on-line.
6. Coordinate the use of all emergency communications capabilities.
7. Arrange for repairs to damaged communications equipment.
8. Use the THP Inter-city network and mutual aid frequencies to obtain information from, and disseminate information to other law enforcement agencies.

C. Sevier County Emergency Management Agency

1. Initiate communications with TEMA Regional EOC and the emergency management organizations of surrounding counties to coordinate operations.
2. Establish contact with local telephone service providers (including cellular carriers) to determine approximate outage duration. Keep informed on the restoration of local service.

D. City/County Emergency Response Departments

1. Determine impact of emergency on communications systems and initiate repair operations.
2. Relay disaster information from field units to ESCs in the EOC.
3. Allow EMA and other agencies as necessary to use communications systems, equipment, and personnel to convey emergency information.
4. Implement policies concerning use of communications systems in major emergencies.
5. Sevier County EMS will notify the Regional EMS Communications Center of status of local EMS communications systems and implement policies/procedures for assisting hospitals and other agencies whose EMS communications systems are inoperable.

E. County Highway/City Street/ Public Works Departments

1. Determine impact of emergency on communications systems and initiate repair operations.
2. Relay disaster information from field units to ESCs in the EOC.
3. Allow EMA and other agencies as necessary to use communications systems, equipment, and personnel to convey emergency information.
4. Implement policies concerning use of communications systems in major emergencies.
5. Use communications systems, mutual aid frequencies to inform the Tennessee Department of Transportation to the extent of road/bridge damage on federal and state highways. Coordinate mutual aid operations as required.

F. Sevier County Emergency Communications District (911)

1. Provide technical assistance with the operation of the 911 system.
2. Maintain liaison with local phone service provider to correct any 911 system problems.

IX. Training

A. All training in this ESF is provided by each department listed. Periodic communications exercises conducted by EMA and other local agencies test communications systems.

EMERGENCY SUPPORT FUNCTION 2
COMMUNICATIONS
WARNING

I. Lead Agency: Sevier County Central Dispatch / Emergency Communications District

II. Support Agencies: Sevier County Sheriff's Office, City Police Departments
Sevier County Fire Departments, City Fire Departments
Sevier County Health Department
Tennessee Emergency Management Agency
Tennessee Highway Patrol
NOAA - National Weather Service
Sevier County Schools Superintendent

III. Introduction

A. Purpose

The purpose of this annex is to develop warning systems to give timely warnings to the public and to local government in the event of an impending or occurring emergency.

B. Scope

This annex prescribes the warning mechanisms utilized by the EMA and other local organizations to provide warnings of emergencies that may affect the county or its citizens.

IV. Policies

A. The Emergency Management Agency is responsible for managing the warning functions connected with emergencies that may affect this county. All warnings issued by any local, state, or federal agency concerning an impending emergency will be coordinated by the EMA, in conjunction with ESF 5.

B. Warnings are not issued unless directed by a federal agency (e.g., the National Weather Service, etc.), the Governor or his designated representative, or an authorized local official after having evaluated the situation and determined that a warning should be issued.

C. Local agencies having their own communications systems will relay warnings to field offices and personnel over their communications systems.

V. Situation and Assumptions

A. Situation

1. The need to warn the public and emergency agencies of impending danger may occur at any time. Adequate and timely warnings must be given to reduce loss of life and property.
2. Residents of the county are occasionally subjected to severe weather conditions, hazardous materials incidents, and other events that require the dissemination of warnings.
3. There are many facilities within the county (e.g. hazardous materials facilities) that, should an accident occur, would require the issuance of warnings to citizens in the vicinity.
4. The occurrence of fire, crimes, and other dangerous situations may require the issuance of warnings to prevent injury to potentially affected populations.

B. Planning Assumptions

1. Some warning will be available for most emergency situations although the amount of lead time will vary from hazard to hazard.

2. Procedures will be in place to deliver the warnings within the county.

VI. Concept of Operations

A. General

1. Most warnings are for severe weather such as flooding, severe thunderstorms, tornadoes, and winter storms. Hazmat incidents may also require the issuance of warnings.
2. The Emergency Management Agency is the central point in county government to receive emergency information. As a result, the EMA is the primary warning point for the county.
3. Reports of emergencies may come from local emergency response organizations, private citizens, state or federal agencies, or industry.
4. The National Weather Service is responsible for the issuance of warnings to the civilian population concerning weather-related phenomena.
5. The EMA Director is responsible to issue warnings to local emergency response agencies.
6. The Emergency Management Agency can access the Emergency Alert System for the delivery of emergency warning information.

B. Organization and Responsibilities

1. County Emergency Communications District/Sheriff / EMA
   a. Maintain a 24-hour primary warning point for the receipt of warning information.
   b. Issue warnings received over the appropriate circuits.
   c. Provide overall coordination of local warning system.
   d. Provide an alternate warning point.
   e. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. City/County Emergency Response Departments
   a. Issue warnings as required by local activities.
   b. Sevierville Police Department will serve as an alternate warning point.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
3. Sevier County Health Department
   a. Issue warnings concerning local health issues when required.
   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
4. Sevier County Schools Superintendent
   a. Ensure that school administrators and bus operators are aware of warnings for Sevier County that concern safe school operations.
5. Tennessee Emergency Management Agency
   a. Relay warnings to county 24-hour warning point(s)
6. Tennessee Highway Patrol
   a. Relay warnings over the THP Intercity radio network as required.

7. NOAA - National Weather Service

   a. Receive, evaluate, and disseminate to the EOC forecasts, and other information regarding the possibility of adverse weather.

   b. Issues warnings to the public via the broadcast media, and NOAA Weather Radio.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop procedures for warning agency offices and field units of impending emergencies.

B. County EMA/County Emergency Communications District (911)

1. Develop and maintain warning and paging systems for use during emergencies.
2. Assist local agencies and media with public education programs outlining the proper use of the warning systems and the meanings of the warnings issued through those systems.
3. Periodically test and exercise local warning systems.
4. Develop SOPs and standardized format to issue warnings over the local warning networks.
5. Assist with the development of local EAS plans. Exercise the EAS system. Coordinate EAS activities with the media. Investigate the development of other warning systems not currently in place.

C. Sevier County Sheriff's Department, City Police Departments

1. Maintain county warning point/alternate warning point and notify EMA of any malfunctions.
2. Develop SOPs for field units to report about developing emergencies to the EOC.
3. Provide essential personnel with pagers or similar notification means.
4. Develop policies/procedures to issue warnings associated with law enforcement activities.

D. Sevier County Fire Departments

1. Develop SOPs for field units to report about developing emergencies to the EOC.
2. Provide essential personnel with pagers or similar notification means.
3. Develop policies and procedures for issuing warnings associated with fire service activities.

E. Tennessee Emergency Management Agency

1. Develop SOPs to relay warnings to the county 24-hour warning point and the EOC.

F. Sevier County Schools Superintendent

1. Develop procedures and procure equipment so that school administrators and school bus operators can receive warnings.

G. Sevier County Health Department

1. Develop policies for issuing warnings of actual or potential health problems in the county.

H. NOAA - National Weather Service

1. Assist EOC to develop the capability to receive, interpret, and disseminate NWS warnings.
2. Deliver public education campaigns regarding the meaning of the various types of warnings issued by NWS in fulfillment of its mission.
3. Develop/maintain the NOAA Radio Network to deliver weather warnings to the public.
4. Assist with the development of local and regional EAS plans.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Disseminate warnings to agency offices and field units.
2. Relay information from field units concerning the emergency to the EOC.

B. Sevier County Emergency Management Agency

1. Disseminate warnings to the public and local officials through appropriate means.
2. Activate the EAS if necessary.
3. Maintain logs of warning activities.

C. City/County Emergency Response Agencies

1. Disseminate warnings over radio networks.
2. Issue warnings regarding local law enforcement/fire suppression/EMS/HAZMAT activities.

D. Sevier County Schools Superintendent

1. Ensure that all schools have received warnings issued by NWS, EMA, Emergency Response departments.
2. Coordinate with EMA and Emergency Response departments when school evacuations or shelter in place actions are needed.

E. Sevier County Health Department

1. Issue warnings concerning potential local health problems through appropriate means.

F. Tennessee Emergency Management Agency

1. Issue warnings to the county 24-hour warning point and other locations as appropriate.

G. Tennessee Highway Patrol

1. Issue warnings over the THP Intercity Radio Network as appropriate.

H. NOAA - National Weather Service

1. Disseminate warnings to EOC and other agencies as appropriate.
2. Broadcast warnings over NOAA Radio Network.
3. Activate EAS if necessary.
4. Keep EMA advised of changes in weather conditions and of warnings issued by NWS.

IX. Training

A. The EMA and each department provide training associated with warnings.

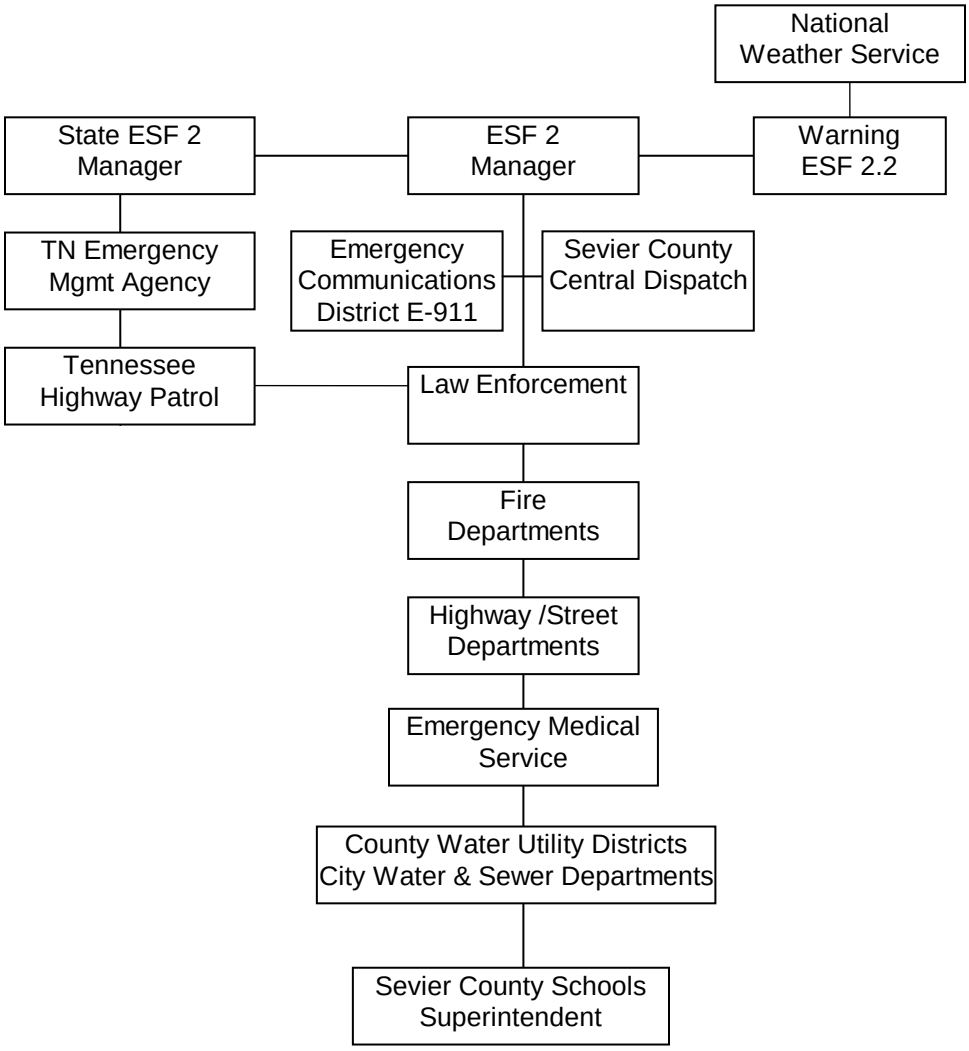
B. The National Weather Service and TEMA, as well as the local emergency management agency provide public education materials and talks concerning the watches and warnings issued by the National Weather Service. The NWS provides spotter training to RACES and Emergency Response Organizations.

EMERGENCY SUPPORT FUNCTION 2
APPENDICES

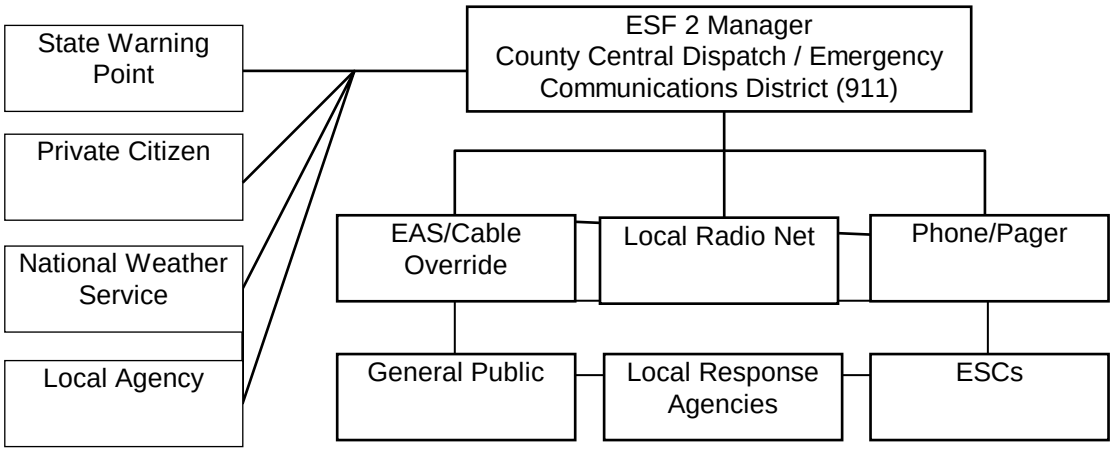
Appendix 1 Communications Systems Organizational Chart
Appendix 2 Warning Organizational Chart
Appendix 3 County Transmitter Sites/Communications Capabilities
Appendix 4 Emergency/Disaster Notification Modes
Appendix 5 Warning Siren Locations
Appendix 6 NOAA Weather Radio Network
Appendix 7 Emergency Alert System (EAS)

APPENDIX 1 TO ESF 2

COMMUNICATIONS SYSTEMS ORGANIZATIONAL CHART



APPENDIX 1 TO ESF 2
WARNING ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 2
COUNTY TRANSMITTER SITES/
LOCAL COMMUNICATIONS FREQUENCIES

Local Radio Frequencies are maintained by each department. Maps of transmitter/receiver sites and lists of these frequencies are kept in the EOC and Emergency Communications Districts (911)

APPENDIX 4 TO ESF 2
EMERGENCY/DISASTER NOTIFICATION MODES

Emergency Responder Notification

Emergency Situation	Phone	Siren	Pager	EAS	NAWAS	Radio/TV	EMA Net	Mobile PA
Winter Storm	S		P			S		
Tornado	S		P	S		S		
Flooding	S		P	S		S		
Dam Failure	S		P	S		S		
Hazardous Materials Spill	S		P			S		S
Transportation Accident	S		P			S		
Power Outage	S					S		S
Civil Disturbance	S		P			S		
Fixed Nuclear Facility Accident	S		P	S		S		
Attack	S		S	S		S		

P - Primary S - Secondary

Notification/Warning of the General Public

Emergency Situation	Phone	Siren	Pager	EAS	NAWAS	Radio/TV	EMA Net	Mobile PA
Winter Storm	S			S		P		
Tornado	S			P		P		S
Flooding	S			P		P		S
Dam Failure	S			S		P		S
Hazardous Materials Spill	S			S		P		S
Transportation Accident	S			S		P		S
Power Outage	S					P		S
Civil Disturbance	S					S		P
Fixed Nuclear Facility Accident	S			P		S		S
Attack	S			P		S		S

P - Primary S - Secondary

NOTE: The charts above should be used as a guide for the selection of notification modes; however, this should not restrict the selection of options.

APPENDIX 5 TO ESF 2
WARNING SIREN LOCATIONS

There are four sirens located in Sevier County. The sirens can be set off by radio from the Gatlinburg Fire Department's dispatch center.

1) Across from 333 Parkway, Gatlinburg, TN 37738
2) Baskins Creek By-Pass
3) Across from 354 E. Holly Ridge, Gatlinburg, TN 37738
4) 916 River Rd, Gatlinburg, TN 37738 (Water Department)

APPENDIX 6 TO ESF 2
NOAA WEATHER RADIO NETWORK

NWR Station Listing for Tennessee

Site Name	Transmitter Name	Call Sign	Frequency	Power	WFO
Vale	Vale	KHA46	162.450	1000	Memphis, TN
Nashville	Nashville	KIG79	162.550	1000	Old Hickory, TN
Lobelville	Lobelville	KWN52	162.525	1000	Old Hickory, TN
Centerville	Hickman County	KWN53	162.450	300	Old Hickory, TN
Winchester	Winchester	WNG554	162.525	1000	Huntsville, AL
Spencer	Hollow Rock	WNG629	162.450	1000	Old Hickory, TN
Lafayette	Pleasant Shade	WNG631	162.525	1000	Old Hickory, TN
La Follette	Cross Mountain/Briceville	WNG732	162.450	300	Morristown, TN
Lawrenceburg	Flanigan Hill	WWF84	162.425	1000	Old Hickory, TN
Dyersburg	Dyersburg	WWH30	162.500	1000	Memphis, TN
Clarksville	Clarksville	WWH37	162.500	300	Old Hickory, TN
Knoxville	Sharps Ridge	WXK46	162.475	1000	Morristown, TN
Bristol	Holston Mtn.	WXK47	162.550	1000	Morristown, TN
Chattanooga	Signal Mtn.	WXK48	162.550	1000	Morristown, TN
Memphis	Memphis	WXK49	162.475	1000	Memphis, TN
Jackson	Jackson	WXK60	162.550	1000	Memphis, TN
Cookeville	Monterey	WXK61	162.400	1000	Old Hickory, TN
Waverly	McEwen	WXK62	162.400	1000	Old Hickory, TN
Shelbyville	Beech Grove	WXK63	162.475	1000	Old Hickory, TN
Hickman	Hickman	WXN74	162.500	1000	Old Hickory, TN
Clifton	Cypress Inn (AG)	WZ2506	162.500	1000	Old Hickory, TN

Number of Stations in Tennessee = 21

Source: NOAA's, National Weather Service, www.nws.noaa.gov/nwr/stations.php?State=TN

APPENDIX 7 TO ESF 2
EMERGENCY ALERT SYSTEM

The main EAS Radio Station for Sevier County is WIVK FM 107.7 in Knoxville. A list of contacts and phone numbers is maintained in County EOC and 911. These warnings are issued by the National Weather Service, Weather Forecast Office, Morristown TN.

E S F 3

INFRASTRUCTURE

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INFRASTRUCTURE
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EMERGENCY SUPPORT FUNCTION 3
INFRASTRUCTURE: SUBFUNCTION 1
BUILDING INSPECTION AND CONDEMNATION

I. Lead Agency: Highway Dept. / County Building Official / City Building Inspector / Codes Enforcement

II. Support Agencies: Sevier County Schools Superintendent
City Street/Public Works Departments
Sevier County Assessor of Property
Sevier County Emergency Management Agency
Fire Safety Inspectors

III. Introduction

A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide public works and engineering support to perform inspections of buildings damaged during disasters.

B. Scope

1. ESF 3 support includes technical evaluation, engineering services, construction management and inspection, emergency contracting, and property assessment assistance.
2. The restoration of electric and gas utilities is provided by utilities (ESF 12 Energy) in this plan.
3. Activities within this subsection of ESF 3 include:
    a. The performance of inspections of buildings and structures damaged by a disaster.
    b. Emergency demolition or stabilization of damaged structures and facilities.
    c. Technical assistance with regard to inspections of damaged buildings.
    d. Development of guidelines for establishing the structural integrity of buildings and the training of local officials to perform inspections.

IV. Policies

The inspection, condemnation, and demolition of buildings damaged by a disaster are essential to prevent persons from being injured as a result of entering damaged facilities that subsequently fail.

V. Situation and Assumptions

A. Situation

1. Disasters cause property damage. Damaged buildings must be inspected to determine if continued use can safely occur, or if limited entry may be allowed while awaiting repairs or entry prevented until the structure is stabilized or razed to ensure that no injuries or deaths occur due to further weakening and collapse of the structure.

B. Planning Assumptions

1. Sevier County has some capability to perform building inspections.
2. Personnel with established engineering and construction skills, along with construction equipment and materials, may be needed from outside the county.

3. Earthquake aftershocks and the effects of secondary hazards will dictate periodic reevaluation of inspected structures.
4. The county will fully use local building and codes inspectors before requesting assistance.

VI. Concept of Operations

A. General

1. After a disaster, building inspectors and Code Enforcement/Highway Department/Public Works personnel will inspect damaged structures to determine their condition. Assistance from outside the county may be needed to provide:
   a. Technical advice concerning damaged structures.
   b. Additional inspectors to examine special-use structures and to help complete the large number of inspections that may be needed.
   c. Assistance in applying code requirements to specific structures.
2. All requests for assistance with inspection functions will be routed to the ESF 3 Manager at the EOC so inspectors from surrounding jurisdictions may be requested.
3. The State Fire Marshall's Office can provide training in evaluating damaged structures.

B. Organization and Responsibilities

1. Sevier County Building Department, City Building Inspectors, Codes Enforcement
   a. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate. (County Building Dept.)
   b. Develop/implement building, occupancy, fire, and other codes within jurisdiction.
   c. Coordinate the development of a disaster inspection plan.
   d. Conduct building inspections of city and county-owned structures.
   e. Coordinate demolition operations and debris removal with the Road Department and Contract Landfill Operator.
2. Sevier County Schools Superintendent
   a. Assist with building inspections of local educational facilities.
3. Sevier County Highway Department/City Street/Public Works Departments
   a. Provide logistical support for demolition operations.
4. Sevier County Assessor of Property
   a. Provide copies records, maps, property diagrams, building drawings for use in damage assessment / inspection activities.
   b. Provide personnel to accompany inspection teams (outside of falling hazard areas).
5. Sevier County Emergency Management Agency
   a. Provide oversight of the activities of ESF 3 organizations with regard to disaster preparedness planning and requesting assistance from outside the county.

VII. Mitigation and Preparedness Activities

A. Sevier County Building Department / City Building Inspector / Codes Enforcement

1. Assist with the implementation of building, fire, and other engineering codes programs within jurisdiction.

2. Conduct regular training programs for local officials.
3. Adopt standard criteria for use in evaluating damaged buildings (e.g. safe for lawful use, limited entry, unsafe for entry).
4. Develop standardized building evaluation forms, prepare, and store them for future use.
5. Develop procedures for prioritizing inspection of facilities.
6. Develop procedures for reentry and removal of personal items from damaged structures.
7. Develop procedures for securing unsafe areas.
8. Develop guidelines and procedures for demolition of unsafe buildings.
9. Identify county (or regional) contractors to assist in demolition and surveys.
10. Develop guidelines for inspection of county-owned facilities. Include provisions for reentry, recovery of essential records or equipment, and recommendations to demolish or repair.
11. Require structural mitigation measures be built into all newly constructed county-owned/operated facilities.
12. Develop vendor lists of heavy equipment, inspection instruments, etc., for use in building surveys and demolition.

B. Sevier County Schools Superintendent

1. Develop guidelines for assisting officials with inspections of local educational institutions.
2. Develop structural and non-structural guidance for educational facilities to reduce the chances of student/faculty injury during all types of emergencies.
3. Develop school/library emergency preparedness plans (coordinate with EMA).

C. Sevier County Highway Department / City Street /Public Works Departments

1. Develop procedures for supplying logistical support to demolition operations, to include the provision of engineering assistance, assistance with demolition activities, and the removal of debris to approved landfills or burn sites.

D. Sevier County Assessor of Property

1. Maintain records concerning all buildings within Sevier County.

E. Sevier County Emergency Management Agency

1. Require the development of emergency preparedness plans in all county-owned facilities.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA Director, and begin response/recovery activities.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.

B. Sevier County Building Department / City Building Inspector / Codes Enforcement

1. Determine extent of emergency and the potential for building/structural damage.
2. Notify personnel of possible need for deployment to affected area(s).

3. Make arrangements for dissemination of standardized forms, guides, etc.
4. Refer technical questions to appropriate staff or other agency.
5. Provide damage assessment information to ESF 5.
6. Determine need for outside contractor assistance and begin call-up of needed groups. Coordinate with Resource Management ESC (ESF 7).
7. Prioritize inspection assistance requests. Ensure critical facilities are inspected quickly. Deploy personnel.
8. Task other ESFs or support agencies as necessary to carry out mission (i.e., ESF 13 for securing unsafe areas, coordinate with the EMA).
9. Coordinate with ESF 7 requirements for performing demolition work on unsafe structures.
10. Inspect county-owned facilities and make arrangements for repair or demolition.

C. Sevier County Schools Superintendent

1. Assist officials with the inspection of local educational facilities and provide technical advice with respect to repair or demolition and replacement.
2. Provide damage assessment information to ESF 5.

D. Sevier County Highway Department / City Street / Public Works Departments

1. Provide logistical support to demolition activities (i.e., heavy equipment, manpower).
2. Provide engineering support to inspection and demolition activities.

E. Sevier County Assessor of Property

1. Provide records as requested to support inspection activities.
2. Provide technical assistance with building inspections.

F. Sevier County Emergency Management Agency

1. Assist ESF 3 in obtaining out of county building inspectors and technical expertise.

IX. Training

A. A Post Earthquake Building Safety Evaluation Course (ATC-20) is available from Central United States Earthquake Consortium (CUSEC).

B. Several courses are available through FEMA concerning the effects of natural disasters (especially earthquakes) on educational facilities and health care facilities.

C. The American Red Cross offers courses in Damage Assessment at its local chapter office.

D. Other ESF-3 training provided by each Department.

EMERGENCY SUPPORT FUNCTION 3
INFRASTRUCTURE: SUBFUNCTION 2
ROUTE CLEARANCE AND BRIDGE INSPECTION

I. Lead Agency: Sevier County Highway Department

II. Support Agencies: All Emergency Response Agencies
City Street/Public Works Departments
County Sanitation Department Director
Tennessee Department of Transportation (TDOT)

III. Introduction

A. Purpose

The purpose of this annex is to determine which routes are useable and to prioritize debris removal and repair roadways. Route inspection and clearance are critical for directing emergency response personnel into the affected area(s).

B. Scope

1. ESF 3 determines route conditions based on ground and aerial observations. ESF 3 coordinates the reopening of roadways.
2. ESF 3 also provides for debris removal from major roadways and, after these major roads are opened, from other areas as identified by the Direction and Control group at the EOC.

IV. Policies

A. The Road Department and City Street Departments are responsible to maintain jurisdictional roadways in safe condition. This function is an extension of their normal, day-to-day functions.

B. TDOT is responsible to maintain state highways and bridges in the county. TDOT can also provide limited assistance for inspections of county/city road and bridges.

V. Situation and Assumptions

A. Situation

1. Disasters often render roads unusable. Even a small tornado or downburst winds can down trees and power lines and prevent EMS or fire units from moving into affected area(s).
2. Clearance of debris from roadways and bridge inspections to ensure safety are vitally important. Failure to open these routes means delay in emergency response to victims.

B. Planning Assumptions

1. Emergencies of every type may necessitate debris removal from roadways and/or airfields. Debris can include wrecked vehicle, trees, snow, ice, power lines, signs, or building material.
2. Accidents and other emergencies may render bridges unsuitable for use by emergency vehicles and by victims trying to exit the affected area(s).
3. Local road crews will remove debris from county-owned roads and bridges. State crews maintain state roads and will, after local resources are exhausted, assist local departments.

VI. Concept of Operations

A. General

1. The status of routes into an area affected by an emergency is of vital concern. Resources cannot be given directions until this is known.
2. Aerial reconnaissance may be needed after major earthquakes or widespread flooding. Initial reports from aircraft and local agencies are used to prioritize inspections by ground crews. Ground crews will make final determination of route viability. This information will be provided to ESF 5 and other ESFs for use in the routing of resources.
3. Airstrips may also be used to position resources. Opening these facilities is also important.
4. The Road Department is responsible for maintaining county-owned roads and bridges. TDOT officials are responsible for maintaining state-owned roads and bridges. TDOT resources may be used to assist county debris clearance operations when they are not needed for operations on state-owned systems.

B. Organization and Responsibilities

1. <u>County Highway Department/City Street/Public Works Departments</u>
   a. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability (County Highway Department).
   b. Collect information concerning whether major routes are passable. Develop a plan of action to open up routes that are blocked in a timely manner.
   c. Deploy personnel and equipment to evaluate damaged bridges and roadways, and to take actions to restore them to a usable condition.
   d. Deploy personnel and equipment to remove blockages and reroute traffic.
   e. Assist city governments in opening damaged/blocked routes.
   f. Provide routing information to the EOC, SEOC, and citizens (County Highway Department).
   g. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. <u>Sevier County Solid Waste</u>
   a. Assist with post disaster road and bridge inspection and reopening by assisting with debris removal. This assistance is to be given by providing organization, technical assistance, and equipment where possible.
3. <u>All Response Agencies</u>
   a. Assist with the identification of damaged/blocked routes/structures.
   b. Provide traffic control functions through ESF 13 (Law Enforcement).
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
4. <u>Tennessee Department of Transportation</u>
   a. Provide road clearance and bridge inspection operations on state highways.
   b. Assist local road crews when requested.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Sevier County Highway Department/City Street/Public Works Departments

1. Develop procedures for recording information about county routes and bridges, and for transmitting this information to ESF 5 and other ESFs that need it.
2. Develop procedures to prioritize road and bridge inspection and repairs.
3. Develop procedures for restoring damaged/blocked routes to operation.
4. Develop procedures to request TDOT assistance.
5. Develop procedures for deploying personnel to remove blockages, repair bridges, and open routes. Include provisions for utilizing other agencies' resources as well as other public and private sector resources.

B. All Response Agencies

1. Develop procedures for field units to report road/bridge conditions to the Road Dept. ESC.
2. Develop procedures for deploying units to control traffic around major blockages and at other points requested by Road Dept. ESC. (Law Enforcement)

C. County Sanitation Department Director

1. Develop procedures to respond to requests for assistance from the County Highway Department and to request assistance from the Tennessee Department of Environment and Conservation (Solid Waste).
2. Develop projects, jointly with the Highway Department, that may minimize post disaster debris damage to County roadways.

D. Tennessee Department of Transportation

1. Develop procedures for field units to report on state roads/bridges to the County Highway Department.
2. Develop procedures for handling requests for state assistance from the County Highway Department.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA, and begin response/recovery activities.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.

B. Sevier County Highway Department/City Street/ Public Works Departments

1. Collect information from field units and citizens about jurisdictional roadways and bridges.
2. Request assistance from local flying clubs (through EMA) for aerial reconnaissance.
3. Determine best routes for use by emergency personnel responding to affected areas. Provide primary and alternate route information to all agencies.
4. Prioritize the restoration of routes to usable conditions.
5. Perform inspections of bridges damaged by the disaster.

6. Deploy Department units to areas in need of debris removal or road restoration operations. Task other agency units for assistance when necessary.
7. Request assistance from TDOT to perform inspections, debris removal, or other functions.
8. Keep ESF 5 advised of the status of all major roadways in affected areas.

C. All Response Agencies

1. Task field units to provide road and bridge information to Highway Department ESC.
2. Deploy personnel to control traffic as requested by Highway Department ESC.

D. Sevier County Solid Waste

1. Deploy personnel and equipment to provide technical assistance for debris removal.

E. Tennessee Department of Transportation

1. Deploy TDOT resources to open state highways and bridges.
2. Respond to requests from county Road Department for assistance.

IX. Training

A. Most training connected with this subfunction of ESF 3 is provided the agencies tasked herein.

EMERGENCY SUPPORT FUNCTION 3
INFRASTRUCTURE: SUBFUNCTION 3
DEBRIS REMOVAL

I. Lead Agency: Sevier County Highway Department

II. Support Agencies: City Street/Public Works Departments
County Sanitation Department Director
Contract Landfill Operator

III. Introduction

A. Purpose

1. This sub-functional annex provides for debris removal operations after disasters.

B. Scope

1. This ESF coordinates the removal of debris generated through the demolition of unsafe structures, recovery activities, or through the disaster itself.

IV. Policies

A. Debris removal is necessary in affected areas to prevent the development and spread of disease and general sanitation problems.

B. Landfill capacity will be use the best extent possible. Burn sites will be established as may be allowed by the State Dept. of Environment and Conservation (Air Pollution Control).

C. Normal permitting practices may be waived by state and federal officials if necessary to allow for the disposal of building debris, downed vegetation, and similar materials.

D. All disposal activities will be conducted with health concerns being the foremost consideration.

V. Situation and Assumptions

A. Situation

1. Most emergencies produce some type of debris that will affect recovery activities. The debris may be from direct damage to buildings and/or vegetation, or through destruction of components of the environment,
2. Allowing debris to accumulate for long periods of time can lead to the development and spread of diseases, and to the propagation of vermin and insects.

B. Planning Assumptions

1. Emergencies and disasters will generate some refuse or debris that will have to be disposed.
2. There will be some landfill space available for use in or near areas affected by disasters.
3. Many emergencies will generate quantities of debris that will exceed or significantly reduce current landfill capabilities and will, therefore, require alternative disposal measures.
4. Permitting requirements associated with normal landfill use will be waived if necessary to allow for the disposal of non-hazardous debris resulting from the emergency.

VI. Concept of Operations

A. General

1. Many disasters generate debris. If left to sit or accumulate improperly, this debris will foster the development and spread of diseases and illness. Additionally, this material may be used as a breeding ground for mice, rats, mosquitoes, and other pests. It is therefore essential to remove debris to a suitable dumping area as soon as is practical after the termination of the emergency.
2. Decisions regarding the disposal of debris will be made with environmental concerns considered.
3. The county Highway Department will be responsible for debris removal operations. Decisions regarding the disposal of debris will be made jointly by local officials, with input provided by state environmental agencies when required.
4. Monitoring of areas with significant accumulations of debris will be conducted until the debris is removed.

B. Organization and Responsibilities

1. Sevier County Highway Department/Sevier Solid Waste
   a. Responsible for the physical removal of debris. The Department's ESC may request assistance from other ESFs with necessary capabilities.
   b. Coordinate the removal of debris with state and federal environmental officials.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
   d. Responsible for making recommendations or providing approvals for debris disposal sites.
   e. Responsible for management of permitting processes for disposal sites.
2. City Street/Public Works Departments
   a. Provide assistance with debris removal operations.

VII. Mitigation and Preparedness Activities

A. Sevier County Highway Department/Sevier County Solid Waste

1. Develop procedures for deploying personnel and equipment to perform debris removal operations where required.
2. Develop procedures for coordinating disposal activities with state and federal environmental officials.
3. Develop procedures for coordinating selection of debris disposal sites with public works and state and federal environmental officials.
4. Develop procedures for applying for approval to waive normal permitting processes associated with the disposal of disaster-generated debris.

B. City Street/Public Works Departments

1. Develop resource listings and procedures for deploying personnel to perform debris removal operations.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to EMA Director and initiate response/recovery activities as dictated by situation.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.

B. Sevier County Highway Department/County Sanitation Department Director

1. Provide personnel and equipment as necessary to perform debris removal operations.
2. Obtain disposal site information from local sanitation officials or state environmental officials.
3. Meet with state/federal environmental officials, and state and local health officials to make determinations regarding:
    a. Status and viability of currently used landfills
    b. Selection of potential disposal sites
    c. Necessary permitting processes required for potential disposal sites.
    d. Potential effects of selected sites on local groundwater, sanitation, and health systems.
4. Make arrangements for waiving permitting processes for emergency disposal of disaster-generated debris.
5. Monitor disposal activities to insure compliance with state and federal environmental regulations to the extent necessary.

C. City Street/Public Works Departments

1. Deploy personnel to assist with debris removal operations when requested.

IX. Training

A. All training associated with this sub-function is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 3
INFRASTRUCTURE: SUBFUNCTION 4
WATER AND WASTEWATER SYSTEMS

I. Lead Agency Sevier County Water Department

II. Support Agencies City Water Departments
City Sewer Departments
Sevier County Health Department

III. Introduction

A. Purpose

1. The purpose of this subfunction of ESF 3 is to assess, repair, and restore operable potable water and sanitary sewer systems in areas affected by emergencies.

B. Scope

1. This subfunction provides for technical and regulatory operation and restoration of potable water delivery and sanitary sewer systems damaged by earthquakes, floods, or other disasters.

IV. Policies

A. The restoration of potable water supplies and sanitary wastewater capabilities is of prime importance following a disaster; the health and safety of both the victim population and the emergency responders must be insured.

V. Situation and Assumptions

A. Situation

1. Disasters of any magnitude may reduce or eliminate the community's ability to supply potable water to its citizens.
2. Many disasters (especially earthquakes) can damage the sanitary sewer system in a community, to include either the pipe grid or the treatment facilities, or both.
3. The lack of potable water and a sanitary sewer system, where one existed before, poses severe health concerns for the affected community.
4. Water supply systems are necessary to insure adequate fire protection capabilities.

B. Planning Assumptions

1. Potable water delivery systems may be affected by any type of disaster.
2. Sanitary sewer systems may be affected by any type of disaster.
3. The failure of a sanitary sewer system in a community may lead to serious health problems.
4. Disaster victims and emergency responders in the affected area(s) will need access to potable water sources within 24 hours of a disaster.

VI. Concept of Operations

A. General

1. A large disaster, especially an earthquake or flood, will cause severe damage to a community's potable water delivery system. This may be in the form of damage to the piping system, damage to the treatment facilities, destruction of reservoir capabilities, loss of power to the pumping system, or infiltration of the reservoirs by unsanitary water or other fluids.
2. Priority will be given to the delivery of potable water to areas affected by a disaster, either through restoration of the community's delivery system or through the provision of water in containers to residents within a community.
3. Local water and sewer officials are responsible for the physical restoration of the local water delivery and sewer systems. Technical assistance will be made available through the state Department of Environment and Conservation.
4. Local units will be used to distribute potable water to residents in affected areas when possible.

B. Organization and Responsibilities

1. Sevier County Water Department
   a. Provide an individual(s) to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.
   b. Responsible for inspecting and assessing damage to water delivery system and developing plans for the restoration of services in as expedient a manner as possible.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. City Water and Sewer Departments
   a. Responsible for inspecting and assessing damage to water delivery system and developing plans for the restoration of services in as expedient a manner as possible.
   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
3. Sevier County Health Department
   a. Responsible for monitoring the health effects associated with damage to, or the functional degradation of, the water delivery and sanitary sewer systems.
   b. Responsible for formulating plans for dealing with the situation in affected areas with regards to health maintenance for victims and emergency responders.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Sevier County Water Department, City Water Departments

1. Develop procedures for inspecting water treatment and delivery systems to determine if they are fully functional or must be fully or partially shut down.
2. Develop procedures for acquiring waivers for certain permitting requirements (i.e., those not health-related) concerning the reconstitution of water delivery systems in areas affected by disasters.

3. Develop emergency plans, develop back-up power capabilities, and take other preparedness measures to reduce the possibility of system failures.

B. Sewer Departments

1. Develop procedures for inspecting wastewater treatment and disposal systems to determine if they are fully functional or must be fully or partially shut down.
2. Develop procedures for acquiring waivers for certain permitting requirements (i.e., those not health-related) concerning the reconstitution of wastewater treatment systems in areas affected by disasters.
3. Develop emergency plans, develop back-up power capabilities, and take other preparedness measures to reduce the possibility of system failures.

C. Sevier County Health Department

1. Develop plans for assessing the public health consequences of malfunctioning water and sewer systems.
2. Develop SOPs for issuing instructions through the Public Information Officer regarding citizen use of untreated and/or contaminated water supplies in affected areas.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report needs to EMA Director and initiate response/recovery activities.
4. Maintain logs of activities, messages, etc.
5. Initiate internal notification/recall actions.

B. Sevier County Water Department, City Water Departments

1. Deploy personnel to inspect and conduct damage assessment of local water delivery and wastewater treatment systems. Implement restorative measures.
2. Provide damage assessment information to ESF 5.
3. Arrange meetings with state and federal health officials to make decisions concerning continued use of damaged wastewater systems.
4. Route requests for potable water delivery to the EMA Director or other designated ESC in the EOC.

C. Sewer Departments

1. Deploy personnel to inspect and conduct damage assessment of local wastewater treatment systems. Implement restorative measures.
2. Provide damage assessment information to ESF 5.
3. Arrange meetings with state and federal health officials to make decisions concerning continued use of damaged wastewater systems.

D. Sevier County Health Department

1. Coordinate activities with the local water and sewer departments with respect to recommendations concerning potential health consequences associated with continued operation of partially damaged systems.

2. Develop and issue press releases through the Public Information Officer in the EOC advising the public of proper protective actions to be taken with regard to using water drawn from damaged delivery systems in affected areas.
3. Provide information concerning the health situations in affected areas to ESF 5.

IX. Training

A. All training related to this subfunction is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 3
APPENDICES

Appendix 1 Building Inspections Organizational Chart

Appendix 2 Route Clearance & Bridge Inspection Organizational Chart

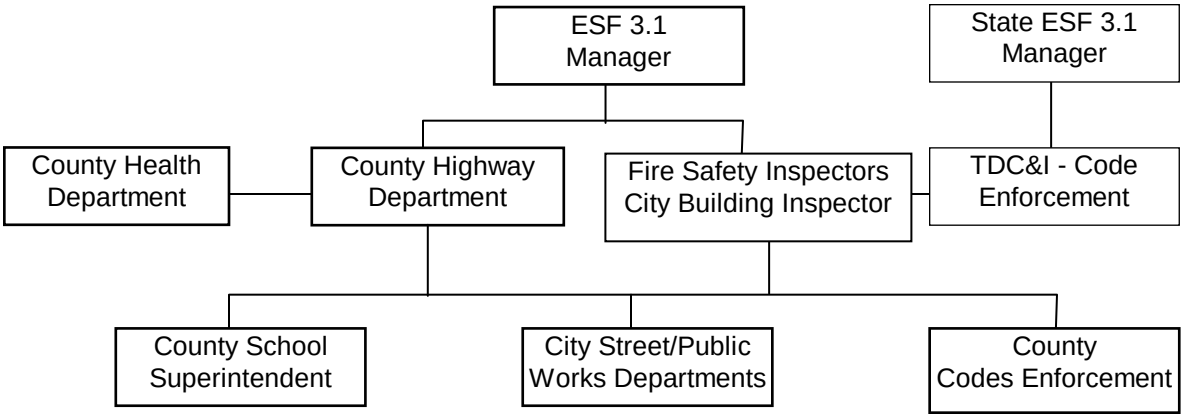
Appendix 3 Debris Removal Organizational Chart

Appendix 4 Water & Wastewater Systems Organizational Chart

Appendix 5 Location of Environmental Facilities

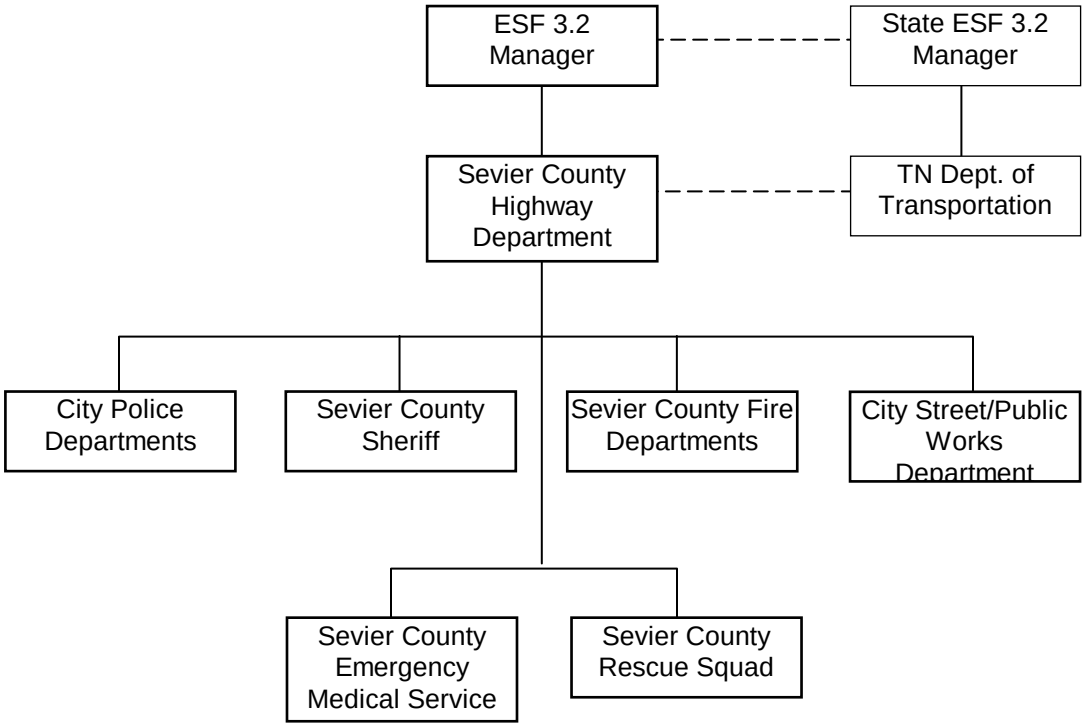
APPENDIX 1 TO ESF 3

BUILDING INSPECTION & CONDEMNATION ORGANIZATIONAL CHART

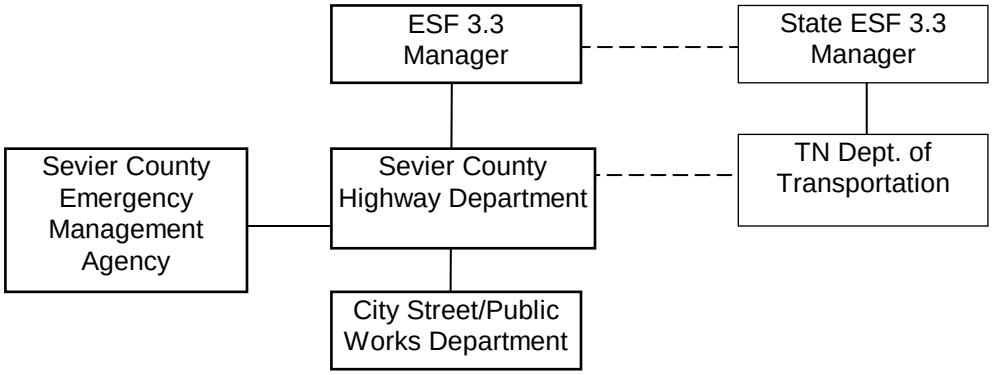


APPENDIX 2 TO ESF 3

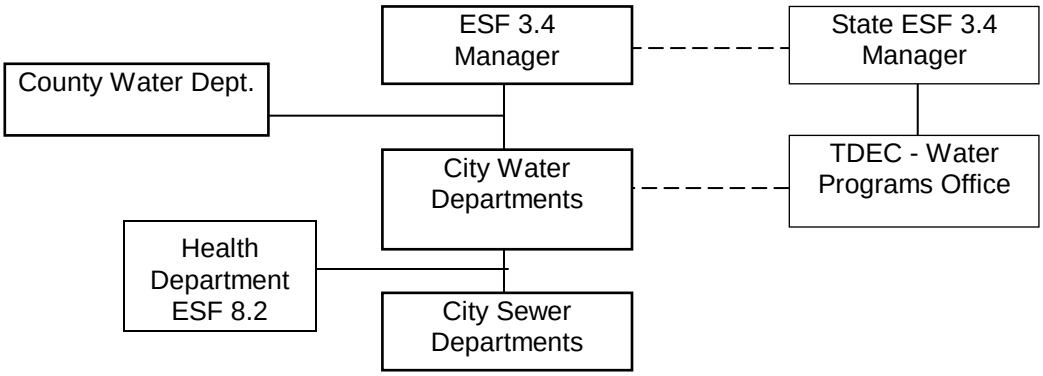
ROUTE CLEARANCE & BRIDGE INSPECTION ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 3
DEBRIS REMOVAL ORGANIZATIONAL CHART



APPENDIX 4 TO ESF 3
WATER AND WASTEWATER SYSTEMS ORGANIZATIONAL CHART



APPENDIX 5 TO ESF 3
LOCATION OF ENVIRONMENTAL FACILITIES
(Water and Wastewater Treatment Facilities, Landfills, etc.)

Gatlinburg Water Plant	1029 Banner Rd. Gatlinburg, TN 37738
Pigeon Forge Water Plant	2432 Library Dr. Pigeon Forge, TN 37863
Sevierville Water Plant	2295 McCroskey Island Sevierville, TN 37862
Sevier County Water Board	125 Court Ave. Sevierville, TN 37862
Gatlinburg Waste Water	1025 Banner Rd. Gatlinburg, TN 37738
Pigeon Forge Waste Water	2426 Library Dr. Pigeon Forge, TN 37863
Sevierville Waste Water	2295 McCroskey Island Sevierville, TN 37862

E S F 4

FIREFIGHTING

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FIREFIGHTING
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EMERGENCY SUPPORT FUNCTION 4
FIREFIGHTING

I. Lead Agency: Sevier County Volunteer Fire Department

II. Support Agencies: County Volunteer Fire Departments / City Fire Departments
Sevier County Emergency Management Agency
Tennessee Division of Forestry

III. Introduction

A. Purpose

This Emergency Support Function (ESF) provides local resources for detecting, controlling, and suppressing urban, rural, or wildland fires that may result from any cause.

B. Scope

This ESF coordinates the support of pre-fire planning and firefighting activities within the county and its cities. This ESF will also obtain, coordinate, and track resources needed to accomplish fire fighting within the county and municipalities that are beyond those resources normally provided by the jurisdictional fire departments and/or existing mutual aid agreements**.**

IV. Policies

A. The Incident Command System will be used as the basis for fire operations in the county.

B. All requests for firefighting assistance will be routed through the jurisdictional 911. The jurisdictional 911 will keep the jurisdictional fire department informed as fire calls progress.

C. Local mutual aid resources will be exhausted before requesting assistance from state resources.

D. The Tennessee Division of Forestry will respond to wildland fires as per established agreements with the county and its various cities.

E. The term “fire department” shall include volunteer, professional, and combination departments unless otherwise specified in this ESF.

V. Situation and Assumptions

A. Situation

1. Fire prevention and control operations are handled routinely on a day-to-day basis by city and county fire departments. The vast majority of problems they will face during major emergencies simply require an expansion of their normal operations.

2. Fires occur often, however major fires may be caused by a catastrophic event such as an earthquake, flood, or hazardous materials incident. The commitment of resources to two or more major operations may tax even the largest department, especially if the event has reduced the department's ability to respond, through equipment damage, road damage, or loss of personnel. Thus, outside assistance beyond normal mutual aid calls may be needed.

B. Planning Assumptions

1. Fires will continue to routinely occur throughout the county.

2. Fires may be caused by earthquakes, tornadoes, floods, etc., and these fires may be beyond the capabilities of local fire service organizations (either in complexity or magnitude).

3. Water delivery systems may be damaged or inoperable in affected areas, resulting in reduced or nonexistent water pressure for firefighting operations. Additionally, equipment compatibility problems may occur between responding departments.
4. Access to affected areas may be impeded by damaged roadways and/or bridges.
5. Local communities in the county will continue to improve their level of firefighting capability and will, upon appropriate request, provide resources for use in affected areas.
6. All fire service resources within the county (and those from outside the county dispatched as a part of a mutual-aid response) will maintain control of their own assets during operations.
7. The State Division of Forestry will continue to provide wildland fire protection to the county.

VI. Concept of Operations

A. General

1. Disaster response activities of local fire departments are an expansion of daily operations.
2. ESF 4 will coordinate the local provision of firefighting resources and the provision of resources from other portions of the state into those areas affected by major disasters.
3. ESF 4 will maintain an ongoing list of resource needs and will prioritize them based on the resources available. If ESF 4 determines that the requirements are beyond local capabilities, a request can be made for state and federal assistance to the SEOC.

B. Organization and Responsibilities

1. Jurisdictional Fire Department
   a. Coordinate the overall activities of city/county fire departments during disasters beyond the capabilities available to the Incident Commander.
   b. Manage the ESF 4 functions in the EOC when activated.
   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.
2. Sevier County Volunteer Fire Departments/City Fire Departments
   a. Coordinate activities of the jurisdictional dept. with other fire departments.
   b. Provide fire protection services within departmental jurisdiction, and to others as provided by contract, mutual aid, or other agreements.
3. Tennessee Department of Agriculture - Division of Forestry
   a. Provide assistance to county fire service organizations for rural wildland fire suppression.
4. Sevier County Emergency Management Agency
   a. Assist with the training of fire service organizations in the use of the Incident Command System and other field courses provided by FEMA. Provide other training to fire services throughout the county.
   b. Coordinate fire operations with EMS, law enforcement, rescue, and other departments.

VII.Mitigation and Preparedness Activities

A. All Fire Departments

1. Participate in developing local and regional mutual aid agreements.
2. Develop SOPs for handling requests for fire response assistance. Include methods of obtaining, deploying, and tracking firefighting apparatus and personnel from other depts.

3. Be familiar with the responsibilities of other local and state support agencies. Develop methods to assign response priorities when multiple calls require simultaneous response or when limited resources mean that some incidents wait for assistance.
4. Develop and improve fire response capabilities.

B. Tennessee Department of Agriculture - Division of Forestry

1. Develop and implement agreements between the Division of Forestry and the county to provide assistance in suppression of wildland fires or fires occurring on state property.
2. Develop regional lists of resources deployable to affected areas. Include estimated time for deployment to various staging areas across the region.
3. Develop procedures and coordination requirements for inserting fire suppression assets into areas where debris, road/bridge damage impede access, or where areas involved are inaccessible to average firefighting vehicles.

C. Sevier County Emergency Management Agency

1. Assist in hazard analyses to determine potential harm from specific hazards on fire fighting.
2. Conduct local exercises that involve fire departments.
3. Provide training materials, and public education materials available from the Federal Emergency Management Agency to local fire service organizations.
4. Prepare maps showing location of fire stations, fire apparatus, and other critical information concerning fire operations for use in EOC during emergencies.

VIII.Response and Recovery Actions

A. Jurisdictional Fire Department

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area, report to the EMA, and begin response/recovery activities.
4. Maintain logs of activities, and messages. Initiate internal notification/recall activities.
5. Receive, respond to, and track requests for assistance from other ESCs provided by ESF 4.
6. Collect information from the field and forward data to ESF 5.
7. Coordinate the movement of resources to the staging area with:
    a. Jurisdictional Incident Commander (emphasis added intentionally)
    b. Staging Area Coordinator (ESF7)
    c. Transportation (ESF 1)
    d. Law Enforcement (ESF 13), for security, traffic control, etc.
8. Request assistance from other ESFs to meet the needs imposed upon ESF 4 by field units. If the other ESFs cannot meet the demands, forward request to the state ESF 4 coordinating officer for assistance from the appropriate state ESFs.
9. Respond to requests of any other ESF for personnel, equipment, or other resources.

B. All Sevier County Fire Departments/City Fire Departments

1. Respond to requests for firefighting assistance as required.
2. Collect information from the field and forward data to the EOC.

3. If necessary, move resources to staging areas or into affected areas.
4. Maintain logs of resource requests, resource use, message traffic, etc., for use in applying for state/federal disaster assistance and for use in after action reports after the emergency.

C. Tennessee Department of Agriculture - Division of Forestry

1. Respond to requests from local fire service organizations for assistance.
2. Provide field information to ESF 4 Manager.
3. Receive and evaluate requests for assistance from ESF 4 Manager. If Forestry can fill request do so; if not, advise the ESF 4 Manager that other sources will have to be found.
4. Activate internal notification/recall of Forestry personnel.
5. Maintain logs of activities, messages, etc. for use in applying for federal disaster assistance, and for use in after action reports following termination of emergency
6. Provide liaison with U. S. Forest Service (USFS) and make requests as provided in USFS-Tennessee Division of Forestry agreements.

D. Sevier County Emergency Management Agency

1. Coordinate fire department activities with EMS, law enforcement, and other organizations.
2. Provide communications support for fire service operations.
3. Provide operational support for ESF 4 functions as required.

IX. Training

Many training courses are available to state and/or local fire service agencies.

A. FEMA and the National Fire Academy and the Emergency Management Institute (National Emergency Training Center) provide field delivered courses. Also, FEMA provides several resident courses at the National Emergency Training Center campus in Emmitsburg, Maryland.

B. College degrees may be obtained in Fire Administration or Fire Protection Technology through the Open Learning Fire Service Program (OLFSP). The OLFSP is sponsored by FEMA's National Fire Academy. It provides firefighters an opportunity to earn a college degree while working around their job schedules. Tennessee is served in this program by the University of Memphis. More information about the OLFSP program can be obtained from the University.

C. The State Fire Academy in Murfreesboro provides hands-on training in several areas. This includes the Firefighter I and Firefighter II series (as provided by the Tennessee Commission on Firefighting), which may be delivered in the field, and the Firefighter III course, which is delivered only at the Academy site (and includes live fire training in a burn-building, propane set-up, and a fuel pit). Other field deliverable courses are also available.

D. The Tennessee Emergency Management Agency provides training in the implementation and use of the Incident Command System, as well as many of the field deliverable Emergency Management Institute courses. Additionally, several hazardous materials courses are available through TEMA.

E. Coordination and Request for Training Activities

1. All requests for attendance at courses provided through TEMA or FEMA's Emergency Management Institute must be forwarded to the agency's training officer. After approval, the appropriate forms must then be forwarded to the TEMA Regional Director, and then to the State Training Officer. Those accepted for classes will be notified by the agency delivering the class.

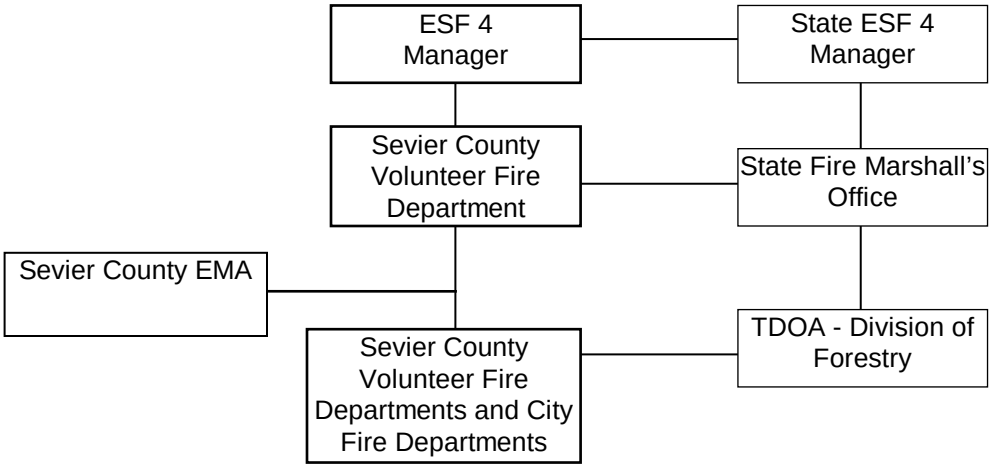
2. All requests for attendance at State Fire Academy classes or classes held at the National Fire Academy must go through the Training Officer at the State Fire Academy or the State Fire Marshal's Office. Those accepted will be notified by the agency delivering the class.

EMERGENCY SUPPORT FUNCTION 4
APPENDICES

Appendix 1 Firefighting Organizational Chart

Appendix 2 Fire Station Locations

APPENDIX 1 TO ESF 4
FIREFIGHTING ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 4

FIRE STATION LOCATIONS

Volunteer Fire Departments

Sevier County Fire Department
122 Prince Street
Sevierville, TN 37862
865-428-5111

Dupont Fire Department
1718 Dupont Road
Seymour, TN 37876

English Mountain Fire Department
1093 Alpine Drive
Sevierville, TN 37876
865-429-3729

Northview/Kodak Fire Department
345 Douglas Dam Road
Kodak, TN 37764
865-933-7855

Pittman Center Fire Department
3529 East Parkway
Gatlinburg, TN 37738
865-217-9111

Catons Chapel Fire Department
3109 Pittman Center Road
Sevierville, TN 37876
865-428-1177

Seymour Fire Department
101 Ford Hill Lane
Seymour, TN 37865
865-475-6684

Walden's Creek Fire Department
2828 Goose Gap Road
Sevierville, TN 37876
865-429-8258

Wears Valley Fire Department
3339 Mattox Cemetery Road
Sevierville, TN 37876
865-428-4232

Municipal Fire Departments

Sevierville Fire Department
120 Prince Street
Sevierville, TN 37862
865-453-9276

Pigeon Forge Fire Department
225 Pine Mountain Road
Pigeon Forge, TN 37890
865-429-7381

Gatlinburg Fire Department
1240 East Parkway
Gatlinburg, TN 37738
865-436-5112

E S F 5

INFORMATION AND PLANNING

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EMERGENCY SUPPORT FUNCTION 5
INFORMATION AND PLANNING
DISASTER INFORMATION

I. Lead Agency: Sevier County Emergency Management Agency

II. Support Agencies: Sevier County Attorney's Office
Damage Assessment Team
All City and County Agencies with Emergency Responsibilities

III. Introduction

A. Purpose

1. This subfunction establishes procedures and policies for gathering and analyzing disaster information to determine the extent of an emergency and to produce a plan for prioritizing resource requirements in support of the response to that emergency.

B. Scope

1. The scope of the disaster information operation involves the following:

   a. Information Processing

      This involves gathering and processing essential disaster information from emergency officials, county ESFs, state and federal agencies, or private organizations for use in reports, briefings, displays, and response actions.

   b. Reports

      Disaster information is consolidated into reports and displays to describe and document overall response activities. County decision-makers, ESFs, and public information officers are kept informed of the status of response and recovery operations.

   c. Displays

      Display boards in the EOC show the damage in affected areas and resource needs.

   d. Planning

      The projected status of an event, as described by current disaster information, is the basis for response and recovery operations planning.

   e. Technical Services

      Specialized technical assistance to ESF 5 is obtained for specific problems and potential requirements from certain hazards (e.g., earthquakes or hazardous materials). Assistance in interpreting aerial reconnaissance or with legal issues is obtained from technical experts.

IV. Policies

A. The collection and processing of disaster information is vital to developing an effective response to disaster to assist county citizens. All departments will work to provide damage assessments and other disaster information to the EOC as rapidly as it is available and verified.

V. Situation and Assumptions

A. Situation

1. All disasters generate the need for disaster information. This information describes the extent of the emergency, gives emergency information to the public, and identifies specific needs of the county and its cities.
2. Emergencies may require technical assistance that is unavailable locally. This assistance may include seismologists, legal assistance, or specialized rescue or other technicians.

B. Planning Assumptions

1. In the initial stages of a disaster, Information from affected areas may not be available or detailed. Through the efforts of the EMA and response organizations, initial information may be reported within a few minutes following the onset of a disaster.
2. Local emergency response officials will be the immediate and best source of vital information regarding damage and response needs.

VI. Concept of Operations

A. General

1. Local agencies will immediately begin to assess the impact of the emergency on citizens, infrastructure, and government operations. This assessment will be passed to the EMA at the EOC. Each ESF will receive information from field units and pass this information to the EMA. The EMA will keep the SEOC and the TEMA Regional EOC informed.
2. The local EMA also provides information to the ESF 5 group. This information includes:
    a. The number and severity of injuries and the status of key officials
    b. Physical and jurisdictional boundaries of the disaster area
    c. Status of communications and transportation systems and networks
    d. Status of EOC, public safety facilities, 911s, and other critical sites
    e. Status of staging areas, casualty collection points, evacuation points
    f. Weather conditions affecting emergency operations
    g. Hazard-specific information
    h. Status of emergency or disaster declaration
    i. Resource shortfalls and capabilities
    j. Status of evacuation efforts, shelter, feeding operations and public health issues
    k. Major issues/activities being handled by cities and communities
    l. Overall priorities for response operations, progress of response activities
    m. Social, economic, and political impacts
    n. Status of disaster declaration request
    o. Other information concerning status of emergency situation in affected area(s)
3. ESF 5 compiles this information and determines which parts are critical to the overall response/recovery effort. This information will be given to affected ESFs and the Direction and Control Group (through displays or reports).
4. Information of use to only one ESF will be maintained by that ESF.

5. ESF 5 develops Situation Reports using statistical, narrative, and graphical information from the various ESF groups in the EOC and field units to provide an overall picture of the situation and describe local response actions. These reports will include:

    a. Major response actions being taken

    b. Unmet needs and resource requirements and projected actions for dealing with them

    c. Priority issues and requirements

    d. Projections of worsening conditions (e.g. aftershocks or deteriorating weather)

B. Organization and Responsibilities

1. Sevier County Emergency Management Agency

    a. Establishes and operates ESF 5 group during major emergencies.

    b. Compiles, summarizes, and provides disaster summaries to the County Mayor and the Mayors.

2. Damage Assessment Team/ All Other Tasked Agencies

    a. Provide disaster information to ESF 5 group during emergency operations. Provide technical expertise associated with agency responsibilities.

VII. Mitigation and Preparedness Activities

A. Sevier County Emergency Management Agency

1. Develop SOPs governing function and operation of ESF 5 group during emergencies.

2. Ensure that local, state, federal, and private sector organizations inform the EMA concerning threats posed to the county.

B. Damage Assessment Team/All Other Tasked Agencies

1. Develop procedures to relay **verified** disaster information to ESF 5 (noted in VI.A.2 above).

2. Develop means to communicate with field units, local headquarters office and ESF during emergencies in which normal communications systems have been disrupted.

C. Sevier County Attorney's Office

1. Develop procedures to supply personnel and technical legal advice to the EOC.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. When activated, complete the general tasks outlined in the Basic Plan.

B. Sevier County Emergency Management Agency

1. Activate ESF 5 in the EOC and task response agencies to provide disaster information.

2. Collect, analyze, and issue disaster reports to the County Mayor, City Mayors, SEOC and ESFs.

IX. Training

A. Training programs for this ESF subfunction will be developed by EMA.

B. TEMA damage assessment courses review, in part, the development of disaster information.

EMERGENCY SUPPORT FUNCTION 5
INFORMATION AND PLANNING
PUBLIC INFORMATION

I. Lead Agency: Sevier County Mayor/City Mayors

II. Support Agencies: Sevier County Emergency Management Agency
National Weather Service

III. Introduction

A. Purpose

1. This subfunction provides guidance on and general procedures to disseminate emergency public information in support of local emergency operations.

B. Scope

1. This annex provides for "emergency" public information that includes:
   a. Pre-disaster delivery of public education and information activities to the general public
   b. Notification of impending and occurring emergencies
   c. Notification of protective actions (i.e., evacuation, in-place sheltering)
   d. Notification of where to receive assistance after the disaster
2. Individual agencies and departments will issue public information that relates to their usual emergency functions.
3. Emergency instructions and emergency public information are distinctly different. "Emergency instructions" require an immediate response from the public (e.g., evacuation orders). "Emergency public information" provides details of what has happened, what may happen in the future, and the degree of risk involved. In this subfunction, the term "emergency public information" (EPI) will also include emergency instructions.

IV. Policies

The county, through the County Mayor's Office, is committed to keeping the general public informed of the appropriate emergency measures to be taken during and following the occurrence of emergencies that affect this county and/or its cities. The county will inform its citizens, frequently and routinely, as to the progress of disaster response and recovery. The county will also give information that will better protect people from further physical harm or fraud.

V. Situation and Assumptions

A. Situation

1. Rapidly changing circumstances associated with emergencies require that prompt and ongoing dissemination of public information occur before, during, and after the emergency.
2. The public may accept hearsay, rumors, and half-truths as fact during periods in which no credible source of EPI is available.
3. EPI is needed by emergency victims to ensure that they understand what is going on and respond appropriately to the threats and emergency circumstances at hand.

B. Planning Assumptions

1. Some form of communications for broadcasting EPI will be available immediately after the start of an emergency.
2. Citizens will be fully informed of actions they are expected to take, given the threat or occurrence of an emergency.
3. Victims and potential victims will respond appropriately to EPI instructions provided to them through media outlets and other sources.

VI. Concept of Operations

A. General

1. Coordination

   The County Mayor, City Mayors, the EMA Director, and local emergency response agencies will coordinate the release of accurate public information.

2. Media briefings (authority and scope)

   One or two county media briefings will be held daily at the Sevier County Court House. The cities and their respective mayors may also choose to meet the media at the County Court House or hold their own briefings. City and county officials who brief the media will generally confine their remarks to matters directly within their area of responsibilities. Officials will confer with each other and the County Mayor prior to media briefings. Assessing blame or responsibility for damage, or speculating on future events, disaster declarations, and other areas difficult to observe, predict or quantify, will be avoided. Decision-makers giving briefings will ensure their departments verify that media outlets correctly conveyed the information to the public.

3. Notification

   The County Mayor will be notified when the EMA receives a report of a disaster in the county. The County Mayor and City Mayors are responsible for talking to the media or may appoint a Public Information Officer (PIO) and other personnel as needed.

4. Management and Coordination

   Media briefings will be under the operational control of the County Mayor (or his/her appointee) and will include coordination with EMA, state, federal, and local agencies. The County Mayor acts as "content editor" for public information releases and has final approval authority for all countywide information released about the emergency.

5. Relocation

   If the situation dictates, the briefing location may move closer to the emergency, with the approval of the County Mayor and at the direction of the EMA Director.

6. Equipment

   All maps, displays, and press kit equipment necessary for public/media briefings will be maintained by the County Mayor or appointee, with assistance from the EMA.

7. Security

   City Police or County Sheriff's Office officers provide security for the media briefing.

8. Communications

   Communications between the County Mayor and the EOC will be activated as soon as possible to ensure that the latest information from the scene is relayed to the County Mayor and others at the media briefing.

9. Information from the EMA Director

The EMA Director is responsible for supplying most information to the County Mayor, major department heads, and municipalities within the county.

10. EAS and NOAA Radio

Contact and coordination with the EAS and NOAA Radio Networks will be accomplished by the EMA via the SEOC unless previous arrangements for direct contact are made by the EMA Director with the EAS Stations. EAS and NOAA Radio messages will be released by the EMA Director with the County Mayor's knowledge.

11. Media Monitoring

Media monitoring activities are essential to determine that emergency public information and instructions are being broadcast accurately and in a timely manner. Media monitoring functions will be staffed in the Court House by prearranged staff from county departments as determined by the County Mayor. The EMA may request that the TEMA Regional EOC or adjacent counties assist with media monitoring.

12. Rumor Control

a. *Purpose*

(1) A rumor is defined as "talk or opinions disseminated with no discernible source." Rumor control is vital in any emergency, particularly radiological events due to misconceptions and fear of the unknown. Personnel who have contact with the public must be able to recognize whether misinformation is being circulated or if public information is being misinterpreted. Also, all emergency workers must know to whom the rumor should be reported. This will ensure that factual information is quickly disseminated and rumors are quickly dispelled.

b. *Rumor Sources*

(1) Rumors may surface in a number of ways:

(a) Hot-Lines

County 911 personnel staff phone lines for the public to call for information. They will operate 24-hours a day during the initial stages of the emergency. If call-takers determine that several calls concern one or more specific issues, these issues are addressed through the EMA or PIO.

(b) Calls to other officials

During an emergency, concerned citizens first contact the sheriff or other emergency officials. These calls should be monitored for inaccurate reports.

(c) Questions to emergency personnel in the field

Emergency personnel at traffic control points and other locations are directed not to discuss unknown subject material with citizens and to report any contact he/she has with recognized misinformation.

(d) Shelter Personnel

Shelter personnel should be alert to the talk among disaster victims and ascertain if circulating stories are credible. In some cases, false information can be disclaimed immediately; however, shelter personnel should substantiate information before refuting rumors.

(e) Media Monitors

The purpose of media monitors is to monitor local media to insure that emergency instructions and public information being broadcast are accurate.

c. *Hot-Line Staffing and Coordination*

(1) Location and Staffing

(a) The EMA Hot-Line will be located in the Sevier County EOC and is staffed by personnel trained in dealing with the public and whose major function is rumor control.

(2) Coordination

(a) A Hot-line supervisor shall be stationed at the EMA office. He/She will maintain close contact with media monitoring and the EOC.

VII. Mitigation and Preparedness Activities

A. Sevier County Mayor/City Mayors

1. Develop procedures, plans, and policies for briefing the public.

B. Sevier County Emergency Management Agency

1. Develop an SOP concerning public information and obtain the necessary equipment to support ESF 5. Pre-establish rumor control phone lines and media monitoring stations in the Court House. Develop local EAS capabilities (See ESF 2).
2. Develop and give public education programs concerning emergency plans and response.

C. National Weather Service

1. Develop and maintain the NOAA Weather Radio System. Develop procedures and policies for using the system to broadcast EPI by local officials.

VIII. Response and Recovery Activities

A. Sevier County Mayor/City Mayors

1. Initiate public information activities. Coordinate the operation with EMA and other agency PIO's, and approve information released to the media. Deploy personnel to carry out this effort.

B. Sevier County Emergency Management Agency

1. Activate media monitoring, rumor control, and other public information activities.
2. Provide information to the County Mayor, City Mayors, and other major departments.
3. Request that the SEOC activate the EAS and NOAA radio systems.

C. National Weather Service

1. Activate NOAA Weather Radio Network as dictated by situation or requested by EMA.

IX. Training

A. Most training required in this sub-function will be provided by the concerned agencies. Additional training can be obtained in the "Effective Communications" course offered by TEMA and also in the Public Information Officer courses offered by FEMA and the Department of Energy.

EMERGENCY SUPPORT FUNCTION 5

INFORMATION AND PLANNING

DAMAGE ASSESSMENT

I. Lead Agency: Sevier County Emergency Management Agency

II. Support Agencies:
Tennessee Department of Human Services
Sevier County Highway Department
Damage Assessment Team
City Street/Public Works Departments
Sevier County Assessor of Property/Codes Enforcement
Sevier County Commission
City Building Inspectors
Sevier County Schools Superintendent
American Red Cross
Local Utilities

III. Introduction

A. Purpose

This ESF subfunction concerns reports of damage assessment information to the EOC.

B. Scope

This subfunction includes damage assessment of both public and private property. It specifically addresses those agencies with damage assessment responsibilities involving citizens outside local government. All agencies are to conduct a thorough post disaster assessment of their own facilities and assets following a disaster. Reports of damage are forwarded to the EMA for inclusion in damage summaries and requests for state and/or federal assistance.

IV. Policies

A. Timely and accurate damage assessment is important. However, obtaining and processing damage assessment information is secondary to completing life and property saving measures.

B. Damage assessment is a city and county responsibility. State assistance may be requested in major emergencies, in situations where the county/city governments lack the technical expertise to perform such functions, or where state property and/or resources are involved.

V. Situation and Assumptions

A. Situation

1. Most disasters produce extensive property damage. When this damage occurs, a planned damage assessment strategy is essential to proper response and recovery.

B. Planning Assumptions

1. Damage assessment will be performed secondarily to life and property saving actions.
2. Preliminary damage assessment information is critical to determine the need for state and federal response and recovery assistance.
3. Damage assessment information is a vital part of the disaster information function.

VI. Concept of Operations

A. General

1. Damage assessment is the responsibility of city/county governments. TEMA provides assistance with assessment by Area Coordinators who will accompany the EMA Director and the County Damage Assessment Team to provide technical assistance.
2. TEMA and other state agencies will assist the county with damage assessment. This is especially true if a Small Business Administration or a Presidential disaster declaration may be needed. Damage assessment is the means to justify this request.
3. During EOC operations, damage assessment information is relayed to the EMA Director. The EMA Director has the responsibility to summarize the information and present it to the County Mayor as soon as possible following the event.
4. The EMA will forward copies of preliminary damage assessment reports to the SEOC for use in determining eligibility for state and/or federal assistance programs. Individual damage assessments (i.e., of individual buildings, homes, etc.) remain with the agency (e.g. Red Cross. Tennessee Department of Human Services) doing the survey. Care must be taken to guard against unauthorized access to the information. These agencies provide assessment summaries to the EMA Director.
5. Damage Assessment Logistics
    a. County damage assessment teams are usually public employees or volunteers who are credentialed as county employees. Private sector personnel may be used in specialized areas. After collecting damage assessments, the forms contained in this annex (or similar ones) are completed and the information transmitted to the EOC and the SEOC.
    b. If the initial damage assessment information suggests that a state or federal disaster declaration is warranted, the County Mayor will make a request to the Governor. TEMA and other state officials will then accompany local officials on an additional damage assessment tour to verify the nature and extent of the damage.
    c. The EMA director organizes and trains damage assessment teams. Local building officials, contractors, and other appropriate personnel are used.
    d. Damage assessment summaries may be transmitted on the SITREP form via telephone, facsimile, packet radio, or hand delivery.
6. Damage Assessment Records and Reports
    a. <u>Situation Report</u>

    The local emergency management director compiles information and transmits SITREPs to the SEOC during disasters (Appendix 4). These reports form the basis for determining the types and extent of disaster assistance needed. Additional SITREPs are sent to update information or as changes occur. Instructions for completing the SITREP are provided in Appendix 5.

    b. <u>Initial Damage Assessment Worksheet</u>

    This form provides a standard worksheet to quickly record initial windshield surveys of damage to dwellings, roads and bridges, smaller businesses, industries, and schools (Appendix 6). The form is used by damage assessment teams, the EMA and other trained personnel not involved in direct life saving, hazard mitigation, and property protection rules.

    c. <u>Local Government Damage Assessment Form</u>

    Information is compiled and categorized on this form by trained damage assessment teams so that a more rapid determination of eligibility for SBA assistance can

be made (Appendix 7). The teams use a "rapid survey" technique that is more thorough than the windshield survey but still performed quickly. The information is then summarized in the county SITREP.

d. Public Assistance Preliminary Damage Assessment Form

County Highway and City Public Works Departments use this form in surveying damage to roads, bridges, and culverts (Appendix 8). One form should be used per site. It is important to photograph each site and attach the photographs to the form. This will enable state and federal teams to verify damages more quickly and determine if the county and its cities are eligible for federal assistance.

B. Organization and Responsibilities

1. Sevier County Emergency Management Agency
   a. Coordinate damage assessment operations of local and state agencies.
   b. Provide damage assessment summaries to the County Mayor for use in requesting state or federal disaster declarations.
   c. Provide focal point of damage assessment information following major disasters.
2. Tennessee Department of Human Services
   a. Perform damage assessment activities concerning private residential dwellings.
3. Damage Assessment Team/City Building Inspectors
   a. Perform damage assessment activities concerning commercial and special-use structures (and other structures as requested by EMA Director).
4. Sevier County Highway Department/City Street/Public Works Departments
   a. Conduct damage assessment of local roads and bridges following disasters.
5. Sevier County Assessor of Property/Codes Enforcement
   a. Maintain and provide property records for use in determining damage levels of the various types of property.
   b. Conduct damage assessment of county and city-owned buildings and real estate.
6. Sevier County Commission
   a. Assist with damage assessment determinations as they relate to local development projects, floodplains, etc. Assess impact of disaster on local business and industry.
7. Local Electric/Gas Utilities/County Water Utility Districts
   a. Conduct damage assessment of utility systems and provide damage assessment information to EMA Director
8. Sevier County Schools Superintendent
   a. Conduct damage assessment of public school facilities following disasters.
9. American Red Cross
   a. Conduct damage assessment of private residential structures for disaster relief.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop plans and procedures for collecting damage assessment information identified as being within agency jurisdiction and relaying that information in a timely manner to the ESF 5 Manager. In-house use of damage assessment information is discretional.

Activities related to recovery issues and associated uses of damage assessment information are provided in ESF 15, Recovery.

B. Sevier County Emergency Management Agency

1. Develop procedures to collect, analyze, summarize, and disseminate damage assessment information from field units to those individuals and organizations that need the information.
2. Train personnel in damage assessment techniques.
3. Provide assistance to local and private agencies in developing SOPs for this function.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. When activated, complete the tasks outline in the Basic Plan.

B. Sevier County Emergency Management Agency

1. Deploy personnel to assist with damage assessment activities and provide reports to EOC concerning the extent of the damage associated with the particular emergency.
2. Collect and analyze damage assessment information from all sources and compile summary reports for distribution to County Mayor, response agencies, and the SEOC.
3. Provide financial/overall damage assessments to TEMA Public Assistance Officer, in preparation for applicant briefings after a disaster declaration is obtained from FEMA or SBA.

IX. Training

A. Training in damage assessment techniques is provided through TEMA, Tennessee Department of Human Services, and the American Red Cross.

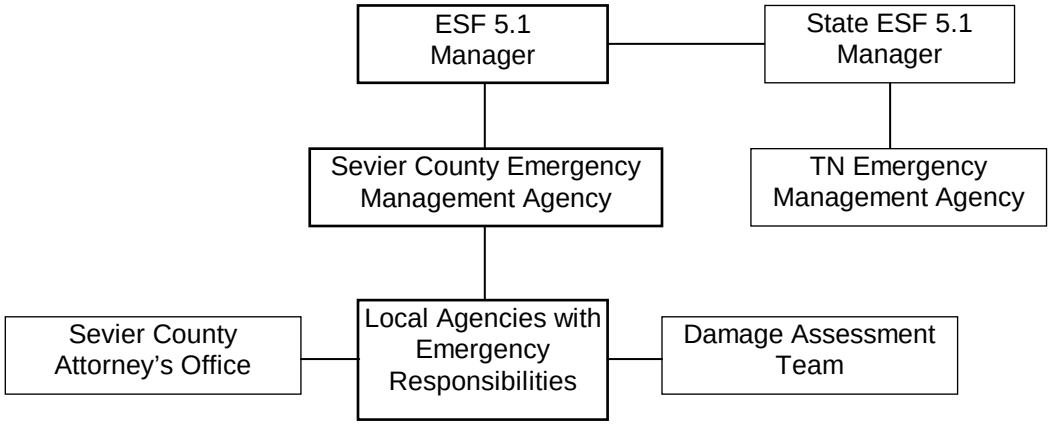
B. All other training relative to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 5
APPENDICES

Appendix 1 Disaster Information Organizational Chart
Appendix 2 Public Information Organizational Chart
Appendix 3 Damage Assessment Organizational Chart
Appendix 4 Situation Report (SITREP) Form
Appendix 5 Instructions for Completing SITREP
Appendix 6 Individual Damage Assessment Worksheet
Appendix 7 Local Government Damage Assessment Form
Appendix 8 Public Assistance Form

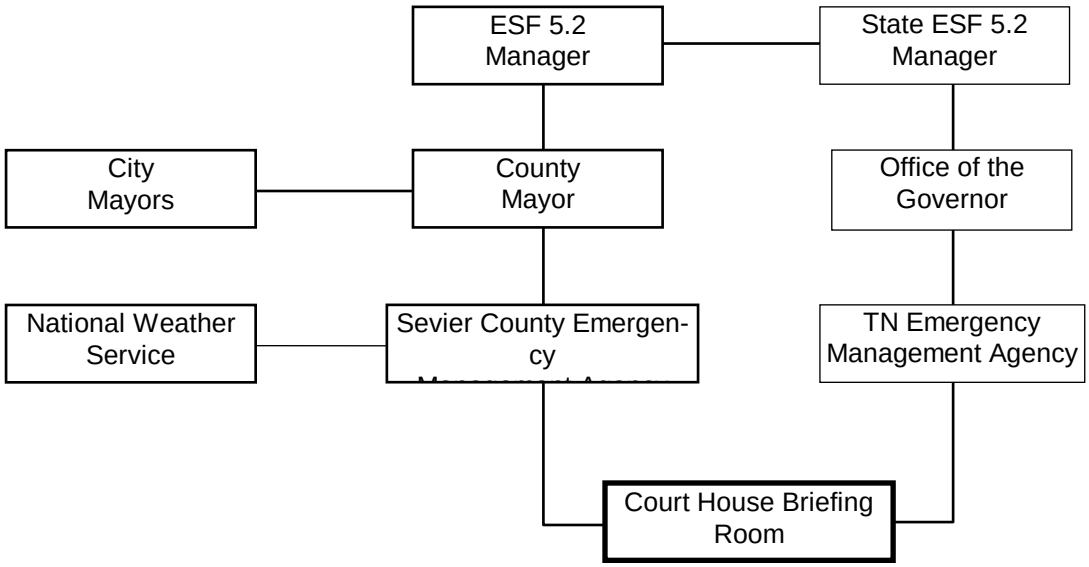
APPENDIX 1 TO ESF 5

DISASTER INFORMATION ORGANIZATIONAL CHART



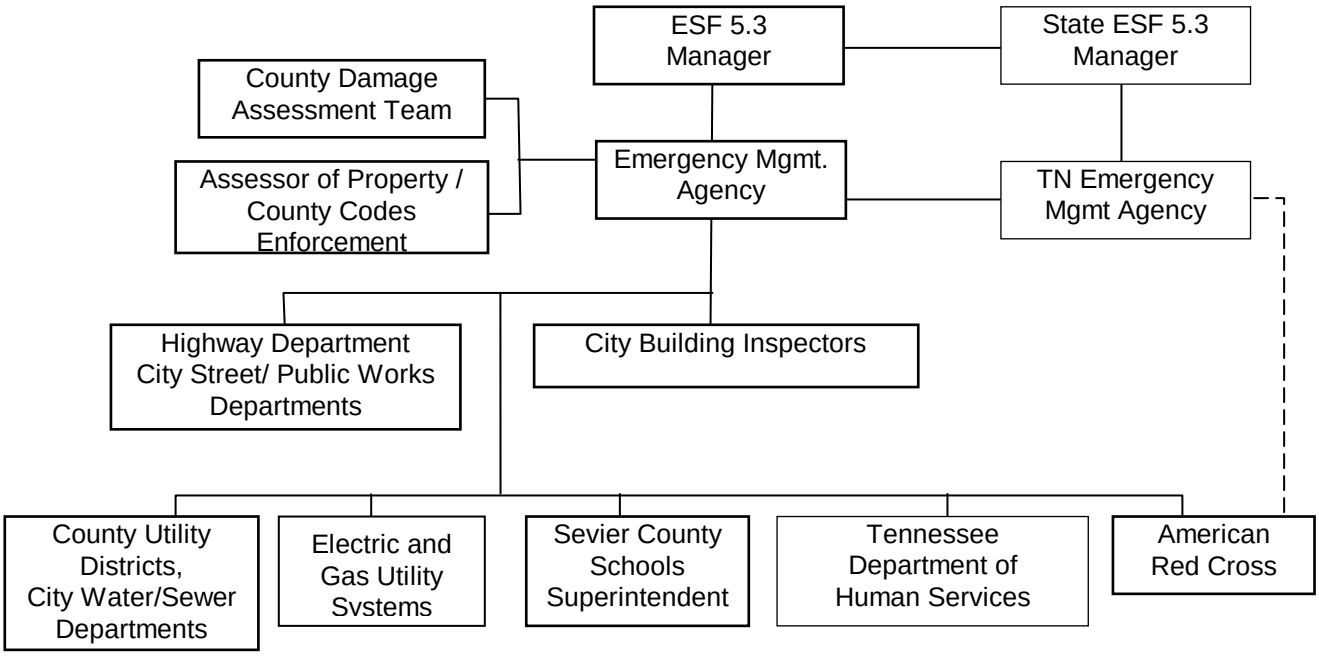
APPENDIX 2 TO ESF 5

PUBLIC INFORMATION ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 5

DAMAGE ASSESSMENT ORGANIZATIONAL CHART



Appendix 4 to ESF 5
State of Tennessee
Local Government Situation Report (SITREP)

TO: SEOC **FROM: Sevier County DATE/TIME SENT: _____ SITREP #: _____**

	DISASTER INFORMATION	DAMAGE #'S
A	**Type of Disaster:**	
B	**Time of Occurrence:**	
C	**Location:** Town(s) / Community(s)	
D	**Fatalities: Confirmed:_____ Missing:_____**	
E	**Number of Persons Hospitalized:**	
F	**Number of Persons Treated and Released:**	
G	**Number of Persons Evacuated:**	
H	**Number of Persons Sheltered** (list shelter names in comment section)	
I	**Number of Private Homes Destroyed:**	
J	**Number of Private Homes Damaged:** Minor: Moderate: Major	
K	**Number of Mobile Homes Destroyed:**	
L	**Number of Mobile Homes Damaged:** Minor: Moderate: Major	
M	**Number of Public Buildings Destroyed:**	
N	**Number of Public Buildings Damaged:** Minor: Moderate: Major	
O	**Number of Private Businesses Destroyed:**	
P	**Number of Private Businesses Damaged:** Minor: Moderate: Major:	
Q	**Number of Bridges Damaged or Destroyed:** Closed: Reason:	
R	**Miles of Road Damaged or Destroyed:** Closed: Reason:	
S	**Names of Utilities Damaged:**	
T	**Names of Utilities Destroyed:**	
U	**Extent of Crop (# of acres) or Farm Losses:**	
Other damages / comments		

Prepared by: _____ Received by: _____ Date/Time Received: _____

APPENDIX 5 TO ESF 5

A ***SITUATION REPORT (SITREP),*** when properly filled out, provides valuable disaster and/or damage intelligence to the Governor of Tennessee. SITREP's are used to indicate the type and magnitude of an event and assess *immediate needs*.

SITREP data are to be compiled and entered on **SITREP** forms at the County Government level and transmitted to the State Emergency Operations Center (SEOC) via facsimile (fax) (***615-242-9635***), telephone or radio. The effectiveness of initial State response is contingent upon receiving reliable information from the impacted area(s). It is the responsibility of Local Emergency Management Directors to insure initial Disaster/Damage Intelligence information is collected from the impacted areas within his/her jurisdiction. At the County EOC, initial Disaster/Damage information is compiled and transferred to the **SITREP** form and forwarded to the SEOC.

SITREP's are used by Local Governments and State Disaster/Damage Analyst to determine if the reported destruction warrants a formal damage assessment effort. Collection of **SITREP** data is the *first step* in damage assessment. **SITREP** data DOES NOT in and of itself constitute formal damage assessment.

INSTRUCTIONS FOR COMPLETING SITUATION REPORT (SITREP)

When reporting **SITREP** data by telephone or radio, use the phonetic alphabet shown on the **SITREP**, i.e., Kilo - 10, would indicate 10 mobile homes destroyed. Provide the requested information on line entries ECHO through UNIFORM. The initial **SITREP**(s) for each affected town or community should be transmitted to the SEOC as soon as damage reports are received from first responders in the field. Up-dated **SITREP's** should be transmitted as new data is received; minimum of two per day.

DATE/TIME SENT**:** Enter the date and time of transmission to State EOC.
SITREP #: Start with the number 1, then 2, 3, etc.
CUMULATIVE TOTAL**:** If the initial SITREP indicated four houses destroyed and 30 minutes later two more were reported destroyed, the next SITREP would list six houses destroyed.
TYPE OF DISASTER**:** Enter the type of disaster, i.e., flooding, tornado, HM, etc.
TIME OF OCCURRENCE**:** Enter time the disaster struck the town or community.
LOCATION (Town or Community): Enter the name of the town or community affected.
Provide the requested information as it becomes available.
OTHER DAMAGES/COMMENTS**:** Enter things not covered elsewhere on the **SITREP**. *Example: Jail heavily damaged, 20 of 50 inmates escaped.*
PREPARED BY**:** Enter the name of the individual who prepared the SITREP.
RECEIVED BY**:** Leave ***blank***, completed by SEOC personnel.
DATE/TIME RECEIVED**:** Leave ***blank***, completed by SEOC personnel.

NOTE: THE SITREP IS A LIVING DOCUMENT. IT CHANGES AND GROWS IN MINUTES, HOURS AND SOMETIMES DAYS, UNTIL THE FULL EXTENT OF DEVASTATION IS DETERMINED.

APPENDIX 6 TO ESF 5

INITIAL DAMAGE ASSESSMENT WORKSHEET

COUNTY: Sevier ***PAGE _____ of _____***

STREET / ROAD	*ADDRESS*	*% DAMAGE*	*REMARKS*

APPENDIX 7 TO ESF 5

STATE of TENNESSEE

(Local Government Damage Assessment Form)

COUNTY: Sevier ***TYPE of EMERGENCY:_____***

DATE & TIME:_____

DAMAGED AREA:_____ ***ASSESSMENT TEAM #:_____***

Category	***Minor 1 to 15%***	***Moderate 16 to 30%***	***Major 31 to 50%***	***Destroyed 50% or >***	***Dollar Estimate***
Houses					
Apartments					
Units					
Buildings					
Mobile Homes					
Public Buildings					
Businesses					
Farm Buildings					
Other					

Average Bldg Cost:_____

Insurance Coverage %:_____

DAMAGE ESTIMATION KEY

Flood	***Wind***	***Earthquake***
1 to 15% Covers Floor	***Shingles/Siding gone***	***Cracked Windows/Chimney***
16 to 30% 2.1"- 18"	***Roof Decking /Wall***	***Wall Cracks / Dislodged Bricks***
31 to 50% 18.1"- 30"	***Roof Off / Outside Walls***	***Wall Collapse / Broken Brick***

APPENDIX 8 TO ESF 5

PUBLIC ASSISTANCE FORM
(Use one form for each damage site)

PUBLIC ASSISTANCE (PDA) CATEGORY "C" **PHOTO DATE**_____

_____County Map Marked Site #_____

ROADS

Type Road: Improved_____Unimproved_____
Type Subsurface: Rock_____Gravel_____Shell_____
Chert_____Borrow_____
Type Surface: Concrete_____Asphalt_____DBST____
Gravel_____Shell_____Dirt_____

Thickness_____"
Type of Damage_____
Dimension of Damaged Area_____
Estimate of Damage_____

BRIDGES

Type Construction
Substructure: Concrete_____Steel_____Timber_____
Superstructure:Concrete_____Steel_____Timber_____
Deck: Concrete_____Steel_____Timber_____

Number of Spans_____Length of Span_____
Length of Bridge at Road Centerline_____
Width of Bridge_____ADT at Bridge_____

Type of Damage_____
Estimate of Damage_____

CULVERTS

Type of Construction:Concrete____Metal____Wood____
Wingwall Concrete____Metal____Wood____
Size of Culvert_____

Type of Damage_____
Estimate of Damage_____

COMMENTS

Use other side of this form if more space is needed for preliminary damage assessment

E S F 6

HUMAN SERVICES

Subfunction	Page
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EMERGENCY SUPPORT FUNCTION 6
HUMAN SERVICES
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EMERGENCY SUPPORT FUNCTION 6

HUMAN SERVICES

SHELTER AND MASS CARE OPERATIONS

I. Lead Agency: Sevier County Emergency Management Agency

II. Support Agencies: Tennessee Department of Human Services
Sevier County Health Department
American Red Cross
Sevier County Schools Superintendent
Radio Amateur Civil Emergency Services (RACES)

III. Introduction

A. Purpose

This Emergency Support Function carries out the selection, staffing, and operation of emergency mass care shelters during disasters within the county.

B. Scope

The functions associated with this ESF include:

1. The provision of temporary shelter for evacuees.
2. Feeding of shelterees and emergency workers in the affected area(s).
3. Giving first aid, to persons housed in shelters and transients passing through the shelters.
4. The maintenance of health and sanitation services at shelters.

IV. Policies

A. The County Emergency Management Agency director will advise the SEOC as soon as the need for shelters and or mass feeding becomes known. This will be done by phone or radio and will be followed up with a Local Government Situation Report (ESF 5) as soon as possible. The EMA Director or Assistant will coordinate the initial notification of agencies concerned with the SEOC so that volunteers and state employees will be properly activated and deployed per state and federal labor laws and personnel policies.

B. Once access to the shelter facilities is gained then the American Red Cross will open and run each shelter.

C. The American Red Cross (ARC) is the national agency charged with the responsibility of providing disaster relief services to victims of disaster in the United States. A primary method of delivering this relief is through the operation of temporary emergency shelters in affected areas in support of the local emergency management agency.

D. ARC operations will be governed by the ARC Board of Governor's Disaster Services Policy Statements and current ARC regulations. The Tennessee Department of Human Services will work closely with the ARC in all shelter and mass care activities during emergency operations.

E. All shelter and mass care services will be provided without regard to economic status, racial, religious, political, ethnic, or other affiliation.

V. Situation and Assumptions

A. Situation

1. Disasters may destroy the homes of persons living in the affected area(s). Disaster victims whose homes were severely damaged or destroyed will be sheltered.

2. All victims who are housed at temporary emergency shelters will require food, water, emergency first aid, and a wide variety of other mass care services.
3. Many buildings designated as shelters prior to a disaster may be rendered inoperable by the disaster. Alternate facilities should be ready to house and care for victims.
4. Utility water and sewer systems may not fully function for several days after a disaster. To ensure healthy living conditions bottled water and portable toilets must be available.

B. Planning Assumptions

1. ARC or other shelter workers in disaster areas may not be able to report for assignments.
2. Shelters in affected areas may be damaged or destroyed and thus be unusable.
3. Utility and water systems may not be operable in affected areas.
4. Secondary hazards may necessitate the relocation of shelter complexes.
5. Relief supplies, tents, food, and potable water may not be fully available for several days.
6. Shelter operations may be needed for several months following some disasters.
7. Spontaneous appearance of volunteers and the influx of emergency response personnel may place additional burdens on the shelter system.

VI. Concept of Operations

A. General

1. Immediately after a disaster occurs, the EMA Director will request shelter operations as needed. ARC shelter managers will use the shelters (if intact) identified in Appendix 3.
2. Although the primary responsibility for shelter operations rests with the county executive, the American Red Cross has accepted the responsibility for operating and managing emergency shelters in Sevier County. Additionally, State Department of Human Services (DHS) workers are tasked to assist the ARC and local officials in shelter operations.
3. ARC and DHS personnel are given instructions on where to report and what to bring. Both agencies will bring in personnel from outside the affected areas, if needed.
4. Military assistance in the form of tents for shelter, food preparation and delivery, etc. may be used to supplement ARC and DHS efforts, given a request by the EMA Director to TEMA.

B. Organization and Responsibilities

1. <u>County EMA / American Red Cross / Sevier County Health Department</u>
   a. Implement regulations and procedures for opening, operating, and closing shelters.
   b. Coordinate shelter requirements among local, state, and national ARC units and local emergency response personnel.
   c. Manage the ESF 6 functional group (Sevier County EMA).
   d. Provide individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability as needed.
   e. Maintain sanitation and provide first-aid at shelter locations during emergencies.
   f. Advise all agencies of health concerns or possible disease outbreaks in the county (Sevier County Health Department).
2. <u>Tennessee Department of Human Services</u>
   a. Assist the ARC in shelter operations.

3. Sevier County Emergency Management Agency

    a. Arrange for assistance with shelter operations in the form of tents, logistical assistance, feeding assistance, water provisioning, security, personnel etc.

    b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

4. Radio Amateur Civil Emergency Services (RACES)

    a. Provide communications support to shelters.

5. Sevier County Schools Superintendent

    a. Provide school facilities for use as shelters and mass feeding sites.

VII. Mitigation and Preparedness Activities

A. County EMA / American Red Cross / Sevier County Health Department

1. Designate shelters in the county. Complete the necessary statistical information and contracts. Provide this information to the ARC State Coordinating Chapter Lead (ARC).
2. Develop procedures to deploy personnel to pre-designated shelters or alternate shelters.
3. Develop policies to coordinate operations with DHS, Salvation Army, and others.
4. Develop prepackaged shelter operation kits, with registration forms, tracking forms, and other materials necessary to accurately record persons housed in emergency shelters. (ARC)
5. Develop procedures to evaluate shelters for structural soundness, availability of water, food, utilities, and sanitation and sewer services.
6. Develop procedures for requesting assistance from local, state, or national officials.
7. Develop procedures for operation of shelters during short-term and long-term emergencies.
8. Provide training in shelter operations and mass care to ARC, DHS, and County Health Department staff.
9. Develop procedures for inspecting conditions at emergency shelters to insure sanitary conditions with respect to food preparation, waste disposal, potable water supplies, etc.
10. Develop procedures for marking of shelters, designating uses of shelter areas and personnel, notification of the public of shelter locations (through the EMA).

B. Tennessee Department of Human Services

1. Develop policies and procedures to work with ARC staff at shelters.
2. Develop plans to deploy personnel from unaffected regions to affected areas to assist with shelter and mass care.

C. Sevier County Emergency Management Agency

1. Develop procedures for responding to requests from ARC and DHS units for providing:

    a. Tents and portable toilets for temporary housing sites.

    b. Potable water to shelters.

    c. Emergency power supplies to shelters.

    d. Food preparation and feeding services to shelters.

    e. Security for shelter sites.

    f. Other logistical support (including communications support).

2. Develop procedures for requesting assistance from state government through TEMA.

D. Radio Amateur Civil Emergency Services (RACES)

1. Develop procedures to provide communicators to shelters. (ESF 2, Communications.)

E. Sevier County Schools Superintendent

1. Develop procedures to open schools for use as shelters and recall cafeteria staff.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings and coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA, and begin response/recovery operations.
4. Maintain logs of messages and activities.
5. Initiate internal notification and recall actions.

B. Sevier County Emergency Management Agency / American Red Cross / Sevier County Health Department

1. Determine shelter conditions and deploy personnel. Make relocation or modification recommendations if needed (EMA and ARC).
2. Determine local availability of water, food, sanitary equipment, first aid supplies, etc., and route requests for any needs through ESCs.
3. Review communications, traffic control, and security with the EMA and Sheriff. (ARC)
4. Start shelter operations as noted in the prearranged agreement with EMA and the county.
5. Give shelter information to the public, via the EMA, of shelter locations and status. (ARC)
6. Request logistical support from state and national ARC elements. (ARC)
7. Request assistance from EMA to ensure adequate shelter is available, and that support operations (i.e., feeding, medical assistance, etc.) are adequate and uninterrupted.
8. Provide information concerning status of shelters to ESF 5. (ARC)
9. Deploy personnel to perform health inspections of shelter operations to insure safe and healthy practices at each facility. (Health Dept.)
10. Coordinate correction of deficiencies with local shelter managers (Health Dept.).
11. Respond to requests from ESF 6 Manager for assistance with shelter operations, including the delivery and erection of tents, delivery of potable water, etc. (EMA)
12. Provide information to state and local officials on the need for state and federal assistance with shelter and mass care operations. (EMA)

C. Tennessee Department of Human Services

1. Mobilize personnel as per prearranged instructions and agreements with ARC or EMA.
2. Determine need for staff from unaffected areas and begin to bring them into Sevier County.
3. Provide operational assistance to ARC staff during shelter operations.

D. Radio Amateur Civil Emergency (RACES)

1. Deploy personnel as requested (by EMA) to support communications needs at shelters.

E. Sevier County Schools Superintendent

1. Open school facilities for use as shelters as requested by the EMA.

IX. Training

A. American Red Cross

1. The ARC provides courses in shelter operations management.

EMERGENCY SUPPORT FUNCTION 6

HUMAN SERVICES

DISASTER VICTIM SERVICES

I. Lead Agency: Sevier County Emergency Management Agency

II. Support Agencies: American Red Cross
U. S. Postal Service
Radio Amateur Civil Emergency Services (RACES)

III. Introduction

A. Purpose

1. This subfunction addresses individual crisis counseling, Disaster Welfare Inquiry Systems, and similar programs for persons affected by disasters.

B. Scope

1. This ESF subfunction applies to crisis counseling units of local government, ARC, the Salvation Army, and to the Disaster Welfare Inquiry (DWI) System provided by the ARC. Additionally, mail delivery for disaster victims is provided through the U. S. Postal Service.

IV. Policies

A. It is important to disaster victims and their families that contact be made between people separated in the disaster areas and those outside as soon as possible. The DWI system established by the ARC is the primary method of accomplishing this.

B. Crisis counseling of disaster victims is necessary to constructively deal with feelings of guilt, anger, and frustration brought about as a result of the disaster.

V. Situation and Assumptions

A. Situation

1. Disasters take a large toll mentally and physically on victims. Left unresolved, feelings brought on by these events can lead to violence, depression, and/or suicide.
2. Many disasters render normal communications channels inoperable and therefore leave victims unable to contact relatives to assure them that they are all right. Additionally, relatives and loved ones from outside the affected areas will want to make contact with persons in the disaster areas to determine the status of injured and deceased persons.

B. Planning Assumptions

1. All disasters will have some effect on the mental wellbeing of their victims.
2. Normal communications channels will be disrupted and victims may not be able to make contact with relatives outside the immediate area.
3. Normal mail delivery may be interrupted following a disaster.

VI. Concept of Operations

A. General

1. Many individuals will have intense feelings of guilt (that they survived and others didn't), anger, or frustration that must be dealt with effectively or they may not respond to the situation appropriately.

2. Rapid deployment of mental health counselors to assist grieving family members and disaster victims is essential to allow the community to come to grips with what has occurred and to be able to implement effective recovery actions.

3. Part of the "return to normalcy" involves the restoration of mail service. It is essential this line of communication be reestablished as soon as possible.

4. Normal telephone service may be disrupted following a disaster. The Radio Amateur Civil Emergency Services (RACES) organization and the DWI system developed by ARC are effective means of allowing communication between disaster victims and relatives/friends outside the affected areas.

B. Organization and Responsibilities

1. Sevier County Emergency Management Agency

   a. Develop procedures to identify areas in the county that may be in need of counseling services after a disaster.

   b. Identify programs available locally for delivering crisis counseling.

2. American Red Cross

   a. Develop a Disaster Welfare Inquiry system and policies and procedures for its use after disasters.

   b. Provide referral services to mental health counselors for persons housed in shelters.

3. U. S. Postal Service

   a. Develop procedures for restoration of mail delivery to areas affected by disasters.

4. Radio Amateur Civil Emergency Services (RACES)

   a. Develop procedures for passing communications from victims through operators in other locations to relatives, friends, etc. (Local RACES Plan).

VII. Mitigation and Preparedness Activities

A. Sevier County Emergency Management Agency

1. Identify programs available locally for counseling persons affected by disaster. Develop procedures for tracking the progress of individuals who receive counseling after the emergency.

2. Coordinate counseling requirements with the ARC.

B. American Red Cross

1. Develop procedures to identify persons suffering from psychological effects of disasters. Provide counseling in shelters or referrals to mental health agencies. Develop procedures to track the progress of persons receiving counseling after the disaster.

2. Develop the Disaster Welfare Inquiry System and policies and procedures for its implementation.

C. U. S. Postal Service

1. Develop procedures for restoring mail delivery capabilities following disasters.

2. Develop stockpile of relocation cards for distribution at shelters following disasters.

D. RACES

1. Develop procedures for prioritizing and delivering messages through radio capabilities.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area, report to the EMA, and begin response/recovery operations.
4. Initiate internal notification/recall actions. Maintain logs of activities, messages, etc.

B. Sevier County Emergency Management Agency

1. Arrange for deployment of crisis counseling teams to shelters in affected areas to assist with counseling disaster victims.

C. American Red Cross

1. Initiate DWI system as required/appropriate.
2. Alert the staff to watch for signs of problems within the shelter community, and provide in-house referral or referral to mental health agencies for counseling.
3. Implement procedures for tracking persons referred to counseling.
4. Provide ESF 5 with information concerning number of DWI inquiries processed daily, as well as information concerning the number of psychological cases screened.

D. Sevier County Emergency Management Agency

1. Arrange for deployment of crisis counseling teams to shelters in affected areas to assist with counseling disaster victims.

E. U. S. Postal Service

1. Distribute relocate cards to ARC Shelter Managers for distribution to shelterees.
2. Take actions to resume mail and parcel delivery in areas affected by the disaster.

F. RACES

1. Implement messaging services as per local Radio Amateur Civil Emergency Services (RACES) Plan (See ESF 2).

IX. Training

A. Several mental health facilities across the state and nation provide courses in identifying persons who may have suffered lasting emotional trauma as a result of disaster.

B. All other training related to this subfunction is provided in-house by each agency.

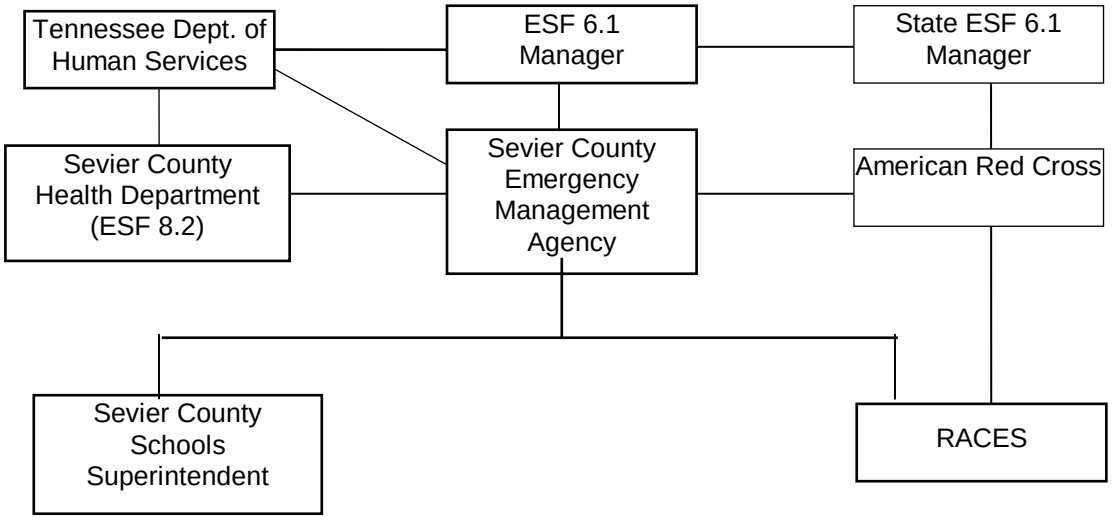
EMERGENCY SUPPORT FUNCTION 6
APPENDICES

Appendix 1 Shelter & Mass Care Organizational Chart

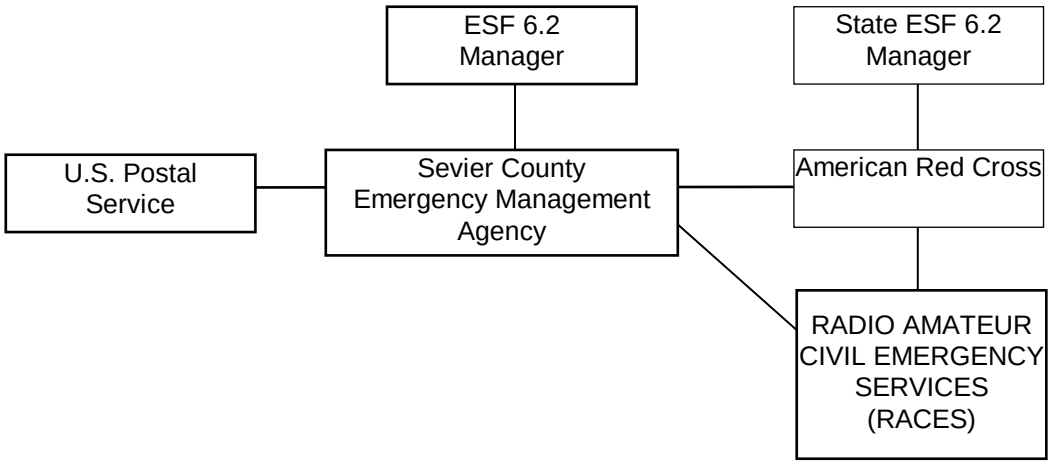
Appendix 2 Disaster Victim Services Organizational Chart

Appendix 3 Location of Shelters in the County

APPENDIX 1 TO ESF 6
SHELTER & MASS CARE ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 6
DISASTER VICTIM SERVICES ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 6
LOCATION OF SHELTERS IN THE COUNTY

RESIDENTIAL SHELTERS:

SEVIER COUNTY HIGH SCHOOL	1200 DOLLY PARTON PARKWAY, EVIERVILLE TN 37862
SEVIERVILLE INTERMEDIATE SCHOOL	416 HIGH STREETS, SEVIERVILLE TN 37862
GATLINBURG-PITTMAN HIGH SCHOOL	150 PROFFITT ROAD, GATLINBURG TN 37738
PIGEON FORGE HIGH SCHOOL	414 TIGER DRIVE, PIGEON FORGE TN 37863
SEYMOUR HIGH SCHOOL	732 BOYDS CREEK HIGHWAY, SEYMOUR TN 37865
NORTHVIEW MIDDLE SCHOOL	3295 DOUGLAS DAM ROAD, KODAK TN 37764
NEW CENTER ELEMENTARY	2701 OLD NEWPORT HIGHWAY, SEVIERVILLE TN 37862
JONES COVE ELEMENTARY	4554 JONES COVE ROAD, SEVIERVILLE TN 37862
WEARWOOD ELEMENTARY	3150 WEARWOOD DRIVE, SEVIERVILLE TN 37862

EMERGENT SHELTERS:

PIGEON FORGE COMM. CENTER	170 COMM. CENTER DR. PIGEON FORGE, TN 37863
SEYMOUR FIRST BAPTIST CHURCH	11621 CHAPMAN HIGHWAY, SEYMOUR TN 37865
KODAK UNITED METHODIST CHURCH	2923 BRYAN ROAD, KODAK TN 37764
SEVIER COUNTY RESCUE SQUAD	1171 DOLLY PARTON PARKWAY SEVIERVILLE, TN 37862

E S F 7

RESOURCE SUPPORT

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RESOURCE SUPPORT
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EMERGENCY SUPPORT FUNCTION 7
RESOURCE SUPPORT
LOGISTICS

I. Lead Agency: Sevier County Finance Director

II. Support Agencies: County Mayor/City Mayors/County Trustee
County Emergency Management Agency
County Highway Department
City Street/Street/Public Works Departments
County Human Resources

III. Introduction

A. Purpose

1. The purpose of this ESF is to provide for the packaging, loading, transportation, and unloading of resources required in areas affected by emergencies within the county.

B. Scope

1. The activities within this subfunction apply to the movements of non-response personnel and resources only. The provision of certain support services (i.e., security, EMS, etc.) is detailed under the appropriate ESF.

IV. Policies

A. Each department of local government is responsible for arranging the movement of its assets to where they are needed during emergencies. If an agency does not have needed transportation, it may request assistance through the county resource management structure.

V. Situation and Assumptions

A. Situation

1. Disaster expands needs for certain types and quantities of resources from the various departments of local government. These could be for goods, services, or personnel. Effort will be required to move resources to the affected area.

B. Planning Assumptions

1. The EMA Director will attempt to obtain resources needed by any agency of local government in support of its emergency mission requirements (See Subfunction 2).
2. Coordination of resources will require the resource be loaded onto some type of vehicle, transported, and then off loaded in a staging area near the affected area.
3. Some resource providers will be able to meet their own logistical requirements.

VI. Concept of Operations

A. General

1. During disaster operations, local organizations will require resources from other local government agencies to supplement those available to them. Requests will be directed to the ESC likely to have a particular resource available at his/her disposal.
2. Should the County Finance Director not be able to fill the need, the request may be routed to the County Mayor or the Emergency Management Director for processing. If the

resource is not available locally, the EMA Director may request assistance from the state (through TEMA).

3. The EMA Director is responsible to ensure that resource suppliers move requested items to the appropriate staging area. From that point the EMA Director and ESF 1 (Transportation Networking) will arrange for the item to be moved to the desired location.

4. ESF 1 will ensure that similar items, or different items moving to the same location, are shipped without duplicating transportation functions. This is important because of the limited availability of transportation resources and cleared routes.

5. Several local agencies have some type of transportation capability, including the Highway and Street/Public Works Departments, Board of Education, etc. ESF 7 may make use of these resources, or secure transportation from the private sector.

B. Organization and Responsibilities

1. Sevier County Finance Director/County Emergency Management Agency

   a. Develop procedures and policies for the acquisition of resources and the transportation of those resources into affected areas.

   b. Coordinate with local agencies owning transportation resources to determine available resources. Advise the Incident Commander (IC) of staging areas to be used, the nature of the assets to be staged, and coordinate closely with the IC to avoid any conflicts with response forces. (EMA)

   c. Develop procedures for tracking resource requests. (County Finance Director).

   d. Develop procedures to request transportation from the state, via TEMA. (EMA).

2. Sevier County Highway Department/City Street/Public Works Departments

   a. Develop procedures (as assigned under ESF 1) for assigning movement priorities for surface transportation of resources within the county during emergencies.

   b. Develop procedures to allocate departmental vehicles for use in resource movement.

3. Sevier County Mayor/City Mayors/County Trustee

   a. Develop procedures for executive and financial support of logistics procurement.

4. County Human Resources

   a. Support logistics to include hiring temporary workers.

   b. Track all costs associated with supporting logistic operations.

VII. Mitigation and Preparedness Activities

A. Sevier County Finance Director / County Emergency Management Agency

1. Develop procedures for responding to requests for transportation of local agency personnel from unaffected areas of the county to disaster areas.

2. Develop procedures to obtain transportation for resources that vendors cannot deliver.

3. Develop procedures for ensuring that all local agencies with transportation resources have been contacted before seeking outside vendors for transportation of resources.

4. Develop procedures for locating and securing vehicles for specialized needs, i.e., refrigerated trucks for transport of bodies, livestock-hauling vehicles, etc. (County Finance Director)

5. Develop procedures, in cooperation with the County and City Mayors, for reimbursing private vendors for services rendered. (County Finance Director)

6. Develop procedures for tracking resources supplied by private vendors. (e.g. the return of bottled water-shipping crates). (County Finance Director)
7. Develop procedures for coordinating movement of resources with ESF 1 to ensure appropriate routes are used to minimize bottlenecks, unnecessary diversions, etc.
8. Develop procedures for requesting and allocating local resources in support of transportation requirements during emergency operations and tracking their use.
9. Develop procedures for deploying transportation units into staging areas and other locations in support of emergency operations.

B. Sevier County Highway Department/City Street/Public Works Departments

1. Develop procedures for allocation of department-owned vehicles to support resource movement activities and for tracking their use.
2. Develop procedures for coordinating Emergency Management requests for routing information with routing requests of emergency responders.

C. Sevier County Mayor/City Mayors/County Trustee

1. Develop procedures and policies concerning the reimbursement of private vendors for services rendered during emergency operations.
2. Coordinate development of policies with the Emergency Management Director to insure appropriate financial accounting measures are followed during emergency operations.

D. County Human Resources

1. Develop procedures to support logistics by hiring temporary workers and to manage costs associated with this response.
2. Work closely with the County Finance Director, EMA directors and other ESF lead agencies to better define what personnel/temp hire needs may be during disaster operations.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area, report to the EMA, and begin response/recovery operations.
4. Maintain logs of activities, messages, etc. Initiate internal notification/call-up procedures as appropriate.

B. Sevier County Emergency Management Agency

1. Respond to requests for transportation resources from local government and other response agencies. Implement tracking of acquired resources.
2. Verify that local agency assets are exhausted before contracting with private vendors.
3. Provide data to County Mayor concerning requests for payment from outside vendors.
4. Route incoming resources to appropriate staging areas for compilation into bulk shipments.
5. Coordinate movement of resources with ESF 1 Manager.
6. Notify requesters of the fact that requests have been satisfied and provide data concerning expected time of arrival, quantity enroute, etc.
7. Direct state transportation support units to staging areas and track the use of these units.

C. Sevier County Highway Department/City Street/Public Works Departments

1. Provide department-owned vehicles and operators for use in movement of resources.
2. Provide routing information to transportation providers when requested.

D. Sevier County Mayor/City Mayor/County Trustee

1. Receive data from the various agencies concerning resources acquired through private vendors and take measures to reimburse them in a timely manner.
2. Provide data to ESF 5 concerning amount of funds expended for transportation and resource acquisition (See ESF 15, Recovery).

E. County Human Resource

1. Receive requests from other departments and work to fill personnel requirements.
2. Track costs associated with any hires and other support to logistics.

IX. Training

A. Most training associated with this subfunction is provided by the agencies concerned.

B. TEMA and FEMA have information to disaster response logistics and cost accounting procedures.

EMERGENCY SUPPORT FUNCTION 7
RESOURCE SUPPORT
RESOURCE MANAGEMENT

I. Lead Agency: Sevier County Mayor/City Mayors

II. Support Agencies: Sevier County Emergency Management Agency
Sevier County Finance Director

III. Introduction

A. Purpose

1. This subfunction's purpose is to obtain materiel, specialized vehicles, personnel, technical expertise, and other services during disasters that are not available in local government.

B. Scope

1. This ESF provides the acquisition, tracking, and movement of several types of resources not available through a local government agency, including:
    a. Material resources (i.e., body bags, instrumentation, office supplies, etc.).
    b. Office and work spaces for disaster relief workers.
    c. Temporary housing for incoming emergency relief personnel.
    d. Transportation resources (i.e., specialized vehicles).
    e. Communications equipment.
    f. Personnel, including persons with specialized technical knowledge.

IV. Policies

A. Local communities affected by disasters will use locally available resources to the maximum extent possible before requesting assistance from other agencies or from outside vendors.

B. The County Mayor is the sole individual responsible for securing resources from outside local government. Agencies that obtain resources from private vendors through any other means may not be reimbursed for their expenses.

C. In general, resources will not be stockpiled in the county to avoid loss by theft or deterioration. Standby contracts may be drawn up with vendors to supply items that are time-sensitive or in short supply and would be necessary during the early stages of emergency response activities.

V. Situation and Assumptions

A. Situation

1. A disaster may cripple community's ability to respond with adequate resources to the effects of that disaster. Other areas of the county may not be affected and should be capable of providing some of the necessary resource support.
2. The County Mayor has at his disposal several vendors registered to do business with the county and the cities. These vendors will fill local agencies' needs for critical items.

B. Planning Assumptions

1. Local communities and county agencies will exhaust available resources before requesting assistance from the state or outside vendors.

2. Some pre-determination of resource requirements from outside vendors by local agencies will take place to minimize the time needed to initiate emergency operations.

3. Donated goods and donated services by volunteers will be coordinated by ESF 14.

VI. Concept of Operations

A. General

1. Emergency operations will impose demands for resources that are quickly exhausted at the municipal or county level or may not be available locally. All requests for resources not available from the cities or county will be reviewed and approved by the County Mayor. The Mayor will contract with outside vendors, secure resources, and provide logistical support to see that the resources arrive as needed and ensure proper routing and use.

B. Sevier County Mayor/City Mayors/County Finance Director

1. Develop procedures for acquiring resources from outside vendors and to track the use of the resources. Ensure prompt reimbursement of outside vendors.

2. Develop procedures for use in the EOC to track requests and fulfillment of requests.

3. Develop procedures to coordinate resource requests through state ESF 7 agencies.

4. Develop procedures for acquiring and deploying personnel of local agencies not specifically tasked in this plan to support emergency operations.

C. Sevier County Emergency Management Agency

1. Coordinate resource acquisition and management in the EOC during emergencies.

2. Screen resource requests to ensure that resources are not available locally.

VII. Mitigation and Preparedness Activities

A. Sevier County Mayor/City Mayors/County Finance Director

1. Develop procedures and policies to request resources from local and state government agencies in support of emergency missions.

2. Develop a standardized form for use in emergency resource requests by agencies in the EOC during emergency operations.

3. Develop a mechanism for tracking of resource requests and status of requests.

4. Develop procedures to coordinate with other local agencies to ensure that resources do not exist elsewhere in local government and with ESF 14, to ensure that resources needed are not available at donated goods warehouse(s) or available on a volunteer basis.

5. Maintain a list of contacts for vendors for use after normal business hours.

6. Develop a list of warehouses in all areas of the county for use in warehousing donated goods and resources destined for other areas of the state (i.e. resource staging areas).

7. Coordinate with other local agencies to determine immediate needs required for successful deployment in an emergency (i.e., fuel for staging area, etc.).

8. Coordinate with the state (through TEMA) to determine proper methods of requesting state and/or federally owned resources when needed.

9. Develop procedures and tracking forms for reimbursing private vendors for resources and services provided during emergencies.

10. Develop procedures for acquiring personnel from local agencies not tasked in this plan to be deployed to assist in the emergency as required.

B. Sevier County Emergency Management Agency

1. Develop procedures and policies on the acquisition of resources during emergencies.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area, report to the EMA and initiate response/recovery operations.
4. Maintain logs of activities, messages, etc. Initiate internal notification/call-up actions.

B. Sevier County Mayor/City Mayor/County Finance Director

1. Respond to requests for resources from local agencies.
2. Ensure requested items are not currently held by a local agency.
3. Coordinate resource acquisition with ESF 14, Donations/Volunteers, to ensure requested items/services are not available through donated goods/services.
4. Arrange for transportation of resources/services to areas of need (Subfunction 1).
5. Locate office space and work areas for state or federal disaster assistance workers.
6. Maintain logs of requests and status boards showing status of requests. Notify requesters when requests have been satisfied.
7. Contact local agency ESCs to ascertain need for pre-identified items essential to emergency response activities of that ESC.
8. Provide documentation to the Finance Director about sources of goods and amounts owed.
9. Provide lists of warehouses in portions of the county identified for use to store donations.
10. Arrange for resource staging areas to become operational and begin readying for deployment of requested resources.
11. Coordinate with ESF 1 (Transportation) for proper routing for resource delivery.
12. Provide data to ESF 5 concerning amount and types of materials being requested.
13. Coordinate requests for state and/or federal resources through the EMA Director.
14. Receive data from local departments concerning resources obtained from private vendors and arrange for timely reimbursement of vendors.
15. Maintain logs and records of payments (includes emergency worker pay) for possible future state/federal reimbursement.
16. Respond to requests from local departments for personnel to assist with staging area operations, management of donated goods, etc.

C. Sevier County Emergency Management Agency

1. Screen requests for assistance and resources from the various agencies to insure requested items are not available locally or through another local agency.
2. Maintain log of items/services requested from the state and the outcome of the requests.
3. Route approved requests through appropriate channels for disposition.

IX. Training

A. All training associated with these functions is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 7
RESOURCE SUPPORT
LOGISTICAL SUPPORT

I. Lead Agency: Sevier County Emergency Management Agency

II. Support Agencies: City Fire Departments/County Volunteer Fire Departments
Sevier County Emergency Medical Service
Sevier County Sheriff's Office/City Police Departments
County Highway Department/City Street/Public Works Departments
Sevier County Rescue Squad/Fire Department First Responders
Sevier County Schools Superintendent

III. Introduction

A. Purpose

1. This subfunction provides county staging areas to support emergency operations by designating locations to stage volunteers and temporarily store resources. These staging areas are different from those that Incident Commanders establish to stage response forces. The EMA Director will keep Incident Commanders apprised of volunteer and resource staging areas being managed in this ESF, and will stay informed of the areas that Incident Commanders are using. Staging area selection and management is an important task that must be considered in advance of a disaster and periodically reviewed.

B. Scope

1. This subfunction concerns the use of the various sites in the county as primary staging areas to support emergency operations. Other facilities (i.e., airfields, warehouses, etc.) may be used in a secondary capacity as staging areas.

IV. Policies

A. Rapid, uncontrolled influx of volunteers and resources can endanger responders and citizens, and slow the response and recovery effort. It is essential to control the flow of volunteers, supplies, and other resources into the affected areas.

B. The actual selection and management of response force staging areas is under the control of the Incident Commander. Volunteer and resource staging will occur at major transportation terminals (i.e., airfields, warehouses, etc.) and is the responsibility of the EMA Director.

V. Situation and Assumptions

A. Situation

1. Disasters require the assistance of all local resources, resources from surrounding communities, or resources from communities in unaffected areas of the state. The rapid, uncontrolled influx of resources from any source into a disaster area confuses the situation.

2. Staging Areas are spread fairly evenly throughout the county and can serve well as staging areas for local, and locally requested, resources.

B. Planning Assumptions

1. Disasters will occur that require massive local response, including large quantities of personnel and/or other resources.

2. Emergency response forces are trained and familiar with staging area management. Volunteers and those organizations that bring resources to the county will follow directions to and about staging areas.
3. There will be suitable staging areas within a reasonable distance of any part of the county.

VI. Concept of Operations

A. General

1. Immediately after a disaster, the county will begin to deploy local and locally acquired resources in support of emergency operations.
2. Deployed units can respond to a pre-designated staging area to await further assignment.
3. Units will be dispatched from staging areas to report to the on-scene Incident Commander.
4. Units returning to their home stations will return to their original staging area to be logged out and released.

B. Sevier County Emergency Management Agency

1. Develop procedures for use of identified sites as staging areas.
2. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements listed in the Response/Recovery section.

C. County/City Emergency Response Agencies

1. Responsible for deploying resources to staging areas (as required) and dispatching units to assignments from these locations.
2. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements listed in the Response/Recovery section.
3. Responsible for assigning personnel to staging areas to assist staging area personnel with security of resources located there. (Sheriff/City Police Departments).

D. County Highway Department/City Street/Public Works Departments

1. Responsible for deploying Street/Public works resources to staging areas and dispatching same to assignments from these locations.
2. Responsible for implementing traffic control procedures to assist staging area personnel with routing of incoming/outgoing vehicles.

E. Sevier County Schools Superintendent

1. Coordinate with the EMA Director on the use of school property for staging areas.

VII. Mitigation and Preparedness Activities

A. Sevier County Emergency Management Agency

1. Develop comprehensive plans for each staging area to guide operations. Include:
    a. Traffic flow diagrams and diagrams of parking/staging areas for different vehicle types.
    b. Description of housing, feeding, and sanitation capabilities and procedures for requesting assistance during emergency operations.
    c. Fueling capabilities, back-up fuel supplies, and the means to pump the fuel.
    d. Communications capabilities and communication plans.
    e. Provisions for security and procedures for requesting assistance during emergencies.

f. Forms and procedures used for checking in resources and logging incoming and outgoing assignments.

2. Coordinate development of plans with other ESFs that need to use staging areas.

3. Develop procedures for recording hours worked by staging area staff during emergency operations for possible (FEMA) reimbursement later.

B. County Highway Department/City Street/Public Works Departments/Law Enforcement Agencies

1. Develop procedures for providing traffic control support to staging area operations.

C. All Other Tasked Agencies

1. Develop procedures for routing resources to staging areas, including:

   a. Coordination of routing requirements with ESF 1 (Transportation),

   b. Procedures for handling communications incompatibilities,

   c. Expected deployment for certain types of emergencies,

   d. Resources each agency expects to deploy to staging areas (i.e., fuel, meals for a number of persons, sleeping quarters, sanitary requirements, etc.).

   e. Weights and surface requirements for vehicles expected to be deployed to staging areas during emergency operations.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Attend briefings, coordinate activities with other participant organizations.

2. Report to the Incident Commander (IC), and initiate response activities.

3. Maintain logs of activities, messages, etc., advise the staging areas of the number and types of assets being deployed to the staging areas.

4. Obtain contact number for dispatching resources from staging areas to staging areas.

5. Maintain logs of resources sent to staging areas, resources dispatched from staging areas

B. Sevier County Emergency Management Agency

1. Activate resource/volunteer staging areas at facilities requested by the IC or Mayor.

2. Implement staging area plans as necessary.

3. Receive and record data from ESFs concerning deployment of resources.

4. Advise ESF 5 periodically of status of staging areas.

5. Request resources needed to support staging area operations from the pertinent ESF.

C. County Highway Department/Street/Public Works Departments/Law Enforcement Agencies

1. Begin traffic control support at opened staging areas as needed the Staging Area Manager.

IX. Training

A. All training associated with this subfunction is provided in-house by the agencies concerned.

B. FEMA/TEMA provide courses in the Incident Command System and National Incident Management System (NIMS), which include provisions for Staging Area operations.

EMERGENCY SUPPORT FUNCTION 7
RESOURCE SUPPORT
VEHICLE ALLOCATION

(RESERVED FOR FUTURE USE)

EMERGENCY SUPPORT FUNCTION 7
APPENDICES

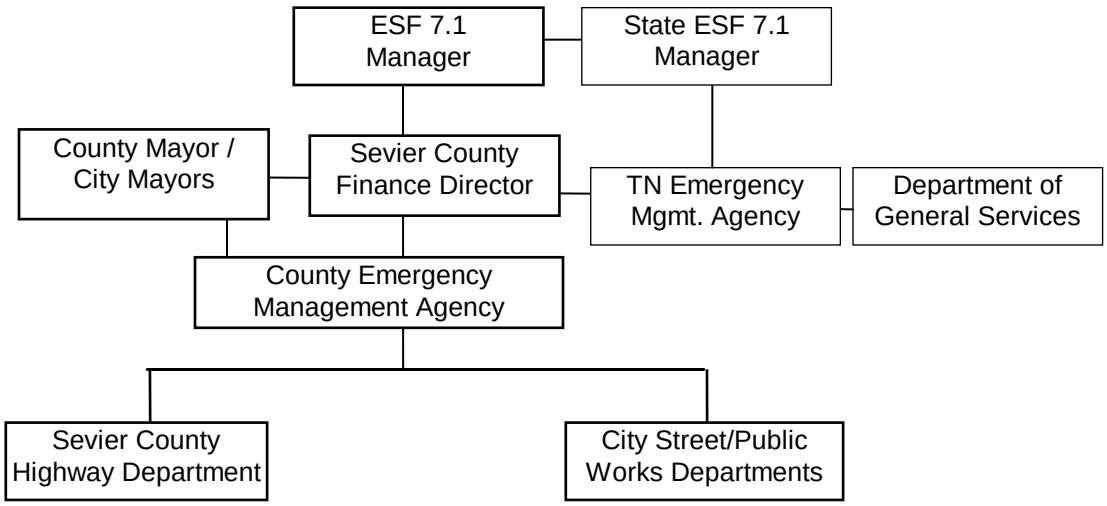
Appendix 1 Logistics Organizational Chart

Appendix 2 Resource Management Organizational Chart

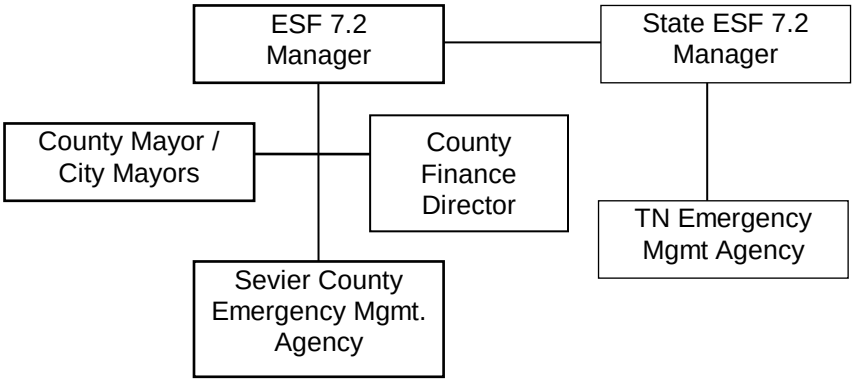
Appendix 3 Logistical Support Organizational Chart

Appendix 4 County Staging Areas/Marshaling Points

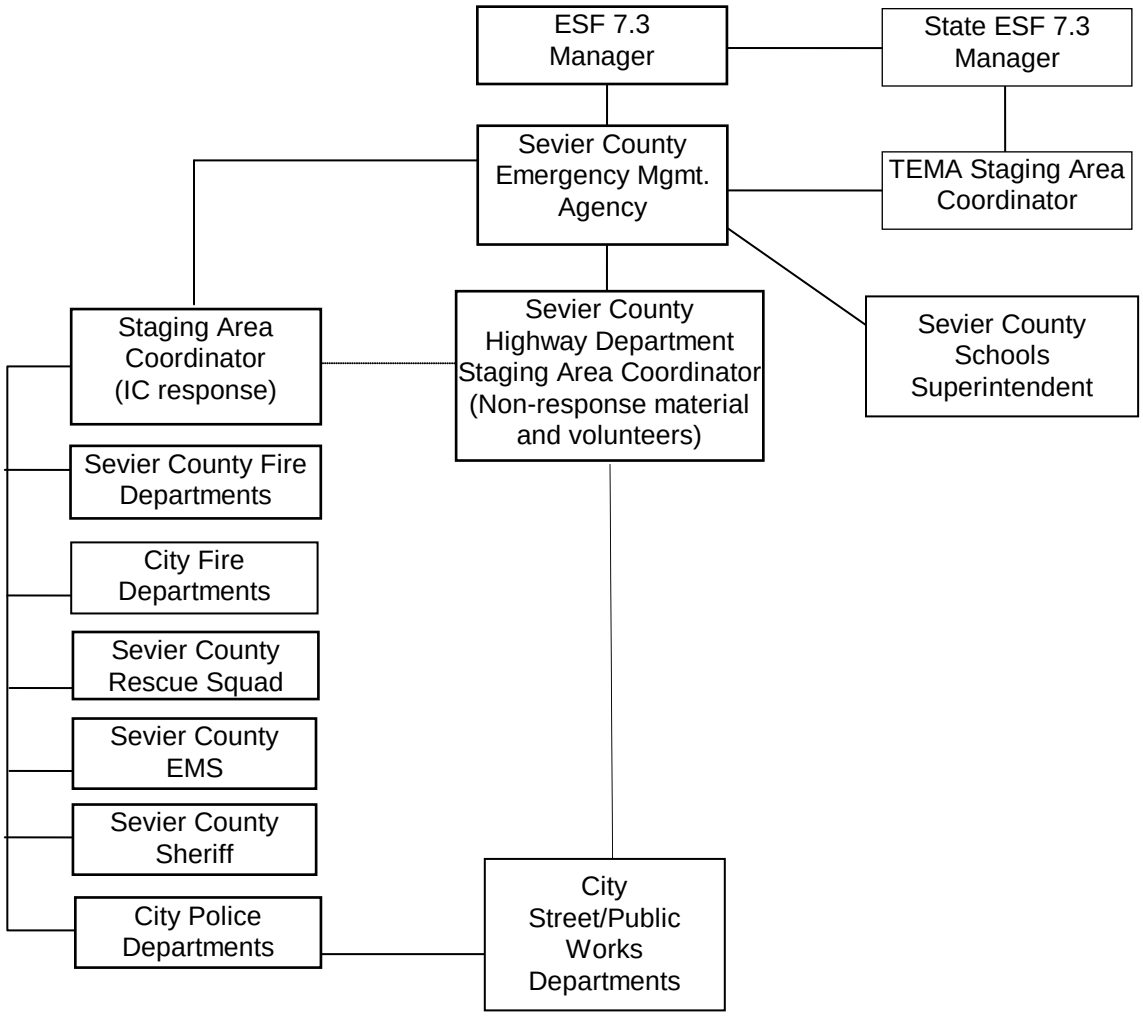
APPENDIX 1 TO ESF 7
LOGISTICS ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 7
RESOURCE MANAGEMENT ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 7
LOGISTICAL SUPPORT ORGANIZATIONAL CHART



APPENDIX 4 TO ESF 7
COUNTY STAGING AREAS/MARSHALING POINTS

Diagrams of staging areas maintained in the EOC

E S F 8

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HEALTH AND MEDICAL SERVICES
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EMERGENCY SUPPORT FUNCTION 8
HEALTH AND MEDICAL SERVICES
EMERGENCY MEDICAL SERVICES

I. Lead Agency: Sevier County Emergency Medical Service

II. Support Agencies:
Sevier County Emergency Management Agency
County Fire Departments/City Fire Departments
Sevier County Sheriff/City Police Departments
Sevier County Rescue Squad
Sevier County Medical Examiner
LeConte Medical Center
American Red Cross

III. Introduction

A. Purpose

1. This ESF provides guidance, prioritization, and coordination of resources involved in the triage, treatment, and medical evacuation of disaster victims.

B. Scope

1. This ESF involves the provision of emergency medical services in the county and its cities.

IV. Policies

A. Emergency medical care is the most important function during the first few hours of a disaster. Fire and rescue activities must be coordinated with EMS operations to avert further loss of life.

V. Situation and Assumptions

A. Situation

1. Disasters that may occur in the county have the potential to cause many casualties. Local EMS and health care systems may be overloaded or damaged and unable to fully respond.
2. Specialized injuries resulting from radiological accidents, hazardous materials spills or biologic agents may require treatment capabilities beyond those of local medical facilities.

B. Planning Assumptions

1. Casualty loads may be beyond the capabilities of the local EMS and health care system.
2. Hospitals, blood banks, laboratories, and other emergency health care facilities may be damaged or rendered inoperable as a result of a disaster.
3. Medical evacuations may be needed.

VI. Concept of Operations

A. General

1. Local EMS will respond to the needs of the injured. If local EMS services are unable to provide adequate response, regional mutual aid from EMS providers will be requested.
2. Regional coordination of the EMS mutual aid networks is accomplished through the use of a regional communications center. This center coordinates patient distribution so as not to overload any given health care facility. The state EMS agency monitors this system and coordinates assistance when the scope of the disaster becomes very large.

3. The state will provide or request emergency medical assistance based on the magnitude of the disaster. A catastrophic event which devastates a major population center may require the immediate activation and deployment of the National Disaster Medical System (NDMS), Tennessee National Guard, and/or active duty components of the U. S. Military. An event of lesser magnitude may be resolved with the deployment of medical units from within the state, possibly assisted by those from adjoining states.

B. Organization and Responsibilities

1. Sevier County Emergency Medical Service

   a. Coordinate local EMS services and the development of EMS plans throughout the county.

   b. Establish medical response priorities during disasters within the county.

   c. Develop policies and procedures for EMS operation during disasters, including the use of Casualty Collection Points, medical evacuation, staging areas, and patient tracking.

   d. Provide an individual to act as the Emergency Services Coordinator (ESC). Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

   e. Coordinate health care facility involvement in the local EMS system and ensure adequate distribution of evacuated victims during disasters.

   f. Develop capabilities to respond to all types of emergency medical situations.

2. Sevier County Emergency Management Agency

   a. Coordinate EMS operations with ESF 9 and ESF 10 functions.

   b. Provide disaster information and resource coordination for EMS disaster operations. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

3. County Fire Departments /City Fire Departments

   a. Develop first responder or similar programs to assist local EMS providers.

   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

4. Sevier County Sheriff, City Police Departments

   a. Coordinate law enforcement operations with the EMS functions.

   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

5. County Medical Examiner

   a. Develop procedures for performing mass casualty victim identification activities

   b. Be prepared to request state mass casualty assistance.

6. American Red Cross

   a. Provide first aid assistance at shelters and other sites where needed.

   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

7. Sevier County Rescue Squad

   a. Develop procedures for coordinating rescue operations with EMS operations.

b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

8. LeConte Medical Center

    a. Receive multiple casualty emergencies.

    b. Triage, stabilize, and treat unique illnesses or injuries that may occur from emergencies identified for the county in the Hazard Assessment section of this plan.

VII. Mitigation and Preparedness Activities

A. Sevier County Emergency Medical Service

1. Develop emergency preparedness plans for the local EMS services. Coordinate with the Sevier County Health Department on Public Health issues.
2. Develop procedures for locating and deploying EMS resources from unaffected areas into affected areas. Develop procedures to use emergency medical personnel/equipment from nearby counties, and from other sources such as Lifestar or Wings helicopters.
3. Develop list of EMS supply sources and contacts for nights/weekends and adopt Memoranda of Understanding between the county and suppliers for supplies in an emergency.
4. Identify Casualty Collection Points. Develop plans and procedures for activation and use.
5. Develop procedures for notification of emergency to EMS providers, hospitals, etc.
6. Develop standards for triage operations, medical evacuation operations, and other mass casualty operations. Pre-identify locations for use as potential NDMS sites.
7. Develop procedures for morgue operations (coordinate with the County Medical Examiner). Include the acquisition and use of refrigerated trucks, refrigerated warehouse space for storage of bodies until they can be autopsied.
8. Develop procedures for asking county medical examiner and the Tennessee Bureau of Investigation (through TEMA) with autopsy/identification of disaster victims.
9. Develop standardized format for supplying casualty figures to the EMA Director.
10. Develop plans and procedures for responding to mass casualty incidents. Include the use of the Incident Command System, the integration of other EMS units into operations, the use of triage tags, and the activation of temporary morgues.
11. Conduct training with local fire, law enforcement, and rescue agencies.

B. Sevier County Emergency Management Agency

1. Develop procedures for coordinating ESF 8 with ESF 9 and ESF 10 operations.
2. Participate in training with local EMS units with respect to inter-agency operations during disaster operations (i.e., the use of the Incident Command System, etc.)

C. Sevier County Fire Departments/City Fire Departments

1. Develop first responder, EMT, or other initial medical response to assist EMS.
2. Participate in training with local EMS units.

D. Sevier County Sheriff/City Police Departments

1. Develop procedures to coordinate law enforcement operations with EMS units, (e. g. EMS unit security and law enforcement personnel with first-aid or EMT training).
2. Participate in training with local EMS units in the use of the Incident Command System.

E. County Medical Examiner

1. Develop procedures to support EMS operations to assist with victim identification.

F. American Red Cross

1. Develop procedures for supplying first aid to persons housed in temporary emergency shelters, and for referring them to acute care facilities when necessary.
2. Develop procedures for identifying and using nurses from affected areas.
3. Develop procedures to collect and process blood from volunteers during disasters.

G. Sevier County Rescue Squad

1. Develop procedures to coordinate rescue unit operations with EMS activities.
2. Participate in training with local EMS units.

H. LeConte Medical Center

1. Develop procedures and conduct training with EMS providers that best support the goals of the hospital and the other organizations in this ESF.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA, and start response/recovery activities.
4. Maintain logs of messages and activities. Initiate internal notification/recall actions.

B. Sevier County Emergency Medical Service

1. Implement local EMS emergency operations. Begin patient tracking.
2. Respond to requests from affected communities for assistance with EMS operations.
3. Collect information from unaffected areas of county with regard to number of EMS units available in unaffected areas available for deployment to disaster area.
4. Collect, maintain, and disseminate casualty figures to ESF 5 and EMA.
5. Determine need for additional EMS supplies in affected area(s) and coordinate with ESF 7 (Resource Management) for the procurement and transportation of those supplies.
6. Determine need for state assistance and activate state EMS system. Implement disaster morgue operations in affected areas (coordinate with County Medical Examiner).
7. Implement emergency medical evacuation operations if necessary.
8. Coordinate with county medical examiner's office and TEMA (TBI) requirements for autopsy and victim identification needs.
9. Task other ESFs as necessary to perform mission (i.e., security, hazardous materials, etc.).
10. Respond to incidents involving injuries within the jurisdiction.
11. Request assistance from fire, law enforcement, rescue, and other agencies. Coordinate operations with other affected agencies.
12. Monitor status of local health care systems and implement necessary measures to activate regional coordination system.

C. Sevier County Emergency Management Agency

1. Coordinate operation of ESF 9 and ESF 10 with EMS operations.
2. Collect casualty figures from ESF 8.

D. County Fire Departments/City Fire Departments

1. Respond to requests for assistance from local EMS units.
2. Provide ESF 8 with EMS trained personnel available to deploy to affected areas.

E. Sevier County Sheriff, City Police Departments

1. Respond to requests from EMS units for assistance with traffic control and security.
2. Provide to ESF 8 the number of EMS trained personnel available to go to affected areas.

F. County Medical Examiner

1. Respond to requests from EMS for assistance with victim identification.

G. American Red Cross

1. Provide first aid treatment at shelters as required.
2. Begin blood collection and distribution procedures.
3. Provide to ESF 5 and ESF 8 the number of victims treated in shelters.
4. Implement call-up of ARC volunteer nurses and allied professionals if requested.

H. Sevier Rescue Squad

1. Respond to requests from local EMS for assistance within scope of departmental training.
2. Coordinate rescue operations with EMS operations as required.

I. LeConte Medical Center

1. Begin patient tracking and prepare to receive multiple casualties.
2. Bring in additional staff as required. Coordinate activities with other ESF 8 organizations.
3. Advise the EMA director of any unmet needs not being addressed through normal means.

IX. Training

A. TEMA provides training in Incident Command System.

B. Several community colleges and universities offer Emergency Medical Technician training courses required for certification.

C. The ARC offers basic first aid courses, first responder courses, and courses in CPR.

D. Many fire service and EMS providers offer first-responder and CPR courses.

E. TEMA courses in search and rescue may be of use to EMS field personnel.

F. Other training is provided in-house by respective agencies.

EMERGENCY SUPPORT FUNCTION 8

HEALTH AND MEDICAL SERVICES

PUBLIC HEALTH

I. Lead Agency: Sevier County Health Department

II. Support Agencies:
Sevier County Sanitation Department
Sevier County Highway Department
City Street Departments
City Water and Sewer Depts., Water Utility Districts
Sevier County Emergency Management Agency
Area Hospitals/Medical Clinics
American Red Cross

III. Introduction

A. Purpose

1. This subfunction provides for adequate public health services in a disaster area to contain any possible outbreak of communicable diseases.

B. Scope

1. This function provides public health support for disaster areas after the immediate lifesaving phase of disaster response.

IV. Policies

A. Continuation of public health functions and control of environmental factors related to public health are essential to prevent the outbreak of disease.

V. Situation and Assumptions

A. Situation

1. Debris accumulation; standing, polluted, or debris laden water; the failure of sewage and water treatment systems, or the use of unsafe practices during emergency operations (such as consumption of contaminated food and/or water) all endanger public health.
2. Certain disasters (radiological incidents or hazardous materials incidents) present specialized public health concerns.

B. Planning Assumptions

1. Unchecked debris accumulation, contaminated food or water consumption, and improper sewage treatment will cause injuries or illness if not controlled early in the emergency.
2. Public health providers will issue public education materials before, during, and after the disaster. This material will lead to a better understanding of the disaster health hazards.

VI. Concept of Operations

A. General

1. Disasters can cripple or destroy a community's capability to provide treated water, debris removal, sewage treatment, vector control, and other public health procedures.
2. Immediate deployment of public health personnel to projected problem sites will reduce potential health problems brought about as a result of the disaster.
3. Assistance from state public health agencies may be required.

B. Organization and Responsibilities

1. Sevier County Health Department

    a. Develop and implement programs to preserve public health following disasters.

    b. Coordinate the survey and assessment of the public health situation in affected areas.

    c. Set health/medical priorities in areas affected by disasters.

    d. Implement surveillance systems to monitor the health of the general population.

    e. Produce and distribute health education materials before, during, and after disasters

    f. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

2. Sevier County Sanitation Dept./Highway Department/City Street Departments

    a. Support and monitor the disposal of disaster debris, landfill materials, and similar items to preserve public health. Establish wood debris burn sites with Air Pollution Control approval. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

    b. Provide an individual to act as the Emergency Services Coordinator in the EOC (County Highway Dept.)

3. Sevier County Emergency Management Agency

    a. Provide information concerning hazardous materials releases to the ESF 8 Manager so that potential health effects may be evaluated. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

4. City Water and Sewer Departments/Sevier County Water Utility Districts

    a. Inspect water and wastewater treatment facilities and implement remedial actions to restore treatment capabilities.

    b. Provide assessment and recommendations concerning potential health effects and remedial actions associated with water-borne pollutants and vectors. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

5. Area Hospitals and Medical Clinics

    a. Monitor health conditions of patients treated at facilities and notify health department of any potential infectious disease, biologic pathogens and possibility and means of the deliberate spread of these pathogens.

    b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

6. American Red Cross

    a. Maintain healthful environment in temporary emergency shelters.

    b. Assist local public health officials with surveillance activities.

    c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Sevier County Health Department

1. Develop public education information concerning the use of untreated water, contaminated food, and other unsafe practices following disasters.
2. Develop means to deploy personnel into affected areas to provide surveillance and monitoring of public health following major disasters.
3. Coordinate with local water and wastewater organizations to determine the problems that may occur as a result of damaged pollution control systems and the failure of water treatment facilities in the affected area.
4. Prepare to give health-related public information to the EMA or PIO for public release.
5. Develop procedures for staffing public health and other clinics to provide public health services, including vaccinations against pathogens present in the affected area.
6. Coordinate procedures to request assistance from the state government.
7. Develop procedures to gather and act on all health-related information from affected areas, the water and wastewater departments, EMA, hospitals, civilians, or other sources.
8. Develop procedures to coordinate with the TN Department of Agriculture on matters concerning potential health effects associated with food contamination.
9. Develop policies and procedures for staffing shelters to provide first aid and monitoring/decontamination assistance when required (through ESF 6).

B. Sevier County Sanitation Dept./Highway Department/City Street Depts.

1. Develop procedures to assess impact of debris accumulations in areas affected by disasters, and assist communities to dispose of these materials (ESF 3, Debris Removal).
2. Develop procedures to pass information about the health effects of debris accumulation to the ESF 8 Manager for evaluation.

C. City Water and Sewer Departments/Water Utility Districts

1. Develop procedures to assess damage to water and wastewater treatment facilities, distribution or drain lines and determine potential health consequences from this damage.
2. Develop procedures to relay information to ESF 8 Manager about the status of potable water supply systems in the affected area, and prepare information for the general public concerning the use of water from damaged systems (and proper methods of treating it).

D. Sevier County Emergency Management Agency

1. Develop procedures to coordinate operations of ESF 10 (Environmental Response) with ESF 8 to insure health considerations are taken into account during hazmat operations.

E. Area Hospitals and Medical Clinics

1. Develop procedures to report suspected infectious disease outbreaks to health officials.

F. American Red Cross

1. Develop procedures to provide preventative health services to persons located in temporary emergency shelters.
2. Develop procedures to inform the ESF 8 Manager of health problems in the shelter system, as well as to request assistance from ESF 8 to deal with health problems in shelters.
3. Develop procedures to deploy ARC health personnel in response to requests for assistance from the ESF 8 Manager, as appropriate.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA. Attend briefings and coordinate activities with other participant organizations.
2. Set up work area(s), report to the EMA, and initiate response/recovery activities.
3. Maintain logs of activities, messages, etc. Initiate internal notification/recall actions.

B. Sevier County Health Department

1. Obtain information on the nature of disaster and determine possible future health problems.
2. Deploy personnel to monitor public health conditions in disaster areas and shelters.
3. As information becomes available, develop list of priorities to deal with identified problems and take steps to address developing concerns (through deploying personnel to implement vaccination programs, issuing public education materials or information, etc.).
4. Pass to ESF 5 information on the nature and scope of health problems being encountered.
5. Task other ESF 8 participants and other activated ESFs for assistance. Request needed assistance from the State ESF 8. (Keep EMA Director informed).
6. Obtain information on potential health threats from other ESF 8 participants, with respect to hazardous materials releases, agricultural disease outbreaks, water contamination, etc.
7. Provide information concerning potential health problems to other ESFs so they may take measures to protect personnel that they are deploying into affected areas.
8. Maintain mortality/morbidity statistics related to disaster. Track emergency personnel exposed to dangerous or hazardous environments.
9. Deploy nurses to staff shelters for public health monitoring/support activities as required.

C. Sevier County Highway Department/City Street Departments

1. Monitor disaster situations for problems associated with or generated as a result of debris accumulations and hazardous materials spills. Deploy personnel to assist local communities with debris disposal.
2. Provide information to ESF 8 Manager on problems the departments have identified.

D. City Water and Sewer Departments/Water Utility Districts

1. Monitor disaster situation for problems associated with or generated as a result of waterborne releases of hazardous or noxious substances.
2. Assist local communities to assess damage to water and wastewater treatment systems.
3. Assist local communities with assessing damage to and problems generated as a result of damage to potable water distribution/storage systems.
4. Coordinate activities with the State Dept. of Environment and Conservation to ensure compliance with appropriate procedures and policies during the restoration of systems.
5. Provide information to ESF 8 Manager concerning potential health effects that could result from damaged wastewater treatment systems. Recommend protective and remedial action associated with damage to water delivery systems in affected areas.
6. Deploy personnel to monitor water supplies for evidence of contamination. Provide data to ESF 8 Manager on findings and actions recommended.
7. Task other ESF 8 participants and other activated ESFs to provide assistance as required.

E. Sevier County Emergency Management Agency

1. Provide information to ESF 8 Manager concerning releases of hazardous materials.
2. Respond to requests for assistance from ESF 8 to deal with uncontrolled releases of hazardous substances.

F. Area Hospitals and Medical Clinics

1. Report suspected infectious disease outbreaks and other public health problems to appropriate health officials.

G. American Red Cross

1. Perform preventative health measures at shelters operated by ARC.
2. Notify ESF 8 Manager of health problems identified during treatment of persons housed at shelters or treated at ARC operated health clinics/sites.
3. Provide personnel to assist with monitoring/assessment activities as requested by ESF 8.

IX. Training

A. Training in health conditions assessment is provided by the American Red Cross on request.

B. Training associated with other functions contained within this annex is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 8
HEALTH AND MEDICAL SERVICES
CRISIS INTERVENTION SUPPORT

I. Lead Agency: Cherokee Mental Health Services

II. Support Agencies: All Tasked Local Agencies

III. Introduction

A. Purpose

1. This subfunction provides psychological support and counseling for local emergency personnel to assist them in coping with disaster situations and conditions they encounter.

B. Scope

1. This subfunction applies to all agencies with personnel assigned to emergency-oriented missions during disasters affecting the county or its cities.

IV. Policies

A. All individuals who perform emergency response functions will have access to counseling services to assist them to deal with their reactions to the demanding and stressful situations they encounter. No worker will be judged negatively for receiving crisis counseling.

B. No individual emergency worker will be required to participate in crisis management sessions; however, such attendance is highly recommended.

V. Situation and Assumptions

A. Situation

Emergency workers can suffer both short-term and long-term psychological reactions to violent, traumatic, or devastating situations they are exposed to during emergency operations.

B. Planning Assumption

Some emergency workers will have a difficult time dealing psychologically or emotionally with the situations they encounter during emergency and disaster response activities.

VI. Concept of Operations

A. General

1. In major emergencies, especially those involving large numbers of casualties, some emergency response personnel are affected by post-traumatic stress syndrome. Although signs of this may not appear for quite some time, individuals may exhibit feelings of anger, frustration, guilt, depression, etc. during the actual operations themselves, and this may progress to the point of becoming damaging to the individual's own well being.

2. Effective crisis counseling sessions with emergency responders provide an opportunity to bring out into the open the feelings they have about how they performed and how they are dealing with psychological trauma wrought by the devastation they have witnessed.

3. Every emergency responder will have the opportunity to participate confidentially in group and individual sessions designed to allow them to come to terms with their reactions to what they have seen and participated in. Opportunities for individualized follow-up care should be provided so as to allow the person to maintain a healthy and productive outlook.

B. Organization and Responsibilities

1. All Tasked Agencies

   a. All local agencies are responsible to identify response personnel who appear to be having a difficult time in dealing with the situations they have encountered as a result of their participation in emergency response operations.

   b. All local agencies will notify response personnel of the availability of Crisis Intervention Support (CIS) counseling activities during and after emergency operations.

   c. The department heads of all tasked local agencies will maintain the confidentiality of those individuals attending CIS sessions.

VII. Mitigation and Preparedness Activities

A. Cherokee Mental Health Services

1. Develop program for delivering CIS programs to emergency workers in the field. Identify specialized CIS teams to use in local emergencies.

B. All Other Tasked Agencies

1. Develop procedures and policies regarding the attendance of personnel in CIS sessions.
2. Identify personnel to attend CIS sessions and make arrangements for their attendance.

VIII. Response and Recovery Actions

A. Cherokee Mental Health Services

1. Request CIS Teams to respond to the county/cities affected.

B. All Other Tasked Agencies

1. Identify personnel to attend CIS sessions.
2. Make arrangements for them to attend and support these individuals to maximum extent possible.

IX. Training

A. There is no applicable training for this subfunction.

EMERGENCY SUPPORT FUNCTION 8

APPENDICES

Appendix 1 Emergency Medical Services Organizational Chart

Appendix 2 Public Health Organizational Chart

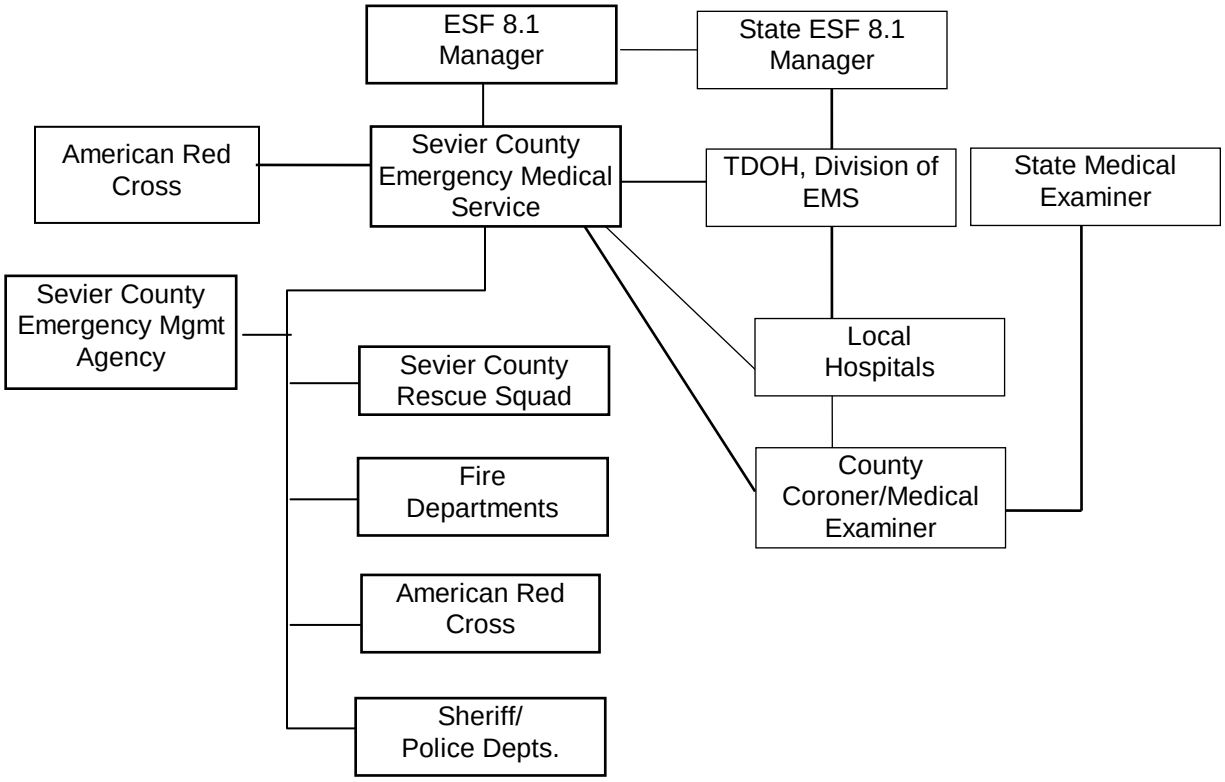
Appendix 3 Crisis Intervention Support Organizational Chart

Appendix 4 Location of Emergency Medical Service Stations / Hospitals and Casualty Collection Points

Appendix 5 State Pandemic Plan

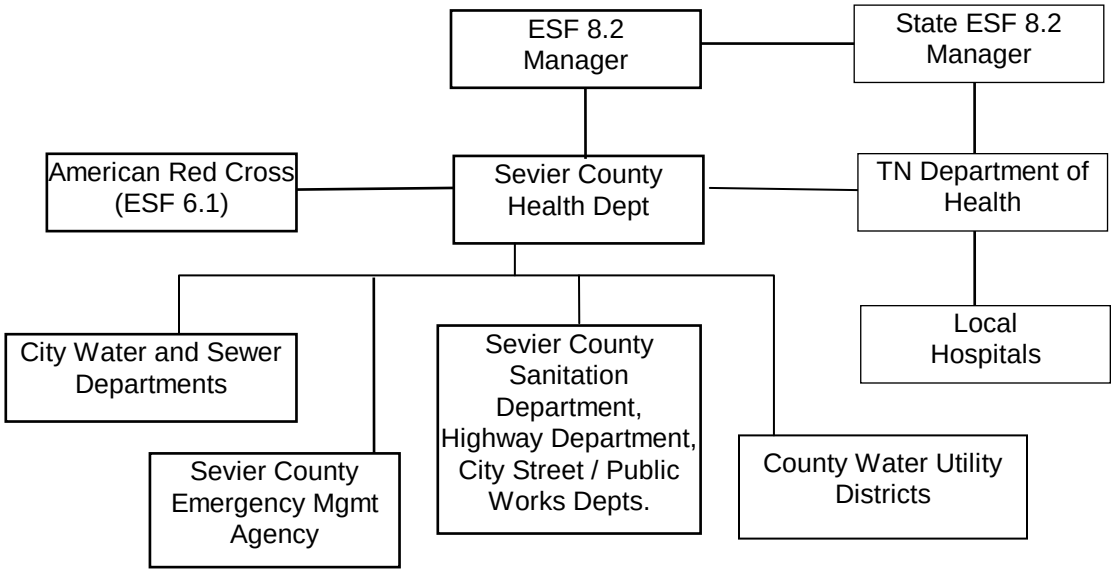
APPENDIX 1 TO ESF 8

EMERGENCY MEDICAL SERVICES ORGANIZATIONAL CHART



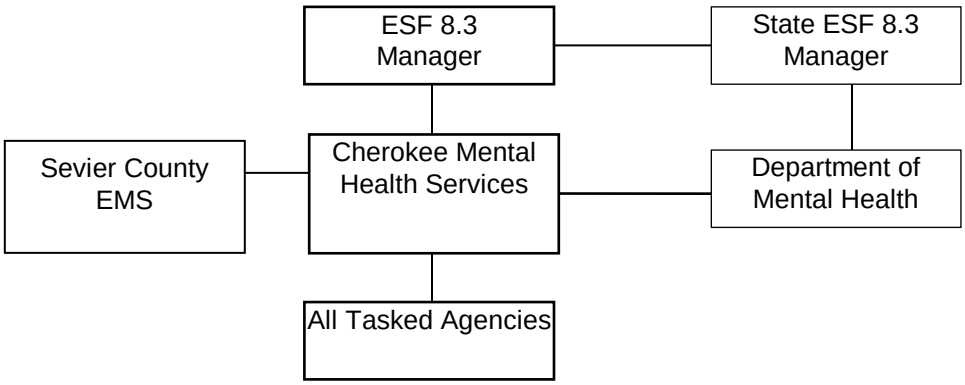
APPENDIX 2 TO ESF 8

PUBLIC HEALTH ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 8

CRISIS INTERVENTION SUPPORT ORGANIZATIONAL CHART



APPENDIX 4 TO ESF 8

LOCATION OF EMERGENCY MEDICAL SERVICE STATIONS

LOCAL HOSPITALS AND CASUALTY COLLECTIONS POINTS

EMS Stations:

Main Station
718 Middle Creek Road
Sevierville, TN 37862

Pigeon Forge
225 Pine Mountain Rd
Pigeon Forge, TN 37863
865-428-4873

Waldens Creek
2828 Goose Gap Rd
Sevierville, TN 37876
865-428-8395

Seymour
106 N Pitner Rd
Seymour, TN 37865
865-573-1471

Kodak
345 Douglas Dam Rd
Kodak, TN 37764
865-933-9564

HOSPITAL/CASUALTY COLLECTION POINT

LeConte Medical Center
724 Middle Creek Rd. Sevierville, TN 37760

APPENDIX 5 TO ESF 8
STATE PANDEMIC PLAN

State Pandemic Plan located at the Sevier County EOC and the Sevier County Health Department.

EMERGENCY SUPPORT FUNCTION 8
ANNEXES

Annex 1 Functional Needs Population

Annex 2 Pandemic Influenza Plan

Annex 3 Mass Casualty Plan

Annex 1 to ESF 8
Functional Needs Population Plan

I. Purpose

To provide general guidelines and principles for use in caring for the Functional Needs Population (FNP) during disasters and emergencies.

II. Definition

Functional Needs Population (FNP) – Shall mean, as used only in the context of this Emergency Support Function (ESF) 8, Populations recognized as having functional needs in a mass casualty event including but not limited to the following:

a. Children,

b. Persons with physical or cognitive disabilities,

c. Persons with preexisting mental health and/or substance abuse problems,

d. Frail or immune system compromised adults and children,

e. Non-English speakers,

f. Persons with Dementia/Alzheimer's or reduced activities of daily living,

g. Homeless or transient populations

III. Concept of Operations

During public health emergencies and disasters, it is the responsibility of the Tennessee Department of Health (TDH) to take the lead in ensuring the Functional Needs Population (FNP) receives necessary and appropriate shelter and healthcare throughout the course of the event.

Sevier County will support/aid, as much as humanly possible, the functional needs population. The policy of the county is to recognize the dignity of all individuals. The County will work closely with the Tennessee Department of Health (TDH) and the Department of Human Services during public health emergencies and disasters, and will refer to the Tennessee Emergency Management Plan (TEMP) for guidance.

IV. Safety and Security

Local law enforcement officials may be asked to assist in keeping areas safe and secure.

Annex 2 to ESF 8
Pandemic Influenza Plan

I. Introduction

The Tennessee Department of Health (TDH) Communicable and Environmental Disease Services (CEDS) Is the agency responsible for providing public health planning for pandemic influenza.

II. Concept of Operations

Under the direction of the State Epidemiologist, the Medical Director of the Immunization Program will coordinate the department's preparedness activities with regional and local health departments and other stakeholders. Information to support local preparation and response for all sectors are publicly available at www.pandemicflu.gov.

The Tennessee Department of Health, East Tennessee Regional Office, maintains a Pandemic Influenza Response Plan that includes Sevier County. A copy of this plan is located at the Sevier County EOC and the Sevier County Health Department.

Sevier County will follow procedures recommended by Tennessee Department of Health in their Pandemic Influenza Response Plan once a pandemic has been identified. These procedures include but may not be limited to the following:

a. Shelter-in-place or self-quarantine,
b. Develop preparedness information for distribution to the public through newspaper, brochures, and meetings,
c. Provide information to industry to educate them and their employees with regard to best public health procedures and practices to control the spread of infection.

Annex 3 to ESF 8
Mass Casualty Events

I. Introduction

A. Purpose and scope

The purpose of this annex is to identify health and medical care needs following natural disasters or catastrophic events that cause mass casualties.

II. Situations and Assumptions

A. Situations

1. Earthquake and weather-related damage and after effects will result in a threat to human life and disruption of traditional health care and medical services.
2. Medical facilities and personnel within the disaster area will be affected by damage or injury.
3. Casualties will be dispersed and traditional transportation routes or Emergency Medical Service (EMS) response capabilities may be compromised.
4. Local and state resources may be insufficient to cope with the number of casualties and complexities of medical care referral, requiring activation of the National Disaster Medical System with recourse to federal coordination and funding of needed medical services.

B. Assumptions

1. Sevier County's local resources would be overwhelmed if we experience 10-15 or more fatalities as a result of a natural disaster or catastrophic event.
2. Casualties likely from a major earthquake could include as many as 500 injured and up to 50 fatalities.
3. A major earthquake is likely to impair operation of at least 15% of health care facilities and exhaust local medical providers within twelve to twenty-four hours of occurrence.

III. Response Actions

Response to a mass casualty event will include the following functions in the scope of health and medical services during a mass casualty disaster:

1. Assessment of the nature and location of casualties.
2. Facilitate triage, treatment, transportation and evacuation of casualties.
3. Mobilize health and medical services to the disaster impact area, including requesting medical and transport resources through the Tennessee Emergency Management Agency and Army and Air National Guard when needed.
4. Coordinate the preparation for reception of casualties at designated referral points within the county.
5. Coordinate and supervise public health activities and maintain functional services (epidemiology, immunization, vital records, and sanitation/environmental health).

6. Request the activation of the National Disaster Medical System (NDMS) through the Tennessee Emergency Management Agency, if needed.

E S F 9

SEARCH AND RESCUE

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EMERGENCY SUPPORT FUNCTION 9

SEARCH AND RESCUE

I. Lead Agency: Sevier County Sheriff's Dept./Sevier County Rescue Squad

II. Support Agencies:
Sevier County 911 Central Dispatch
Sevier County Fire Departments/City Fire Departments
Sevier County Emergency Medical Service
Sevier County Emergency Management Agency
City Police Departments
Sevier County Highway Department
City Street/Public Works Departments

III. Introduction

A. Purpose

1. This annex provides for the coordination of search and rescue activities within the county.

B. Scope

1. This annex pertains to the following search and rescue (SAR) activities:
   a. Urban search and rescue activities following earthquakes and/or building collapse.
   b. Searches for missing or lost persons. Wild land searches for lost hikers.
   c. Dragging of lakes, river or ponds, in search of lost/missing persons.
   d. Searching for downed aircraft.
   e. Searches for escaped prisoners/jail inmates.
   f. Rescue of persons trapped as a result of vehicle accidents.

IV. Policies

A. The Search and Rescue function includes all SAR activities, not just urban search and rescue.

V. Situation and Assumptions

A. Situation

1. A major earthquake or explosion may collapse buildings or structures, necessitating the attempt to locate and extricate trapped victims.
2. Frequently, people become lost in the wilderness or wooded areas. Additionally, children and impaired persons often wander off into unfamiliar areas. Those situations often require the commitment of large numbers of personnel and equipment.
3. The U.S. Air Force Rescue Coordination Center monitors the activation of Emergency Location Transmitters (ELTs) from aircraft. The SEOC is notified of ELT signals. SEOC notifies the county to search for the affected aircraft. Local rescue units may be needed.
4. Prisoners may escape jail and pose a threat to nearby communities.
5. Major vehicular accidents (air, ground, or rail) often require extrication of trapped victims.

B. Planning Assumptions

1. Local rescue capabilities may not be sufficient to handle all situations that are encountered.
2. Fire, police, and EMS services will coordinate activities with the SAR providers.

3. Location and/or extrication of victims by specialized rescue units will continue to occur.

VI. Concept of Operations

A. General

1. In all but the most complicated rescues, local response agencies are able to handle the rescue situations they encounter. The likely exceptions include searches that require the use of aircraft/helicopters the county does not have, or those situations where specialized technical rescue capabilities (such as Urban Search and Rescue) are required.

B. Organization and Responsibilities

1. Sevier County Sheriff's Department/Sevier County Rescue Squad
   a. Prepare for, train, and conduct search and rescues.
   b. Coordinate training local fire, police, and EMS units in search and rescue procedures.
   c. Support development of regional K-9 and diving teams.
2. Sevier County Emergency Communications District
   a. Train and prepare to coordinate communications during a SAR.
   b. Be prepared to relay vital communications between the Incident Commander and various SAR response units, particularly as units outside the county are requested.
3. Sevier County Emergency Management Agency
   a. Act as the local coordination point for SAR activities that require outside resources.
   b. Support the development of SAR capabilities in other local agencies.
4. Sevier County Volunteer Fire Departments/City Fire Departments
   a. Coordinate fire service unit activities with those of rescue units in major emergencies.
5. Sevier County Emergency Medical Service
   a. Coordinate EMS unit activities with those of rescue units in major emergencies.
6. Sevier County Sheriff/City Police Departments
   a. Coordinate law enforcement agency activities with those of rescue units.
7. Sevier County Highway Department/City Street/Public Works Departments
   a. Provide heavy equipment and operators to assist local response agencies.

VII. Mitigation and Preparedness Activities

A. Sevier County Rescue Squad/Sevier County Sheriff's Dept.

1. Develop capabilities to perform specialized search and rescue operations.
2. Develop procedures to coordinate local operations with SAR resources from other areas.
3. Participate in training, mutual-aid pact development, resource development, and other activities as coordinated through the Tennessee Association of Rescue Squad.

B. Sevier County Emergency Communications District

1. Review communications procedures and past events in Sevier and nearby counties for lessons learned and to improve dispatcher training and coordination between county response organizations.
2. Obtain necessary mapping and other support equipment to facilitate graphic information provided from 911 data bases to rescue teams.

C. Sevier County Emergency Management Agency

1. Develop procedures for directing reports of downed aircraft to SAR units for action.
2. Develop procedures for request local rescue units to assist other local rescue units.
3. Develop procedures for coordinating local assistance to TEMA and other state agencies with searches for missing aircraft or vehicles.
4. Coordinate obtaining outside assistance to SAR activities as requested.

C. Sevier County Fire Departments/City Fire Departments

1. Develop procedures for coordinating fire service unit activities with the activities of SAR units. Develop rescue capabilities as required.

D. Sevier County Emergency Medical Service

1. Develop procedures for coordinating EMS unit activities with the activities of SAR units.
2. Develop procedures to carry out operations and treatment of patients in mass casualties.

E. Sevier County Sheriff/City Police Departments

1. Develop procedures to coordinate law enforcement activities with the activities of SAR units during major emergencies.

F. Sevier County Highway Department/City Street Department

1. Develop procedures for deploying personnel and equipment in support of heavy rescue activities during major emergencies.
2. Develop a database describing the location of departmental heavy equipment and the equipment of private contractors that might be used in heavy rescue operations.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area, report to the EMA director, and start response/recovery activities.
4. Maintain logs of activities, messages, and start internal notification/recall actions.

B. Sevier County Sheriff's Dept./Sevier County Rescue Squad.

1. Respond to requests for specialized search and rescue capabilities.
2. Request assistance from EMA, fire departments, or other agency.
3. Task other ESF 9 organizations to provide rescue units and equipment as needed.
4. Coordinate deployment of K-9 teams, dive teams, etc. countywide.

C. Sevier County Emergency Management Agency

1. Determine the extent and nature of the SAR requirements of the emergency.
2. Give ESF 4, ESF 8 (EMS), and ESF 13 the nature and scope of SAR activities.
3. Request assistance from TEMA or other state agency as appropriate.
4. Track rescue resources used during the emergency.
6. Task ESF 7 (General Services) to locate specialized rescue equipment and/or personnel.
7. Pass to ESF 5 the number of victims and types of operations in progress.

D. Sevier County Fire Departments/City Fire Departments

1. Coordinate deployment of fire units with the activities of SAR units.
2. Provide listing of fire service rescue capabilities to ESF 9 Manager if requested.
3. Relay requests for rescue services to fire service units as requested by ESF 9 Manager.

E. Sevier County Emergency Medical Service

1. Coordinate deployment of EMS units with the activities of SAR units.

F. Sevier County Sheriff's Dept./City Police Departments

1. Coordinate deployment of law enforcement units with the activities of SAR units.
2. Provide security and traffic control activities around SAR emergency scenes as requested by ESF 9 Manager (through ESF 13).

G. Sevier County Highway Department/City Street/Public Works Departments

1. Deploy personnel/equipment in support of SAR activities as requested by ESF 9 Manager.

IX. Training

A. The Tennessee Association of Rescue Squads coordinates training delivery for rescue squads on a statewide basis.

B. All other training relative to this ESF is provided in-house by the agency concerned.

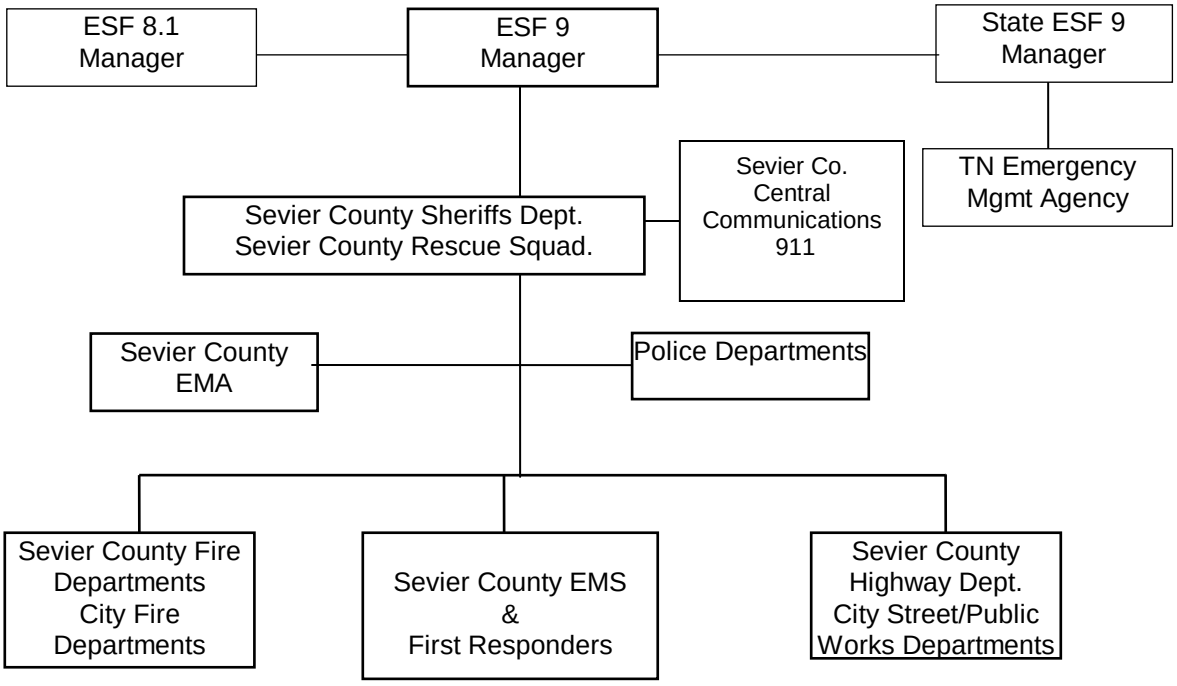
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Appendix 1 Search and Rescue Organizational Chart

Appendix 2 Location of Search and Rescue Units

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SEARCH AND RESCUE ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 9
LOCATION OF SEARCH AND RESCUE UNITS

Sevier County Rescue Squad
1175 Dolly Parton Parkway
Sevierville, TN 37862

Sevier County Sheriff's Dept.
125 Court Avenue
Sevierville, TN 37862

E S F 10

ENVIRONMENTAL RESPONSE

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EMERGENCY SUPPORT FUNCTION 10
ENVIRONMENTAL RESPONSE
HAZARDOUS MATERIALS

I. Lead Agency: Sevier County Emergency Management Agency

II. Support Agencies:
Hazardous Materials Team
Sevier County Fire Departments
City Fire Departments
County Highway Department/City Street/Public Works Departments
Sevier County Sheriff's Department/City Police Departments
Sevier County EMS
Sevier County Rescue Squad
Local Emergency Planning Committee (LEPC)
Tennessee Emergency Management Agency
Emergency Communications District (911)

III. Introduction

A. Purpose

1. The organizations in this annex provide support in dealing with actual or potential releases of hazardous materials (including radiological materials).

B. Scope

1. This annex covers hazardous materials releases occurring for any reason, including:
   a. As a secondary result of another disaster (i.e., earthquake or flooding)
   b. As a result of a transportation accident or fixed facility release
   c. As a result of a sabotage or terrorist act (consequence management only)

IV. Policies

A. The Local Emergency Planning Committee (LEPC) is the primary repository of documents submitted in compliance with Title III of the *Superfund Amendments and Reauthorization Act of 1986 (SARA)(*as amended*).* Each response agency will ensure that training and equipment for those who respond to hazardous material incidents are appropriate to the level of response in accordance with OSHA and NFPA standards.

B. It is the responsibility of the responsible party (releaser) to notify the National Response Center of any releases that fit into one or more of the reportable categories.

C. Response to any act of sabotage or terrorism will also involve ESF 13 agencies plus any other state or federal law enforcement agencies as may be indicated by state or federal law.

V. Situation and Assumptions

A. Situation

1. Accidental discharge of hazardous materials occurs frequently in the county. Fortunately, most of these discharges are relatively minor in amount and pose no acute threat to nearby populations.
2. Thousands of pounds of hazardous materials daily are transported via highway, air, and pipeline across the county. Accidents involving these shipments happen any given week.

3. Several major industries and many smaller organizations routinely manufacture, process, store, or use hazardous materials.

B. Planning Assumptions

1. Accidental hazardous materials releases will continue to occur periodically.
2. Hazardous materials incidents may progress to a point where it becomes a serious threat to the surrounding community, requiring “shelter in place” or evacuation.
3. Several hazardous materials incidents may occur simultaneously following a major disaster such as an earthquake.
4. Exceptions to current disposal practices may be necessary during major emergencies.
5. An act of sabotage or terrorism may involve the release of hazardous material.

VI. Concept of Operations

A. General

1. In most cases, the response to hazardous materials incidents is handled by the facility emergency response manager (for fixed facilities), or the local fire department (for transportation accidents). Occasionally, an event will require a response by a more specialized hazardous materials team.
2. If requested, TEMA (the SEOC) will call out certain state environmental personnel (e.g., the Department of Environment and Conservation's Water Pollution Control Division) to assist local agencies in dealing with the consequences of releases. TEMA and the Division of Radiological Health maintain lists of radiological license holders and can give this information to initial response agencies.
3. Disposal of hazardous waste is invariably handled by a private clean-up company, with the shipper or originating facility being responsible for the costs of the response and remediation of affected areas.
4. The county has a Local Emergency Planning Committee (LEPC) as required by SARA. The LEPC is the repository of all records and data generated as a result of the requirements of Title III and other components of the SARA act in the county.

B. Organization and Responsibilities

1. Sevier County Emergency Management Agency
   a. Provide coordination for the response to hazardous materials releases in the county.
   b. Develop hazardous materials response capabilities within the county.
   c. Provide a conduit through which local officials can request assistance from other local and state agencies concerning hazardous materials. (With 911)
   d. Provide or arrange for hazardous material courses to be taught to responders.
2. Hazardous Materials Team
   a. Develop capabilities to respond to hazardous materials incidents within the county.
   b. Provide a means to ensure that the team can be requested as needed.
3. Sevier County Highway Department /City Street/Public Works Departments
   a. Provide personnel and equipment to assist with diking operations and other control measures, **in the cold zone**, during hazardous materials incidents.

4. Sevier County Fire Departments/City Fire Departments

    a. Provide personnel and equipment to support hazardous materials incident operations in their respective jurisdictions (within capabilities).

5. Sevier County Sheriff's Department/City Police Departments

    a. Provide personnel to support safety and security during hazmat operations.

6. Sevier County EMS/Sevier County Rescue Squad

    a. Provide personnel and equipment to support medical requirements during hazardous materials operations.

7. Local Emergency Planning Committee (LEPC)

    a. Serve as point of contact for Title III documents in the county.

    b. Serve as focal point for addressing hazardous materials issues that affect the county.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop procedures and policies concerning self-protection measures to be taken during hazardous materials operations (commensurate with level of response offered), including:

    a. Use of appropriate levels of protective clothing and the use of Self Contained Breathing Apparatus (SCBA)

    b. Use of an incident command structure

    c. Recognition and identification of hazardous materials and their dangers, and

    d. Application of other appropriate protective actions on a case-by-case basis

B. Sevier County Emergency Management Agency

1. Maintain records associated with Title III of SARA and HMTUSA (for the LEPC).
2. Provide training to hazardous materials response personnel.
3. Secure training and planning grants associated with SARA and HMTUSA.
4. Assist local response organizations with identifying hazardous materials users and developing plans for response to incidents at those sites.
5. Develop a local hazardous material response plan or SOG.
6. Develop hazardous materials response capabilities.
7. Develop database of hazardous waste clean-up companies.
8. Designate appropriate EMA staff to coordinate hazardous materials response activities with other emergency response agencies during major emergencies. (with 911)
9. Distribute Federal DOT Emergency Response Guidebook to local emergency response agencies and personnel.

C. Hazardous Materials Team

1. Develop capabilities to respond to hazardous materials incidents, including the training of personnel, the acquisition of equipment, and the development of SOGs.
2. Conduct training with local hazardous materials facilities and transporters.
3. Conduct training with local fire, law enforcement, EMS and Street officials to develop mutual operations policies concerning responses to hazardous materials incidents.

D. Sevier County Highway Department /City Street/Public Works Departments

1. Develop procedures and guidelines for deploying personnel and equipment to assist local response personnel, **in the cold zone**, during major hazardous materials incidents.
2. Develop policies for Departmental use of hazardous materials (i.e., fuels, oils, asphalt, etc.) that ensure that the chances for department-caused hazmat spill are minimized.

E. Sevier County Fire Departments/City Fire Departments

1. Provide training for fire personnel in hazardous materials operations.
2. Develop procedures to deploy personnel to assist with hazardous materials containment.

F. Sevier County Sheriff's Department/City Police Departments

1. Develop procedures to deploy personnel to assist with scene security, traffic control, and other activities at hazardous materials incident sites.

G. Sevier County EMS/County Rescue Squad

1. Provide training for EMS personnel with respect to hazardous materials operations.
2. Develop procedures to medically assist response agencies containing hazardous materials.

H. Local Emergency Planning Committee (LEPC)

1. Develop database of Tier II and Form R reports generated as a result of SARA.
2. Develop funding sources to acquire needed hazmat response equipment and supplies.
3. Report organizations that fail to comply with SARA Title III to appropriate authorities.

I. Tennessee Emergency Management Agency

1. Maintain list of radiological license holders in the county. Provide Hazmat training.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. When activated complete the general tasks outlined in the Basic Plan (page 4).
2. Notify field personnel of appropriate protective actions, given an identified threat.
3. Maintain records of individuals exposed to chemicals at incident sites and provide for follow-up monitoring and/or treatment, if required.

B. Sevier County Emergency Management Agency

1. Notify and request dispatch of local personnel to assist with hazmat operations (with 911).
2. Maintain logs and records concerning the incident and its effects (with 911).
3. Notify the National Response Center.
4. Contact the Chemical Emergency Transportation Center (CHEMTREC).
5. Notify appropriate local ESCs or other contact personnel (with 911).
6. Coordinate response activities of mutual aid agencies, including fire and EMS (with 911).
7. Provide information to ESF 5 concerning extent and nature of problem(s).
8. Contact clean-up companies, shippers, and others, as requested by incident commander.
9. Initiate state involvement (through TEMA) if warranted.
10. Task other agencies and ESFs as necessary to carry out missions.

11. Develop priorities for response when multiple incidents are involved (with 911).

C. Hazardous Materials Team

1. Respond to and attempt to contain hazardous materials incidents in the county.
2. Maintain records of agency activities (especially personnel exposures to hazmat).
3. Request assistance from other ESFs and participant organizations as required.

D. Sevier County Highway Department/City Street/Public Works Departments

1. Deploy personnel and equipment to support hazardous materials incident operations, **in the cold zone**, as requested by EMA.

E. Sevier County Sheriff's Department/City Police Departments

1. Secure areas around established perimeters of hazardous material accident scenes, control traffic, and assist with evacuation/movement activities (all through ESF 13).

F. Sevier County Fire Departments

1. Deploy personnel and/or equipment to assist with hazardous materials containment.

G. Sevier County EMS/County Rescue Squad

1. Deploy personnel to assist with the medical monitoring and treatment of persons exposed to hazardous materials.

H. Local Emergency Planning Committee

1. Maintain documentation of releases as notified by local hazardous materials users.
2. Provide a public forum for the critique of the response to major hazardous materials incidents that occur within the county.

I. Tennessee Emergency Management Agency

1. Request environmental monitoring personnel from TN. Dept. of Environment and Conservation (TDEC) as requested.

IX. Training

A. TEMA provides several different courses related to hazardous materials, including:

1. *Incident Command System*
2. *Initial Response to Hazardous Materials Incidents (IRHMI)*
3. *Chemistry of Hazardous Materials*
4. *Hazardous Materials Team Operations I & II*
5. Many other field courses

B. The National Fire Academy in Emmitsburg, Maryland, offers several resident and field-delivered courses in hazardous materials response and remediation activities.

EMERGENCY SUPPORT FUNCTION 10
APPENDICES

Appendix 1 Environmental Response Organizational Chart

Appendix 2 Location of Hazardous Materials Teams in the County

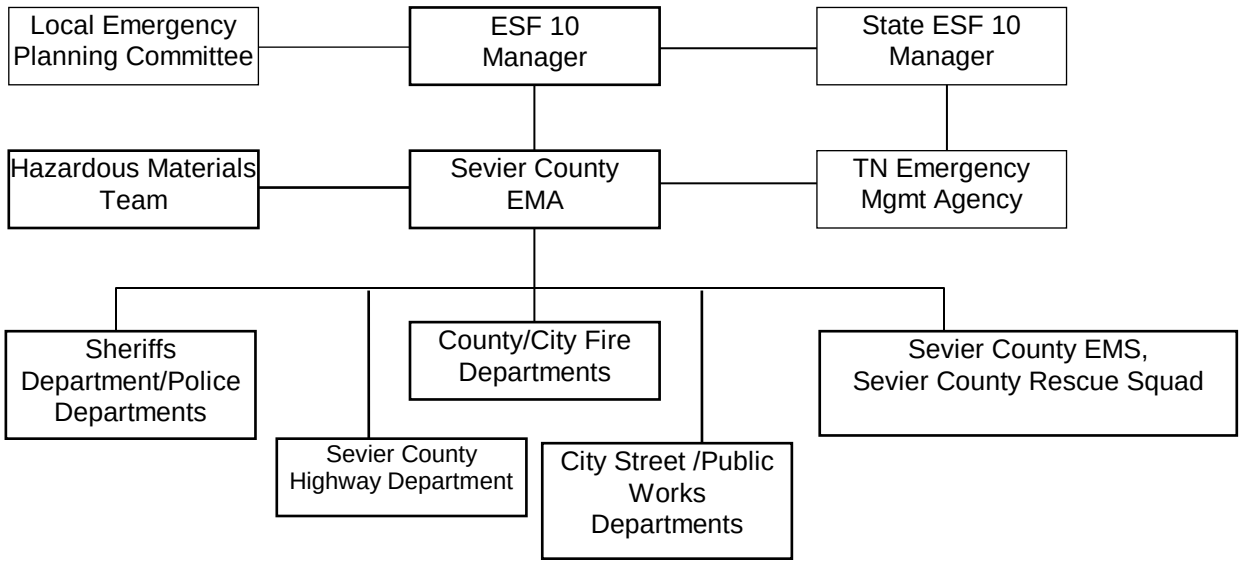
Appendix 3 Major Highway Systems in the County

Appendix 4 Major Railroad Systems in the County

Appendix 5 Major Pipelines in the County

Appendix 6 Major Hazardous Materials Sites in the County

APPENDIX 1 TO ESF 10
ENVIRONMENTAL RESPONSE ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 10
LOCATION OF HAZARDOUS MATERIALS TEAMS IN THE COUNTY

Haz-Mat Teams are under Sevier Count EMA and County Fire Departments

Sevier County EMA
245 Bruce Street
Sevierville, TN 37862

Sevier County Hazardous Materials Team
735 Middle Creek Road
Sevierville, TN 37862

APPENDIX 3 TO ESF 10
MAJOR ROADS IN THE COUNTY

I-40 (mm 405-439)

US 11E, US 25 W, US 70, US 411/441

SR 416, SR 139, SR 338, SR 363

APPENDIX 4 TO ESF 10
RAILROAD SYSTEMS IN THE COUNTY

There are no railroad lines currently operating within the county.

APPENDIX 5 TO ESF 10
MAJOR PIPELINES IN THE COUNTY

Natural Gas Transmission line diagrams and points of contact for emergency notification are maintained in the County EOC and in the Sevier County Emergency Communications District (911).

Tennessee One Call for locating and marking all natural gas utility systems and many other utility facilities: **1-800-351-1111.**

APPENDIX 6 TO ESF 10
MAJOR HAZARDOUS MATERIALS SITES
IN THE COUNTY

Hazardous Material Sites and Diagrams are maintained in the EOC.

E S F 11

FOOD

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EMERGENCY SUPPORT FUNCTION 11

FOOD

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EMERGENCY SUPPORT FUNCTION 11

FOOD

I. Lead Agency: Sevier County Sheriff's Department Food Services

II. Support Agencies: Sevier County Emergency Management Agency
American Red Cross
Sevier County Schools Systems
Tennessee Department of Agriculture

III. Introduction

A. Purpose

1. This annex identifies, secures, and delivers food assistance following a major disaster.

B. Scope

The activities included within this ESF are (1) locating and obtaining mass food supplies, (2) transporting food supplies to staging areas or affected areas, and (3) distributing food to mass care feeding points (shelters or mobile units) that feed disaster victims and emergency workers.

IV. Policies

A. Feeding at shelters will be coordinated by the American Red Cross (ARC); other feeding activities will be coordinated by the EMA or ARC. The Baptist Ministerial Association assists the ARC to feed victims of disaster at shelters through separate agreements.

B. Provision of water and water purification equipment is accomplished with ESF 3.

V. Situation and Assumptions

A. Situation

1. Disasters, particularly floods or earthquakes, create situations where victims cannot gain access to food. Additionally, electrical and gas supply interruptions will eliminate their ability to properly prepare food for human consumption.

B. Planning Assumptions

1. A significant percentage of county residents may be unable to secure and/or prepare food for themselves and their families. This food shortage may last several days or longer.
2. The food transportation / delivery network may be damaged or disrupted due to disaster.
3. Locally available food sources may become contaminated or infected.
4. The Tennessee Department of Agriculture will assist the ESF Manager to obtain bulk food, especially federal surplus food commodities.

VI. Concept of Operations

A. General

1. In most emergencies (i.e., tornadoes, fires, etc.) the local ARC chapter and other agencies are able to adequately distribute food and water to victims, either in shelters or in the field. The ARC has the ability to obtain large quantities of food in most cases. Larger disasters, however, may generate massive numbers of victims, and the local ability to feed these people, as well as the emergency response personnel in the area will be severely taxed.

2. The delivery of food to victims and sheltered victims is not the same as *mass feeding*. Used in this ESF, *delivery* refers to the actual movement of food to places where feeding activities occur. At that point the effort is a mass care operation and is managed by ESF 6.
3. The provision of potable drinking water is provided under ESF 3, primarily because this delivery is associated with the restoration of water utility systems.

B. Organization and Responsibilities

1. Sevier County Sheriff's Department Food Services
   a. Locate food for victims housed in shelters or other areas, as those needs occur.
   b. Coordinate with the Tennessee Department of Agriculture in locating food sources for mass or large scale distribution to supply feeding needs in disaster areas.
   c. Coordinate food delivery to those locations where it is needed during emergencies.
   d. Provide feeding capabilities in schools used as shelters.
2. Sevier County Emergency Management Agency
   a. Assist with locating food, potable water, and transportation capabilities for deployment to staging areas and affected areas.
3. American Red Cross
   a. Administer mass feeding at shelters and using mobile units. Keep the EMA advised of food delivery needs.
4. Sevier County Schools Superintendent
   a. Coordinate location of food stocks in schools with ESF 11 Manager.

VII. Mitigation and Preparedness Activities

A. Sevier County Emergency Management Agency

1. Develop procedures to assess feeding needs (current and projected) in the county.
2. Develop database and assess feeding capabilities at individual sites pre-selected as potential shelter sites.
3. Develop procedures for obtaining damage assessments of food and dairy production.

B. Sevier County Sheriff's Department Food Services / Sevier County Schools Superintendent

1. Identify feeding needs and locate food sources to meet those needs during emergencies
2. Develop database of vendors (both in and out of the county) of food supplies, transportation capabilities (including refrigerated transport), suitable storage facilities (including refrigerated areas), etc., and procedures for obtaining them during emergencies.
3. Develop procedures for recall of cafeteria staff when schools are used as shelters.
4. Develop procedures for mass feeding of victims housed in shelters, staging areas, or other areas housing persons needing food and/or water.

C. American Red Cross

1. Develop planning information for EMA and Schools Superintendents/Boards of Education concerning the potential need for food preparation, storage, and delivery services during disasters.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report the EMA, and initiate response/recovery activities.
4. Maintain logs of activities, messages, etc. Initiate internal notification/recall actions.

B. Sevier County Emergency Management Agency

1. Coordinate with the Superintendent of Schools/Boards of Education to determine feeding needs in affected areas and to make arrangements for procurement of food items for use in supporting disaster response requirements.
2. Assess damage to farms and dairies; provide damage assessment information to ESF 5.
3. Arrange for emergency feeding at shelter sites, staging areas, or in other identified areas.
4. Request assistance from the Tennessee Department of Agriculture, other ESFs or participant agencies.
5. Request that state or national ARC food acquisition procedures be started.
6. Arrange (through TEMA) to deliver meals-ready-to-eat (MRE) from National Guard warehouses to areas where food preparation activities cannot be conducted.

C. Sevier County Sheriff's Department Food Services / Sevier County Schools Superintendent

1. Locate, obtain, and arrange for food transport as identified by the EMA.
2. Coordinate needs for food items with local suppliers/vendors and/or Board of Education.

D. American Red Cross

1. Assist the EMA by contacting food service providers and arrange for the preparation, storage, and/or delivery of needed food items.

IX. Training

A. The ARC provides a mass feeding course through its local chapters to persons having responsibilities in that area during emergency operations.

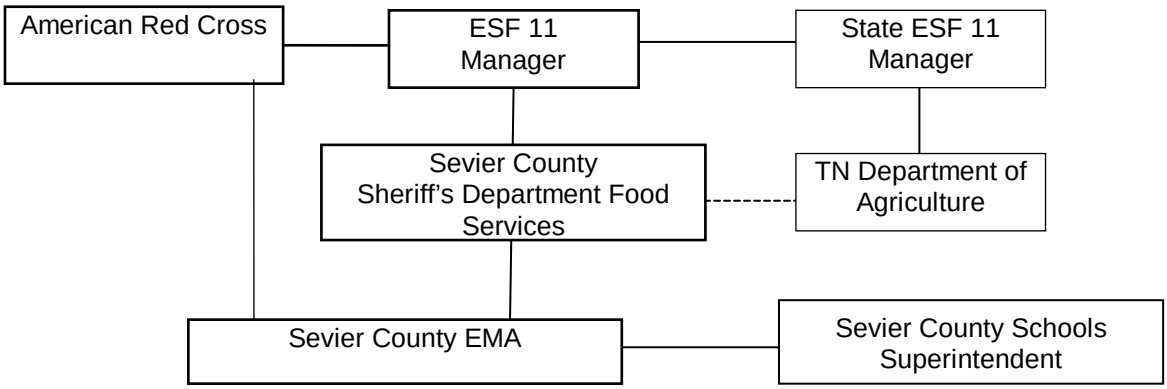
B. All other training relevant to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 11
APPENDICES

Appendix 1 Food Organizational Chart

APPENDIX 1 TO ESF 11

Food Organization Chart



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ENERGY

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EMERGENCY SUPPORT FUNCTION 12

ENERGY

I. Lead Agencies: Sevier County Electric and Sevier County Utility District

II. Support Agencies: Sevier County Emergency Management Agency
Tennessee Valley Authority
Appalachian Electric
Knoxville Utility Board

III. Introduction

A. Purpose

1. The purpose of this annex is to facilitate planning and communications with the major utility providers in the county. Planning and communication is intended to take place prior to emergencies, during the actual restoration of the energy systems damaged by a disaster, and during recovery operations after the majority of energy customers have been restored.

B. Scope

1. "Energy" systems, within the scope of this functional group include:

   a. Power generating, transmission facilities, electrical distribution grid, and local electricity providers.

   b. Natural gas, crude oil, and other pipeline systems that traverse the county.

   c. Local natural gas suppliers and their networks.

   d. Local fuel oil, crude oil, and other petroleum or LP Gas suppliers and their pipelines.

IV. Policies

A. The restoration of electrical service is critical to the emergency response and recovery activities in areas damaged by a disaster. The emergency management agency, response organizations, and major utility providers must communicate so that each group is aware of essential information. For example, energy providers must know of critical facilities, at risk populations, hazardous material sites or spills, and other factors that may have important implications on restoration priorities. Likewise, city and county officials must know the number of customers without power, the affected areas, and the estimated time of repairs in order to make appropriate response and recovery decisions. Often this information is discovered or re-evaluated by energy provider managers during the course of restoration and should routinely be made available to the County EMA Director.

B. Distribution of natural gas to homes and businesses in affected areas is a critical issue during the winter months. During any ongoing energy “crisis” or natural gas shortage, and especially after a disaster, energy providers and consumers must adopt measures to improve energy conservation and change patterns of personal and business energy use. The Emergency Management Agency is a vital link to the public in this process.

C. The emergency provision of water and the restoration of water supply and sewer systems are detailed under ESF 3, Water and Wastewater Systems. Health effects related to utility and energy shortages are provided for in ESF 8, Public Health. Fire protection is addressed in ESF 4, Firefighting, and ESF 10, Environmental Response.

V. Situation and Assumptions

A. Situation

1. Disasters can destroy or seriously damage major energy lifelines, thereby curtailing or eliminating the supply of electricity and/or natural gas to victims of the event.
2. A petroleum shortage (as in the energy crisis of the early and late-1970s) can create major problems as a result of resource shortages within the county.

B. Planning Assumptions

1. A significant disaster may produce prolonged periods of time where electrical service to residents is interrupted. This will reduce communications capabilities, degrade traffic control activities, and have other widespread impacts on the provision of public safety activities.
2. Real or perceived petroleum crises may result in the panic hoarding of fuels in many areas. Storage of fuels improperly or in unapproved containers makes it much more likely that deaths and injuries will result from fires and explosions.
3. A disaster could damage natural gas and petroleum product pipelines, substantially reducing or eliminating the availability of such items in affected areas.

VI. Concept of Operations

A. General

1. In the immediate aftermath of an emergency, local utility providers will assess the scope of damage to their systems and estimate length of repairs. This information will be forwarded to the EMA Director or County Mayor at the earliest opportunity. It is recognized that the complete extent of any disaster will not be fully known until repair crews can make their way to assess the many elements of an energy system across a broad geographic area (often extending beyond county borders). Local providers will initiate repairs and call upon TVA, the Tennessee Valley Power Providers Association, and mutual aid energy distributors for assistance.
2. The Tennessee Valley Authority, as the state's primary electrical power provider, will assist local electrical suppliers in restoration of critical power lines, equipment, and control facilities. Should any specialized assistance, technical experts, or industry specific repair parts be unavailable locally, both TVA and the EMA Director need to be made aware of the shortage(s).
3. The concept of operations for petroleum emergencies within the State of Tennessee caused by national or international events is provided in the Tennessee Petroleum Contingency Plan, maintained by the Energy Division of the Department of Economic and Community Development. This plan generally details the emergency distribution of fuel supplies to critical facilities, industries and locations, as well as emergency conservation measures.

B. Organization and Responsibilities

1. Sevier County Electric/Appalachian Electric Coop/Knoxville Utility Board
   a. Maintain system-wide electrical distribution capability.
   b. Provide an individual to act as the Emergency Services Coordinator (ESC) who would routinely be available by phone or pager to the EMA or County Mayor.
2. Sevier County Utility District
   a. Maintain system-wide natural and propane gas distribution capabilities.

3. Sevier County Emergency Management Agency

   a. Coordinate the restoration of utilities to critical facilities.

   b. Coordinate the distribution of generators to sites where critical needs exist and energy restoration will be delayed.

   c. Plan emergency response exercises that include energy providers.

VII. Mitigation and Preparedness Activities

A. Sevier County Electric/Appalachian Electric Coop/Knoxville Utility Board

1. Develop procedures for assessing damages to local utility distribution systems.
2. Institute mitigation practices at utility distribution facilities to reduce the potential effects of hazards on the utility's ability to deliver electricity to local users.
3. Coordinate with the TVA with respect to the development of regional energy plans and programs for dealing with disaster effects on statewide power transmission networks.
4. Arrange mutual aid agreements with neighboring power generators and TVA for assistance during emergency periods.
5. Include emergency response organizations in energy provider exercises to enhance communications prior to the next major ice storm or other county-wide emergency.

B. Sevier County Utility District

1. Develop procedures and format for assessing damage and impact of disaster on pipeline and delivery systems in the county.
2. Institute mitigation practices at utility distribution facilities to reduce the potential effects of hazards on the utility's ability to deliver natural gas to local users.
3. Arrange mutual aid agreements with neighboring natural gas suppliers/users for assistance during emergency periods.
4. Include emergency response organizations in energy provider exercises to enhance communications prior to the next major ice storm or other actual county wide emergency.

C. Sevier County Emergency Management Agency

1. Develop database of critical facilities and whether or not they have emergency or standby power supplies.
2. Develop database listing of generators and the specific electrical requirements for critical facilities. Develop procedures for acquiring and deploying these generators with operators to critical facilities during power failures.
3. Develop listing of priorities with local energy providers for use in emergency restoration.
4. Work with the Local Emergency Plan Committee (LEPC) to encourage key industries and health care/ day care and extended care facilities to acquire and install back-up generators.
5. Include local energy providers in planning and execution of emergency response exercises.

VIII. Response and Recovery Actions

A. All Energy Providers

1. Complete notification/call out functions. Begin system restoration. Request mutual aid when necessary. Make contact with critical equipment and parts suppliers.

2. Coordinate activities with other organizations. Assess situation and frequently provide damage assessments to the EMA and County Mayor.
3. Maintain logs of messages, activities, and costs incurred during repair operations.
4. Provide assistance to local providers in locating and acquiring equipment necessary to restore local electrical capabilities.
5. Provide damage assessment information to ESF 5, Information & Planning, and to ESF 10, Hazardous Materials, so that proper protective actions can take place.
6. Provide other ESFs with information about repairs to pipelines and associated systems that may require evacuations, re-staging of response forces, cessation of industrial activities, or other areas where ESFs must take actions or avoid certain activities.

D. Sevier County Emergency Management Agency

1. Determine status of power supplies at critical facilities and initiate communications with local energy providers to arrange for rapid restoration.
2. Arrange for the acquisition and delivery of generators to those critical facilities for which the restoration of power will take an inordinate amount of time.

IX. Training

A. All training relevant to this ESF is provided in-house by the agencies concerned.

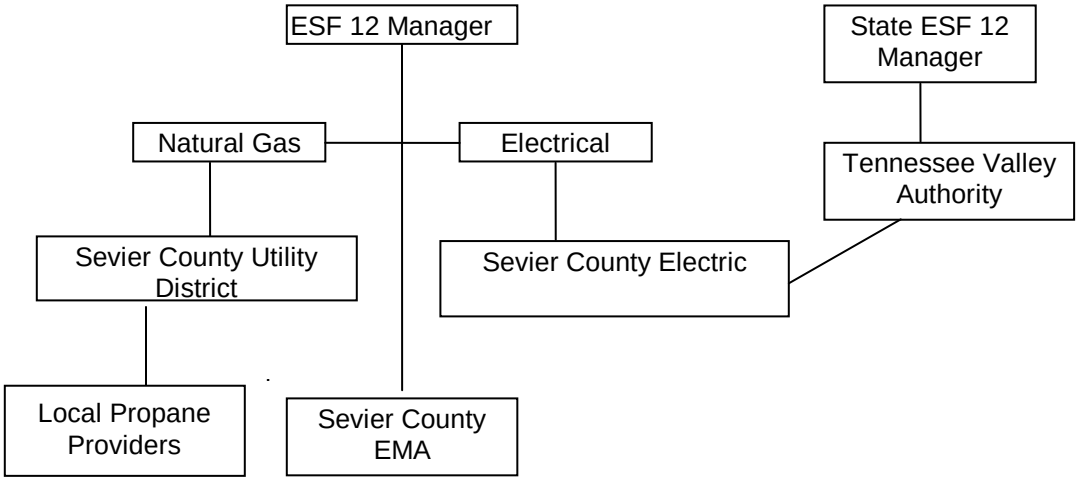
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Appendix 1 Energy Organizational Chart

Appendix 2 Local Electrical and Natural Gas Distribution Network

APPENDIX 1 TO ESF 12

ENERGY ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 12
LOCAL ELECTRICAL AND NATURAL GAS DISTRIBUTION NETWORK

Network diagrams maintained in each Utility Operations Center.

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EMERGENCY SUPPORT FUNCTION 13

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EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

TRAFFIC CONTROL

I. Lead Agency: Sevier County Sheriff's Department

II. Support Agencies:
City Police Departments
County Highway Department/City Street/Public Works Departments
Tennessee Highway Patrol (THP)
Tennessee Division of Forestry
Tennessee Wildlife Resources Agency (TWRA)
National Park Service

III. Introduction

A. Purpose

1. This annex provides for orderly flow of traffic in and around areas affected by emergencies.

B. Scope

1. The following activities fall within the scope of traffic control for the purposes of this annex:
   a. Control the flow of unauthorized or civilian persons into disaster areas.
   b. Direct the flow of emergency personnel into affected areas and outward traffic (victims and nonessential workers) from disaster areas.
   c. Close damaged or destroyed roads and redirect traffic around these areas. Post signs, personnel, and other traffic control devices and enforce traffic control directives.

IV. Policies

A. Control of traffic is essential to maintaining resource availability in areas affected by a disaster.

B. Outward flow of persons from the affected areas should not be restricted unless essential to maintaining orderly flow of emergency traffic into affected areas.

C. Restricting traffic into a disaster to emergency workers, law enforcement officers, and (when safe) to residents of a damaged area, is required to prevent crime and injuries.

V. Situation and Assumptions

A. Situation

1. Emergencies bring curious onlookers into affected areas. Uncontrolled inward flow of unauthorized people is detrimental to law enforcement, response, and recovery actions.
2. In the past, uncontrolled flow of emergency personnel and equipment into damaged areas led to traffic jams, gridlock and delayed response times.
3. Some disasters (e.g. earthquake) can destroy many highways or bridges and require detours.

B. Planning Assumptions

1. Persons in and outside disaster areas will want to drive around to view the damage.
2. Uncontrolled traffic flow will lead to gridlock. Each jurisdiction has insufficient officers on any given shift to control all of this traffic and deny access to damage areas.
3. It may be necessary to alter the traffic flow throughout the county.

4. Many victims may be unwilling to leave their property, even in the face of serious fire, flood or chemical danger. Or there may a large or rapid self-evacuation of people from affected areas. In either extreme, additional officers will be needed from mutual aid jurisdictions.

VI. Concept of Operations

A. General

1. Traffic control operations are an extension of routine law enforcement activities. It may be necessary to add manpower due to the extent of highway damage or the type of emergency. In some cases, local civilian trained-volunteers may assist with traffic control duties.
2. Local law enforcement agencies will control traffic in their local jurisdiction to the extent possible. THP will assist; however, local officers may be needed for traffic control on state highways. Officers should be obtained through local and regional mutual aid agreements prior to requesting additional or specialized assistance from the state.
3. The EOC assists ESF13 traffic control routing by informing the Sheriff's Department of incoming assistance and any expected evacuations.

B. Organization and Responsibilities

1. Sevier County Sheriff's Department
   a. Perform daily law enforcement activities. Provide assistance to local jurisdictions.
   b. Develop traffic control plans for special events and for hazards that the county faces.
   c. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability. Coordinate the use of non-departmental personnel to traffic control functions.
   d. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.
2. City Police Departments
   a. Perform daily law enforcement activities. Assist other law enforcement departments.
   b. Develop traffic control plans for special events and possible emergencies in the city.
   c. Coordinate with the Sheriffs Department the use of non-departmental personnel to control traffic. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.
3. Sevier County Highway Department/City Street/Public Works Departments
   a. Provide signs and other traffic control devices to support traffic control operations.
   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.
4. Tennessee Highway Patrol/Tennessee Division of Forestry/TWRA
   a. Provide traffic control on state highways or other roadways.

VII. Mitigation and Preparedness Activities

A. Sevier County Sheriff's Department/City Police Departments

1. Develop procedures to provide assistance to and request assistance from other law enforcement agencies during emergencies.
2. Develop traffic control plans for special events and emergencies.

3. Develop procedures to coordinate activities with the Highway Department and Street/Public Works Departments in major emergencies to ensure all concerned know which routes are in use.
4. Develop procedures for determining who is authorized to enter into disaster areas.
5. Develop procedures to coordinate with THP and other state agency personnel (and volunteer civilians) in traffic control operations during emergencies.
6. Determine which roadblocks will be manned or barricaded by Highway or Street/Public Works Departments. Develop procedures to request Highway or Street Department to erect barricades.
7. Develop means to communicate with non-departmental agencies performing traffic control.
8. Develop local and regional law enforcement mutual aid agreements.

B. Sevier County Highway Department/City Street/Public Works Departments

1. Develop and maintain an inventory of barricades, signs, and other traffic control devices.
2. Develop procedures to prioritize requests for traffic control devices.
3. Develop local emergency traffic routing plans for specific hazards (i.e., earthquake, flood).

D. Tennessee Highway Patrol/Tennessee Division of Forestry

1. Develop plans and policies concerning the use of departmental personnel to assist local law enforcement with traffic control activities on state highways and local roadways.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA (Sheriff's Department). Attend briefings, coordinate activities with other participant organizations.
2. Set up work area(s), report to the EMA Director, and initiate response/recovery activities.
3. Maintain logs of messages and activities. Initiate internal notification and recall actions.
4. Maintain traffic control on the roadways within jurisdiction.

B. Sevier County Sheriff's Department/City Police Departments

1. Deploy personnel to prearranged traffic control points as requested by local agencies.
2. Establish traffic control system for jurisdiction. Implement incident command
3. Task other ESFs and/or participant organizations (or volunteers) to provide personnel and/or equipment to assist with traffic control operations. Respond to other ESF requests for traffic control assistance as resources permit.
4. Enforce traffic control restrictions (including arrest or detention of unauthorized entrants).
5. Direct Highway Department/City Street/Public Works Departments to place traffic control devices.
6. Request state assistance for law enforcement officers or National Guard. (Sheriff's Department).

C. Sevier County Highway Department/City Street/Public Works Departments

1. Deploy personnel to erect barricades and signs as per prearranged plans or as requested by state or local officials.
2. Coordinate activities with ESF 13 traffic control coordinator.

IX. Training

A. Traffic control training is provided at the Tennessee Law Enforcement Academy as a part of the basic law enforcement training curriculum.

B. Traffic Control training is provided at Walters State Law Enforcement Academy.

All other training relevant to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

SECURITY/CRIME CONTROL

I. Lead Agency: Sevier County Sheriff's Department

II. Support Agencies:
City Police Departments
Tennessee Highway Patrol
National Park Service
Attorney General's Office
Tennessee State Fire Marshal's Office
Tennessee Division of Forestry
Tennessee Wildlife Regulatory Agency

III. Introduction

A. Purpose

1. This annex provides for the security of victims and emergency workers in disaster areas.

B. Scope

1. This annex covers actions related to the security of persons and property and the control of crime in areas affected by an emergency.

IV. Policies

A. Tight security must be maintained in areas affected by disasters to prevent looting. Criminals might perceive there is a smaller chance of being caught. Extensive and highly visible law enforcement may also be a deterrent to home repair fraud.

B. Security must be provided for fire fighters and EMS personnel when they are working in areas subject to hostilities (e.g., as civil disturbances). Also, security must be maintained for critical or essential facilities, public shelters, and essential communications systems.

C. Persons suspected or accused of committing crimes will be treated in the same manner as would be the case during non-disaster situations. All suspects are innocent until proven guilty.

D. The National Guard may be deployed to support local operations only through a request by the local chief executive officer to the Governor (through TEMA).

V. Situation and Assumptions

A. Situation

1. Following a disaster, criminals often move into an area in an attempt to take advantage of the situation. This often includes looting, armed robbery, arson, and other criminal activity.
2. If citizens in an affected area feel that security is not adequate, they may take up arms themselves. In extreme situations, vigilante actions may be perpetrated upon innocent citizens or emergency personnel in those areas.
3. In some situations, especially during civil disturbances, firefighters and EMS personnel are expected or required to work in areas that may be subject to hostile action (such as sniper fire, throwing of bricks or other objects). Security must be provided for these personnel.
4. During many types of emergencies (particularly civil disturbances), critical facilities such as fire, police, and emergency coordination centers are subject to attack by individuals or groups who recognize the facility's value as a political target or target of opportunity.

B. Planning Assumptions

1. If security is not present in disaster areas, looting and other criminal activity will occur.
2. There will occasionally be situations that necessitate the provision of security for fire service and EMS personnel (and possibly others).
3. Citizens of areas affected by the emergency want law enforcement personnel to patrol their neighborhoods to provide them with a feeling of security.
4. Persons arrested as suspects in criminal activity will be treated humanely and will be afforded the same rights and courtesies as those arrested during non-emergencies.

VI. Concept of Operations

A. General

1. Most law enforcement actions following a disaster are an extension of day-to-day activities performed by the each agency.
2. Local law enforcement agencies deploy personnel in accordance with local SOPs following a disaster. The ESF 13 Manager allocates resources to the best extent possible. If the situation exceeds the capacity of the local jurisdiction to respond, the chief executive, police chief, or Sheriff's Department call upon the state (e.g., THP, TWRA, Fire Marshall) for assistance.
3. During law enforcement operations, all departments will maintain control over their own personnel and all administrative functions of the organization.

B. Organization and Responsibilities

1. Sevier County Sheriff's Department/City Police Departments
   a. Provide first line of assistance to jurisdiction during emergencies.
   b. Coordinate enforcement assistance to other jurisdictions.
   c. Operate the county jail and/or work house. (Sheriff's Department)
   d. Provide an individual to act as the Emergency Services Coordinator (Sheriff's Department).
   e. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements listed in the Response/Recovery section.
2. Attorney General Office
   a. Provide prosecution of persons charged with crimes during emergencies/disasters.
3. Tennessee State Fire Marshal's Office
   a. Provide assistance with fire investigations to local agencies.
4. Tennessee Division of Forestry/Tennessee Wildlife Regulatory Agency
   a. Provide law enforcement assistance in and near state forests, and on lakes.
   b. Provide specialized assistance to local law enforcement agencies.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop procedures and policies concerning:
   a. The deployment of personnel to assist other law enforcement agencies.
   b. The delegation of command authority to commit agency resources.

c. Who defines deadly force and the authority to use it?

d. The use of certain types of weapons, pursuit policies, etc.

2. Provide examples of types of identification carried by agency personnel to other state and local law enforcement offices to reduce confusion during multi-jurisdictional operations.

3. Develop procedures, policies, and capabilities to enforce the law within jurisdiction.

B. Sevier County Sheriff's Department/City Police Departments

1. Develop procedures to prioritize requests for assistance from other jurisdictions.

2. Develop procedures for tracking resources deployed in support of local operations.

3. Develop policies/procedures to request assistance from state law enforcement agencies.

4. Develop procedures and policies for use in dealing with civil disorders and terrorism.

5. Develop special weapons and tactics (SWAT) capabilities. Provide training to officers in the use of chemical control agents, mob control techniques, team operations, and other pertinent special-use tactics.

6. Develop procedures for supplying essential state and local facilities (including shelter facilities) and personnel with security to prevent damage and/or harm.

7. Develop plans and procedures for processing large numbers of prisoners during certain emergencies (i.e., civil disorders, etc.)

D. Attorney General's Office

1. Develop policies on prosecution of crimes committed during declared emergencies or disasters.

E. Tennessee State Fire Marshal's Office

1. Develop procedures and policies to prioritize investigations of suspicious fires and to deploy field personnel and equipment in support of criminal fire investigations.

2. Train local fire and law enforcement agencies in fire crime scene preservation techniques.

3. Develop procedures to request assistance from the Federal Bureau of Alcohol, Tobacco, and Firearms for bomb and incendiary device investigations.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report to the EMA, and initiate response/recovery activities.

4. Maintain logs of messages and activities. Initiate internal notification/recall actions.

5. Deploy field personnel/equipment to enforce the law in their respective jurisdictions.

B. Sevier County Sheriff's Department/City Police Departments

1. Deploy personnel to assist local law enforcement operations as requested.

2. Task other local law enforcement agencies to provide assistance, as required, to meet the demands imposed by the particular situation. (Sheriff's Department)

3. Track local law enforcement assistance provided to other local and state agencies.

4. Deploy personnel to provide security for fire and EMS teams operating in hostile or potentially hostile environments.

5. Coordinate activities with the National Guard, state law enforcement personnel, and/or federal military officials if such organizations are providing support in affected areas.
6. Deploy specialized units to assist other local units as required.
7. Process and intake prisoners into detention facilities.

C. Attorney General's Office

1. Prosecute persons charged with crimes committed during declared emergencies.
2. Provide assistance with investigations of fraudulent consumer practices following disasters.

D. Tennessee State Fire Marshal's Office

1. Perform field and laboratory investigations of suspicious fires as requested by state and local fire service organizations. Maintain fire statistics.
2. Request federal Bureau of Alcohol, Tobacco, and Firearms assistance, if necessary.

IX. Training

A. Basic law and specialized law enforcement training is provided by the Tennessee Law Enforcement Academy.

B. State and local law enforcement personnel may attend specialized courses at any of the following locations:

1. The FBI Academy at Quantico, Virginia.
2. The FBI Training Facility at Glynnco, Georgia.
3. Any of the training facilities operated by the BATF, U. S. Customs Service, the U. S. Secret Service, or the U. S. military branches.

C. Instruction in fire and arson investigation techniques is provided by the Bureau of Alcohol, Tobacco, and Firearms, as well as the National Fire Academy (FEMA).

EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

INSTITUTIONS/JAILS

I. Lead Agency: Sevier County Sheriff's Department

II. Support Agencies: City Police Departments
Tennessee Highway Patrol
Tennessee Bureau of Investigation

III. Introduction

A. Purpose

1. This annex provides for local jails and detention facilities operation during emergencies.

B. Scope

1. This annex provides for the following with respect to local jails/detention facilities:
   a. Process and intake large numbers of prisoners and detainees during emergencies.
   b. Relocation of the prison population in the event of an emergency.
   c. Capture of escaped prisoners and detainees.

IV. Policies

A. Escaped state prisoners will be recaptured in accordance with the Prison Escape Emergency Plan, prepared jointly by TEMA, the Department of Correction, and the Governor's Office.

V. Situation and Assumptions

A. Situation

1. Local jails and detention facilities can be damaged by disasters and emergencies.
2. Persons housed in local jails are not able to take protective actions on their own; therefore, the county (through the Sheriff's Department) is responsible for their safety and security.
3. State prisons may also be damaged, necessitating the relocation of state prisoners.

B. Planning Assumptions

1. The Sheriffs Department will take all measures necessary to protect prisoners in custody.
2. Emergencies that affect local communities may affect local jails.
3. Jail escapes attempts will continue and may increase if security systems are damaged.

VI. Concept of Operations

A. General

1. The county, through the Sheriff's Department, operates a detention facility for holding prisoners. In addition, The Tennessee Department of Correction operates several prisons in the county and/or region, as does the Department of Youth Development. The Department of Mental Health and Mental Retardation also operates several state hospitals and facilities where those judged mentally unstable reside. Each of these sites may house several hundred individuals. Prisoners and facility residents are not able to "free" themselves in the event of a disaster. It is incumbent upon state and local officials to provide adequate protection to these people in such events.
2. Local jails, in many cases, house some state prisoners.

3. Any emergency may necessitate the relocation of individuals housed in these facilities. It is the responsibility of the center operators to prepare plans for the relocation of persons housed therein. Local prisoners may be housed in state detention facilities temporarily if space exists. State prisons will relocate their inmates to other state or available local facilities for the duration of the emergency. The originating facility is responsible for providing personnel to monitor and assist relocated inmates.

B. Organization and Responsibilities

1. Sevier County Sheriff's Department
   a. Operate local jail and detention facilities.
   b. Coordinate the development of the local escapee recapture plans.
   c. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements listed in the Response/Recovery section.
   d. Provide an individual to act as the Emergency Services Coordinator (ESC).
2. City Police Departments
   a. Assist with the recapture of jail escapees.
3. Tennessee Highway Patrol
   a. Recapture escaped state prisoners once they are outside state prison grounds.
4. Tennessee Bureau of Investigation
   a. Responsible for recapture of prisoners, following their classification as "fugitives".

VII. Mitigation and Preparedness Activities

A. Sevier County Sheriff's Department

1. Coordinate the development of local jail escape plans.
2. Develop procedures for relocating prison populations to outside facilities (either other local facilities or state facilities). Coordinate agreements with state officials for such events.
3. Develop plans for notifying local and state officials of an escape, and for coordinating the recapture of said escapee(s).
4. Develop emergency plans for all local prisons/detention facilities.

B. City Police Departments

1. Develop plans and policies to assist the Sheriff's Department with recapture of escapees.

C. Tennessee Highway Patrol

1. Develop procedures for assisting local officials with the recapture of escaped prisoners.
2. Develop procedures for supplying security assistance to local jurisdictions relocating prisoners to state and other facilities during emergencies.

D. Tennessee Bureau of Investigation

1. Develop procedures for assisting with the recapture of escaped prisoners.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report to the EMA and initiate response/recovery activities.
4. Maintain logs of messages and activities. Initiate internal notification/recall actions.

B. Sevier County Sheriff's Department

1. Implement Escape Emergency Plan(s) if required.
2. Relocate prison population if needed. Notify all agencies concerned.
3. Provide damage assessment information to ESF 5.
4. Request assistance from other ESF 13 organizations as required.

C. City Police Departments

1. Assist with escapee recapture as requested by local/state agencies.

D. Tennessee Highway Patrol

1. Deploy personnel and equipment to assist with attempts to recapture escaped prisoners and provide security during the relocation of prison populations.

E. Tennessee Bureau of Investigation

1. Deploy officers to assist with recapture efforts as requested.
2. Initiate fugitive cases against those escapees so classified following prison escapes.

IX. Training

A. Training for correction personnel is provided at the State Correctional Academy.

B. Other training relevant to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

EVACUATION/MOVEMENT

I. Lead Agency: Sevier County Sheriff's Department

II. Support Agencies:
County Mayor/City Mayors
City Police Departments/City Fire Departments
County Fire Departments/Hazardous Materials Team
County Highway Department
City Building Inspectors/Codes Enforcement
Sevier County Schools Superintendent
Sevier County Emergency Management Agency
Sevier County Emergency Medical Service

III. Introduction

A. Purpose

1. This subfunction provides for the evacuation of residents and/or emergency workers.

B. Scope

1. Evacuation could become necessary for any one or more of the following reasons:
   a. Hazardous materials release.
   b. Flood and/or dam failure.
   c. Fixed nuclear facility accident.
   d. Major fire (either structural or woodland/grassland wildfire).
   e. Building collapse or potential building collapse.
   f. Terrorist attack or attack by a foreign government.
2. Prison/jail population "evacuation" may also be required due to any of the above reasons.

IV. Policies

A. The decision to evacuate a limited area is initially taken by the incident commander. The incident commander is the senior jurisdictional fire, EMS or law enforcement officer in charge of an emergency scene and is empowered by state law to make such decisions. City/county wide evacuation decisions rest with the chief executive officer of the affected jurisdiction.

V. Situation and Assumptions

A. Situation

1. Failure of a dam would cause inundation and destruction of downstream areas.
2. There are nuclear power plants and other fixed nuclear facilities in Tennessee. Federal law requires that plans exist to evacuate nearby residents in case of an accident.
3. Chemical spills occur periodically. Some spills may be significant enough to warrant the evacuation of nearby residents to ensure their health and/or safety.
4. Each year several flood events potentially require the relocation of affected residents.
5. Each year fires may cause the evacuation of nearby residents.

6. After an earthquake, explosion, flood, or other event, some structures may be damaged to the point they pose a significant falling or collapse hazard to nearby residents.
7. Since 1989, the threat of a large-scale nuclear attack on the United States has diminished. However, terrorist attacks have occurred that required evacuation of threatened residents.

B. Planning Assumptions

1. The threats identified in paragraphs V.A.1 through V.A.7 will continue to exist.
2. People in hazard areas will evacuate when such orders are given.
3. Some portion of the evacuated population will require shelter as provided by ESF 6.

VI. Concept of Operations

A. General

1. The primary responsibility for determining the need for and the method of an evacuation rests with the incident commander or elected officials in most cases. The exceptions to this are when the state has responsibility for ordering evacuations associated with:
   a. Nuclear power plant or nuclear fixed facilities accidents.
   b. Threat of attack or terrorist activity.
   c. Dam failures or potential failures.
2. Local officials are authorized by state law to order evacuations if they believe that persons in an area are in jeopardy. Local officials are also responsible to provide temporary shelter.
3. The decision to evacuate any given area will be made by the incident commander or the chief elected official for the affected area(s), after consulting with all agencies at the scene.
4. Local officials may request state assistance to help with evacuations and provide temporary shelter. Also, local officials assist and carry out state ordered evacuations.
5. Broadcasts of evacuation orders, route information, and information on where to go for shelter will be provided through the PIO to the print and broadcast media.
6. The official (or agency) ordering the evacuation will also issue the order allowing the return of evacuees to their homes and businesses.

B. Organization and Responsibilities

1. <u>All Tasked Agencies</u>
   a. Assist the EMA in developing evacuation plans.
   b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements of the Response/Recovery section.
2. <u>County Mayor/City Mayors</u>
   a. Order evacuations for their jurisdiction.
3. <u>Sevier County Sheriff's Department/City Police Departments</u>
   a. Provide the point of contact for state officials to coordinate evacuations (Sheriff's Department).
   b. Coordinate the implementation of locally ordered evacuations. Provide legal guidance to officers concerning possible physical removal of individuals who may not agree to evacuate voluntarily.

c. Develop evacuation plans (with the EMA), for incidents at hazardous materials sites, as well as other specialized facilities/events.

4. Sevier County Fire Departments/Hazardous Materials Team

   a. Develop plans and policies to issue evacuation orders in fires and hazardous materials incidents that threaten lives and/or property.

   b. Coordinate decisions to evacuate areas affected by grassland and forest fires with the Tennessee Division of Forestry/Division of State Parks.

5. Sevier County Emergency Medical Service

   a. Acquire EMS vehicles for use in evacuating nursing homes, hospitals and boats, four-wheel drive vehicles for other specialized evacuation situations.

6. Sevier County Highway / City Building Inspectors/Codes Enforcement

   a. Assist with decisions regarding evacuations from actual or impending building collapse.

7. Sevier County Schools Superintendent

   a. Provide temporary shelter to evacuees unable to find other places to go. (See ESF 6).

   b. Help obtain bus transportation to shelters.

8. Sevier County Emergency Management Agency

   a. Coordinate evacuations and assist each department with evacuation decisions and plan development.

VII. Mitigation and Preparedness Activities

A. Sevier County Sheriff's Department/City Police Departments

1. Develop procedures to coordinate local agencies in state and locally ordered evacuations.
2. Develop policies and procedures to issue evacuation orders as a result of law enforcement operations.
3. Develop evacuation plans for high-hazard sites. Coordinate with all affected agencies.
4. Develop plans and procedures for traffic control for sites with high evacuation potential.

B. County Mayor/City Mayors

1. Develop procedures and policies concerning the issuance of local-level evacuation orders.

C. Sevier County Volunteer Fire Departments/City Fire Departments

1. Develop policies and procedures to issue evacuation orders as a result of fire hazards, fire department operations, hazardous materials incidents or grassland/woodland fires.

D. County Highway Dept./City Fire and Building Inspectors

1. Develop procedures and policies governing the necessity of evacuations as a result of actual or potential building collapses.

E. Sevier County Emergency Medical Service

1. Develop procedures and policies regarding the allocation of specialized vehicles to assist with the evacuation of persons during major emergencies.

F. Sevier County Schools Superintendent

1. Develop procedures for opening and operating temporary shelters. (See ESF 6).

G. Sevier County Emergency Management Agency

1. Develop policies concerning assistance to local departments with evacuation decisions.
2. Develop standard operating procedures for coordinating local evacuation efforts.
3. Develop appropriate EAS and other public information material for use during ordered emergencies. Insure that county warning systems are adequate to provide timely warning to affected citizens.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA and initiate response/recovery activities.
4. Maintain logs of messages and activities. Initiate internal notification/recall actions.

B. Sevier County Sheriff's Department/City Police Departments

1. Coordinate evacuations as ordered. Provide traffic control to support evacuations.
2. Deploy personnel to assist local officials with evacuations as requested. Execute evacuation orders, as required, to perform law enforcement activities. Monitor evacuation routes for traffic flow problems or accidents. Make arrangements for wrecker services.
3. Task other ESFs and participant organizations for assistance as required. (Sheriff's Department)
4. Provide information to ESF 5 concerning number of evacuees, vehicles, etc.

C. County Mayor/City Mayors

1. Collect, analyze, and evaluate information provided by EMA or other agency to assist in making decisions regarding evacuations.
2. Issue order to evacuate, where deemed necessary, and rescind order when appropriate.

D. Sevier County Fire Departments/City Fire Departments/Hazardous Materials Team

1. Issue evacuation orders as required to perform firefighting or hazmat containment.

E. Sevier County Highway Department/City Building Inspectors

1. Deploy personnel to coordinate with officials regarding the necessity of evacuations as a result of damaged buildings that might collapse.

F. Sevier County Emergency Medical Service

1. Allocate EMS units and other specialized vehicles to assist with evacuation efforts.

G. Sevier County Schools Superintendent

1. Activate and operate shelters as required (See ESF 6).
2. Locate and arrange for the delivery of buses, vans or other specialized vehicles to areas where they are needed for evacuations.

H. Sevier County Emergency Management Agency

1. Coordinate evacuation efforts as required. Assist with decisions concerning evacuations.
2. Activate local EAS and other warning systems as appropriate to provide notification to local citizens regarding nature of evacuation, routing information, and shelter locations.

IX. Training

A. All training relative to this subfunction is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

TERRORISM/WMD ANNEX

I. Lead Agency (Crisis Management):
Sevier County Sheriff
Sevierville Police Department
Pigeon Forge Police Department
Gatlinburg Police Department
Town of Pittman Center Police Department
Sevier County EMA - Consequence Management

II. Support Agencies:
Sevier County Health Department
Sevier County Emergency Medical Service
Sevier County Fire Departments/City Fire Departments
Sevier County Rescue Squad
Fort Sanders Sevier Medical Center
Sevier County Highway Department
City Street/Public Works Departments
Utilities

III. Introduction

This Annex of the Sevier County Emergency Operations Plan (EOP) supports the Terrorism Annex of the Tennessee Emergency Management Plan (TEMP) and the Federal National Response Plan (NRP). It addresses direction and control, coordination, operations and follow-through during response to an act or the threat of an act of terrorism. The Annex addresses both Crisis Management and Consequence Management and provides checklists for use before during and after such incidents and guidelines for responsibilities for agencies and personnel.

1. Crisis Management: Includes measures to identify, acquire and plan for the use of resources in anticipation, prevention and/or resolution of a threat or act of terrorism. Crisis Management is predominantly a law enforcement response but may be conducted by agencies within the federal Office of Homeland Security or state law agencies tasked by the Tennessee Office of Homeland Security or Homeland Security Council in coordination with local law enforcement authorities. By law, primary authority to prevent and respond to acts of terrorism resides with the federal government, while state and local governments provide assistance as needed. Technical operations and federal consequence management may support federal crisis management response concurrently.
2. Consequence Management: Includes measures to protect public health, safety, restore essential services and provide emergency relief to jurisdictions, businesses and individuals affected by the consequences from acts of terror. By law, primary authority to respond to the consequences of terrorism belongs to the Office of Homeland Security and state and local governments. The local Emergency Management Plan is the basis for emergency response for the community and will be used for response under this Annex.

This Annex does not supersede existing state/local laws governing emergency operations.

A. Purpose

This Annex describes the local government concept of operations to assist in the prevention of a terrorist act, incident, or domestic militant act of violence by identifying specialized services to address the consequences of terrorism. This Annex describes crisis management, as well as the policies and relationships used to coordinate both crisis and consequence management. The Annex addresses unique policies, assumptions, relational structures, responsibilities and actions applied in consequence management.

County/Municipal Lead Agencies:

Crisis Management:	Sevier County Sheriff's Department Sevierville Police Department Pigeon Forge Police Department Gatlinburg Police Department Town of Pittman Center Police Department
Consequence Management:	Sevier County Emergency Management Agency

State Lead Agencies:

Crisis Management:	Tennessee Bureau of Investigation, Tennessee Office of Homeland Security
Consequence Management:	TEMA

Federal Lead Agencies:

Crisis Management:	FBI, Department of Homeland Security
Consequence Management:	Department of Homeland Security - FEMA

Lead Agency Responsibilities:

1. Crisis Management: At the Federal Level, The Department of Homeland Security, The FBI and the Department of Justice share the responsibilities for counter-terrorism within the United States. At the State level, the Tennessee Office of Homeland Security, Homeland Security Council and the TBI are the agencies which will coordinate crisis management to a terrorist incident. Locally, the Sevier County Sheriff is the authority for local coordination of crisis management. It is expected that depending upon the size and nature of the incident all three levels of authority will coordinate their activities throughout any terrorist event or heightened terrorist alert level.
2. Consequence Management: Local Emergency Management is the agency that will coordinate response and recovery under consequence management in accordance with the local EMP. The Tennessee Emergency Management Agency (TEMA) is the primary agency for state coordination of consequence management for a terrorism incident. TEMA will use the emergency management organizational relationships of the TEMP to coordinate state assistance to local governments for consequence management. TEMA retains the responsibility for coordinating state and local operations with the Federal Coordinating Officer as directed in the Stafford Act. The Federal Emergency Management Agency (FEMA) remains the federal lead agency for coordination of federal support to the state for consequence management, and retains that responsibility throughout the federal response operations.

IV. PLANNING ASSUMPTIONS AND CONSIDERATIONS

1. In planning for and responding to a terrorist incident, incident commanders, emergency managers and responders will find several considerations unique to the emergency. Those individuals providing leadership for the responders must give consideration to the physical safety of those who are responding to the emergency. The quickly escalating, multi-agency nature of the terrorism-incident response requires additional coordination. All responders must be aware of the existence of possible evidence and take steps to preserve it. Interactions with the media will use standard incident command practices and guidance from ESF 5 of the county's Emergency Management Plan. Due care will be given to protecting victim's rights and privacy and seeing to their immediate basic human needs.

2. Local, State and Federal responders are likely to have overlapping responsibilities such as controlling access to the incident area, targeting public information messages, assigning operational sectors for responding agencies and assessing potential effects on the population and the environment. Different areas of the incident perimeter and different layers of the area may have different agencies controlling access. This layering may impede overall response if not adequately coordinated.

3. In the event that the county declares a terrorist incident, a representative from TEMA will respond to the county Incident Command Post to offer advice and if asked, provide state resources to cover gaps in the local response capabilities. This same representative will assist in assessing needs beyond the state's capabilities and begin to coordinate requests for federal assistance and response to the scene.

   This document will promulgate a system of planning checklists for specific types of operational actions which may be used during a terrorism scenario. They will include the following Sub-Annexes:

   Annex A, Planning provisions for Direction and Control of an Event;

   Annex B, Planning steps for Responder Communications during Terrorist events;

   Annex C, Planning for disseminating public warnings during Terrorist events;

   Annex D, Emergency Public Information Checklist & Joint Information Center;

   Annex E, Checklist for taking protective action during a Terrorist event;

   Annex F, Checklist for planning for Mass Care following a Terrorist event;

   Annex G, Checklist for planning for Health and Medical Needs in a Terrorist event;

   Annex H, Managing Resources in a Terrorist event.

V. CONCEPT OF OPERATIONS

a. ***Crisis Management***.

Local County law enforcement provides a response to a range of incidents, including:

1. A credible threat, whether verbal, written, intelligence-based or other form.
2. An act of terrorism
3. The presence of an explosive device or WMD capable of causing a significant destructive event confirmed prior to actual loss of life or property. (significant threat)

4. The detonation of a device or other destructive event, with or without warning, that results in limited injury or death. (limited consequences, requires state and local consequence management response)

5. The detonation of a device or other destructive event, with or without warning, that results in substantial injury or death. (major consequences, requires federal consequence management response)

6. During the Crisis Management phase, the Sheriff's Department and City Police Departments will coordinate closely with the TBI and the FBI and the Department of Homeland Security to achieve a successful law enforcement resolution to the incident. The local County Law Enforcement will determine what assistance authorities may need from State or other agencies to support Crisis Management. Local County law enforcement will coordinate this request through their local EMA. The TBI will coordinate requirements with other state agencies, to include TEMA. As indicated in the National Response Plan, The Department of Homeland Security and the FBI will modify its Command Post to serve as a Joint Operations Center (JOC) as formed under the Incident Command System (ICS) model. The JOC will function under standard ICS with an additional cell for Consequence Management. Representation within these groups will include some Federal, State, and Local County agencies which will have roles in Consequence Management. The Federal agencies in authority will request selected Consequence Management agencies to serve in certain groups.

b. Consequence Management:

1. PRE-INCIDENT

   Federal agencies may notify various agencies, including local county law enforcement, the TBI and TEMA, of a significant threat of an act of terrorism. Local government may decide to establish a Forward Command Post (FCP) at the scene for coordination between the local Incident Commander and the State representative (normally a TEMA Area Field Coordinator) and the Federal agencies. The ICS model will be used at all times. If a JOC is established, a local EMA representative will work with a TEMA representative to monitor crisis response and providing advice on decisions that may have implications for Consequence Management, and to provide continuity should Consequence Management response become necessary. Operational reports will be shared between the Crisis Management and Consequence Management lead agencies. Although operational decisions will be made cooperatively to the greatest extent possible, the Federal On-Scene Commander retains authority to make crisis management decisions at all times.

   As the situation progresses, the County EMA Director may activate the Emergency Operations Center (EOC). Consequences may become imminent. State or Federal assets may be requested to avert or lessen the threat of an event. TEMA may activate the State EOC to provide assistance to the County. Co-location of Local County, State and Federal agencies may be used for a Unified Command.

2. TRANS-INCIDENT (Situation involves transition from threat to act)

   If a consequence situation becomes imminent, the consequence management primary agencies will begin to disengage from the JOC. A Joint Information Center (JIC) involving Local County, State and Federal representatives will be established in the field to respond to the media, members of Congress and foreign governments. Local PIO's will respond to questions from the media for local authorities.

3. POST-INCIDENT (Incident without Warning)

   If what appears to be an act of terrorism occurs without warning and produces major consequences, Local County law-enforcement and EMA will initiate crisis and consequence management actions concurrently. County EMA will immediately consult with the County Mayor/Town Mayors to declare a state of emergency and will enact the procedures as determined in the EMP. During consequence management response, the local EMP will be used to coordinate and manage consequence response.

4. DISENGAGEMENT

   If there is no act of terrorism, the consequence management response disengages when the Sheriff's Department and City Police Departments and the County EMA Director, in consultation with local law enforcement and TEMA, issues a cancellation notification through standard procedures. Local assigned agencies will disengage per standard procedures as identified in the EMP.

   If there is an act of terrorism, then each agency responding will disengage at the appropriate time per standard procedure. Agencies operating under other plans may continue to assist local government monitoring, decontamination and site restoration.

VI. Responsibilities:

a. Sheriff's Department and City Police Departments will:

1. Appoint a local law enforcement on-site commander to provide leadership and direction for the local crisis management response.
2. Maintain coordination with the FBI, the Dept. of Homeland Security and the TBI.
3. Issue and track the status of crisis management actions assigned to local agencies.
4. Designate and assign the appropriate liaison and advisory personnel to support EMA.
5. Determine when a threat of an act of terrorism warrants consultation with the Chief Elected Official's office.
6. Coordinate the local crisis management response with the lead federal and state crisis management agencies.

b. The County Emergency Management Agency will:

1. Convene meetings to formulate incident action plans, define priorities, review status, resolve conflicts, and identify issues that require decisions from higher authorities, and evaluate the need for additional resources.
2. Issue and track the status of consequence management actions assigned to local County agencies. A common system should be used by law enforcement and emergency management to provide a capability to control, prioritize, de-conflict and as appropriate, to audit and reimburse tasking given to local agencies.
3. Track the status of assistance requests.
4. Establish/activate the local Operations Center.

5. Establish Mobile Command Posts (MCP's) if available.
6. Coordinate the local consequence management response with the lead Federal and State consequence management agencies.
7. Coordinate infrastructure vulnerability analysis.

c. Supporting Agencies:

1. Other than the changes noted in this ESF, all other agencies will respond as tasked in the Local County Emergency Management Plan.

EMERGENCY SUPPORT FUNCTION 13
APPENDICES

Appendix 1 Traffic Control Organizational Chart

Appendix 2 Security/Crime Control Organizational Chart

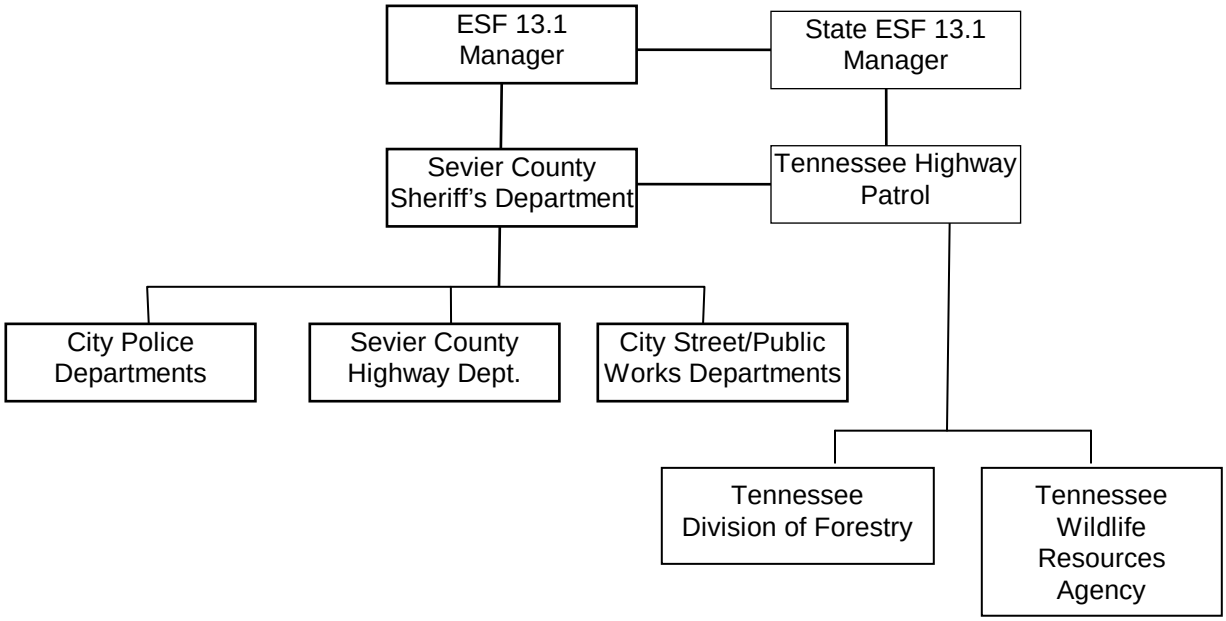
Appendix 3 Institutions/Jails Organizational Chart

Appendix 4 Evacuation/Movement Organizational Chart

Appendix 5 Location of Law Enforcement Agencies and Jails

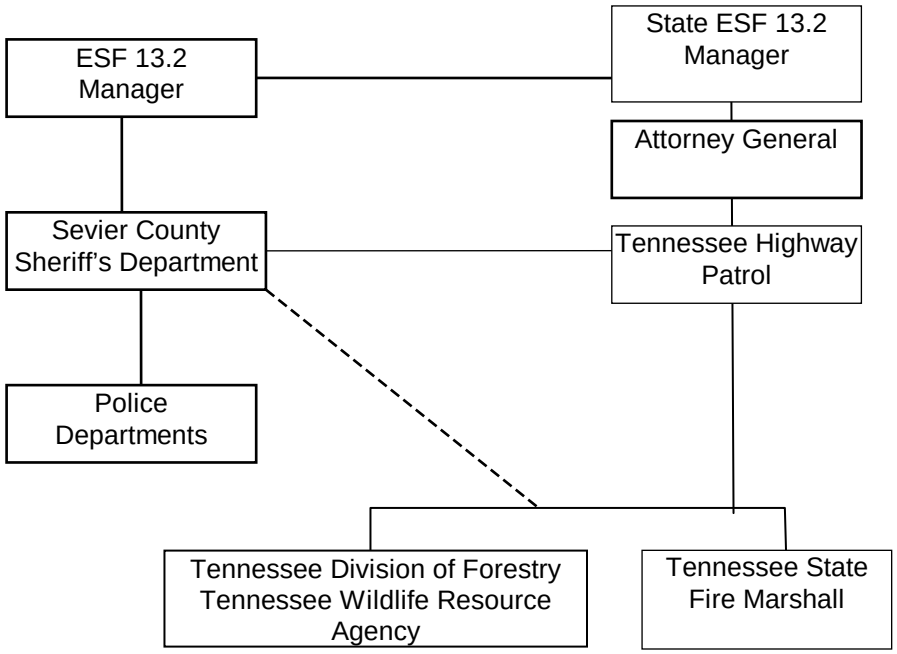
APPENDIX 1 TO ESF 13

TRAFFIC CONTROL ORGANIZATIONAL CHART



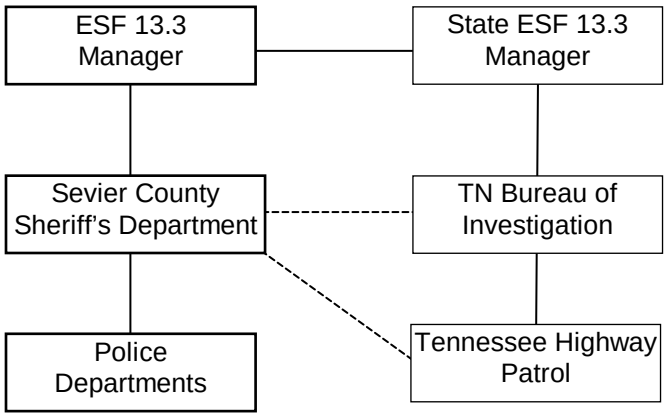
APPENDIX 2 TO ESF 13

SECURITY/CRIME CONTROL ORGANIZATIONAL CHART



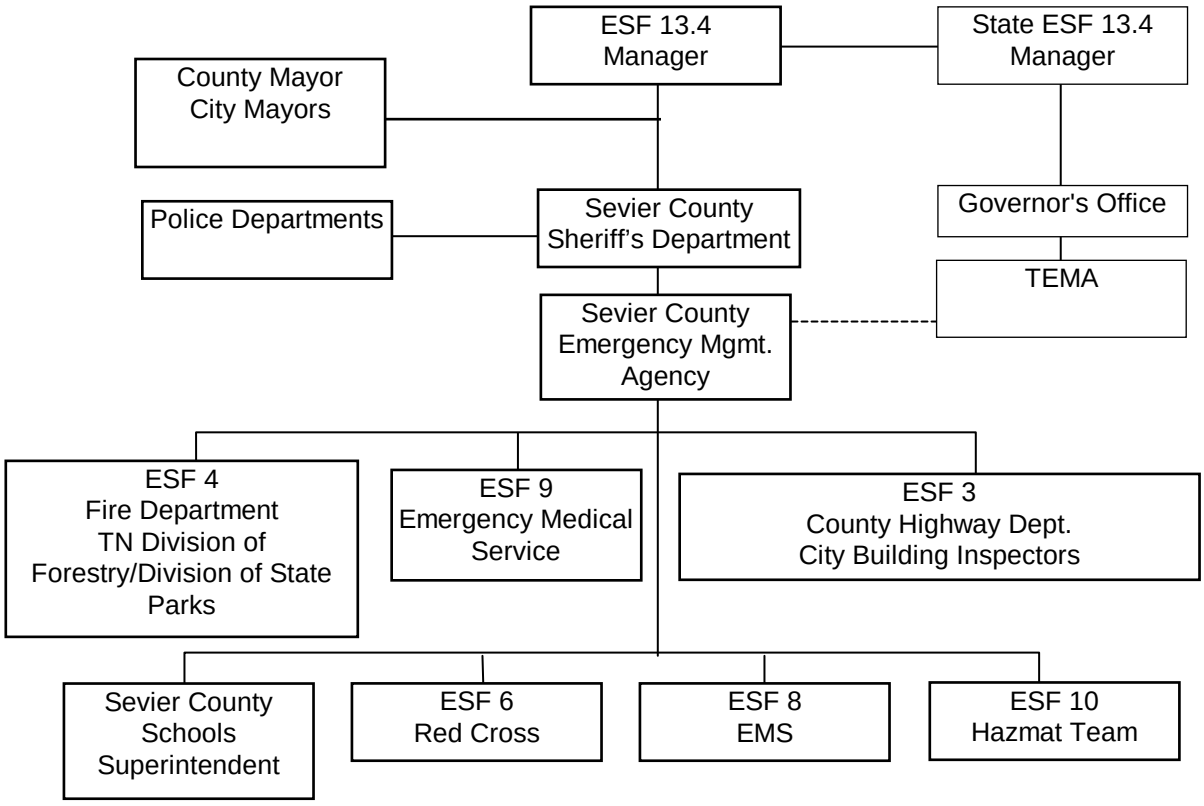
APPENDIX 3 TO ESF 13

PRISONS/JAILS ORGANIZATIONAL CHART



APPENDIX 4 TO ESF 13

EVACUATION/MOVEMENT ORGANIZATIONAL CHART



APPENDIX 5 TO ESF 13

LOCATION OF LAW ENFORCEMENT AGENCIES AND JAILS

Sevier County Sheriff's Department

125 West Bruce St.

Sevierville, TN 37862

Sevier County Jail

120 Court Avenue

Sevierville, TN 37862

Sevierville Police Department

130 Gary Wade Blvd

Sevierville, TN 37862

Pigeon Forge Police Dept.

225 Pine Mtn. Rd.

Pigeon Forge, TN 37863

Gatlinburg Police Department

105 Parkway

Gatlinburg, TN 37865

Town of Pittman Center Police Department

Webb Creek Rd

Pittman Center, TN

E S F 14

DONATIONS and VOLUNTEERS

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EMERGENCY SUPPORT FUNCTION 14
DONATIONS AND VOLUNTEERS
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EMERGENCY SUPPORT FUNCTION 14

DONATIONS/VOLUNTEERS

DONATIONS

I. Lead Agency: Sevier County Finance Director/EMA Director

II. Support Agencies: County Mayor / County Trustee / City Mayors
Sevier County Sheriff's Department
Sevier County Highway Department/City Street Departments
City Police Departments

III. Introduction

A. Purpose

1. This annex establishes overall ways to properly handle donated goods and funds.

B. Scope

1. This ESF pertains to major disasters, with regional or national media coverage. Minor events generally generate few if any donations.

IV. Policies

A. Donated goods and funds must be controlled or this flow of items may tie up traffic routes and emergency personnel. Unneeded goods hinder efforts to assist victims.

B. Planning strategies and procedures used in handling donated items in Tennessee will be in accord with the National Donations Management Strategy used by FEMA and other states.

V. Situation and Assumptions

A. Situation

1. In a disaster with widespread media coverage, persons and organizations outside the impacted area send a wide variety of items believing they might be of help to the victims. These items range from single or monetary donations to multi-vehicle convoys loaded with everything imaginable.

2. The uncontrolled movement of such goods into areas impacted by the disaster creates problems for emergency workers, who must spend time trying to locate places to store the items and mechanisms for distributing them to victims.

B. Planning Assumptions

1. Most emergencies in the county will generate little, if any, influx of donated goods.

2. Widespread media coverage of major disasters in the county will initiate all types of unsolicited relief actions by persons/organizations outside the county, including collection of donated goods and the movement of those goods to affected areas. Left unchecked, the flow of donated goods into the county will disrupt relief efforts.

VI. Concept of Operations

A. General

1. In smaller disasters (e.g., a localized tornado), a small amount of donated materials may find their way into Sevier County. Generally, local relief organizations should be able to manage this flow. A major disaster, however, may pose a larger challenge.

2. For regional disasters (e.g., snow emergencies), the ESF 14 work group will take primary responsibility for managing the influx of donations. In the event of a major or catastrophic disaster (e.g., a large earthquake in East Tennessee); the state ESF 14 would assist the county in dealing with the projected large flow of donated goods.

3. The ESF 14 work group (Donations Management Group) will determine the need to initiate the Donated Goods Management Plan, which involves the following:

   a. Issue media releases requesting cash donations as opposed to in-kind donations. Releases concerning donations other than cash should stress what is and is not needed, as well as proper packaging, labeling, and transporting donated goods to reception centers.

   b. Activation of ESF 14 at the EOC and other operating locations.

   c. Establish a Donations Management Center outside the affected area, as well as staging areas for use in managing the deployment of needed goods.

   d. Coordinate transportation requirements for incoming donations, including:

      (1) Relaying information to THP and State rest areas and weigh stations concerning route information and the acceptance or rejection of certain types of goods.

      (2) Placing signs indicating routes to the reception center and/or staging areas.

      (3) Passage of designated goods for direct delivery to affected areas.

   e. The coordination of ESF 14 activities with other ESFs, particularly ESF 7 and ESF 13. ESF 7 contacts the ESF 14 workgroup to determine whether or not needed items are available from donations prior to making a commercial purchase. If needed goods exist in the donations system, ESF 7 will acquire the goods and arrange for their delivery as they would for any other county acquired resource. ESF 13 will arrange for in-mate trustee labor to move bulky and non high value items.

   f. The EMA Director will prearrange the use of various warehouses or lockable trailers for use as potential Donations Management Centers. The ESF 14 Manager is responsible for developing plans and procedures for operating these facilities, including the necessary manpower and logistical requirements associated with such operations (i.e., forklifts, security, safety).

B. Organization and Responsibilities

1. Sevier County Emergency Management Agency/County Finance Director

   a. Coordinate donations management planning among local agencies and the subsequent development of the county donations management plan.

   b. Request non-emergency county personnel to assist with processing donated items.

   c. Locate and secure space or trailers for donated goods and transportation resources for the movement of needed goods to affected areas.

   d. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

2. Sevier County Highway Department/City Street Departments

   a. Provide trucks or transportation donated goods from warehouses to distribution points.

   b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

3. Sevier County Sheriff's Department and City Police Departments

   a. Provide routing information to incoming donated goods carriers.

b. Arrange for security at donated goods warehouses and staging areas (Uniformed Officers or other individuals as the situation requires).

c. Provide inmate/trustee labor with guard(s) to handle donated goods.

d. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

4. Sevier County Mayor/County Trustee/City Mayors

a. Manage cash donations received by the county/cities.

VII. Mitigation and Preparedness Activities

A. Sevier County Emergency Management Agency

1. Develop a county plan for the management of donations. Coordinate plan development with state donations management group.

2. Coordinate with ESF 14 agencies to determine personnel needs at donations management sites. Train personnel in donations management group functions.

3. Develop procedures for securing warehouse space and transportation resources. Review the need for refrigeration, security, etc. Pre-arrange site-use agreements.

4. Develop procedures and policies for disseminating information to the general public (through the PIO), and to the Highway Department and the various law enforcement agencies regarding routing information, types of material needed, etc.

5. Develop procedures for accepting special types of donations (i.e. cash, perishables).

6. Establish a standby toll-free number or local phone numbers for use by Donations Management personnel at activated sites.

B. Sevier County Highway Department/City Street Departments

1. Develop procedures to erecting signs and other devices for routing traffic to sites where donated goods are being accepted.

C. Sevier County Sheriff's Department/ City Police Departments

1. Develop procedures and policies for disseminating routing and other information to vehicles moving into the county with donated goods.

D. Sevier County Mayor County Trustee/City Mayors

1. Develop policies and procedures for receiving and accounting for donated cash.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report to the EMA Director, start Response/Recovery actions. Maintain logs of activities, messages, and initiate internal notification/recall actions.

B. Sevier County Emergency Management Agency/County Finance Director

1. Implement county Donations Management Plan, if necessary.

2. Secure warehouse space or trailers at sites near disaster area. Arrange for security of site (through ESF 13), traffic control, etc.

3. Activate the toll-free number and or local number for use in managing donated goods.

4. Develop information for public distribution (through PIO) describing items needed and where to send them. Pass to PIO, Highway and Street Departments and law enforcement.
5. As goods arrive, provide periodic listings for distribution to ESF Managers so they will know what is available from donations. Respond to inquiries to other ESFs requests for items.
6. As needs are known, request transportation to move items to staging areas or distribution points.
7. Periodically update public information concerning needed items, etc.
8. Coordinate activities with the state ESF 14 work group.
9. Implement procedures for disposing of unneeded or unusable items.

C. Sevier County Highway Department/City Street Departments

1. Route donated goods to/from warehouses/trailers for processing and distribution.

D. Sevier County Sheriff's Department/City Police Departments

1. Receive information from ESF 14 Manager concerning routing of donated goods to warehouses for processing, and provide this information to carriers of donated goods.
2. Provide inmates and guards to load/unload donated goods. Provide security and traffic control around donations management facilities.

E. Sevier County Mayor/City Mayors

1. Implement cash management policies/procedures to ensure accountability for all cash donations received by the county during the disaster.
2. Assign non-emergency county personnel to assist with the management of donated goods upon request from the ESF 14 Manager.

IX. Training

A. The ARC and FEMA have courses for donations management.

EMERGENCY SUPPORT FUNCTION 14

DONATIONS/VOLUNTEERS

VOLUNTEERS

I. Lead Agency: Sevier County Emergency Management Agency

II. Support Agencies: American Red Cross
Tennessee Emergency Management Agency

III. Introduction

A. Purpose

1. This subfunction coordinates the management and deployment of personnel/organizations offering volunteer services to areas of the county affected by disasters.

B. Scope

1. This ESF manages volunteer groups from the public and private sectors, and from in-county and out-of-county sources.
2. Volunteer services include the following:
   a. Specialized rescue units. Fire service and law enforcement personnel.
   b. Utility service and public works crews.
   c. Physicians, nurses, EMS and other medical personnel and the Tennessee Funeral Directors Association and similar organizations from other areas of the state (and other states).
   d. Veterinary medical groups.
   e. Emergency management and other emergency services personnel.
   f. Members and organizations representing the clergy.
   g. Motor carriers, Federal Express, and other delivery services.
   h. Caterers and other food preparation/processing services.
   i. Crisis counseling service providers.
   j. Semi-public volunteer relief agencies (i.e. Volunteer Organizations Assisting in Disaster (VOAD), Seventh-Day Adventists, etc.).
   k. Semi- and non-skilled persons who volunteer their services in any manner possible.
3. This provisions of ESF 14 do not apply to:
   a. Communication equipment/service providers. These will be handled directly by ESF 2.
   b. Volunteers associated with the American Red Cross (ARC) or Salvation Army.
   c. Volunteers associated with public service agencies in the state of Tennessee; these will be channeled through TEMA Regional Offices in unaffected sections of the state.
   d. Persons associated with any federal response mechanism (i.e., NDMS, US&R, etc.).

IV. Policies

A. The County and its cities deeply appreciate all who volunteer. Volunteering of services by professional and lay groups is a Tennessee tradition. However, the flow of volunteers into disaster areas must be controlled to prevent duplication of effort as well as traffic tie-ups.

V. Situation and Assumptions

A. Situation

1. Widespread media coverage encourages persons and organizations outside the impacted area to volunteer services they believe might be of help to the victims. These services include everything from religious ministry to assistance with the preparation of food.
2. The uncontrolled movement of volunteer personnel into disaster areas creates problems for emergency workers, who must allocate time to coordinate the services of these people and locate shelter and feeding capabilities for them. Planning for volunteers, directing and sometimes limiting those who can come into the damaged area is necessary and prudent.

B. Planning Assumptions

1. Local government and relief agencies will be able to adequately handle any volunteer service offers received in lesser emergencies.
2. Widespread media coverage of major disasters in the county will initiate a wide variety of unsolicited relief actions by persons/organizations outside the impact area, including the deployment of volunteer workers and their equipment into areas impacted by the disaster.
3. The flow of volunteer services into major areas can be planned for and managed.

VI. Concept of Operations

A. General

1. In smaller disasters (i.e., one tornado, small floods) small groups of volunteers (usually private citizens) will offer assistance to victims. National media coverage will lead many individuals and groups (organized and unorganized) to volunteer their services.
2. Volunteer groups provide services that are either in short supply or unavailable in the county and will be used. The ESF 14 coordinating group collects information about these groups/individuals and gives the information to the appropriate ESF for consideration.
3. TEMA will assist in managing the in-flow of VOAD related groups. The SEOC VOAD coordinator will work closely with the ESF 14 Manager.

B. Organization and Responsibilities

1. <u>Sevier County Emergency Management Agency</u>
   a. Develop a plan for handling the influx of volunteers in time of disaster.
   b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Sevier County Emergency Management Agency

1. Develop volunteer management plan for the county. Include provisions for referring needed services to appropriate ESF for consideration. Coordinate planning with other participant organizations.
2. Develop procedures for coordinating assignment of non-emergency personnel with the deployment of volunteer groups to prevent duplication of services.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA, and begin Response/Recovery activities.
4. Maintain logs of activities and messages. Initiate internal notification/recall actions.

B. Sevier County Emergency Management Agency

1. Activate county volunteer management plan.
2. Provide information to the media (through the PIO) concerning the proper method(s) of offering services to disaster victims in the county.
3. Implement procedures to track offers and their status.
4. Provide other ESFs with periodic updates concerning offers received. When ESF requests services offered by volunteers, implement procedures to arrange for the deployment of personnel to areas where need exists.
5. When group/individual arrives, task Tourist Development Office to locate suitable temporary housing. Place group in contact with tasking ESF for further instruction.
6. Provide information to ESF 14 Manager concerning tasks being handled by county non-emergency workers.
7. Coordinate the use of volunteer services during emergencies throughout the county.

IX. Training

A. A training program for this ESF will be developed by TEMA following the development of the state volunteer management plan.

EMERGENCY SUPPORT FUNCTION 14
APPENDICES

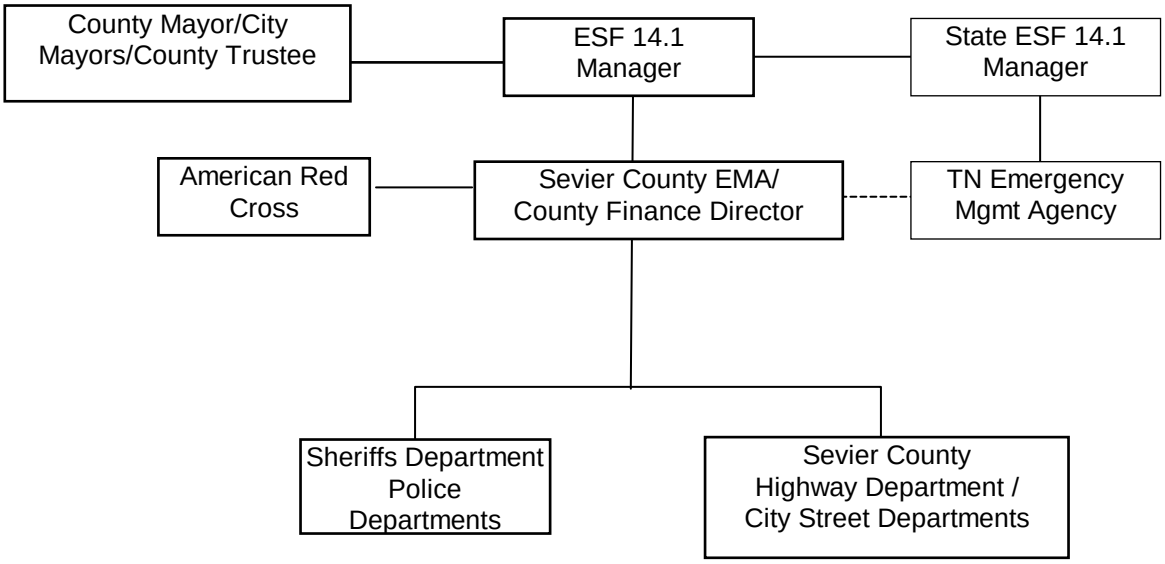
Appendix 1 Donations Organizational Chart

Appendix 2 Volunteers Organizational Chart

Appendix 3 Flow of Donated Goods in Major Disasters

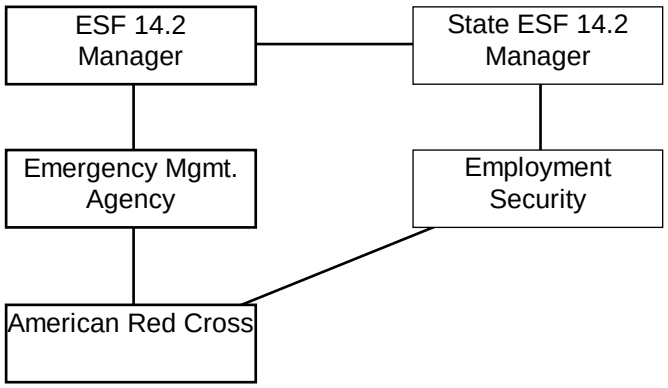
APPENDIX 1 TO ESF 14

DONATIONS MANAGEMENT ORGANIZATIONAL CHART



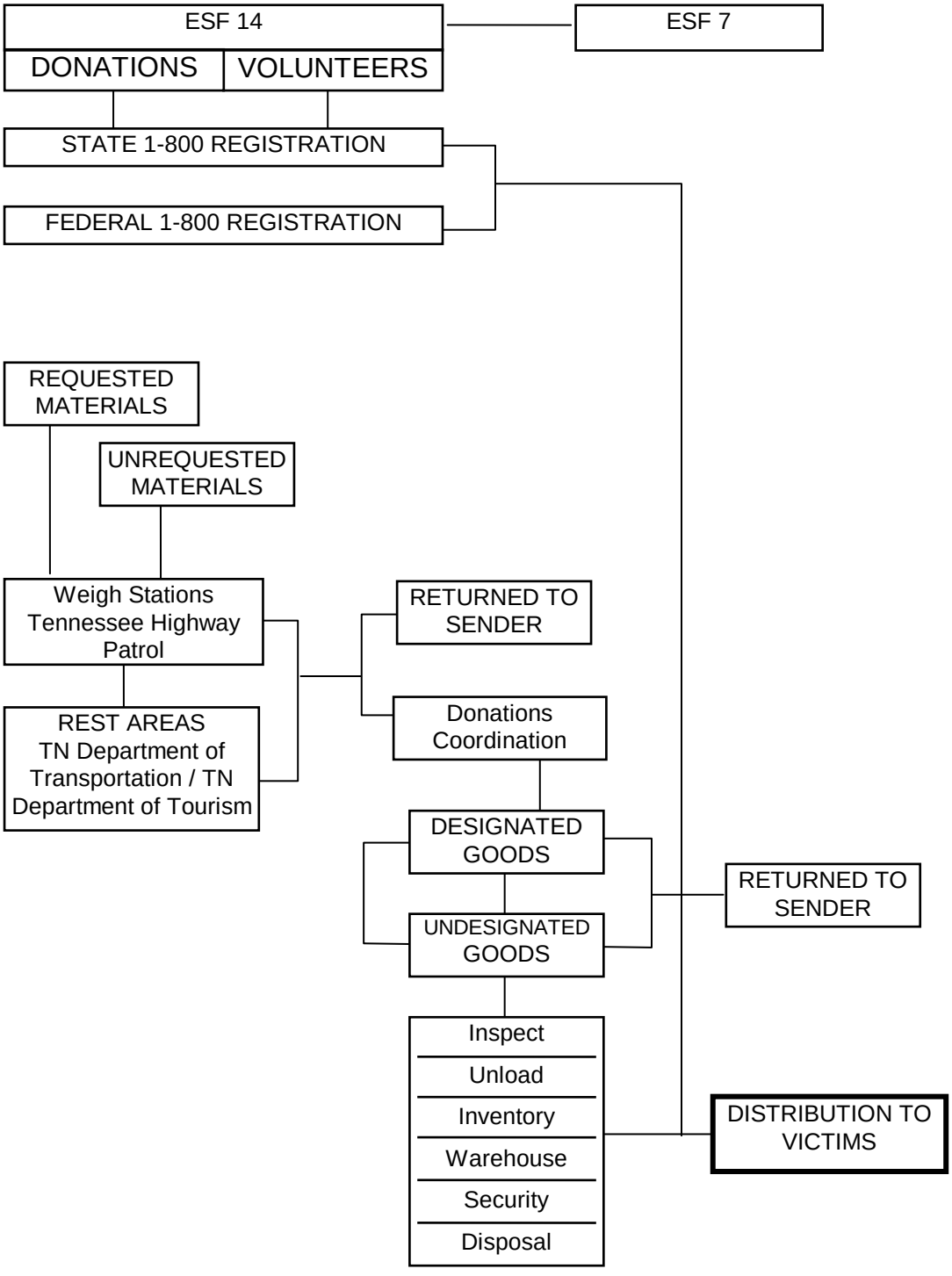
APPENDIX 2 TO ESF 14

VOLUNTEER MANAGEMENT ORGANIZATIONAL CHART



APPENDIX 3 TO ESF 14

FLOW OF DONATED GOODS IN MAJOR DISASTERS



E S F 15

RECOVERY

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EMERGENCY SUPPORT FUNCTION 15

RECOVERY

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EMERGENCY SUPPORT FUNCTION 15

RECOVERY

ASSISTANCE PROGRAMS

I. Lead Agency: Sevier County Emergency Management Agency

II. Support Agencies: County Mayor/City Mayors
County Highway Department
City Public Works Departments
City Street Department
Sevier County Schools Superintendent
Sevier County Electric Systems /Sevier County Utility Districts
American Red Cross
Sevier County Property Assessor

III. Introduction

A. Purpose

1. This ESF provides for local, state, and federal recovery assistance to disaster victims.

B. Scope

1. This ESF provides for the following functions:

   a. Locate and establish Disaster Recovery Centers (DRCs). DRCs co-locate all agencies that deliver disaster assistance or assist victims with disaster assistance problems at a single site.

   b. Assist local agencies in compiling damage and expense reports, which are sent to FEMA for reimbursement.

   c. The declaration of a "state of emergency" by the Chief Elected Official and subsequent requests by the Governor to the President of the United States for a major disaster declaration.

   d. Assess long-term economic impacts of the disaster on the local economy and subsequent development of plans to restore the economic infrastructure.

IV. Policies

A. The county (or city), acting through the Emergency Management Agency, will do everything in its power to insure rapid delivery of disaster assistance programs to victims in impacted areas.

V. Situation and Assumptions

A. Situation

1. Beyond death and injury, disasters can create extensive damage to structures and harm to the economic well being of the county and its cities.

2. Specific guidelines to request state and/or federal assistance in the aftermath of a major disaster are given in PL 93-288, and various state and federal administrative regulations.

3. State and federal assistance programs are available to assist individual victims, businesses, and local governments.

4. Other aid is available from local organizations to assist individuals with immediate needs.

VI. Concept of Operations

A. General

1. Following a disaster, many victims will require assistance in addition to or in place of that provided by insurance carriers. The federal and state governments, and to a lesser extent the county government (including several private, non-profit organizations) have many programs to assist individuals, as well as public and private organizations, that responded to or suffered damage as a result of the disaster.

2. The Emergency Management Agency, through its preliminary damage assessment, makes a determination as to whether or not a particular event warrants a state of emergency declaration by the Chief Elected Official or the declaration of an emergency by the Governor of the state. This information is passed to the Governor, who in turn may submit a request through FEMA to the President for a declaration of a major disaster. The Governor must certify that the event is beyond the control of the state (i.e., the resources needed to respond properly exceed the capabilities of the local and state governments to respond) and the state asks for federal assistance.

3. TEMA will assist local government in assessing the damage to the community and its citizens. If the situation warrants, TEMA will certify to the Governor that the situation requires the declaration of an emergency and, if the situation is of sufficient magnitude, the seeking of a major disaster declaration by the President of the United States. After a Presidential disaster declaration is made, FEMA may move in to a community and establish Disaster Recovery Centers (DRCs) as outlined in Appendix 2 or may establish a toll free number for tele-registration of claims.

4. The county will designate locations for the establishment of Disaster Recovery Centers (DRCs). The DRC provides a central location where disaster victims can obtain assistance. DRCs are strategically located throughout the affected area to ensure that all victims can be reached. The DRC will remain active for as long as necessary.

B. Organization and Responsibilities

1. Sevier County Emergency Management Agency/Property Assessor

   a. Coordinate damage assessment activities at the local level.

   b. Compile damage assessment information and provide recommendations to the Chief Elected Official concerning requests for state and/or federal assistance.

   c. Establish DRCs in areas affected by disaster in cooperation with local jurisdictions. Arrange for use of buildings, facilities, equipment, and supplies for DRCs, DFOs, and other needed sites during disaster recovery operations.

   d. Provide damage assessment assistance regarding government-owned buildings, facilities, real estate, and other assets (Property Assessor).

2. County Mayor/City Mayors

   a. Submit request to the Governor for the declaration of an emergency, as defined by state law. Mayors and city managers submit the request via the county Mayor.

   b. Provide figures concerning overtime and other personnel costs associated with the response to emergencies to the state with claims for disaster assistance.

3. Sevier County Highway Department/City Street City Public Works Departments

   a. Provide damage assessment for local highways and bridges.

4. Sevier County Schools Superintendent

   a. Provide damage assessment for educational facilities.

5. Local Utility Systems

    a. Provide damage assessment of local utility system infrastructure to the EMA director. Details of damage assessment and timing of reports are discussed at ESF 12.

    b. Provide information of any assistance programs offered through the utility.

6. American Red Cross

    a. Provide food, shelter and financial assistance through established ARC programs.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop plans and procedures to provide disaster assistance. Establish means to coordinate activities with other relief organizations, to speed up relief and avoid fraud.
2. Develop policies and procedures for compiling damage assessments of agency-owned resources as well as for those facilities and equipment that the agency is responsible for.
3. Develop procedures assigning personnel to support DRCs when asked by EMA.

B. Sevier County Emergency Management Agency

1. Work with local officials to pre-identify potential sites for DRCs.
2. Develop procedures and forms for damage assessment activities (See ESF 5).
3. Develop and annually review Local Hazard Mitigation Plans.
4. Attend hazard mitigation training then give this training to key officials in the county to help bring about more hazard mitigation planning and design for future city/county development.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.
2. Attend briefings, coordinate activities with other participant organizations.
3. Set up work area(s), report to the EMA and begin damage assessment activities.
4. Maintain logs of messages and activities. Initiate internal notification/recall actions.
5. Perform the following actions upon notification that a DRC is being activated:

    a. Deploy personnel and equipment necessary to staff DRC as provided in agency plans.

    b. Attend briefings held at DRC concerning disaster assistance activities necessary in affected areas, potential scope of activities, etc.

    c. Advise DRC Manager of needs in terms of space, equipment, supplies, etc.

    d. Provide disaster assistance programs through pre-established procedures and policies.

    e. Maintain records concerning disaster assistance offered to victims.

6. Deploy personnel and activate procedures to collect and process damage assessment information as provided in Paragraphs VI.B. above.
7. Obtain technical and regulatory assistance from state and local officials with respect to damage assessment, hazard mitigation, and response, recovery, and reconstruction.

B. County Mayor/City Mayors

1. Receive briefings from EMA Director about the scope of disaster, review preliminary damage assessments, and make decision regarding any disaster declarations necessary.
2. Submit request to TEMA for disaster declaration.
3. Appoint an official to coordinate local recovery activities with the state and federal governments.

C. Sevier County Emergency Management Agency

1. Compile and submit damage assessment and disaster information to Chief Elected Official (and the Governor's Office) for declaration consideration.
2. Prepare submission materials for Chief Elected Official to sign and forward to TEMA.
3. Activate Disaster Recovery Centers at appropriate sites.
4. Notify local relief agencies of DRC activation status, location, nature of disaster, etc., and task needed agencies to deploy appropriate personnel.
5. Assist state and local officials with damage assessment activities (See ESF 5).
6. Compile damage assessments, reports of expenditures, and all other documents needed to submit claims to FEMA for reimbursement and coordination of federal disaster assistance programs.
7. Task other ESFs and participant organizations to provide damage assessment assistance, disaster assistance programs, or other necessary activities.
8. Provide follow-up on all disaster assistance programs through closure.
9. Keep County Mayor/Mayors advised on status of disaster relief actions and assistance programs. Provide follow-up on all disaster assistance programs through closure.

D. American Red Cross

1. Activate plans for provision of individual and family assistance programs.
2. Coordinate assistance programs for individuals and families offered by the Salvation Army and all other non-governmental voluntary and charitable organizations through the DRC(s).

IX. Training

A. FEMA provides training in programs in disaster recovery and assistance. Courses include public assistance programs, hazard mitigation programs, and courses in DRC operations.

B. TEMA provides a damage assessment course for state and local officials.

C. All other training relative to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 15

RECOVERY

RECOVERY AND RECONSTRUCTION

I. Lead Agency: County Mayor/City Mayors

II. Support Agencies: Sevier County Emergency Management Agency
County and City Planning Commissions
Sevier County Commission
City Councils
Sevier County Schools Superintendent
Sevier County Board of Education
Sevier County Highway Department
City Street/Public Works Departments

III. Introduction

A. Purpose

1. This subfunction assists communities with post disaster recovery and redevelopment plans.

B. Scope

1. This subfunction assesses the long-term economic effects on the county from the disaster and assists local communities with the re-development of plans to address those effects.

IV. Policies

A. Each community within the county is a valuable part of the region's overall economy. It is the policy of the county that every effort be made to assist communities with disaster recovery.

V. Situation and Assumptions

A. Situation

1. The term "disaster" is flexible. What is considered a disaster may vary from one location to the next.
2. In many communities a small tornado can create a situation whereby the local economy may be significantly damaged so as to preclude any real economic recovery without outside assistance. Additionally, even large urban areas will require extensive planning and redevelopment to deal with the economic impact of a major disaster.
3. State agencies will assist the county to obtain grants and low-interest loans. Additionally, several agencies will assist local communities with the development of budgetary strategies that can alleviate some of the negative consequences of many disasters.

B. Assumptions

1. There will continue to be small disasters that, even though the requirements to obtain a presidential disaster declaration have not been met, will create an economic hardship on the local communities affected.
2. Grants and low interest loans will be available to assist local communities with recovery and reconstruction issues following declared disasters in the county.

VI. Concept of Operations

A. General

1. In the aftermath of a disaster in the county, the County Mayor will make a determination as to how that event affects the economy of the involved communities.
2. At the request of the County Mayor a local task force will provide a liaison team to the affected community(s) to develop a study of the affected area to determine to what extent the disaster will negatively impact the area. The local task force, made up of members of the support organizations listed above, will identify the specific needs of the communities and attempt to address these needs. A state task force, to include TEMA Disaster Assistance Programs administrators, will work with the local task force to secure the assistance needed.
3. The local task force will appoint a coordinating official to oversee the implementation of the recovery plan. A state task force will handle unresolved issues.
4. The state task force may secure assistance from any number of state or federal sources, including Community Block Development Grants (CBDG), economic development grants/loans, and any other source at their disposal.
5. The state task force will also assist the local task force in developing plans for reconstructing areas damaged by the disaster, taking into account prudent mitigation measures as identified by the State Mitigation Officer.

B. Organization and Responsibilities

1. <u>County Mayor/City Mayors/County Commission/City Councils</u>
   a. Responsible for leadership and political support to implement the recommendations and policies of the local task force.
   b. Responsible to seek assistance from the state for local municipalities concerning the management of debt and the issuance of bonds to fund recovery and reconstruction.
   c. Responsible to administer the CBDG program and other grant/loan programs.
2. <u>Sevier County Emergency Management Agency</u>
   a. Coordinates the development of the local task force and provides assistance to the group to develop operating procedures and other implementation guidance.
3. <u>Sevier County Schools Superintendent</u>/<u>County Board of Education</u>
   a. Identify schools and facilities, both existing and planned, that were affected by the disaster and ensure that the school system is included in recovery planning.
4. <u>County and City Planning Commissions</u>
   a. Provide assistance to local communities with redevelopment issues.
   b. Responsible for implementing the floodplain management policies associated with the National Flood Insurance Program at the local level.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Provide liaison to the Local Recovery and Reconstruction Task Force and attend its meetings. Collectively work towards the development of a strategy for dealing with the potential effects of disasters upon the local community.
2. Identify agencies/organizations in the private and public sector that could provide technical or financial assistance to the task force and/or affected local communities.

3. Develop policies and procedures for responding to the requests from local communities/organizations to provide assistance.

B. Sevier County Emergency Management Agency

1. Coordinate the development and implementation of the Local Recovery and Reconstruction Task Force.
2. Assist local community in the establishment of local recovery and reconstruction task force.
3. Develop a Local Hazard Mitigation Plan that addresses critical mitigation issues identified for the community.

C. Sevier County Commission/City Councils

1. Implement the requirements of the National Flood Insurance Program.

D. Sevier County Schools Superintendent /Board of Education

1. Assist Local Recovery and Reconstruction Task Force by proposing school system repairs or replacement during long term recovery planning.

E. County and City Planning Commissions

1. Assist the County with implementation of the National Flood Insurance Program.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. When requested by EMA, report to pre-identified location to discuss requests for assistance from local communities affected by disaster.
2. Respond to requests from EMA or local officials/task forces to provide assistance with recovery and reconstruction issues.
3. Develop and implement plans for addressing pertinent issues associated with recovery/reconstruction issues facing affected communities.
4. Prepare a report detailing the effects of the disaster upon the local community, actions being undertaken or implemented, expected or projected outcomes associated with those actions, and a summary of the potential long-term prospects for recovery for each community affected by the disaster.
5. Arrange for appearances before the state committee as necessary to address issues identified as critical at the local level.

B. Sevier County Emergency Management Agency

1. Revise Local Hazard Mitigation Plan to include any issues identified as a result of latest disaster.
2. Provide assistance to local task force concerning the effects of the disaster on the local community (as appropriate).

IX. Training

A. FEMA provides a Hazard Mitigation Course that may be taken by representatives of all agencies assigned to this ESF.

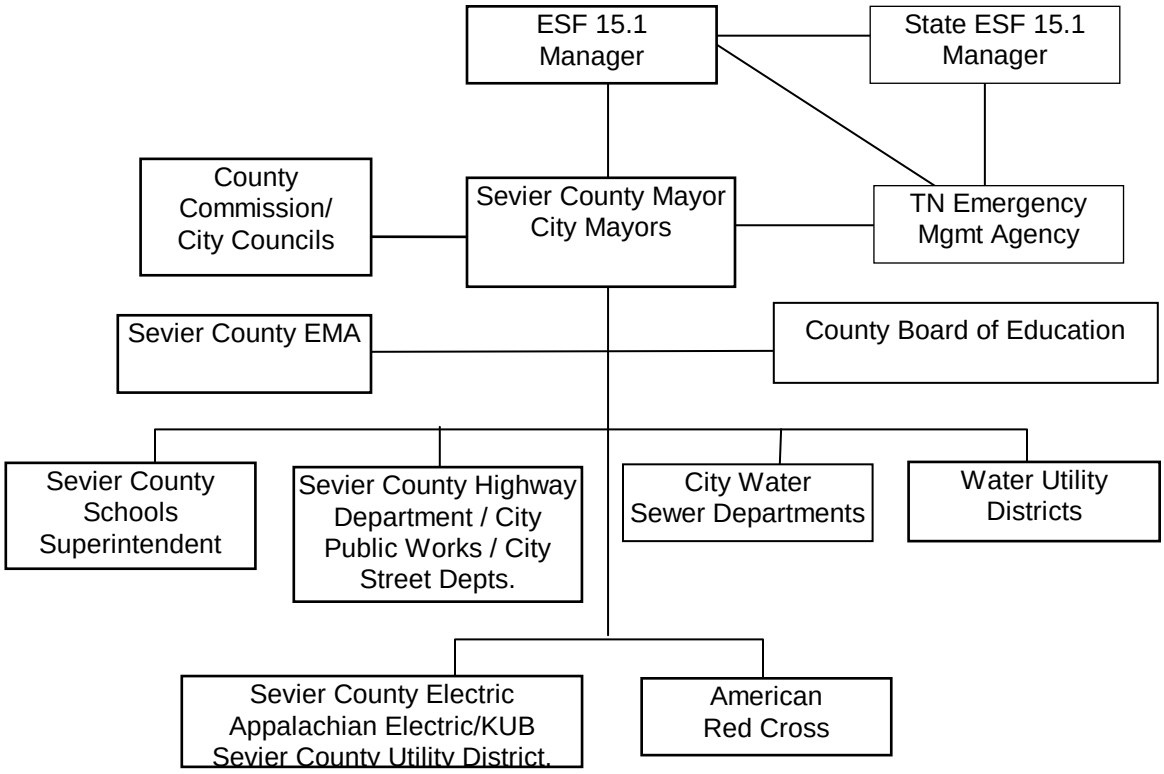
EMERGENCY SUPPORT FUNCTION 15
APPENDICES

Appendix 1 Recovery Organizational Chart

Appendix 2 Disaster Recovery Centers

APPENDIX 1 TO ESF 15

RECOVERY ORGANIZATIONAL CHART



APPENDIX 2 TO ESF 15

DISASTER RECOVERY CENTERS

I. Purpose

The purpose of the Disaster Recovery Center (DRC) is to provide individual disaster victims access to disaster assistance as quickly and conveniently as possible at a central location. In future recoveries from disasters Sevier County may be served via a mobile DRC temporarily located somewhere within the county close to the area most heavily damaged by the event.

II. Situation

Once a major disaster is declared, the provisions of PL 93-288, as amended by PL 100-707, become effective and authorize the establishment of DRCs to provide information to disaster victims and receive assistance applications. A DRC will house all federal, state, local, and private sector agencies tasked to provide recovery assistance to local victims in one central location.

III. Concept of Operations

A. After a disaster declaration has been requested by the Governor and declared by the President, FEMA is responsible to administer and coordinate federal disaster assistance programs in the damaged area. Federal assistance supplements the efforts of state and local governments.

B. In order to provide all types of assistance quickly and conveniently to disaster victims, FEMA establishes DRCs in several locations throughout the affected area(s). The magnitude of the disaster and the number of victims will determine the number of centers to be established.

C. TEMA and the local EMA Director will pre-identify potential DRC sites or large parking lots or other areas easily accessible by the public with temporary power and or water for mobile DRC operations.

IV. Organization and Responsibilities

A. Federal

1. The Federal Coordinating Officer (FCO) coordinates all federal disaster assistance efforts in the affected areas. The FCO works closely with the State Coordinating Officer (SCO) to ensure effective implementation of assistance programs. The FCO and his staff are usually located in the DFO or JFO established to serve as the central management point for all federal disaster operations in the affected area(s).
2. The Individual Assistance Officer (IAO) is the principal officer on the FCO's staff directly responsible to the FCO for all matters pertaining to individual assistance programs, including the establishment, location, and operation of the DRCs and mobile teams.
3. The Public Assistance Officer (PAO) is the principal officer on the FCO's staff responsible to the FCO for all matters pertaining to the administration of public assistance to the state and local government and non-profit organizations in the area(s) affected by the disaster.
4. The DRC Manager represents FEMA in DRC operations; he is appointed by, and works under the supervision of the IAO.
5. DRC agency representatives may include federal personnel from the following:
    a. <u>Department of Housing and Urban Development</u>
        (1) Temporary housing assistance
        (2) Mortgage and rental assistance

b. Small Business Administration

(1) Disaster loans to rebuild, repair, or refinance damaged real and personal property not fully covered by private insurance.

c. Internal Revenue Service

(1) Tax assistance in computing tax credits based on disaster losses.

d. Agricultural Stabilization and Conservation Service (ASCS)

(1) Financial assistance to farmers who perform emergency conservation measures on farm lands damaged by a natural disaster.

e. Department of Veteran's Affairs

(1) VA assistance, including VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages.

f. Social Security Administration

(1) Social Security assistance to recipients to expedite delivery of checks delayed by the disaster, and assistance to apply for disability, death, and survivor benefits.

B. State

1. The State Coordinating Officer (SCO) works closely with the FCO to ensure effective implementation of disaster assistance programs.
2. Individual Assistance Officer (IAO) is the principal SCO staff officer for all matters pertaining to individual assistance, including DRC establishment, location, and operation.
3. The DRC Recovery Manager is appointed by the IAO to assist the federal DRC Manager with the state components of the operation.
4. The following state agencies may have representatives at the DRC:

a. Department of Human Services

(1) Distribution of food coupons (USDA programs) to eligible victims

(2) Administration of the Individual and Family Grant (IF&G) program to meet necessary needs and expenses of individuals and families hurt by the disaster.

b. Department of Employment Security

(1) Disaster unemployment assistance and job placement assistance for those who lost jobs due to the disaster.

c. Department of Mental Health and Mental Retardation

(1) Referrals to appropriate mental health agencies for counseling.

d. Young Lawyer's Conference, Tennessee Bar Association

(1) Legal services to low income individuals not otherwise able to get such services.

e. Department of Commerce & Insurance

(1) Division of Insurance

(a) Insurance claims counseling to disaster victims requiring such assistance

(2) Division of Consumer Affairs

(a) Assistance to victims with problems from unfair consumer practices.

5. The Department of Employment Security will provide trained staff members to serve as receptionists, registrars, and exit interviewers at the DRC.

6. TEMA will arrange for and coordinate, as required, DRC facility space and/or equipment in the event that support requirements exceed local government capabilities.

C. Local Government

Local government provides support and liaison personnel, tables, and chairs for DRC operations.

D. Private Relief Agencies

1. American Red Cross

   The ARC provides representatives in the DRC to assist victims and will refer victims to an ARC service center or other appropriate facility as dictated by the situation.

V. Selection of DRC Sites

Local government selects potential DRC sites, subject to FCO and SCO approval. The EMA is involved in the selection process and takes into account local population densities and potential hazards. Potential sites should include large open floor space on a ground floor, rest rooms, utilities, and sizable parking facilities, and be handicapped accessible. FEMA provides DRC signs.

VI. Procedures

A. When a disaster applicant reports to the DRC, he/she will be greeted by a receptionist, who will provide him/her with a registration form and ensure that the form is understood by the victim.

B. The applicant is then directed to a registrar where he is interviewed using the form he/she has been given. Once the registrar determines the victim's problems and needs, he/she will be directed to the appropriate assistance provider(s).

C. Once the victim has completed the circuit through the agencies, he/she will receive an exit interview to insure that he/she has seen the proper agencies, that he/she is satisfied with the assistance being offered, and that he/she understands the next steps to take.

E S F 16

ANIMALS CARE SERVICES AND DISEASE MANAGEMENT

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EMERGENCY SUPPORT FUNCTION 16
ANIMALS HOUSING & CARE SERVICES

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EMERGENCY SUPPORT FUNCTION 16
SUBFUNCTION I
ANIMALS CARE & HOUSING SERVICES

I. Lead Agency: Sevier County Agricultural Extension Agent

II. Support Agencies: Sevier County Humane Society
Sevier County Veterinary Hospitals and Clinics
Sevier County Animal Shelters
Sevier County Health Department
Sevier County Mayor and City Mayors
Sevier County Sheriff's Department/City Police Dept.
Sevier County Highway Department
City Public Works Departments
City Street Departments
Sevier County Emergency Management Agency
Animal Owners and Producers Associations
Tennessee Department of Agriculture - State Veterinarian
Tennessee Wildlife Resource Agency
Tennessee Emergency Management Agency
Tennessee VOAD
University of Tennessee – College of Agriculture and College Veterinary Medicine

III. Introduction

A. *Purpose*

1. This Emergency Support Subfunction establishes procedures to coordinate county and city government departments, volunteer organizations, animal interest groups, and veterinary medical personnel to provide animals affected by a man-made or natural disaster with emergency medical care, temporary confinement, housing, food and water, identification and tracking for return to their owners, homes for unclaimed animals and ultimate disposal of dead animals. The goals are; prevention of injury and illness in animals during disasters, prevention of the spread of infectious disease from animal to animal and from animals to humans, and by providing shelter for animals make it more likely that animal owners themselves will seek shelter knowing that their animals are being cared for in safer locations.
2. Categories of Emergencies
    a. Natural/Man Made Disasters: Any ecological or environmental event such as, but not limited to: floods, blizzards, tornado's, hurricanes, ice storms, power outages, mud slides, or hazardous material releases that may adversely affect or threaten animals.
    b. Bio-terrorism: The threatened use of biological agents against civilians/animals with the objective of causing fear, illness or death. Actual use will activate the Animal Disease Sub-Function.

B. Scope

1. The functions associated with this ESF include;
    a. Disaster planning for the animal population, in part because it will affect the viability of disaster plans for people. For instance, if the disaster warrants an evacuation, many people will not evacuate without their animal.

b. The provision for people with special needs, which must consider the companion animals owned by this population.

c. The provision of animal care, water and food, both to the housed animals and the ones left in place.

d. The provision for rescue, confinement, and identification of lost, strayed or otherwise displaced animals.

e. Public health and veterinary issues with injured and dead animals.

f. Viability of animal facilities prepared for and the aftermath of a disaster.

IV. Policies

A. The Sevier County Agricultural Extension Agency is charged with the responsibility for developing policies and procedures for maintaining a current resource of veterinary clinics, licensed veterinarians, boarding facilities, means to evacuate large animals and suppliers of portable kennels.

B. That in the Interest of public health and safety, efforts will be made to identify and attempt to meet the care and emergency needs of animals following emergencies or disasters. Priorities will be directed toward animal care functions after human needs are met.

C. Other than assistance animals, animals will not be allowed in shelters.

D. All facilities offering animal housing and care services will provide such without regard to economic status, racial, religious, political, ethnic or other affiliation.

V. Concept of Operations

A. Coordinate with local and state governmental authorities in the establishment of emergency aid stations and staging or emergency relief and in matters of evacuation. Provides an organizational structure, chain of command and outline of duties and responsibilities of animal-care personnel involved in implementation of the response to a disaster or major emergency.

B. Provide a current directory of recognized animal health care providers and licensed veterinarians residing in or adjacent to Sevier County. The ESF 16 work group will take primary responsibility for coordinating with governmental agencies in matters of equipment use, provision of transportation, and public information operations to communicate alert status, volunteer mobilization and damage information. This ESF will insure only state credentialed (those volunteers who have been instructed in animal disease precautions and personal safety will be around animals that have been stressed by injury or dramatic changes in their environment) volunteers will be allowed to have access to the area.

C. The ESF 16 will determine the need to request animal care resources outside the county and relay all requests for aid through the county EMA director. Emphasis will placed on pre-disaster arrangements for evacuation to include preferred routes and temporary confinement locations.

D. Emphasis should be placed on making prior arrangements for evacuation, including routes and host sites. Residents with animals need to enact their own personal animal disaster plan in advance. Having the animal already removed from the home ensures that the registrant will not be reluctant to leave when their evacuation transportation arrives.

E. The animal owner has primary responsibility for the survival and wellbeing of their animals. Owners should have an emergency response plan and readily accessible kits with provisions for their animal. Owners should take animals to designated veterinary hospitals, kennels, boarding facilities or alternative private animal care housing. Those animals will be sheltered, fed, returned to their owners, if unclaimed new homes will be

found if possible, or they will be humanely euthanized if beyond medical care and disposed of properly.

F. Wild animals should be left to their own survival instincts. However, wild animals out of their natural habitats that present a danger, either to themselves or humans, should be handled by local Animal Control or Tennessee Wildlife Resources Agency (TWRA).

G. Exotic animals that are usually kept in a controlled environment, such as zoos, circuses, or carnivals will be handled by local Animal Control, Wildlife Resources or Zoological personnel, and returned to controlled environments.

H. All persons participating in the rescue and care of animals during an emergency will be credentialed and identified as competent by the local emergency management agency.

I. Due to health, safety and security issues, all groups external to the State of Tennessee must register with the Tennessee Emergency Management Agency or the Emergency Operations Center. Federal agencies are excluded from this requirement.

VII. Organization and Responsibilities

A. Department of Agriculture-Tennessee State Veterinarian

1. The primary organization for coordination, direction and control of veterinary services and allied associations and agencies assisting in emergencies.
2. Maintain and provide current list of licensed veterinarians, emergency field veterinarians and veterinary hospitals in the state. Will develop the network of animal care participants available during emergencies.
3. Activate by telephone emergency resources when necessary. Assist in coordination of donation of food, feed, supplies, and resources. Determine which animal-care personnel are qualified and needed to enter disaster areas.
4. Coordinate multi-state disaster response with other State Veterinary Medical Associations and Emergency Management Agencies.
5. Coordinate efforts of national organizations involved in assisting with problems related to the disaster.
6. Coordinate media briefings and public service announcements.

B. Sevier County Veterinary Hospitals and Clinics*, Sevier County Animal Shelters*

1. Work with the county Veterinarian Association and other organizations to coordinate animal care and housing planning among local agencies and the subsequent development of the county plan.
2. Provide training, education and general communications of the problems of animal care and sheltering. Talk about the program to staff and responders.
3. Develop procedures to provide field assessments, animal rescue, temporary housing and issue donated animal care items.
4. Coordinate needs and resources to address those needs.
5. Determine which individuals are qualified to assist in various functions areas of animal care and sheltering. Determine how many of these volunteers should be designated to enter areas where animal rescues/relocations are needed.
6. Where feasible locate animal housing areas near shelter for human evacuees (American Red Cross may be able to accommodate small companion animals).
7. Maintain sanitation at animal shelters.
8. Improve local animal control procedures, equipment and facilities. (Animal Control)

9. Assist other animal control agencies. (Animal Control)

C. **Sevier County Humane Society**

1. Assistance in obtaining and coordinating donated animal feed and other supplies. Provide a liaison to state and local government. Staff the ESF 16 position in the Sevier County EOC, if that is called for by the County EMA.
2. Coordinate with state and national organizations assisting in animal care and housing.

D. **Sevier County Emergency Management Agency**

1. Develop and maintain ESF 16 and supporting Standard Operating Procedures
2. Arrange for security at donated goods warehouses and staging areas (uniformed officers or other individuals as the situation requires).
3. Identify locations in the county to emergency animal shelters and confinement areas.
4. Maintain and annually update lists of animal care and housing resources, including food, water, transportation and medical care.
5. Request assistance from state resources when local resources are insufficient to meet animal care needs. Provide a point of contact for the ESF and act as the overall coordinating agency.
6. Coordinate media releases and public service announcements with other ESF 16 organizations.

E. **Sevier County Veterinary Hospitals and Clinics**

1. Oversee and render medical aid and immunizations to animal disaster victims.
2. Operate medical aid stations, provide basic humane care at evacuation shelters, and provide shelters for owned pets and large animal shelters.

F. **Sevier County Agriculture Extension Agent**

1. Coordinate requirements for livestock and poultry during emergencies.

G. **Tennessee Wildlife Resources (TWRA**)

1. Assist in animal rescues on Tennessee Waterways. Assist in the capture of wild animals that pose a danger to humans or to themselves.

H. **Sevier County Health Department**

1. Oversee sanitation at animal shelter locations.
2. Coordinate with the State Health Department, State Veterinarian, and the US Department of Agriculture, in recommending methods to properly dispose of dead animals as required by local ordinances, state statutes and federal laws.

I. **University of Tennessee – College of Agriculture and College Veterinary Medicine**

1. Oversee sanitation at animal shelter locations.
2. Provide research based information for animal owner's producers and the general public with regard to animals and disasters.

J. **Sevier County Highway /City Public Works/ Public Works Depts**.

1. Assist other ESF 16 organizations with rescues of animals
2. Provide operators and heavy equipment to assist with incineration or burial of animal carcasses

VIII. MITIGATION AND PREPAREDNESS ACTIVITIES

A. Sevier County Animal Shelter/ Sevier County Veterinary Hospitals and Clinics

1. Develop a plans and procedure to manage animal care and housing. Coordinate planning with the State Dept. of Agriculture and the State Veterinarian and other ESF 16 organizations.
2. Coordinate with ESF 16 agencies to maintain a resource database of veterinarians, veterinary clinics, animal hospitals, kennels, and boarding facilities which will participate in sheltering animals during and immediately after a disaster. Train personnel in donations management group functions.
3. Include the media in pre-disaster planning for the development of public information regarding mass care of animals in disasters.
4. Pre-arrange for formal agreements to use various sites for either shelters or animal medical care. Mark or designate each site as a shelter, medical aid or other appropriate category of facility. Work with county and municipal law enforcement to develop traffic plans for public access to animal shelter/care sites.
5. Develop training guidelines and procedures for field assessments, animal rescues, and obtaining animal housing. Include in the training animal recovery and restraint methods and equipment that will minimize the risk of animal or human rescuer injury.
6. Develop procedures to alert special needs populations of animal mass care arrangements.
7. Periodically review and amend lists of participating groups, with points of contact, phone, address and e-mail information. Maintain a similar list for affected and associated organizations (e.g. special needs population groups and media contacts).
8. Establish a stand-by phone number where questions about animal mass can be answered and rumors can be addressed.

B. Sevier County Humane Society

1. Coordinate pre-planning activities with other ESF 16 organizations. Develop procedures to issue information to advise the public about shelter operations and emergency animal care.
2. Develop sources of additional revenue to obtain and maintain emergency funds and other donations in support of Sevier County Animal shelter and other animal housing and care facilities.

C. Sevier County Sheriff Department/ City Police Departments

1. Develop procedures and policies to support travel into animal shelter locations.
2. Devise traffic control plans and routing information to persons transporting animals.

D. County Mayor/City Mayors

1. Require that ESF 16 organizations periodically brief each executive on the status of preparations. Become aware of the economic contribution that animal ownership makes to the jurisdiction. Budget for the costs associated with responding to disasters affecting the animal population of the county and cities.

E. Sevier County EMA Director

1. Require that ESF 16 organizations periodically test their preparations by developing and conducting a series of increasingly difficult exercises requiring that ESF 16 and other ESF's concerned deal with anticipated and possibly unexpected issues in animal care and housing.

2. Ensure that each mayor in the county is briefed on ESF 16 preparedness. Be aware of the economic contribution that animal ownership makes to the county. Budget for the costs associated with responding to disasters affecting the county/cities.
3. Work with damage assessment teams from ESF 1, 3, 5 to inform them that disaster assessment must include agricultural producers and animal owners.
4. Assist ESF 16 by obtaining photo identification for animal care pre-identified volunteers to better enable law enforcement to control movements in/out of animal care areas.

F. Sevier County Agricultural Extension Agent

1. Assist other ESF 16 organizations to prepare for animal emergencies.
2. Provide owners/producers and animal rescue workers with the latest research into animal behavior and reminders about animal and rescuer safety.
3. Specifically review the plans to house and care for poultry and livestock.

***G.* Animal Owners and Producers Associations**

1. Identify housing for horses affected by emergencies.
2. Locate horse trailers, trucks and volunteers able to respond after an emergency.
3. Locate alternate feed and water sources prior to a disaster.
4. Develop phone/e-mail lists of horse owners that may need animal rescue or evacuation help and volunteers or other service providers to call at the onset of an emergency. Identify housing for cattle affected by emergencies.
5. Locate cattle trailers, trucks and volunteers able to respond after an emergency.
6. Locate alternate feed and water sources prior to disaster.
7. Develop phone/e-mail lists of horse owners that may need animal rescue or evacuation help and volunteers or other service providers to call at the onset of an emergency.

H. Tennessee Wildlife Resources Agency

1. Establish animal rescue procedures in the vicinity of waterways and state forests.

I. Sevier County and Municipal Animal Control Officers

2. Develop procedures to assist in the rescue and transportation of animals injured or stranded by disaster.

IX. RESPONSE AND RECOVERY ACTIONS

A. All Tasked Agencies

1. Complete the tasks outlined in the Basic Plan of the County's Emergency Management Plan.

***B. Sevier County Animal Shelter/* Sevier County Veterinary Hospitals and Clinics**

1. Implement animal care and housing plan. Begin call/notification of volunteers.
2. Determine which pre-designated animal shelter locations are still available, given the emergency situation (flooding, tornado damage, major grass/forest fire, etc.)
3. Notify all organizations concerned about the activation of animal housing and care. Notify the public through the EMA director.
4. Activate the public inquiry telephone number.

5. Provide leadership to the animal care response team members. Maintain sanitation at housing and care locations during the emergency.
6. Perform field assessments and animal rescues.
7. Provide temporary housing to animal victims. Shelters must be intact and space available.
8. Request transportation to move animals.
9. Advice the EMA director if transportation needs are beyond the numbers of trailers, trucks and drivers available locally.
10. Periodically update public information concerning needed items, etc.
11. Implement procedures for disposing of dead animal.
12. After the emergency and after the majority of animals are returned to their owners, conduct a post disaster critique. This critique will include representatives from organizations that participated in rescue, housing and care activities.

C. Sevier County Humane Society

1. Activate notification and recall procedures.
2. Solicit extra grants and donations in support of Sevier County Humane Society.
3. Work with the state ESF 16 group. Advise the EMA Director of public appeals for donations and other society efforts in progress.
4. Assist with field assessments and animal rescue.
5. Work with veterinary hospitals, animal clinics, and local suppliers to provide animal first aid providers with first aid kits and other essential materials including eye washes, anti-bacterial washes and ointments, bandaging, common medications.
6. Assist in deactivation of animal care and housing arrangements, when directed by the EMA and recovery from the emergency is underway. Notify owners via the media to retrieve their animals from shelters.
7. Participate in a post disaster critique.

D. Sevier County / City Animal Control

1. Participate in animal rescue and care activities.
2. After the disaster, review local ordinances for any areas that could be improved.

E. Sevier County Emergency Management Agency

1. Route requests for assistance to ESF 16 and other appropriate ESF groups.
2. Notify all agencies involved of the activation of animal care and housing.
3. Maintain 24 hour contact point and provide overall coordination.
4. Request outside assistance through the SEOC when needed.
5. Coordinate media releases and briefings to include animal housing and care information for the general public.
6. Participate in post disaster critiques and include animal rescue activities in after action reports.

F. Sevier County Veterinary Hospitals and Clinics

1. Assist the Humane Society with the creation and distribution of animal first aid kits to each housing and care facility.

2. Establish or improve medical stations at veterinary hospitals or clinics where most of the animal care supplies are located.

3. Provide animal personnel to perform first aid.

4. Assist other ESF 16 organizations in verifying the skills and credentials of animal care volunteers from outside the county.

G. Sevier County Highway Department/City Public Works Departments

1. Once immediate human needs are met, provide equipment and personnel to assist in the removal of dead animals to burial or incineration sites.

H. Sevier County Mayor/City Mayors

1. Along with the Sevier County Agricultural Extension Agent, advise state and federal agencies of the economic impact that the disaster has had on agricultural and business segments of the county based on animal ownership.

I. Sevier County Health Department

1. Deploy personnel to perform health inspections at housing and care facilities (after human needs are initially responded to). Coordinate corrective actions with the managers of the facility and other ESF 16 organizations.

2. Participate in post emergency critiques and follow up mitigation activities.

3. Recommend, after consultation with State Health Department, the State Veterinarian and the U.S. Department of Agriculture, preferred methods of destruction of dead animal carcasses.

IX. TRAINING

A. FEMA, Emergency Management Institute, Emmetsburg, Maryland Independent Study Courses:

a. IS 10 Animals in Disaster-Awareness and Preparedness

b. IS 11 Animals in Disaster-Community Planning

B. Sevier County Agriculture Extension Agent, training and educational materials

C. United States Department of Agriculture

D. Tennessee Emergency Management Agency (TEMA)

EMERGENCY SUPPORT FUNCTION 16
SUBFUNCTION 2
ANIMAL DISEASE MANAGEMENT

I. Lead Agency: Sevier County Agricultural Extension

II. Support Agencies: Sevier County Emergency Management Agency
Sevier County Animal Control
Sevier County Health Department
American Red Cross
Sevier County Highway Department/ City Public Works
Sevier County Sheriff Office/City Police Departments
Tennessee Emergency Management Agency (TEMA)
Tennessee Department of Environment, Bureau of Solid Waste
Tennessee Wildlife Resources Agency
Tennessee Veterinarian Medical Association
Tennessee Volunteer Organizations Active in Disasters (TVOAD)
Tennessee Livestock Markets Association
Tennessee Farm Bureau
University of Tennessee Institute of Agriculture/University of Tennessee College of Veterinary Medicine

III. Introduction

This Emergency Support Function will ensure adequate planning, collaboration, and coordination between the county government and the State's animal health related agencies, agriculture industries, and other related agencies and parties including universities, other government officials and private veterinarians regarding emergency disease situations in livestock. Emergency is defined as, *any sudden, negative impact related to the appearance of a disease which could have a direct impact upon productivity, present a real or perceived risk to public health, or present a real or perceived risk to a foreign country which imports from the United States*.

Animal health emergency management in the county and Tennessee will require all interested parties work closely with the media and mass communication, be able to quickly analyze risks and economic impacts, and be systematic but flexible in working with domestic industries and foreign governments. Animal emergencies in the county and Tennessee as overseen by this ESF will be divided into four parts or phases:

- Prevention
- Preparedness
- Response
- Recovery

The success of the ESF will be dependent upon the redefining of the traditional roles of the local government, Federal government, State government, and livestock industries. The pooling of resources from all parties will be inherent to the success of this operation. The ESF will also organize and structure the animal health emergency management concept in the county so that it can become an integral part of any larger coordinated effort at the State regional, and national level.

The wide range of animal health emergencies in recent years illustrate the critical need for the Tennessee Department of Agriculture and the United State Department of Agriculture Animal and Plan Health Inspection Service, Veterinary Services (USDA APHS VS) related

industry groups, local governments, and citizens to develop emergency response plans to protect the areas' animal, livestock, and poultry populations from foreign and emerging animal diseases. These emergencies can devastate the small yet economically significant livestock industries. In addition, natural or manmade disasters, acts of bio-terrorism require action to protect and shelter threatened animals and dispose of those adversely affected.

The policies and procedures outlined in this plan, when properly followed and implemented, provide a workable framework for coordinating local, state, and federal initial response to these animal health emergencies as well as to establish a smooth transition should the event be declared as a national or state emergency by the appropriate governments.

A. Purpose

1. This plan is designed to establish a multifaceted and coordinated approach by the USDA APHIS, Veterinary Services (VS), the Tennessee Department of Agriculture's Department of Agriculture (IDA) and local government for initial response to animal health emergencies.

   This plan will:

   a. Identify roles and responsibilities of USDA/APHIS Veterinary Services

   b. Identify roles and responsibilities of the Department of Agriculture

   c. Provide a directory of major contacts, support agencies, industry groups and organizations

   d. Provide a directory of local, state, and federal employees potentially available to respond

   e. Provide a protocol for initial action plans to respond to animal health emergencies

   f. Provide a protocol for initial action plans to respond to natural disasters threatening animals.

B. Scope

1. Prevention

   a. Develop long-range and strategic planning to include foreign animal diseases (FAD'S) in the overall Agency plan.

   b. Develop Foreign Animal Disease awareness training for all interested parties.

   c. Develop a response plan utilizing the TEMA Incident Command System structure.

   d. Develop plans and protocols that are adaptable throughout the county and State of Tennessee. EMA directors and agricultural extension agents should become very familiar with state level plans and procedures for disease management.

   e. EMA, agricultural extension agents, and law enforcement should be prepared to implement restrictions on movement of animals and animal products.

   f. The county PIO and agricultural extension agent will use a variety of communications to provide information to the public, owners and producers.

   g. Encourage farmer and veterinarian reporting of suspicious lesions and other symptoms to the county agricultural extension agent.

2. Preparation

   a. Assign and train county and industry groups including feed store owners, equipment providers, stock yard operators as well as owners and other interested persons who will be responsible for animal health emergencies.

   b. Review State and USDA legal authority (indemnity, each species and disease, vaccines permitted).

   c. Develop an information sharing system.

   d. Develop Memorandum of Understanding/Partnerships with neighboring counties where applicable.

   e. Develop Memorandum of Understanding (MOU) with other county agencies. Existing mutual aid agreements can be utilized.

   f. Develop an MOU with industry to assist with areas of concern concerning an outbreak (movement control, indemnity, etc.)

   g. Develop a county response team policies and procedures.

   h. Develop a list of contacts.

   i. Conduct training exercises and evaluate results.

   j. County agricultural extension agent assists the state veterinary to identify farms by species, number of animals, and location by GPS.

   k. Maintain library resources including USDA Redbooks, computer applications, videos, booklets for investigators (i.e., Aging FMD Lesions).

   l. Maintain supplies for FADD with a contingency for quickly replacing if the need arises.

   m. Communicate to public through media (newsletter, radio, television, etc.

   n. Assign and train well ahead of time, county industry groups including feed store owners, equipment providers, stockyard operators as well as owners who will be responsible for animal health emergencies.

   o. Develop policies and protocols for persons working in but not limited to the following categories:

      1. Animal investigation and examination

      2. Laboratory sampling and submission.

      3. Cleaning and disposal

      4. Surveillance

      5. Farm security

      6. Community security

      7. Communications

      8. Supplies and equipment

      9. Facilities

      10. Professional cleaning and disinfecting stations, personal gear, vehicles

      11. Training for volunteer personnel in methods of proper cleaning, disinfection and security, etc.

      12. EMA and county health department develop social services for counseling.

13. Develop supply and equipment lists

    a. Be familiar with the state and federal lists

    b. Be familiar with the state and federal identification system in tracing animals that may be are exposed or infected.

    c. Develop procedure to track county expenses incurred in case of an outbreak, including indemnity.

    d. Develop an information system between agencies to inform the public on outbreak details

p. Develop list of volunteers fluent in foreign languages with an emphasis on Spanish.

3. Response

    a. Ensure adequate funding, including indemnity.

    b. EMA activates the Animal Emergency Response Team.

    c. Implement plan for communication to appropriate individuals and organizations.

    d. Alert local and state agencies and non-government organizations concerned.

    e. Start specific communications regarding emergency call down procedures.

    f. EMA and law enforcement establish cleaning and disinfection stations for professional workers.

    g. Establish high bio-security zones around infected premises.

    h. Activate euthanasia and assist in the initial evaluation and disinfection and disposal, and cleaning and disinfection team which consists of the county agricultural agent and the livestock association.

4. Recovery

    a. County agricultural extension agent should be familiar with state and federal policies and procedures regarding demobilization.

    b. County Mayor/City Mayors, County Commissioners, City Counsel, and EMA director ensure all costs for personnel compensation, collaborating state, federal and non-governmental groups and agencies, indemnity, suppliers are documented.

    c. Begin indemnification process, for all parties concerned.

    d. Identify financial assistance for impacted producers.

    e. Provide mental health counseling for persons affected by the disease outbreak.

    f. County Mayor/City Mayors, Agricultural Extension agent and EMA director begin to access the economic impact in the county.

IV. Policies

A. Sevier County Agricultural Extension Agency is charged with the responsibility of contacting the area veterinarian in charge in the event of any emergency disease in animals. The Sevier County Agriculture Extension Agency will also notify Sevier County Emergency Management Agency.

B. Sevier County Agriculture Extension Agency is responsible for developing policies and procedures for maintaining a current resource of veterinary clinics, licensed veterinarians, boarding facilities and suppliers of portable kennels.

C. In the Interest of public health and safety, efforts will be made to identify and attempt to meet the care and emergency needs of animals following emergencies or disasters. Priorities will be directed toward animal care functions after human needs are met.

V. Concept of Operations

A. Structure

1. A *Memorandum of Understanding* (MOU) is maintained between the Tennessee Department of Agriculture (TDA) and the US Dept. of Agriculture's Agricultural Animal and Plant Health Inspection Service, Veterinary Science (USDA APHIS VS). This MOU and other preexisting MOU's will establish the basis for operations in Sevier County once a determination or suspicion of an animal disease emergency has been reported by Sevier county veterinarians, animal owners and/or animal facility operators. Veterinary Services will serve as the framework and basis for cooperative efforts for this plan. Other preexisting MOU's will assist in outlining the cooperative frameworks to control and eradicate not only endemic cooperative program diseases but also clearly mentions new or unknown diseases that may be discovered.

2. The Sevier County Agricultural extension agent will serve as the initial contact point for any animal care professional or owner to first report suspicions of animal disease. The agricultural extension agent will contact TDA and the University Of Tennessee College Of Veterinary Medicine. The attending veterinarian will also alert the county veterinary association.

3. The State Veterinarian for the TDA and the Area Veterinarian in Charge for VS will jointly provide direction and leadership to animal health emergencies to the extent of each authority.

4. In cases of natural/manmade disasters or possible acts of bio-terrorism in the state, the Area Veterinarian in Charge for VS will have a supportive role to assist the state Veterinarian as appropriate and as resources allow.

5. A Tennessee Response Team (hereafter TN-RI) consisting of personnel assigned by the Tennessee Department of Agriculture, State Veterinarian, and the USDA'S Area Veterinarian in Charge (AVIC) will be established. This team will be assigned full time to and be dedicated to the diagnosis, containment, and ancillary activities of an animal health emergency. This Response Team also will be established to provide assistance to local and state authorities during times of natural/manmade disasters where efforts to ease animal suffering and relief are needed.

6. The TN-RT upon the recommendation of either the USDA APHIS or the State Veterinarian, USFA APHIS Veterinary Services' Early Response Team (hereafter the VSERT) can be assigned to assist with veterinary diagnostic efforts to confirm infection with a foreign or emerging animal disease. Also a responsibility to the VSERT will be to assess and characterize the outbreak. TN-RT team members will be assigned to assist the ERT as may be necessary. Supervision of the VS Early Response Team will be by the Area Veterinarian in Charge for VS in coordination with the State Veterinarian.

VI. Human Resources

State and Federal resources: Personnel from the Tennessee Area of Veterinary Services and the Department of Agriculture will compose the core of state and federal veterinarians and animal health technicians to become Response Team (RT) members. However, it is recognized that existing personnel within the state are limited. Thus depending upon the magnitude of the animal health emergency and need, requests for other state and federal

employees from neighboring states will be made. The State Veterinarian will make formal requests to states, which the AVIC will made formal request to the Eastern Regional office for assistance from other VS locations, Should those sources prove deficient, the Area Veterinarian in Charge for VS with the concurrence of the State Veterinarian will made a formal request to the Eastern Regional Director for additional personnel. Other potential human and material resources may include any and all of the following:

A. The University of Tennessee, College of Veterinary Medicine, Knoxville

B. Veterinary Practitioners (Tennessee fee-basis veterinarians)

C. State and Federal Meat and Poultry Inspection Staff Members

D. Tennessee office of the Commissioner of Agriculture

E. Tennessee Department of Natural Resources (DNR)

F. Tennessee Department of Health (TDH)

G. Tennessee Emergency Management Agency (TEMA)

H. USDA, Wildlife Services

I. Tennessee Wildlife Resources Agency

J. State Police and Local Law Enforcement, Animal Control, & Animal Inspectors

K. Neighboring state and county mutual aid agreements

L. State and Federal FEMA organizations

M. Volunteer organizations

N. Humane Societies

In addition, qualified, leading representatives of major livestock/industry groups have been identified and will serve as advisors to the state.

VII. CATEGORIES OF DISEASES AND EMERGENCIES

Emergency response strategies and protocols required in a situation are based first upon the species group involved, then, upon further investigation, the category of disease, as follows:

A. ***Foreign Animal Disease:*** An important transmissible disease in livestock or poultry believed not to exist in the United States and its territories. The disease has the potential to impact significantly Tennessee economic and/or animal health, which can significantly restrict the intrastate, interstate, as international movement (trade) of livestock, animal products, and germ plasma; and may be listed in the Office of International Epizootic (OLE) Disease Code List. A state and/or federal veterinarian who has completed or participated in the USDA training course at Plum Island, NY is part of each species task force.

B. ***Emerging Disease:*** A new disease or a new emergence of an old disease that manifests itself within the State of Tennessee. A state and/or federal-employed veterinarian working with local veterinary practitioners and diagnostic laboratories will pursue any unknown disease in the animal and/or avian populations within Tennessee to diagnose, determine the origin, and propose eradication of the disease in question.

VIII. SURVEILLANCE

A. INITIATION OF RESPONSE PLAN (*trigger mechanism*):

Surveillance for diseases: The first line of defense in an emergency disease situation is early recognition of a potential problem. Often this falls on the shoulders of a private veterinarian, laboratory technician, animal owner, meat/poultry Inspector, market operator or county extension agent, who must make the initial call to regulatory agencies. Under state law,

owner(s) of animal(s) or birds exhibiting symptoms of a dangerous or contagious disease must report the occurrence with 24 hours to the state veterinarian. Any veterinarian, owner or custodian of an animal must report a clinical diagnosis of a reportable disease to the Office of the State Veterinarian within two business days of diagnosis. All diagnostic laboratories must report a diagnosis of a reportable disease in the animal populations located within Tennessee to the Office of the State Veterinarian within two business days of the diagnosis.

Response plan trigger: Preliminary laboratory evidence reported from FADDL or NVSL or upon clinical impression/gross pathology decision by members of VS' Early Response Team (VSERT) can trigger this response plan. Note: this plan does NOT initiate with reports of FAD from the field to begin a FAD investigation. It is after this initial screening by a FADD or laboratory.

Control and eradication procedures will follow the generally accepted protocols of isolation, quarantine, vaccination and therapeutic treatment. Strict bio-security, sanitation, vector control and proper disposal are essential. Case closures will be conducted after consultation with AVIC and State Veterinarian.

IX. MEDIA, PUBLIC AFFAIRS & COMMUNICATIONS

Public information will be disseminated to the public through the office of the Sevier County Mayor or an appointed County Public Information Officer. State Public information professionals as well as APHIS LPA specialists will be assigned to provide the public with vital information.

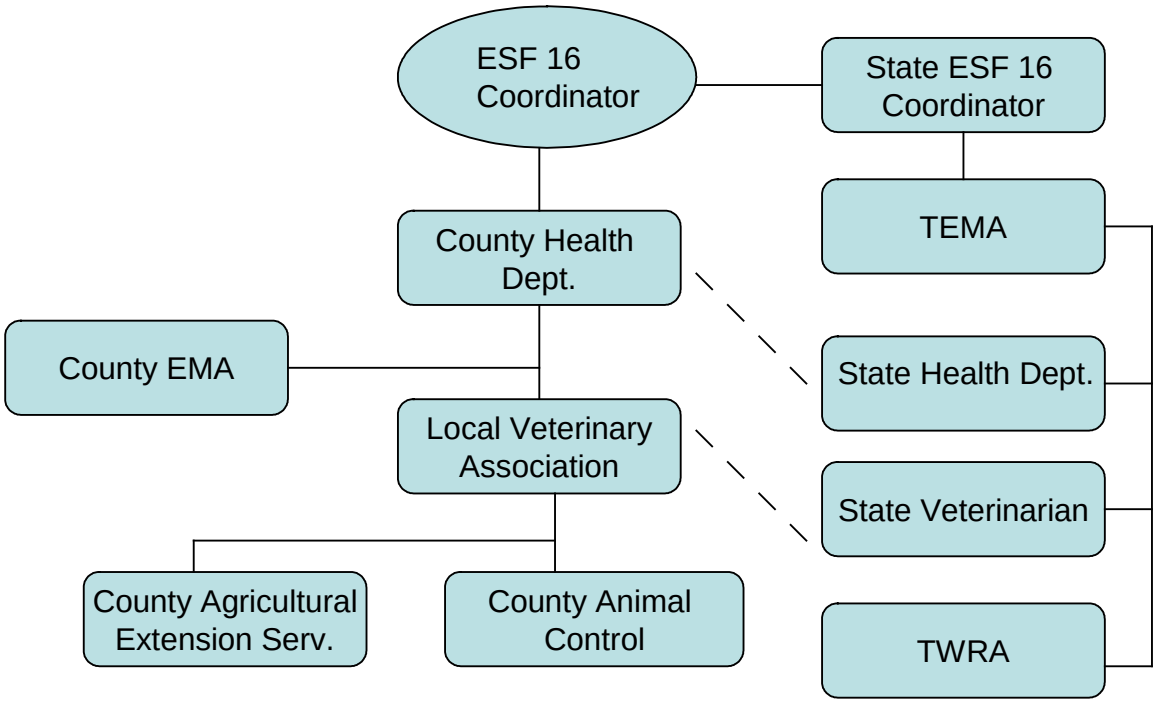
EMERGENCY SUPPORT FUNCTION 16
APPENDICES

Appendix 1 Animal Housing & Care Services Organizational Chart
Appendix 2 Call List Chart

ESF 16 Appendix 1

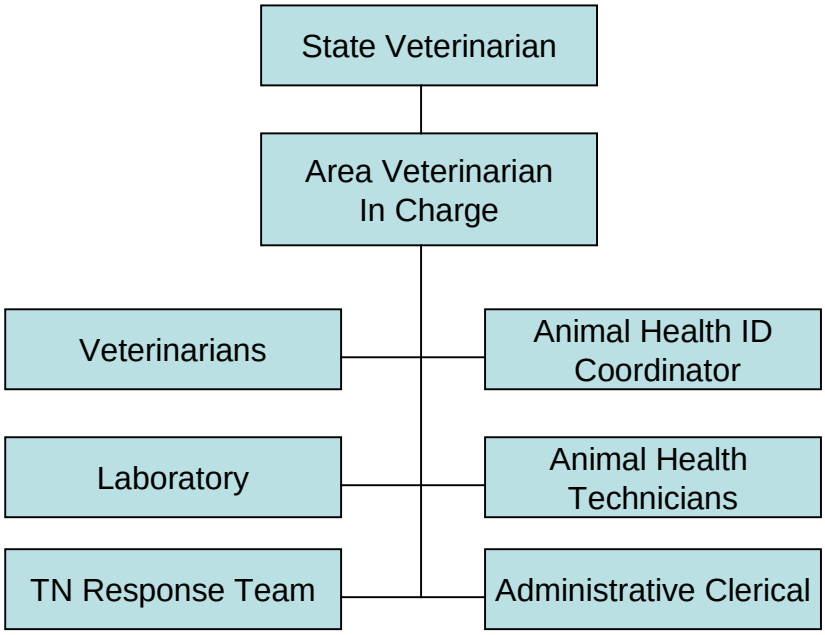
Animals Housing & Care Services Organizational Chart

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ESF 16 Appendix 2

CALL LIST



TOSHA REQUIRED WRITTEN PROGRAM (E)
HAZARD COMMUNICATION PROGRAM
AND RIGHT TO KNOW POLICY

The following HAZARD COMMUNICATION PROGRAM has been developed to ensure the health and safety of each employee by providing information regarding hazardous chemicals, materials, and substances used by Sevier County Government. It is the position of the Sevier County Government that every employee has the right-to-know the potential chemical hazard exposures in the workplace. This program has been developed in compliance with guidelines and requirements of **29 CFR 1910.1200 and 29 CFR 1926.59**. The Global Harmonization System of Classification and Labeling of Chemicals (GHS) will be adhered to beginning December 2013.

This HAZARD COMMUNICATION PROGRAM applies to all departments/divisions, employees, and operations of the Sevier County Government

.

All Department/Division Heads will designate individuals with responsibility and authority for the administration and implementation of all aspects of this program.

The program elements are as follows:

- Hazard Determination
- Container Labeling
- Safety Data Sheets
- Employee Training and Information
- Non-Routine Tasks
- Contractor Information

HAZARD DETERMINATION

All hazardous chemical and material substances will be inventoried for which there is a potential employee exposure. This includes all chemical and material substances for which there is a known or suspected physical or health hazard. This inventory will include all hazardous chemical and material substances that are solids, liquids, gases, vapors, fumes, and mists. It will take into account hazardous chemical and material substances contained in facility pipes, above and underground storage tanks, cylinders, storage drums, vats, and all other secondary containers. In addition, it will take into account any hazardous chemical and material substances such as dusts, welding and exhaust fumes generated during certain operations. The list generated from the inventory will serve as a reference for safety data sheets (SDS).

CONTAINER LABELING

In accordance with the provisions of the standard, all primary and secondary containers of hazardous chemical and material substances will be labeled as follows:

a. The labels will contain the identity of the hazardous material(s) or product name. This should enable an individual to reference the appropriate SDS.

b. The labels will provide the appropriate hazard warnings (e.g. “flammable”, “carcinogen”, “reproductive toxin”, etc.)

c. The labels must be legible, in English, and prominently displayed on the container.

Additionally, any hazardous chemical and material substance released to leave any Sevier County facility must identify the manufacturer, distributor, importer, or other responsible party.

Whenever possible, all chemicals, materials, and substances shall remain in the original container until used or processed.

SAFETY DATA SHEETS (SDS)

Safety data sheets provide pertinent safety and health related information regarding hazards associated with handling, storage, use, transportation, and exposure to the hazardous chemical and material substances.

Safety data sheets will be obtained for each hazardous chemical and material substance identified during the inventory. The SDS will be made available at all times to employees at a specified location. Paper copies of SDS may not be required if there is reliable and continuous computer access to the necessary information. No hazardous chemical or material substance should be handled or used prior to obtaining the respective SDS.

Safety data sheets will be reviewed regarding changes, updates, or other pertinent information.

INFORMATION AND TRAINING

All employees will be provided with information and training prior to initial work assignments with a hazardous chemical or material substance where the potential for exposure may exist. An exposure includes any direct, indirect, accidental, or possible contact with a hazardous chemical or material substance via inhalation, ingestion, or skin absorption. Supplemental training will be conducted as additional hazardous chemical and material substances are acquired by the County or introduced into the work environment. Employee training may be provided for individual hazardous chemical or material substances or for categories of hazards (e.g. flammability, carcinogenicity, etc.)

Information provided to each employee shall include the following elements:

a. Information and training requirements of the Hazard Communication Standard.
b. Any operations in a work area where hazardous materials are present or the potential for exposure exists.
c. The location and availability of the HAZARD COMMUNICATION PROGRAM, the list of hazardous chemical and material substances, and SDS.

The training program shall include the following:

a. Methods to detect or determine the presence or release of a hazardous chemical and material substances in the work environment.
b. Physical and health hazards associated with hazardous chemical and material substances in the work environment.
c. The work practices and engineering controls used to protect employees from the hazardous chemical and material substances in the work environment.
d. The personal protection equipment provided by employers to protect employees from the hazardous chemical and material substances in the work environment.
e. Explanation and implementation of the HAZARD COMMUNICATION PROGRAM, container labeling requirements, and information on the location and utilization of SDS.

Measures will be taken to determine the effectiveness of training related to the HAZARD COMMUNICATION PROGRAM. Training will be administered and repeated annually or as warranted.

All training provided under this program will be documented in accordance with County policy. All related employee training will be evaluated and updated on a regular basis.

NON-ROUTINE TASKS

Employees assigned to perform non-routine tasks will be made aware of and receive training regarding any hazardous chemical and material substance that may be present or encountered as a result of their assignment. This training will be administered prior to any activity related to the non-routine assignment.

All affected Department/Division Heads or Designees are responsible for ensuring that training and an adequate exchange of information be provided to all affected employees prior to assigning, or accepting assignment of any employee to perform a non-routine task.

CONTRACTOR INFORMATION

Employees of any contract services will be provided with the following:

a. Constant access to, or a copy of, any and all SDS for each hazardous chemical and material substance they may be exposed to while completing work activities on County property.
b. Identity, precautionary measures, and any pertinent information relating to hazardous materials for normal operations, and foreseeable emergencies that may be encountered by the contractor employees.
c. An explanation of the labeling system and policy requirements of the Sevier County Government.

All parties entering into contract or other agreement to perform activities with the County must agree to supply the following:

a. Constant access to, or a copy of, any and all Safety Data Sheets for each hazardous material to be introduced into the work area by the contract employer.
b. Identity, precautionary measures, and any pertinent information relating to hazardous materials to be introduced into the work area.

All Department/Division Heads or Designees involved in any contract or other agreement, for services to be provided by employers not associated with the County, are responsible for ensuring the adequate exchange of information and documentation for the safety and health of all affected employees.

EMPLOYEE ACKNOWLEDGEMENT FORM

I fully understand the provisions of the Hazard Communication Program. I agree to comply with these provisions and will immediately report any non-compliance to my Department/Division Head , Supervisor or Designee. I have been informed and received training regarding the hazardous chemical and material substance exposures in the workplace. I am aware and will abide by the container labeling requirements. I am aware of the location and content of SDS. Furthermore, I am aware of who to contact and what appropriate actions to take in the event of a Hazcom emergency.

_____

Printed Name of Employee

_____ _____

Employee Signature Date

LIST OF HAZARDOUS CHEMICAL & MATERIAL SUBSTANCES

Hazardous chemical, etc.:	Manufacturer:	Phone Number:	Used for:	SDS Available:
				p Yes p No
				p Yes p No
				p Yes p No
				p Yes p No
				p Yes p No
				p Yes p No
				p Yes p No
				p Yes p No
				p Yes p No
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SEVIER COUNTY GOVERNMENT
CONTROL OF HAZARDOUS ENERGY
(LOCKOUT - TAGOUT)
TOSHA REQUIRED WRITTEN PROGRAM (F)
Addendum # 1(Fleet Vehicles and Mobile Equipment)

The Sevier County Government has developed this Hazardous Energy Control Program to ensure the safety and health of each employee, by requiring isolation of all energy sources prior to performing service or maintenance on equipment or machinery. This program has been developed in compliance with guidelines and requirements of **29 CFR 1910.147.**

This Hazardous Energy Control Program applies to all Departments/Divisions Employees and operations of the Sevier County Government determined to be affected by implementation of any procedure contained herein.

All Department/Division Heads will designate individuals with responsibility and authority for the administration and implementation of all aspects of this program.

The program elements are as follows:

1. Application
2. Authorization
3. Preparation
4. Sequence of Lockout or Tagout Procedure
5. Restoring Energy Sources and Normal Operation
6. Isolating Devices
7. Training
8. Periodic Inspections

1. APPLICATION

The program requirements contained herein apply to any and all of the following circumstances involving maintenance and servicing of equipment or machinery, routine or otherwise:

a. An employee must remove or bypass a safety guard or other safety device, resulting in exposure to hazards of equipment or machinery at the point of operation.

b. An employee is required to place their body, or any part thereof, in contact with operational parts or in a danger zone of equipment or machinery.

This program applies to all sources of hazardous energy, including but not limited to the following:

a. Electrical
b. Mechanical
c. Hydraulic
d. Gravitational
e. Chemical
f. Fuel
g. Thermal

This program may not apply to the following, provided none of the above conditions exist:

a. Minor servicing of equipment or machinery.

b. Cord and plug connected equipment or machinery (providing the cord and plug are the only power source, and the individual performing the maintenance has complete control of the plug during the operation and does not leave the equipment in condition that would be hazardous to an unaware employee or another person).

2. AUTHORIZATION

Employees will be classified as follows for the purpose of this program:

a. Authorized employees have been properly trained and may shut down and isolate energy sources from equipment and machinery for servicing and maintenance.

b. Affected employees are those whose normal operations such a shut down procedure would affect, and must be informed and trained when the procedure involves equipment or machinery operated by them.

c. Other pertinent employees are those that might be exposed to or come in contact with equipment, machinery, or the energy sources for such, and must be notified when this procedure takes place.

3. PREPARATION

Prior to a lockout or tagout procedure, the area and equipment will be surveyed to identify all energy sources present. During the survey, all affected and other pertinent employees will be identified. The area surrounding the procedure will be surveyed for potential hazards.

4. SEQUENCE OF LOCKOUT OR TAGOUT PROCEDURE

The sequence for the lockout or tagout procedure will be as follows:

a. Notify all affected and other pertinent employees of the procedure.

b. Shut machinery down by normal stopping procedures.

c. Disengage all sources of energy and power.

d. Place and secure the isolating device (individual locks for each authorized person involved, or tags if allowed).

e. Check disengagement to ensure all current and stored or residual energy is isolated or released from the equipment.

f. Perform maintenance or servicing.

For procedures involving more than one authorized person, each individual will install their own identified isolating device, to remain in place until their involvement with the maintenance is finished.

5. RESTORING ENERGY SOURCES AND NORMAL OPERATION

Prior to restoring any sources of power or energy, the following steps shall be taken:

a. Inspection of equipment to ensure that restoring energy does not create or pose a hazard.

b. Check of the area and notification to all affected employees that energy is about to be restored.

c. Removal of all isolating devises and accounting for all authorized personnel involved.

Energy may be restored to equipment or machinery temporarily for testing or repositioning purposes only if necessary to continue the maintenance procedure. Prior to temporary restoration of energy, machines will be cleared of all tools, and authorized and affected employees will be notified. After testing or repositioning, the required initial lockout sequence will be repeated.

Continuity of a lockout or tagout procedure will be maintained at any change in shift of personnel.

Employers and employees of outside contract services will be notified and made aware of isolation procedures that may affect them.

6. ISOLATING DEVICES

Standardized locking devices with only one key and identifying the person utilizing the device will be used whenever equipment, machinery, switches, valves, plugs, or other controls can be securely locked out. Locks will be designated and identified for sole use of this purpose.

Only when it is impossible to lock out a piece of machinery, a tagout system may be utilized. The tag should identify the authorized individual and be placed at least on the energizing control, switch, or device. Tags must bear a written warning legible to all authorized, affected, and other employees.

Locks and tags shall be standardized, durable, identifiable, and substantial.

Energy isolating devices (locks or tags) may be removed only by the person that installed or put them in place.

7. TRAINING

Prior to assignment or exposure to an operation where an isolation procedure is enacted, all authorized, affected, and other employees will be properly trained. Criteria for training shall include the following:

A. Authorized employees

1. Details of the type and magnitude of energy sources present in the workplace or associated with the job assignment.

2. Methods and means to isolate all associated sources of energy.

3. Elements and requirements of this program.

B. Affected and other employees

1. Recognition of an isolation procedure being implemented.

2. Understanding the purpose of the isolation procedure and the consequences of attempting to bypass an energy controlling device.

8. PERIODIC INSPECTIONS

At an interval of not greater than one year, all authorized employees will be retrained in the isolation procedure and the elements of this program.

This program will be assessed on a regular basis to ensure that the requirements are followed by all that may be involved.

LOCKOUT – TAGOUT PROCEDURE
EQUIPMENT AND MACHINERY INFORMATION

Name of Machinery	Identification / Serial Number	Location of Machinery

	Energy Type	Magnitude of Energy
1	π Electrical	
2	π Mechanical	
3	π Hydraulic	
4	π Gravitational	
5	π Chemical	
6	π Fuel	
7	π Thermal	
8	π Other:	

	Methods or Devices for *Lockout*		Methods or Devices for *Tagout*
1		1	
2		2	

	Name or Title of Authorized Personnel		Name or Title of Authorized Personnel
1		3	
2		4	

	Personnel to be Notified		Personnel to be Notified
1		4	
2		5	
3		6	

Addendum # 1

Sevier County Government Hazardous Energy Control Procedure (Lock out/Tag out for Fleet Vehicles and Mobile Equipment.

I. Purpose:
The purpose of this addendum is to establish a specific Policy for hazardous energy control procedures as they apply to servicing and repairs to fleet vehicles and mobile equipment by Sevier County Government accordance with regulations set forth in OSHA 29 CFR 1910.147

II. Scope:
This specific policy pertains to the Sevier County Government Fleet Services Department and/or others that would service, repair, or otherwise be involved in work being performed to a fleet vehicle or a piece of mobile equipment including the Sevier County Highway Department, Sevier County Solid Waste Department and The Sevier County Schools Department.

III. Reference and Authority
This document will be an addendum to the Sevier County Government Lockout/Tagout policy set forth in the Sevier County Government Occupational Safety and Health Program adopted by the Sevier County Commission 5/22/03.All definitions, procedures, and items contained and listed within the Sevier County Government Lockout/Tagout policy are incorporated and shall apply in full.

IV. General Procedures for Fleet Vehicles and Mobile Equipment

1. When an employee of the Sevier County Government brings a vehicle to Fleet Services for repair or scheduled servicing, the vehicle operator shall report to the Fleet Services Office and the Fleet Services Director or his Assistant.

2. An authorized Fleet Services employee after being directed by the Fleet Service Director or his Assistant will bring the vehicle into the garage area.

3. The vehicle operator shall not be in or around the vehicle while it is in the garage area.

4. The Feet Service Mechanic assigned to servicing or repairing the vehicle will be the responsible person for Lockout/Tagout of the vehicle.

5. The keys to the vehicle shall be removed from the ignition switch and be placed on the NOW BEING SERVICED/REPAIRED BOARD at the Lockout-Tagout center in the Fleet Services Office by the Fleet Service Director or his Assistant.

a. If the motor must be running to do certain checks and tests, the emergency brake shall be applied and the vehicle placed out of gear.

6. The ground to the battery shall be disconnected.

7. If the vehicle is to be on floor jacks appropriate stands/blocks shall be placed under the vehicle by an authorized person in the appropriate place to prevent the vehicle from falling.

8. If the vehicle is to be out of service for more than 8 hours a Lockout/Tagout tag shall be attached to the steering wheel or left outside rearview mirror by the Fleet Service Director or his Assistant.

9. When service or repair is completed on the vehicle/equipment

   a. Search and remove any tools and loose parts to ensure the vehicle/equipment is clear.
   b. Replace all safety guards and remove Lockout/Tagout tag.
   c. Remove vehicle from garage area to the parking lot.
   d. Remove keys from ignition switch.
   e. Return keys to Fleet Services Office and place on SERVICES/REPAIRS COMPLTED BOARD at the Lockout Tagout center in the fleet services office.
   f. The Fleet Services Director or his Assistant shall return keys to the operator and work completed information.

SEVIER COUNTY GOVERNMENT LOTO POWERED VEHICLES
8/5/2016 - Attachment Addendum#1

(Trucks, Tractors, Automobiles, Vans, Motor Homes)

SCOPE	Use this procedure for all servicing and/or maintenance operations performed on conventionally powered vehicles.
TYPES OF HAZARDOUS ENERGY	1- Gravitational Energy: Gravity can cause the vehicle to roll. 2- Electrical Energy: Short circuits can cause electric shock. Arcing from a short circuit can cause burns or fire. 3- Mechanical Energy: Moving parts of the engine can cause injury by direct contact or by causing tools or other materials to be thrown. 4. Chemical Energy: Contact with battery fluid can result in burns. Prolonged contact with coolants or other chemicals can result in skin irritation and other related chemical injuries. 5- Thermal Energy: Contact with hot parts can result in burns.
ENERGY CONTROL TECHNIQUES 	1- Notify affected employees that the vehicle is being locked out for maintenance. 2- Shut the engine off, place gearshift in the neutral position, and apply the parking brakes. 3-Isolate the vehicle from its energy sources by removing the ignition key. Use the hasp and your lock to secure the key to the steering wheel or the door handle or driver's side mirror (as close to the ignition cylinder or start button as possible). 4- Legibly complete a tag and attach to the steering wheel as close to the ignition cylinder and button as possible. 5- Take these actions to control stored energy in powered vehicle(s): A. Place wheel chocks in front and behind at least one non-drive wheel when applicable. B. Let engine and attached parts cool. C. Drain air reservoirs on vehicles with air starters. D. Tilt cab until safety latch engages on vehicles with tilt cabs. E. Support vehicle on jack stands when vehicle is raised. F. Remove cables from battery and verify no stored energy. 6- Verify that the vehicle has been isolated from all energy sources prior to starting work.
VEHICLE START-UP PROCEDURES	1- At no time are employees, contractors or visitors allowed to operate vehicles when not in the proper operator's seat. 2- Vehicles with manual transmissions must be in Neutral with the parking brake engaged. 3- Vehicles with automatic transmissions must be in the park position with the parking brake engaged. 4- Steering wheel must be left in such a position to ensure that tires are pointing straight ahead. 5- In situations where additional action must be taken to ensure a safely and securely parked vehicle, the use of wheel chocks under the steering axle tires is required.

Sevier County Government Personal Protective Equipment Program CFR 1910.132
TOSHA REQUIRED WRITTEN PROGRAM (G)

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1. **Introduction**
2. **Responsibilities**
    A. Department/Division Heads/Designee and Supervisors
    B. Employees
3. **Program Components**
    A. Hazard Assessment and Equipment Selection
    B. Protective Devices
        a. Eye and Face Protection
        b. Head Protection
        c. Foot Protection
        d. Hand Protection
    C. Selection and Use of PPE in Laboratories
    D. Cleaning and Maintenance
    E. Training
    F. Recordkeeping

References

Appendix A General Guidelines for Choosing Personal Protective Equipment

Appendix B Hazard Assessment Certification Form**s**

Personal Protective Equipment Program

1. Introduction

The objective of the **Personal Protective Equipment (PPE) Program** is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when a hazard assessment has determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness.

This program addresses eye, face, head, foot, and hand protection. Separate programs exist for respiratory and hearing protection..

- The Sevier County Government Personal Protective Equipment Program includes:
- Responsibilities of Department/Division Heads/Designee and Supervisors, Employees
- Hazard assessment and PPE selection
- Employee training
- Recordkeeping requirements

2. Responsibilities

A. Department/Division Heads/Designee and Supervisors

- Department/Division Heads/Designee and Supervisors have the primary responsibility for implementation of the PPE Program in their Department/Division "work areas" where PPE is required. This involves:
- Providing appropriate PPE and making it available to employees.
- Ensuring employees are trained on the proper use, care, and cleaning of PPE.
- Maintaining records on PPE assignments and training.
- Supervising staff to ensure that the PPE Program elements are followed and that employees properly use and care for PPE.
- Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
- Instructing employees when new hazards are introduced or when processes are added or changed.

- Ensuring defective or damaged equipment is immediately replaced .

B. Employees

- The PPE user is responsible for following the requirements of the PPE Program. This involves:
- Wearing PPE as required.
- Attending required training sessions.
- Caring for, cleaning, and maintaining PPE as required.
- Informing the supervisor of the need to repair or replace PPE.

3. Program Components

A. Hazard Assessment and Equipment Selection

OSHA requires employers to conduct inspections of all workplaces to determine the need for personal protective equipment (PPE) and to help in selecting the proper PPE for each task performed. For each work site, a form must be completed which lists the findings of the inspection and the specific protective equipment needed. All Department/Division Heads/Designee in conjunction with Supervisors, will conduct a walk-through survey of each work area to identify sources of hazards, including impact, penetration, compression, chemical, heat, dust, electrical sources, material handling, and light radiation. Each survey will be documented using the Hazard Assessment Certification Form (Appendix B, which identifies the workplace surveyed, the person conducting the survey, findings of potential hazards, and date of the survey.

Once the hazards of a workplace have been identified, each Department/Division Head/Designee and Supervisors shall determine the suitability of the PPE presently available and as necessary select new or additional equipment which ensures a level of protection greater than the minimum required to protect the employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be provided or recommended for purchase. A qualified responsible individual should be designated to assist in the hazard assessment and choice of the PPE.

B. Protective Devices

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the OSHA PPE regulations, as follows:

a. Eye and Face Protection ANSI Z87.1-1989

b. Head Protection ANSI Z89.1-1986

c. Foot Protection ANSI Z41.1-1991

d. Hand Protection There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.

Careful consideration will be given to comfort and fit of PPE in order to ensure that it will be used. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

Eye and Face Protection

Prevention of eye injuries requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazard area. To provide protection for these personnel, Supervisors of such areas shall procure a sufficient quantity of goggles and/or plastic eye protectors which afford the maximum amount of protection possible. If these personnel wear personal glasses, they shall be provided with a suitable eye protector to wear over them.

Suitable protectors shall be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases, or vapors, bioaerosols, or potentially injurious light radiation.

- Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment.
- Side protectors shall be used when there is a hazard from flying objects.
- Goggles and face shields shall be used when there is a hazard from chemical splash.
- Face shields shall only be worn over primary eye protection (safety glasses or goggles).
- For employees who wear prescription lenses, eye protectors shall either incorporate the prescription in the design or fit properly over the prescription lenses.
- Protectors shall be marked to identify the manufacturer.
- Equipment fitted with appropriate filter lenses shall be used to protect against light radiation. Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.

Prescription Safety Eyewear

OSHA regulations require that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses (goggles, faceshields) without disturbing the proper position of the prescription lenses or the protective lenses. Personnel requiring prescription safety glasses should inform his/her immediate Supervisor.

Emergency Eyewash Facilities

Emergency eyewash facilities meeting the requirements of ANSI Z358.1 will be provided in all areas where the eyes of any employee may be exposed to corrosive materials. All such emergency facilities will be located where they are easily accessible in an emergency.

Head Protection

Head protection will be furnished to, and used by, all employees and contractors engaged in construction and other miscellaneous work. Head protection is also required to be worn by engineers, inspectors, and visitors at all job sites when hazards from falling or fixed objects, or electrical shock are present.

Foot Protection

Safety shoes shall be worn when a hazard assessment determines a foot hazard exist.. All safety footwear shall comply with ANSI Z41-1991, "American National Standard for Personal Protection - Protective Footwear."

Safety shoes or boots with impact protection are required to be worn in work areas where the handling of materials, parts or heavy tools, which could be dropped; and for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection are required for work activities involving skid trucks (manual materials handling cars) or other activities in which materials or equipment could potentially roll over an employee’s feet. Safety shoes or boots with puncture protection are required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal etc., could be stepped on by employees causing a foot injury.

Hand Protection

Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biologicals, and harmful temperature extremes are present. Glove selection shall be based on performance characteristics of the gloves, conditions, durations of use, and hazards present. One type of glove will not work in all situations.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and MSDSs before working with

any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and other characteristics (i.e., thickness and permeation rate and time) are known.

C. Selection and Use of PPE in Laboratories

PPE may be required to reduce the risk of exposure of an employee by contact, inhalation or ingestion of an infectious agent,or toxic substance. For biological agents the Lab Supervisor will determine the Biosafety Level for the Lab and the appropriate type of PPE required to be worn while working in the Lab

.

Laboratory Coats and Gowns

The lab coat can be used to protect street clothing against biological or chemical spills as well as to provide some additional body protection. The specific hazard(s) and the degree of protection required must be known before selecting coats for lab personnel.

Foot Protection

Safety shoes should be worn in any area where there is a significant risk of dropping heavy objects on the foot. For general lab use, comfortable shoes such as tennis shoes or nurses shoes can be used. The specific hazard(s) must be known before selecting footwear

Faceshields and Eye Protection

Faceshields and goggles should be worn whenever procedures with a high potential for creating aerosols or spattering are conducted.

Gloves

Gloves are worn in labs when skin contact with infectious materials, including blood and body fluids, is unavoidable.

D. Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection. Personal protective equipment shall not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

E. Training

Any worker required to wear PPE shall receive training in the proper use and care of PPE as needed. The training shall include, but not necessarily be limited to the following subjects:

a. When PPE is necessary to be worn.

b. What PPE is necessary

c. How to properly don, doff, adjust, and wear PPE.

d. The limitations of the PPE.

e. The proper care, maintenance, useful life and disposal of the PPE.

After the training, the employees shall demonstrate that they understand the components of the PPE Program and how to use PPE properly, or they shall be retrained.

F. Recordkeeping

Written records shall be kept of the names of persons trained, the type of training provided, and the dates when training occurred. All Departments/Divisions shall maintain their employees' training records for at least 3 years and the Hazard Assessment Certification Form for each work site evaluated for at least 3 years.

REFERENCES

American National Standards Institute, American National Standard ANSI Z41-1991, "Personnel Protection - Protective Footwear".

American National Standards Institute, American National Standard ANSI Z87.1-1989, "Practice for Occupational and Educational Eye and Face Protection".

American National Standards Institute, American National Standard ANSI Z89.1-1986, "Safety Requirements for Industrial Head Protection".

OSHA Standard 29 CFR 1910.132, "General Requirements"

OSHA Standard 29 CFR 1910.133, "Eye and Face Protection"

OSHA Standard 29 CFR 1910.135, "Head Protection"

OSHA Standard 29 CFR 1910.136, "Occupational Foot Protection"

OSHA Standard 29 CFR 1910.138, "Hand Protection"

APPENDIX A

General Guidelines for Choosing Personal Protective Equipment

I. Description and Use of Eye/Face Protectors

1. Safety Glasses. Protective eyeglasses are made with safety frames, tempered glass or plastic lenses, temples and side shields which provide eye protection from moderate impact and particles encountered in job tasks such as carpentry, woodworking, grinding, scaling, etc. Safety glasses are also available in prescription form for those persons who need corrective lenses.

2. Single Lens Goggles. Vinyl framed goggles of soft pliable body design provide adequate eye protection from many hazards. These goggles are available with clear or tinted lenses, perforated, port vented, or non-vented frames. Single lens goggles provide similar protection to spectacles and may be worn in combination with spectacles or corrective lenses to insure protection along with proper vision.

3. Welders/Chippers Goggles. These goggles are available in rigid and soft frames to accommodate single or two eyepiece lenses.

A. Welders goggles provide protection from sparking, scaling, or splashing metals and harmful light rays. Lenses are impact resistant and are available in graduated shades of filtration.

B. Chippers/Grinders goggles provide eye protection from flying particles. The dual protective eye cups house impact resistant clear lenses with individual cover plates.

4. Face Shields. These normally consist of an adjustable headgear and face shield of tinted/transparent acetate or polycarbonate materials, or wire screen. Face shields are available in various sizes, tensile strength, impact/heat resistance and light ray filtering capacity. Face shields will be used in operations when the entire face needs protection and should be worn to protect eyes and face against flying particles, metal sparks, and chemical/biological splash.

5. Welding Shields. These shield assemblies consist of vulcanized fiber or glass fiber body, a ratchet/button type adjustable headgear or cap attachment and a filter and cover plate holder. These shields will be provided to protect workers' eyes and face from infrared or radiant light burns, flying sparks, metal spatter and slag chips encountered during welding, brazing, soldering, resistance welding, bare or shielded electric arc welding and oxyacetylene welding and cutting operations.

II. Head Protection

Head injuries are caused by falling or flying objects, or by bumping the head against a fixed object. Head protectors, in the form or protective hats, must resist penetration an absorb the shock of a blow. The shell of the protective hat is hard enough to resist the blow and the headband and crown straps keep the shell away from the wearer's skull. Protective hats can also protect against electrical shock.

Eye and Face Protection Selection Chart		
Source	**Assessment of Hazard**	**Protection**
IMPACT - Chipping, grinding, machining, drilling, chiseling, riveting, sanding, etc.	Flying fragments, objects, large chips, particles, sand, dirt, etc.	Spectacles with side protection, goggles, face shields. For severe exposure, use face shield over primary eye protection.
CHEMICALS - Acid and chemicals handling	Splash Irritating mists	Goggles, eyecup and cover types. For severe exposure, use face shield over primary eye protection Special-purpose goggles
DUST - Woodworking, buffing, general dusty conditions	Nuisance dust	Goggles, eyecup and cover types.
LIGHT and/or RADIATION Welding - electric arc Welding - gas Cutting, torch brazing, torch soldering Glare	 Optical radiation Optical radiation Optical radiation Poor vision	 Welding helmets or welding shields. Typical shades: 10-14 Welding goggles or welding face shield. Typical shades: gas welding 4-8, cutting 3-6, brazing 3-4 Spectacles or welding face shield. Typical shades: 1.5-3 Spectacles with shaded or special-purpose lenses, as suitable.

Protective hats are made in the following types and classes:

- Type I - Helmets with a full brim.
- Type 2 - Brimless helmets with a peak extending forward from the crown.
- Class A - General service, limited voltage. Intended for protection against impact hazards. Used in mining, construction, and manufacturing.
- Class B - Utility service, high voltage. Used by electrical workers.
- Class C - Special service, no voltage protection. Designed for lightweight comfort and impact protection. Used in certain construction, manufacturing, refineries, and where there is a possibility of bumping the head against a fixed object.

III. Foot Protection

There are many types and styles of protective footwear and it's important to realize that a particular job may require additional protection other than listed here. Footwear that meets established safety standards will have an American National Standards Institute (ANSI) label inside each shoe.

1. **Steel-Reinforced Safety Shoes**. These shoes are designed to protect feet from common machinery hazards such as falling or rolling objects, cuts, and punctures. The entire toe box and insole are reinforced with steel, and the instep is protected by steel, aluminum, or plastic materials. Safety shoes are also designed to insulate against temperature extremes and may be equipped with special soles to guard against slip, chemicals, and/or electrical hazards.

2. **Safety Boots**. Safety boots offer more protection when splash or spark hazards (chemicals, molten materials) are present:

    A. When working with corrosives, caustics, cutting oils, and petroleum products, neoprene or nitrile boots are often required to prevent penetration.

    B. Foundry or "Gaiter" style boots feature quick-release fasteners or elasticized insets to allow speedy removal should any hazardous substances get into the boot itself.

    C. When working with electricity, special electrical hazard boots are available and are designed with no conductive materials other than the steel toe (which is properly insulated).

IV. Hand Protection

Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Most accidents involving hands and arms can be classified under four main hazard categories: chemicals, abrasions, cutting, and heat. There are gloves available that can protect workers from any of these individual hazards or any combination thereof.

Gloves should be replaced periodically, depending on frequency of use and permeability to the substance(s) handled. Gloves overtly contaminated should be rinsed and then carefully removed after use.

Gloves should also be worn whenever it is necessary to handle rough or sharp-edged objects, and very hot or very cold materials. The type of glove materials to be used in these situations include leather, welder's gloves, aluminum-backed gloves, and other types of insulated glove materials.

Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of operation, power train, or

other moving parts. To protect hands from injury due to contact with moving parts, it is important to:

- Ensure that guards are always in place and used.
- Always lock-out machines or tools and disconnect the power before making repairs.
- Treat a machine without a guard as inoperative; and
- Do not wear gloves around moving machinery, such as drill presses, mills, lathes, and grinders.

The following is a guide to the most common types of protective work gloves and the types of hazards they can guard against:

a. **Disposable Gloves**. Disposable gloves, usually made of light-weight plastic, can help guard against mild irritants.

b. **Fabric Gloves**. Made of cotton or fabric blends are generally used to improve grip when handling slippery objects. They also help insulate hands from mild heat or cold.

c. **Leather Gloves**. These gloves are used to guard against injuries from sparks or scraping against rough surfaces. They are also used in combination with an insulated liner when working with electricity.

d. **Metal Mesh Gloves**. These gloves are used to protect hands form accidental cuts and scratches. They are used most commonly by persons working with cutting tools or other sharp instruments.

e. **Aluminized Gloves**. Gloves made of aluminized fabric are designed to insulate hands from intense heat. These gloves are most commonly used by persons working molten materials.

f. Chemical Resistance Gloves. These gloves may be made of rubber, neoprene ,polyvinyl alcohol or vinyl ,etc The gloves protect hands from corrosives, oils, and solvents

APPENDIX B

Hazard Assessment Certification Form

Date:	Location:
Assessment Conducted By:	
Specific Tasks Performed at this Location:	

Hazard Assessment and Selection of Personal Protective Equipment

I. Overhead Hazards -

- Hazards to consider include:
- Suspended loads that could fall
- Overhead beams or loads that could be hit against
- Energized wires or equipment that could be hit against
- Employees work at elevated site who could drop objects on others below
- Sharp objects or corners at head level

Hazards Identified:

Head Protection

Hard Hat:	Yes	No
If yes, type: ☐ **Type A** (impact and penetration resistance, plus low-voltage electrical insulation) ☐ **Type B** (impact and penetration resistance, plus high-voltage electrical insulation) ☐ **Type C** (impact and penetration resistance)		

II. Eye and Face Hazards -

- Hazards to consider include:
- Chemical splashes
- Dust
- Smoke and fumes
- Welding operations
- Lasers/optical radiation

- Bioaerosols
- Projectiles

Hazards Identified:

Eye Protection

Safety glasses or goggles	Yes	No
Face shield	Yes	No

III. Hand Hazards -

- Hazards to consider include:
- Chemicals
- Sharp edges, splinters, etc.
- Temperature extremes
- Biological agents
- Exposed electrical wires
- Sharp tools, machine parts, etc.
- Material handling

Hazards Identified:

Hand Protection

Gloves	Yes	No
☐ Chemical resistant ☐ Temperature resistant ☐ Abrasion resistant ☐ Other (Explain)		

IV. Foot Hazards -

- Hazards to consider include:
- Heavy materials handled by employees
- Sharp edges or points (puncture risk)
- Exposed electrical wires

- Unusually slippery conditions
- Wet conditions
- Construction/demolition

Hazards Identified:

Foot Protection

Safety shoes	Yes	No
Types: ☐ Toe protection ☐ Metatarsal protection ☐ Puncture resistant ☐ Electrical insulation ☐ Other (Explain)		

V. Other Identified Safety and/or Health Hazards:

Hazard	**Recommended Protection**

I certify that the above inspection was performed to the best of my knowledge and ability, based on the hazards present on _____.

_____
(Signature)

Process Safety Management or PSM

(29CFR 1910.119)

TOSHA REQUIRED WRITTEN PROGRAM (H)

Process Safety Management (PSM): Process Safety Management (PSM) refers to OSHA's rule for Chemical Process Safety Management (PSM) or 29 CFR 1910.119.
The Process Safety Management(PSM) of Highly Hazardous Chemicals(HHC's) standard, 29 CFR 1910.119 is intended to prevent or minimize the consequences of a catastrophic release of toxic, reactive, flammable or explosive HHC's from a process. A process is any activity or combination of activities including any use, storage, manufacturing, handling or the on-site movement of HHC's. A process includes any group of vessels which are interconnected and separate vessels which are located such that a HHC could be involved in a potential release. Application-The standard applies to a process which contains a threshold quantity or greater amount of a toxic or reactive HHC as specified in Appendix A. Also, it applies to 10,000 pounds or greater amounts of flammable liquids and gases and to to the process activity of manufacturing explosives and protechnics. Exceptions-The standard does not apply to retail facilities, normally unoccupied remote facilities and oil or gas well drilling or servicing activities. Hydrocarbon fuels used solely for work place consumption as a fuel are not covered, if such fuels are not part of a process containing another HHC covered by the standard. Atmospheric tank storage and associated transfer of flammable liquids which are kept below their normal boiling point without benefit of chilling or refrigeration are not covered by the PSM standard unless the atmospheric tank is connected to a process or is sited in close proximity to a covered process such that an incident in a covered process could involve the atmospheric tank.

Process Safety Management (PSM) is an OSHA standard that requires a written program. The Sevier County Government does not process , use or store any Highly Hazardous Chemicals at this time. If at any time any Department/Division is to be involved in a process of this nature it should be brought to the Sevier County Governments Safety Directors attention and a written program will be developed to meet the County need to implement such program.

Duane A Dodgen
Safety Director
Sevier County Government

TOSHA REQUIRED WRITTEN PROGRAM (I)

SEVIER COUNTY GOVERNMENT RESPIRATORY PROTECTION PROGRAM

This Respiratory Protection Program has been developed to ensure the safety and health of employees that may perform tasks requiring the use of respiratory protection equipment on Sevier County controlled sites. Respiratory protection procedures are site-specific and updated as necessary to reflect changes in workplace conditions.

This Respiratory Protection Program applies to all departments/divisions, employees, and operations on Sevier County controlled sites where the use of respiratory protection equipment is required to protect the health of an employee. In addition, this program applies to all respiratory protection equipment with the exception of single-strap filtering facepieces such as dust masks.

Every attempt will be made to eliminate air contaminant hazards by accepted engineering control measures (i.e. process enclosure, substitution of less toxic substances, etc.) prior to the required use of respiratory protection equipment.

Employees may voluntarily use respiratory protection equipment when not required as determined by the hazard evaluation as long as the following conditions have been satisfied:

a. the use of the respirator in itself will not create a hazard
b. employees have read and understand the information contained in 29 CFR 1910.134 (Appendix D) (**SEE ATTACHMENT #1**)
c. employees are medically able to use the respiratory protection equipment
d. the respiratory protection equipment is cleaned, stored, and maintained in a healthful manner

All Department/Division Heads will designate individuals with responsibility and authority for the administration and implementation of all aspects of this program.

The program elements are as follows:

1. Equipment Selection
2. Medical Evaluation
3. Fit Testing
4. Use of Respirators
5. Maintenance and Care of Respirators
6. Breathing Air Quality and Use
7. Identification of Filters, Cartridges, and Canisters
8. Training and Information
9. Program Evaluation
10. Recordkeeping

1. EQUIPMENT SELECTION: 29 CFR 1910.134 (d)

All respiratory protection equipment will comply with the certification requirements of NIOSH (42 CFR Part 84). Respiratory protection equipment will be provided at no charge when respirators are required to protect the health and safety of employees. Employees will choose from a variety of respirator sizes and models to ensure proper fit prior to use. Selection of respiratory protection equipment will be based on:

a. air contaminants for which employees are exposed as determined by hazard evaluations
b. workplace and user factors that affect respirator performance and reliability

All job assignments on Sevier County controlled sites will be evaluated to determine the existence of hazards associated with air contaminants. One or all of the following methods will be utilized in making this determination:

- information obtained from the manufacturer or distributor
- information obtained from material safety data sheets
- information obtained by independent research
- former history of utilization of the substance
- current experience with the substance
- presence and exposure monitoring

All hazard evaluations will include:

a. a reasonable estimate of employee exposures to respiratory hazards
b. the identification of the contaminant's chemical state and physical form

If the employee exposure cannot be reasonably estimated, the atmosphere shall be considered IDLH. (IMMEDIATELY DANGERIOUS TO LIFE AND HEALTH)

IDLH Atmospheres require:

- full facepiece pressure demand SCBA with a minimum service life of 30 minutes
- combination full facepiece pressure demand supplied-air respirator with auxiliary self-contained air supply
- that respirators used for escape from IDLH atmospheres must be NIOSH certified for escape from those atmospheres in which they will be used

2. MEDICAL EVALUATIONS: 29 CFR 1910.134 (e) (ATTACHMENT#2)

Employees will not be assigned to tasks requiring the use of respiratory protective equipment until a medical evaluation has been satisfactorily completed. Medical evaluations will be performed by a physician or licensed health care provider (PLHCP)

using the information contained in the medical questionnaire of 29 CFR 1910.134 (Appendix C) **SEE ATTACHMENT#2** The following supplemental information will be provided to the PLHCP prior to the medical evaluation:

a. type of respirator to be used
b. weight of respirator to be used
c. duration of respirator use
d. frequency of respirator use
e. expected physical work effort
f. additional PPE to be worn
g. additional equipment to be worn
h. temperature extremes that may be encountered
i. humidity extremes that may be encountered
j. additional relevant information

Follow-up medical examinations will be required for any positive responses to critical sections of the medical questionnaire. The medical questionnaire and follow-up examinations will be administered confidentially and in a manner that ensures employees understand its contents. The PLHCP will conduct tests, consultations, diagnostic procedures (i.e. pulmonary function tests), etc. as necessary to make a final medical determination. Employees will be provided the opportunity to discuss results with the PLHCP. The PLHCP must provide Department/Division Heads or Designee with written recommendations before an employee will be permitted to use respiratory protection equipment.

Additional medical evaluations will be necessary in the event:

- an employee reports medical signs or symptoms related to their ability to use respiratory protective equipment
- there is reason to suspect that an employee needs to be reevaluated
- information obtained from the Respiratory Protection Program indicates that the employee needs to be reevaluated (e.g. fit test results)
- changes occur in the workplace that may result in substantial increases in the physiological burden placed on employees

3. FIT TESTING: 29 CFR 1910.134 (f)

All employees required to use respiratory protective equipment will be given specific fitting instructions. Each employee is required to check the fit of their respirator prior to each use. Employees should not use respiratory protective equipment if the fit is unacceptable. Employees that experience difficulty in breathing or sense air contaminants by smell or taste must immediately cease the work in progress and report to their supervisor. Proper fit must be maintained at all times.

Employees must pass an appropriate qualitative (QLFT) or quantitative (QNFT) fit test using OSHA-accepted protocol in 29 CFR 1910.134 (Appendix A). All employees must be fit tested:

- with the exact type of respirator to be used
- prior to initial use and at least annually thereafter
- prior to the use of different types of respirators
- when changes occur in the physical condition of the employee that may effect proper fit (i.e. weight changes, etc.)
- when the fit of a tested respirator becomes unacceptable to the employee

4. Fit test records will contain the following information:

a. name or identification of the tested employee
b. type of fit test performed
c. specific make, model, style, and size of tested respirator
d. date of the test
e. test results

Fit test records will be maintained until the next fit test is administered and are available to employees upon request.

c. USE OF RESPIRATORS: 29 CFR 1910.134 (g)

Employees must use their respiratory protective equipment in a manner that:

- ensures facepiece seal protection
- warrants continuing respirator effectiveness
- doesn't interfere with the procedures established for IDLH atmospheres

Employees must check the seal of their respirator in accordance with 29 CFR 1910.134 (Appendix B-1) or by procedures recommended by the manufacturer prior to each use. Employees are not permitted to wear tight-fitting facepieces who:

- have facial hair that may interfere with the seal
- wear corrective glasses, goggles, PPE, etc. that may interfere with the seal

All work area conditions, employee exposures and stress will be monitored accordingly to ensure respirator effectiveness. Employees must leave the respirator use area:

- to wash their faces and equipment
- if vapor, gases, or facepiece leakage is detected
- if there are changes in breathing resistance
- to replace filters, canisters, or cartridges
- for any repair or adjustment to the respiratory equipment

One or more individuals will remain outside the IDLH atmosphere and maintain visual, voice, or signal line communication with interior employees. The employees will be equipped and trained for specific emergency situations. The Immediate Supervisor must be notified prior to attempting a rescue and assistance will be provided as necessary.

5. MAINTENANCE AND CARE OF RESPIRATORS: 29 CFR 1910.134 (h)

A. Cleaning & Disinfecting: 29 CFR 1910.134 (h) (1)

Respirators that are clean ,sanitary, and in good working condition will be supplied by each Department/Division. The respirators will be cleaned and disinfected according to the procedures set forth in 29 CFR 1910.134 (Appendix B-2). Respirators must be cleaned and disinfected:

- as often as necessary to be maintained in sanitary condition
- before being worn by different individuals
- after each use and fit test

B. Storage: 29 CFR 1910.134 (h) (2)

All respirators will be stored to protect them from damage, contamination, dust, sunlight, temperature extremes, excessive moisture, damaging chemicals, and deformation. Furthermore, respirators will be stored in accordance to applicable manufacturer instructions; clearly marked; and accessible to work areas.

C. Inspection: 29 CFR 1910.134 (h) (3)

Respirators will be inspected prior to each use and after each cleaning. All respirators maintained for emergency use will be inspected at least monthly in accordance with the manufacturer's recommendations. Emergency use respirators must be tagged after each inspection with the following information:

a. inspector's name or signature
b. inspection findings and remedial action when necessary
c. serial number or identification of the respirator

Emergency escape-only respirators will be inspected before being carried into the workplace for use. SCBA equipment must be maintained fully charged and recharged once the pressure falls to 90% of the manufacturers recommended level.

Respiratory protection equipment inspections will include:

a. tightness of connections
b. condition of parts (i.e. facepiece, headstraps, canisters, etc.)
c. pliability and signs of deterioration of elastomeric parts

D. Repairs: 29 CFR 1910.134 (h) (4)

Respirators that fail an inspection will be removed from service, discarded, repaired or adjusted. Repairs or adjustments will only be conducted by trained technicians using NIOSH approved parts in accordance with the manufacturer's recommendations and specifications.

6. BREATHING AIR QUALITY AND USE: 29 CFR 1910.134 (i)

All Department/Division Heads or Designee and Supervisors will ensure that supplied air and SCBA respirators:

a. contain breathing gases of high purity
b. are functioning properly
c. have appropriate gas mixtures as established by 29 CFR 1910.134 (h) (4) (i) (1-9)

7. IDENTIFICATION OF FILTERS, CARTRIDGES, AND CANISTERS: 29 CFR 1910.134 (j)

Filters, cartridges, and canisters will be color coded, permanently labeled, and legible. Only NIOSH approved labels will be used.

8. TRAINING AND INFORMATION: 29 CFR 1910.134 (k)

All employees assigned to perform tasks or job duties requiring the use of respirators will receive comprehensive and comprehensible training on the use and limitations of the equipment provided. Training will be administered initially, as needed, and annually at no cost to employees. Employees must be capable of demonstrating competent knowledge of the following:

a. respirator necessity and how improper fit, usage, or maintenance can compromise the protective effect
b. respirator limitations and capabilities
c. respirator use in emergency situations including malfunctions
d. respirator inspections, placement and removal, use, and seal checks
e. maintenance and storage procedures
f. recognition of medical signs and symptoms that may interfere with effective use

Retraining will be administered:

- at least annually
- when changes are made in the work environment that renders the existing training obsolete

- when an employee fails to demonstrate adequate knowledge and understanding of some aspect of the Program
- as necessary to ensure safe respirator use

9. PROGRAM EVALUATIONS: 29 CFR 1910.134 (l)

This written program and procedures will be evaluated annually to ensure continued effectiveness. Employees will be regularly consulted:

a. to ensure effective implementation of this program with regard to respirator selection, proper fit, use, and maintenance
b. to assess employees' views on program effectiveness and identify problems

Any identified problems during this assessment will be corrected.

11. RECORDKEEPING: 29 CFR 1910.134 (m)

All Departments/Divisions will maintain records regarding medical evaluations, fit testing, and the Respiratory Protection Program objectives. This information serves to:

- facilitate employee involvement in the program
- provide assistance in auditing the adequacy of the program
- provide a record for OSHA compliance determinations

Regulations (Standards - 29 CFR)

(Mandatory) Information for Employees Using Respirators When not Required Under Standard. - 1910.134 App D

ATTACHMENT # 1

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

ATTACHMENT # 2

SEVIER COUNTY GOVERNMENT

Respiratory Protection Program

OSHA Respirator Medical Evaluation Questionnaire

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee: Can you read (circle one): Yes / No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: _____
2. Your name: _____
3. Your age (to nearest year): _____
4. Your sex (circle one): Male / Female
5. Your height: _____ft. _____in.
6. Your weight: _____lbs.
7. Your job title: _____
8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____
9. The best time to phone you at this number: _____
10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes / No
11. Check the type of respirator you will use (you can check more than one category):
    - ____ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
    - ____ Other type (for example, half- or full-facepiece-type, powered-air purifying, supplied-air, self-contained breathing apparatus).
12. Have you worn a respirator (circle one): Yes / No

If "yes," what type(s): _____

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (answer by circling "yes" or "no").

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month: Yes / No
2. Have you ever had any of the following conditions:
    a. Seizures (fits): Yes / No
    b. Diabetes (sugar disease): Yes / No
    c. Allergic reactions that interfere with your breathing: Yes / No
    d. Claustrophobia (fear of closed-in places): Yes / No
    e. Trouble smelling odors: Yes / No
3. Have you ever had any of the following pulmonary or lung problems?
    a. Asbestosis: Yes / No
    b. Asthma: Yes / No
    c. Chronic bronchitis: Yes / No
    d. Emphysema: Yes / No
    e. Pneumonia: Yes / No
    f. Tuberculosis: Yes / No
    g. Silicosis: Yes / No
    h. Pneumothorax (collapsed lung): Yes / No
    i. Lung cancer: Yes / No
    j. Broken ribs: Yes / No
    k. Any chest injuries or surgeries: Yes / No
    l. Any other lung problem that you've been told about: Yes / No
4. Do you currently have any of the following symptoms of pulmonary or lung illness?
    a. Shortness of breath: Yes / No
    b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes / No
    c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes / No
    d. Have to stop for breath when walking at your own pace on level ground: Yes / No
    e. Shortness of breath when washing or dressing yourself: Yes / No
    f. Shortness of breath that interferes with your job: Yes / No
    g. Coughing that produces phlegm (thick sputum): Yes / No
    h. Coughing that wakes you early in the morning: Yes / No
    i. Coughing that occurs mostly when you are lying down: Yes / No
    j. Coughing up blood in the last month: Yes / No
    k. Wheezing: Yes / No
    l. Wheezing that interferes with your job: Yes / No
    m. Chest pain when you breathe deeply: Yes / No
    n. Any other symptoms that you think may be related to lung problems: Yes / No
5. Have you ever had any of the following cardiovascular or heart problems?
    a. Heart attack: Yes / No
    b. Stroke: Yes / No
    c. Angina: Yes / No
    d. Heart failure: Yes / No
    e. Swelling in your legs or feet (not caused by walking): Yes / No
    f. Heart arrhythmia (heart beating irregularly): Yes / No
    g. High blood pressure: Yes / No

    h. Any other heart problem that you've been told about: Yes / No
6. Have you ever had any of the following cardiovascular or heart symptoms?
    a. Frequent pain or tightness in your chest: Yes / No
    b. Pain or tightness in your chest during physical activity: Yes / No
    c. Pain or tightness in your chest that interferes with your job: Yes / No
    d. In the past two years, have you noticed your heart skipping or missing a beat: Yes / No
    e. Heartburn or indigestion that is not related to eating: Yes / No
    f. Any other symptoms that you think may be related to heart or circulation problems: Yes / No
7. Do you currently take medication for any of the following problems?
    a. Breathing or lung problems: Yes / No
    b. Heart trouble
    c. Blood pressure: Yes / No
    d. Seizures (fits): Yes / No
8. If you've used a respirator, have you ever had any of the following problems? (If you've never used a respirator, check this space (____) and go to question 9.)
    a. Eye irritation: Yes / No
    b. Skin allergies or rashes: Yes / No
    c. Anxiety: Yes / No
    d. General weakness or fatigue: Yes / No
    e. Any other problem that interferes with your use of a respirator: Yes / No
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire? Yes / No

<u>Questions 10 to 15</u> below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you ever lost vision in either eye (temporarily or permanently): Yes / No
11. Do you currently have any of the following vision problems?
    a. Wear contact lenses: Yes / No
    b. Wear glasses: Yes / No
    c. Color blind: Yes / No
    d. Any other eye or vision problem: Yes / No
12. Have you ever had an injury to your ears, including a broken eardrum: Yes / No
13. Do you currently have any other the following hearing problems?
    a. Difficulty hearing: Yes / No
    b. Wear a hearing aid: Yes / No
    c. Any other hearing or ear problem: Yes / No
14. Have you ever had a back injury: Yes / No
15. Do you currently have any of the following musculoskeletal problems?
    a. Weakness in any of your arms, hands, legs or feet: Yes / No
    b. Back pain: Yes / No

c. Difficulty fully moving your arms and legs: Yes / No
d. Pain or stiffness when you lean forward or backward at the waist: Yes / No
e. Difficulty fully moving your head up or down: Yes / No
f. Difficulty fully moving your head side-to-side: Yes / No
g. Difficulty bending at your knees: Yes / No
h. Difficulty squatting to the ground: Yes / No
i. Climbing a flight of stairs or a ladder while carrying more than 25 lbs.: Yes / No
j. Any other muscle or skeletal problem that interferes with using a respirator: Yes / No

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Part B. Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower-than-normal amounts of oxygen: Yes / No

   If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions: Yes / No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes or dust), or have you come into skin contact with hazardous chemicals: Yes / No

   If "yes," name the chemicals if you know them: _____

3. Have you ever worked with any of the materials, or under any of the conditions, listed below?
   a. Asbestos: Yes / No
   b. Silica (e.g., in sandblasting): Yes / No
   c. Tungsten/cobalt (e.g., grinding or welding this material): Yes / No
   d. Beryllium: Yes / No
   e. Aluminum: Yes / No
   f. Coal (for example, mining): Yes / No
   g. Iron: Yes / No
   h. Tin: Yes / No
   i. Dusty environments: Yes / No
   j. Any other hazardous exposures: Yes / No

      If "yes," describe these exposures: _____

      _____

4. List any second jobs or side businesses you have:

   _____

5. List your previous occupations:

   _____

6. List your current and previous hobbies:

   _____

7. Have you been in the military services: Yes / No
8. Have you ever worked on a HAZMAT team: Yes / No
9. Other than medications for breathing and lung problems, heart trouble, blood pressure and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes / No

   If "yes," name the medications if you know them: _____

10. Will you be using any of the following items with your respirator(s)?
    a. HEPA Filters: Yes / No
    b. Canisters (for example, gas masks): Yes / No
    c. Cartridges: Yes / No
11. How often are you expected to use the respirator(s)?
    (Circle "yes" or "no" for all answers that apply to you.)
    a. Escape only (no rescue): Yes / No
    b. Emergency rescue only: Yes / No
    c. Less than 5 hours per week: Yes / No
    d. Less than 2 hours per day: Yes / No
    e. 2 to 4 hours per day: Yes / No
    f. Over 4 hours per day: Yes / No
12. During the period you are using the respirator(s), is your work effort:
    a. Light (less than 200 kcal per hour): Yes / No

       If "yes," how long does this period last during the average shift:
       _____hrs. _____mins.

       Examples of a light work effort are sitting while writing, typing, drafting or performing light assembly work, or standing while operating a drill press (1-3 lbs.) or controlling machines.

    b. Moderate (200 to 350 kcal per hour): Yes / No

       If "yes," how long does this period last during the average shift:
       _____hrs. _____mins.

       Examples of moderate work effort are sitting while nailing or filing, driving a truck or bus in urban traffic, standing while drilling, nailing, performing assembly work or transferring a moderate load (about 35 lbs) at trunk level, walking on a level surface about 2 mph or down a 5-degree grade about 3 mph, or pushing a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

c. Heavy (above 350 kcal per hour): Yes / No

If "yes," how long does this period last during the average shift: _____hrs. _____mins.

Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder, working on a loading dock, shoveling, standing while bricklaying or chipping castings, walking up an 8-degree grade about 2 mph, climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you are using your respirator: Yes / No

    If "yes," describe this protective clothing and/or equipment:

    _____

14. Will you be working under hot conditions (temperature exceeding 77°F): Yes / No
15. Will you be working under humid conditions: Yes / No
16. Describe the work you'll be doing while you're using your respirator(s):

    _____

    _____

17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):

    _____

    _____

18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):

    Name of the first toxic substance: _____

    Estimated maximum exposure level per shift: _____

    Duration of exposure per shift: _____

    Name of the second toxic substance: _____

    Estimated maximum exposure level per shift: _____

    Duration of exposure per shift: _____

    Name of the third toxic substance: _____

Estimated maximum exposure level per shift: _____

Duration of exposure per shift: _____

The names of any other toxic substances that you'll be exposed to while using your respirator:

_____

_____

_____

19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, security).

_____

SEVIER COUNTY GOVERNMENT OCCUPATIONAL SAFETY AND HEALTH PROGRAM

JOB SPECIFIC SAFETY POLICY

A. FALL PROTECTION
B. FORKLIFT
C. HEARING CONSERVATION
D. LADDERS AND STAIRWAYS
E. SCAFFOLDING
F. WELDING AND CUTTING
G. WOODWORKING

POLICY (A) SEVIER COUNTY GOVERNMENT FALL PROTECTION POLICY

OBJECTIVE

Fall Protection will be required when employees are working more than six (6) feet above lower/working levels. If the fall distance is less than six (6) feet but the employee could fall into/onto dangerous equipment, fall protection must be provided. At heights of six (6) feet or greater, 100% fall Protection will be implemented for all personnel on the project.

RESPONSIBILITY

All Department/Division Heads/Designee and Supervisors are responsible and will be held accountable for ensuring implementation and enforcement of this policy. **All Contractors and Subcontractors** that provide or perform services for the County, at any location, are responsible to ensure that all employees actions and services delivered are in a manner consistent with our commitment to employee safety and health. **This Fall Protection Policy will be made available to all Contractors and Subcontractors for review.**

The Department/Division Heads Designated Competent Person will assess all work activities for fall exposures and preplan and install fall protection systems. The fall protection systems will be in place before assignment of work..

PRE-JOB TASK INSTRUCTION

A pre-job task instruction will be given to each employee who is assigned to work in elevated areas. This instruction will cover the specifics of the fall protection to be used. A site-specific plan shall be developed by the Department/Division Heads Designated Competent Person prior to starting any work on a project.

DEFINITIONS

Anchorage – A secure point of attachment for lifelines, lanyards, or deceleration devices.

Body Harness – Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with means for attaching it to other components of a personal fall arrest system.

Controlled Access Zone – An area in which certain work (e.g., precast concrete) may take place without the use of guardrail systems, personal fall arrest systems, or safety net systems and access to the zone is controlled.

Deceleration Device – Any mechanism, such as rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

Guardrail System – A barrier erected to prevent employees from falling to lower levels.

Hole – A gap or void 2 inches or more in its least dimension, in a floor, roof, or other walking/working surface.

Lanyard – A flexible line of rope, wire rope, or strap, which generally has a connector at each end for connecting the body harness to a deceleration device, lifeline, or anchorage.

Leading Edge – The edge of a floor, roof, or formwork for a floor or other walking/working surface (such as the deck), which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side edge" during periods when it is not actively and continuously under construction.

Lifeline – A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorage's at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Opening – A gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition, through which employees can fall to a lower level.

Personal Fall Arrest System – A system used to arrest an employee in a fall from a working level. Consists of an anchorage, connectors, and body harness, and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

Positioning Device System – A body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

Self-Retracting Lifeline/Lanyard – A deceleration device containing a drum-wound line, which can be slowly extracted from or retracted onto the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

Snaphook – A connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snaphooks will be the locking type with a self-closing, self-locking keeper, which remains closed and locked until unlocked and pressed open for connection or disconnection.

GENERAL PROCEDURES

A fall protection plan will be written specifically for each project when fall protection is required.

The Department/Division Heads Designated Competent Person will plan and implement the use of primary fall protection systems such as scaffolds, aerial lifts, and approved personnel hoists whenever possible. These systems will have complete guardrail systems free from floor holes and safe access will be provided.

Employees will use approved safety harnesses with 2 shock absorbing lanyards whenever primary fall protection systems are inadequate and a fall exposure exists or the use is required in combination with the primary fall protection system.

Employees traveling or working in elevated areas 6 feet or more above ground level, platform, or adjacent area will have on a lanyard with one of the lanyards attached and secured at all times to an anchorage, structure, lifeline, or approved fall arrest system capable of supporting 5,000 pounds per person or designed and installed as a complete fall arrest system.

A designated competent person will visually inspect body harnesses and lanyards before initial use and monthly. Body harnesses and lanyards will be visually inspected by the user before each use. The Fall Protection System Inspection (Form A) will be completed prior to work beginning and kept on file in the jobsite safety file.

Lifeline systems will be inspected by a designated competent person weekly, or more often if necessary.

Any defective equipment will be removed from service immediately.

Any fall protection device that is subject to "in service" shock loading will be removed from service immediately. The Department/Division Heads Designated Competent Person will be notified immediately.

Fall protection devices will not be used for any purpose other than fall protection.

On multi-story structures, perimeter safety cables shall be installed at the final interior and exterior perimeters of the floors, as soon as possible after erection.

FALL PROTECTION SYSTEM REQUIREMENTS

Primary Fall Protection

Primary fall protection systems such as standard guardrails, solid floor with complete standard guardrails, patented or wooden scaffolding (including bracket type), aerial lifts {boom, scissorslift) approved personnel hoist, etc., will be used whenever possible to provide fall protection. These systems will be complete walking/working systems with standard guardrails, free of floor holes, and have a safe means of access/egress.

Guardrail Systems

Top rail must be 42 inches plus or minus 3 inches.

Midrail will be installed halfway between top edge of guardrail and toeboard of working surface. When needed, screens and mesh will extend from the top rail to the walking/working level along the entire opening between the top rail supports. Intermediate vertical members, when used between posts, will not be more than 19 inches apart.

Guardrail systems will be capable of withstanding, without failure, a force of 200 pounds downward or outward and not deflect to a height of less than 39 inches above working surface when applied downward.

Midrails, screens, and intermediate vertical members will be capable of withstanding 150 pounds in any downward or outward force.

Guardrail systems will be smooth to prevent any snagging of clothes and punctures or lacerations of employees.

Wire rope, ½ inch minimum, may be used as a top rail and midrail. All wire rope used as guardrail must be flagged every 6 feet with high visibility tape or flagging and will not deflect more than 3 inches in any direction.

Steel banding and plastic banding or common rebar will NOT be used as top rails or midrails.

See Appendix B of OSHA 29 CFR 1926 Subpart M for guidance for consideration of wood, pipe, and steel railing systems.

Body Harness/Lanyard System

General Requirements

Employees will only use harnesses and lanyards that are approved by a designated competent person**.**

The system will consist of a full body harness with 2 shock-absorbing lanyards or a shock absorber with two lanyards in a "Y" arrangement. A shock absorber is mandatory in any harness and lanyard system.

The two shock absorbing lanyards will be attached to the D-ring of the harness located in the middle of the back.

The free end of each lanyard will be supplied with double locking type snaphook.

The harness and lanyard will be attached so that employees can neither free fall more than 6 feet or contact a lower level.

Work positioning lanyards/devices are to be attached to D-rings at waist belt location and

be supported by an appropriate work belt. The positioning lanyard must always be backed up by a properly secured shock-absorbing lanyard attached to the D-ring located at the middle of the back.

When using a beam or railing as fall protection anchorage points (if each supports 5,000 lbs. per person), a beam strap will be used to wrap around the beam or railing, and the lanyard will be attached to the ring on the beam strap. Alternative devices to provide attachment points are authorized if they withstand a 5,000-lb. shock load.

When and Where Required

Employees will wear body harnesses while performing work at other than ground or solid floor elevations and when other safeguards, such as standard guardrails, nets, planking, or scaffolding cannot be used to protect employees from a fall distance of 6 feet or more.

Body harnesses must be used under the following conditions:

When working on floats, bosun's chairs, or other suspended scaffolding or working platforms, the suspension of which is by ropes and needle beams, rope falls and brackets, ratchet type drum brackets and cable, metal rock brackets and needle beams, or by any other means where the support from the working platform is suspended from above.

When working or walking from a toothpick stage, painter's stage, or temporary staging of a similar nature (width, movability, etc.) even though hand railed.

When working or walking on elevations and on surfaces (platforms, pipe racks, open structures, etc.) where the possibility of a fall exists.

When working or walking (horizontal and vertical surfaces) with an unprotected side or edge 6 feet or more above lower elevation and standard guardrails are not in place.

When engaging in leading edge work 6 feet or more above lower levels and guardrails are not in place.

When receiving material at a hoist area where the guardrails have been removed and the employee must lean through the access opening or out over the edge. The fall arrest system will allow the employee to go only as far as the edge of the hoist way.

When working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet or more above the lower levels and the inside bottom edge of the wall opening is less than 39 inches.

When working or walking on surfaces that have holes more than 6 feet above the lower level and are not protected by a hole cover or standard guardrails. (A hole cover or guardrail system will be the primary fall protection but may need to be removed because of construction/maintenance activities.)

When working from an aerial lift or approved personnel hoist.

When working next to a well, pit, or shaft 6 feet or more above lower levels and the use of standard guardrails as the primary fall protection system is not feasible.

Care and Use

Softeners will be used where lanyards contact sharp edges.

Harnesses and lanyards will not be dragged over concrete or rough surfaces.

Harnesses and lanyards must be thoroughly dried out after they become wet, otherwise, deterioration will be hastened regardless of the fiber.

Harnesses and lanyards will be dried before storing.

Harnesses and lanyards will not be stored on the ground or on concrete floors but rather hung on pegs or hooks on dry walls.

To maintain the existing strength of a body harness or lanyard, it will be stored safe from harmful fumes, heat, chemicals, moisture, sunlight, rodents, and biological agents.

Body harnesses and lanyards will be stored in a dry place where air circulates freely about them.

Body harnesses and lanyards will not be stored unless they have been cleaned. They can be hung in loops over a bar or beam and then sprayed with water to remove dirt. After washing, the lanyard will be allowed to dry and then be shaken to remove the rest of the dirt.

Lanyards must be attached to the lanyard clip on the harness when not in use. This will keep the lanyard from dangling and hanging loose.

Lifeline Systems

Vertical Lifelines

Vertical lifelines will be able to support, and be attached to, an anchorage point that is capable of supporting 5,000 pounds per person.

Only one person will be attached to a vertical lifeline fall protection system.

Vertical lifeline systems use for fall protection on suspended scaffolds will be secured to an anchorage point that is independent of the scaffold and support system.

Vertical lifelines must be used with approved rope grabs for lanyard attachments.

Horizontal Lifelines

All horizontal lifelines placed in skeletal steel structure (i.e. pipe racks, etc.) will be of ½-inch wire rope.

The horizontal lifeline system will be designed, installed, and used under the supervision of a designated competent person and as part of a complete fall arrest system.

Anchorages used for attachments of personal fall arrest equipment will be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached, or will be designed, installed, and used as follows:

- As part of a complete personal fall arrest system.
- Under the supervision of a designated competent person.

Retractable Reel Lifelines

Retractable lifelines will be installed by competent persons and according to manufacturer's recommendations.

Retractable lifelines will be attached to an anchorage capable of supporting 5,000 pounds.

Retractable lifelines will be equipped with a rope tagline for extending the device to elevations below the point of attachment.

Only one person may be attached to a retractable lifeline.

Never travel horizontally more than one-quarter of the height from working level to the anchorage point of the lifeline.

Lifeline Placement/Installation

Designated competent person(s) will install lifelines.

Softeners will be placed where the lifeline contacts sharp edges.

Intermediate supports will be adequate to minimize sag and vertical deflection under loading.

Lifelines will be arranged to provide adequate mobility and maintain fall protection for employees.

Lifelines will be installed to provide a shoulder high tie-off point for employees using them.

Employees installing lifelines will be protected from falls by use of a retractable lifeline or tie-off to structural steel, etc.

Care of Lifelines

To maintain the existing strength of any lifeline rope (fiber or wire), it will be stored safe from deleterious fumes, heat, chemicals, moisture, sunlight, rodents, and biological attack.

Lifeline ropes will be stored in a dry place where air circulates freely about them.

Safety Nets

Safety Nets will be provided when the use of ladders, scaffolds, temporary floors, or other fall protection is impractical. The Department/Division Heads Designated Competent Person will be consulted before using nets as fall protection.

Safety net systems and their use will comply with the following provisions:

Safety nets will be installed as close as practical under the walking/working surface, but in no case more than 30 feet.

Safety nets will be installed with sufficient clearance under them to prevent contact with the surface or structure below.

Safety nets will extend outward from the outermost projection of the work surface as follows:

Vertical Distance from Horizontal Plane	Minimum Required Horizontal Distance of Outer Edge or Net From Edge of Working Surface
Up to 5 feet	8 feet
More than 5 feet – up to 10 feet	10 feet
More than 10 feet	13 feet

Safety nets will be drop tested with 400 pounds. If testing is not possible, a designated competent person will certify the net that the installation is in accordance with OSHA standards.

Positioning Device Systems

Positioning device systems will be rigged to minimize free fall to 2 feet.

Positioning device will be attached to an anchorage capable of supporting 5,000 pounds.

Double-locking snaphooks will be sized to be compatible with the member to whom they are connected.

Covers

Covers for holes in floors, roofs, and other working surfaces will meet the following requirements:

- Covers in roadways will be capable of supporting twice the maximum axle load of the largest vehicle expected to cross over the cover.
- All other covers will be able to support without failure, twice the weight of the employee, equipment, and the material that may be imposed.
- All covers will be secured to prevent displacement, and they must extend adequately beyond the edges of the hole.
- All floor hole covers greater than 12 inches in length and 9 inches in width or diameter must be identified with a sign reading " HOLE" or "COVER" in English and "HOYO" or "TAPADERA" in Spanish to provide warning of the hazard.

See additional information regarding working surfaces in this section.

Special Circumstances

Special fall protection systems/procedures may be required when engaged in leading edge work, precast concrete erection work, bricklaying operations, or roofing work on low-slope roofs.

The Department/Division Heads Designated Competent Person must be consulted and approve any fall protection plan that incorporates the use of a warning line and safety monitor system or a "Controlled Access Zone."

Inspection Procedures

General Requirements – All Fall Protection Systems shall be inspected on a daily basis and documented on the Fall Protection System Inspection Form (Form A).

New body harnesses, lanyards, and lifelines will be inspected thoroughly by a designated competent person to determine that no parts are damaged or defective before being put into service.

Before using a body harness or lanyard, and before installing lifelines, the employee will visually inspect the harness, lanyard, or lifeline for any defects.

Under no circumstance is a body harness, lanyard, or lifeline with a known defect or expired inspection date to be used.

An inspection of ALL body harnesses and lanyards must be completed before initial use and at least monthly. This inspection is to be performed by a designated competent person who has been trained to use this procedure and the manufacturer's recommended inspection procedure. A report containing the date, serial number, and results will be maintained on file by the Department/Division Heads Designated Competent Person or designee (Form A).

A designated competent person will inspect lifeline systems weekly. This inspection will be documented.

Body Harnesses

Inspection of body harnesses will be done thoroughly, paying close attention to the following items:

- Brads
- Buckles
- D-rings
- Webbing (must be free of frayed, cut, or broken fibers – check for tears, abrasion, mold, burns, discoloration, etc.)
- Stitching (pulled or cut – broken stitching may indicate impact loading)
- Broken strands
- Condition of grommets and buckle (make sure buckles work freely)
- Presence of manufacturer's date, tag, and serial number

Harnesses and lanyards continually exposed to chemical atmosphere for over one week will be closely examined.

Items of harness hardware must not be damaged, distorted, broken, or have corrosion, worn parts, burrs, or cracks.

Lanyards

Inspection of lanyards will be done in the most thorough manner.

Look at every inch of the lanyard. Rotate the lanyard so that the entire circumference is checked. Spliced ends are to be checked very closely.

Hardware

Hardware must be thoroughly inspected and the following precautions taken:

Locking Snaphooks. Check for distortion, cracks, pitted surfaces, and corrosion. Assure that the latch seats properly and the spring exerts sufficient force to close the latch. Check to make sure the locking mechanism is properly working.

Thimbles. The thimble must be firmly seated. The splice will be free from cut strands or loose ends.

Rope Lanyard

Observe the number of fibers broken on the outside.

Open up the rope by untwisting the strands. The interior should be as bright and clean as when it was new. In manila rope, an accumulation of powder-like sawdust indicates excessive internal wear.

Displacement of yarns or strands, variation in size or roundness of strands, discoloration, and rotting are indicators that the rope should be taken out of service.

Spots where the rope has been exposed to oils or chemicals indicate an unsafe rope.

Rope lanyards that have been continuously exposed to chemical atmospheres for over one week will be closely examined.

The "fingernail test" is a quick test for chemical damage. Scratching the fibers with a fingernail can make a good estimate of the strength of fibers – fibers of poor strength will readily part.

Web Lanyard

Bend the webbing over a pipe or mandrel and look at each side of the webbed lanyard. By doing this, cuts and breaks are revealed. Any swelling, discoloration, cracks, or charring are obvious signs of chemical or heat damage. Stitching will be observed closely for any breaks.

Note: Due to the motion or slippage on a supporting surface when under high tension, synthetics melt on the surface and form a skin. This may be evidence of deterioration.

TRAINING REQUIREMENTS

Training must be provided to each employee that might be exposed to a fall hazard. All training will be documented on the Fall Protection Training Record (Form B), and a copy sent to the Department/Division Head/Designated Person to input into the Training Record.

The training will enable each employee to recognize the hazards of falling and the procedures to be followed to minimize these hazards.

The Department/Division Heads Designated Competent Person will assure that employees have been trained, as necessary, in the following areas:

- Nature of fall hazards in work areas.
- Correct procedure for erecting, maintaining, disassembling, and inspecting the fall protection system to be used.
- The use and operation of the applicable fall protection system to be used (i.e. guardrail systems, safety harnesses/lanyards, retractable lifelines, etc.).
- Specialized fall protection procedures (safety monitor, warning lines, controlled access zone, etc.), if used.
- Limitations of mechanical equipment use during performance.
- Correct procedure for handling and storage of equipment and materials and the erection of overhead protection.
- The role of employee in fall protection plans.
- OSHA 29 CFR 1926 Subpart M Standards.

Certification

A written certification of training will contain:

- Name of the employees trained.
- Date(s) of training.
- Name and signature of the person conducting the training.
- Subject of training.

The records of training will be maintained for the length of the project, plus 7 years, and will be available for inspection when requested.

Retraining

Employees will be retrained on an annual basis or when:

- Changes in workplace render previous training obsolete.
- Changes in the type of fall protection system or equipment occurs.
- The affected employee has not retained the necessary understanding of the fall protection system or equipment and the necessary skill.

FALL PROTECTION WORKING SURFACES

Objective

This section covers procedures for safeguarding employees working near floor holes and wall openings.

All supervisors will be responsible for ensuring that all employees follow these procedures.

Compliance Requirements

Perimeter of Floors, Platforms and Runways - Every open-sided floor and platform 6 feet or more above the adjacent floor or ground level will be guarded by a standard guardrailing or the equivalent on all open sides. Toe boards will be installed on all open sides where persons can pass, or where there is moving machinery or equipment with falling materials, which could create a hazard.

Ramps, runways, and other walkways will be guarded by a standard guardrailing on all open sides 6 feet or more above floor or ground level. Whenever tools, machine parts are to be used on runways, toeboards will be installed.

Regardless of height, open sided floors, platforms, ramps, runways, or other walkways, above or adjacent to dangerous equipment will be guarded by a standard guardrail.

See standard guardrailing specification in the Description of Protection required in this section.

Floor and Wall Requirements - Standard guardrails are intended for and are required to protect any person from falling into any equipment holes in floors of all elevations, and as guards on floors, platforms, roof edges, or wherever persons may fall in the pursuit of their work.

It is also the intent of this policy to establish that anyone who creates a hole is responsible for seeing that it is protected before there is exposure to other workers. This includes the employee who removes a temporary hole cover to perform work in that hole. When the work is completed and before that employee leaves the immediate area of the hole, he/she is responsible for seeing that the hole is once again covered or guarded.

Where there is danger of employees or material falling through holes, they will be guarded by standard guardrailings and toeboards or cleated covers that are secured against accidental displacement.

Guardrails tailor-made for special platforms at high elevations such as may be needed for exterior high equipment installation or fabrication will be provided based upon good judgment by the supervisor in charge.

Guardrails at upper floor level perimeters where materials are to be landed are to be designed and erected so that they can be removed and immediately replaced when the material landing operation is completed. Elevator, ladder, and hoist shaft openings will be protected with moveable standard guardrailings meeting OSHA required specifications.

Barricades must be practical in nature. Chicken walks, riveter's floats, toothpick stages, underside roofing scaffolds, etc.; will require local ingenuity to be both safe and practical. If standard handrailing is totally impractical, some method of allowing the employee to tie off with a body harness and a ladder must be provided.

Wall openings, from which there is a drop of more than 6 feet and the bottom of the opening is less than 39 inches above the working surface, will be guarded by a standard guardrail. If the wall opening is less than 4 inches from the working surface, it will be protected by a toeboard.

Elevated openings will be barricaded with "rigid" rails at all times.

Description of Protection Required - (Standard Guardrailing) - A standard wooden guardrailing consists of a standard 2"x4" top rail, a standard 2"x4" midrail, and a standard 2"x4" toeboard. The top rail must be smooth and have a height of 39 to 45 inches. The midrail must be halfway between the top rail and the toeboard. The toeboard must be flush with the walking surface. The ends of the rails will not overhang the terminal post. Wooden posts are 2"x4", with uprights no farther apart than 8 feet on centers.

The following may be substituted for post, top, and intermediate guardrailings:

- At least 1½" nominal diameter pipe (post to be spaced at 8 foot centers).
- A 2"x2"x⅜" angle or other metal shapes with equivalent bending strength (posts to be placed at 8 foot centers).

- A ¼" or ½" wire rope may be substituted for top rail and midrail. High visibility tape or flagging will be required every 6 feet.

Guardrailing must be able to withstand 200 pounds in any direction with minimum deflection of 3 inches not visible to the eye.

Toeboards will be 4 inches vertical height from top edge to the level of the floor, and must be installed not having more than ¼" clearance above floor level.

The use of steel banding, plastic banding or common rebar for guardrailings is prohibited.

Floor Hole Covers

All floor hole covers greater than 12 inches in length and 9 inches in width or diameter must be identified with a sign reading " HOLE" or "COVER" in English and "HOYO" or "TAPADERA" in Spanish to provide warning of the hazard.

Floor hole covers will be of ¾" plywood or equivalent.

Hole covers greater than 4 feet square or in diameter will have special bracing applied under the hole cover.

All hole covers must be adequately secured to prevent them from being accidentally moved, and they must extend adequately beyond the edges of the opening.

Nothing is to be stored or placed on any hole covers.

Hole covers are to be installed and removed only by approved employees.

Stairways - A stairway will be provided at all points of access where the break in elevation is 19 inches or more and no ramp, runway, sloped embankment, ladder, or personal hoist is provided.

Spiral stairways that are not a part of the permanent structure will not be used.

Stairways having 4 or more riser or rising more than 30 inches will have at least one handrail and one stair-rail system along each unprotected edge.

Midrails, screen, mesh, or vertical members will be installed between the top rail of the stair-rail system and the stairway steps.

When intermediate vertical members are used, they will not provide openings of more than 19 inches.

Temporary stairways will have landings that are 30 inches in the direction of travel and 22 inches wide for every 12 feet or less of vertical rise.

Where doors or gates open directly on the stairway, a platform will be provided, and the swing of the door/gate will not reduce the width to less than 20 inches.

Stairways will be kept free of debris and will be well lighted.

Permanent stairways with metal pan landings or treads will not be used unless filled with concrete or other material.

All parts of stairways will be free of hazardous projections, such as protruding nails.

Slippery conditions on stairways will be eliminated before stairways are used to reach other levels.

Elevator, Ladder, and Hoist Shaft Openings - Elevator, ladder, and hoist shaft openings will be adequately protected with a movable standard guardrail system meeting OSHA regulations.

REFERENCED FORMS

Form -A Fall Protection Systems Inspection Form
Form -B Fall Protection Training Record

FALL PROTECTION SYSTEM INSPECTION
FORM A

INSPECTED BY (Designated Competent Person)													**DATE**
Department/Division (Project)							**CRAFT**						
BODY HARNESSES													
INSTRUCTIONS: **1.** All parts of body harness and attachments are to be checked for excessive wear and damage. **2.** This 3 symbol is for YES or OK. **3.** This 7symbol is for NO or REPLACE. **4.** Body harness(es) to be inspected monthly and report is to be kept on file for review if needed.			**Harness Webbing or Leather**	**All Stitching**	**Rivets and Eyelets**	**D-ring(s) Buckle(s) (include tongue)**	**Body Pad (if applicable)**	**Lanyard**	**Hook Safety Latch (Positive Locking)**	**Certification or Data Tag**	**Personally-Owned Belt**	
EMPLOYEE'S NAME		**MFR'S SERIAL #**										

Fall Protection Systems

SYSTEM	**LOCATION**	**Yes**	**No**	**Good**	**Repair**	**Comments**
Vertical Lifeline						
Horizontal Lifeline						
Warning Lines						
Guard Rails						
Retractable Lanyards						
Hole Covers						
Positioning Devices						

FALL PROTECTION TRAINING RECORD
FORM B

Department/Division and Project Name: _____ Date: _____

INITIAL TRAINING:

- A copy of the *County Fall Protection Policy* is given to the employee.
- The program is explained either orally or through a video presentation.
- The equipment in use on this project at this time is demonstrated.

Brands and Equipment Covered:

_____

_____

_____

The employee has been instructed on how to perform the daily inspection.

The employee has also been instructed that if he/she suspects that anything is wrong or amiss with the equipment or system that they are asked to use, they immediately report to their supervisor and do not use that component until deemed safe to do so, replaced, or repaired.

If the employee ever has questions or concerns about their safety, they are to report the concerns to their supervisor, or to the Department/Division Heads Designated Competent Person.

Name of Trainer (printed): _____

Signature of Trainer: _____ Date: _____

Employee Signature	Print Name	Date

POLICY/PROCEDURES (B) FORKLIFT

FORKLIFT DYNAMICS

Forklifts are multi-use vehicles that are specifically designed for stacking, loading, and unloading heavy and cumbersome materials. There are specific risks associated with forklift operations; therefore, OSHA permits only people who have had special training and authorization to operate these vehicles.

GENERAL HAZARDS

There are several hazards associated with forklifts such as:

- tip overs
- falls from loading docks
- collisions with other vehicles, equipment, or persons
- accidental load drops
- chemical burns from battery recharging

These hazards can be controlled or eliminated through effective safety training.

OSHA REGULATIONS

OSHA regulations detail the safety requirements for forklifts and other powered industrial trucks (29 CFR 1910.178). The regulations summarize:

- vehicle design and classification
- required training
- fueling and maintenance
- safe operations

In a given year, there are approximately 1,700 citations issued for violations to the powered industrial trucks regulations.

Powered industrial trucks (e.g. forklifts) have multiple power sources (gasoline engine, diesel, electrical, and liquefied petroleum gas) with different classifications. The different classifications help to ensure that trucks aren't used in areas where they could create dangerous reactions with other substances in the atmosphere.

IDENTIFYING HAZARDS

The following variables must be evaluated to minimize risks and ensure safe vehicle operations:

- the vehicle's capacity
- the characteristics of the load

- the route to be covered, including floor surfaces and obstructions
- area limitations for loading and unloading
- additional activities in the work area
- the age and condition of the forklift

OSHA's forklift safety training requirements for operators illustrate potential hazards and accident prevention strategies.

SAFEGUARDS

Many of the following safety features have been incorporated into forklift designs to reduce or eliminate potential accidents:

- a weight rating label or nameplate
- an overhead guard that protects the operator from falling objects and vehicle overturns
- a backrest extension to prevent the load from falling backward
- mast tilt controls to move the load forward and backward during positioning
- a safety platform firmly secured to the lifting carriage and/or forks for trucks designed to lift personnel
- a parking brake
- lights and horn for pedestrian warnings

These safety features are most effective when used in conjunction with the forklift operations manual, OSHA required training, and company safety rules.

In addition, the forklift regulations require work areas to have:

- adequate lighting or extra lighting on the truck
- sufficient clearance under overhead installations, lights, pipes, sprinkler systems, etc.
- unobstructed aisles with adequate access to stairways and fire equipment
- properly secured dockboards and bridgeplates

SAFETY PROCEDURES

The following precautions and OSHA regulations should be observed when operating powered industrial trucks:

- seat belts should always be used
- personal protective equipment should be used when appropriate
- pedestrians should always have the right-of-way
- forklift operators should avoid designated walkways
- stunt driving and horseplay are never permitted
- trucks should not be driven up to a person who's standing in front of a fixed object
- a person should not stand or pass under a truck's forks even if empty
- unauthorized individuals are never permitted to ride on a forklift

- arms, hands, and legs should be kept inside the truck at all times

Additional precautions include:

- maintain at least three truck lengths behind another vehicle
- slow down, stop, and sound the horn at cross aisles
- travel in reverse only if the load blocks your forward view
- slow down on wet or slippery surfaces
- slow down to avoid sharp turns that could tip the truck
- avoid driving over loose objects
- cross railroad tracks diagonally if possible
- drive slowly and carefully over dockboards or bridgeplates
- never exceed a dockboard or bridgeplate rated capacity
- don't pass another truck at intersections, blind spots, or other dangerous locations
- maintain a safe distance from the edge of elevated ramps or platforms
- loads should be stable and centered on the forks
- loose or uneven loads should be stacked and/or tied
- loads should never exceed the truck's rated capacity
- the mast should be slightly tilted backward when traveling with a load
- forks should be raised between six (6) to eight (8) inches from the floor before traveling
- forks should never be raised or lowered while moving
- nothing should be transported on the overhead guard

Forklifts should be driven slowly and cautiously into trailers or railcars. The truck's rear wheels should be chocked with brakes locked prior to unloading. The dock plates should always be secure. The stacking height should be evaluated before attempting to unload. The load should be raised to the appropriate height, positioned evenly over the lower load, and lowered slowly to prevent material shifts. Finally, the driver should peer over his/her shoulder before slowly backing out of the trailer or railcar.

OSHA regulations specifically address parked forklifts, or those vehicles that are left unattended beyond 25 feet. Forklifts should be parked away from traffic on a flat surface that doesn't block aisles, doors, exits, etc. with the:

- load fully lowered
- controls neutralized
- power shut off
- key removed
- wheels blocked if parked on an incline

For forklift refueling and recharging, OSHA regulations require that the following precautions be observed:

- turn off the engine
- refuel or recharge only in a designated location

- make sure the designated location is well ventilated and away from flammable and combustible materials
- smoking is prohibited
- fire extinguishers and spill cleanup equipment should be accessible
- appropriate PPE should be worn

Batteries should not be touched because they can cause fires and/or chemical burns. The battery caps should be removed slowly and left open to vent excess heat. Acid should be poured into water, not vice versa, to prevent overheating or splattering.

Gas or propane fueling must be done according to the instructions provided by the truck manufacturer. The tank must be capped before starting the engine. In the event of a spill, the fuel must be cleaned up immediately. Empty propane tanks should be stored outside with an open valve to allow excess propane to evaporate.

Finally, trucks should be properly maintained and inspected prior to each use. Forklifts that are defective or in need of repair should not be used. All repairs and maintenance must be conducted by qualified professionals.

FORKLIFT SAFETY CHECKLIST

Before Starting a Forklift:

- Check that brakes, controls, gauges, and other mechanisms work properly.
- Check for leaks.
- Check that forks aren't bent, damaged, or cracked.
- Report any problems so they can be handled by trained, authorized mechanics.
- Check load capacity--and stay within it.
- Be sure that truck is rated for planned use and area.
- Check planned route for adequate lighting and headroom.
- Note any floor-surface problems or possible obstructions in planned route. Remove if possible; otherwise, proceed with extra caution.

General Safety Precautions:

- Only operate a forklift if you're trained and authorized.
- Always use seat belts.
- Wear hard hats and any other required protective gear.
- Keep arms, hands, and legs inside the forklift.
- Never indulge in horseplay or stunt driving.
- Never allow an unauthorized person on a forklift.
- Don't allow anyone to stand or pass under the elevated portion of a truck, even if it's empty.
- Never drive a truck up to a person standing in front of a fixed object.

Loading a Forklift:

- Be sure load is within truck's rated capacity.
- Set forks high and wide to go under load.
- Drive into loading position and place load squarely on forks.
- Drive under load until it touches carriage slightly.
- Be sure load is stable and centered.
- Stack and/or tie loose or uneven loads.
- Tilt mast back and lift the load; tilt mast back a little more before traveling.

Operating a Forklift:

- Obey plant speed limits and all other traffic regulations.
- Keep a three-truck distance from other vehicles.
- Keep a clear view of route; if load blocks view, drive in reverse (except up a slope).
- Drive loaded truck with forks 6 - 8 inches above the ground, load low and tilted back.
- Don't raise or lower loads while moving.
- Don't carry anything on the overhead guard.
- Slow down, stop, and sound the horn at intersections or any place you can't see well.
- Use vehicle, wall, and ceiling mirrors to help see around corners.

- Yield right of way to pedestrians and emergency vehicles, and stay out of pedestrian lanes.
- Don't pass vehicles at intersections, blind spots, or other dangerous locations.
- Keep a safe distance from the edge of elevated ramps or platforms.
- Slow down on wet, slippery, or uneven surfaces and before making turns.
- Avoid sharp turns that could tip the truck.
- Avoid driving over loose objects.
- Try to cross railroad trucks diagonally.
- Drive slowly and carefully over dockboards and bridgeplates, and only when load doesn't exceed their rated capacity.
- Slow down on slopes and point load uphill if the grade is more than 10 percent. Raise load only enough to clear the surface.

Unloading a Forklift:

- Turn forklift slowly into position.
- Go straight into trailers or railcars.
- If unloading onto truck, be sure its rear wheels are chocked, brakes locked on, and dock plate secure. Then position load, tilt it forward, and release it.
- If unloading onto rack or stack, check maximum safe stack height. Then raise and position load to correct height and move it slowly into position. Tilt load forward, lower onto rack or stack, pull forks back slowly. Then back out slowly, looking over your shoulder.

Parking a Forklift:

- Select flat parking surface, away from traffic and not blocking aisles, doors, exits, etc.

When leaving truck unattended (or if you'll be 25 or more feet from it):

- Fully lower load-engaging means, neutralize controls, shut off power, set brakes, remove key.
- Block wheels if parked on an incline.

Refueling a Forklift:

- Turn off engine.
- Refuel in assigned, ventilated area containing nothing that could cause fire or explosion.
- Have fire extinguishers and cleanup materials available.
- Don't smoke!
- Use acid-resistant material-handling equipment and wear corrosion-resistant PPE during battery changing.
- Remove battery cap slowly and leave open.
- Pour acid into water, not water into acid.
- Follow manufacturer's instructions for gas or propane fueling.
- Don't use open flame to check fuel level.
- Try to prevent spills, clean any spills promptly, and replace cap on tank before starting truck.

POLICY (C)

HEARING CONSERVATION PROGRAM

This Hearing Conservation Program has been developed in a effort to ensure that work related and generated noise levels are reduced sufficiently or controlled to protect each individual employee. This program was developed in compliance with guidelines and requirements of 29 CFR 1910.95.

This Hearing Conservation Program applies to all departments, employees, and operations of the Sevier County Government where excessive noise levels have been or may be identified.

This Hearing Conservation Program will be utilized only as an interim measure during installation of all feasible engineering controls to reduce occupational noise to acceptable levels. This program will become permanent for any departments/divisions, employees, and operations where feasible engineering controls have failed to reduce occupational noise to acceptable levels. All departments/divisions will continually examine and investigate alternative methods for noise reduction.

All Department/Division Heads are responsible for administration and implementation of all aspects of this program.

The program elements are as follows:

1. Hazard Determination
2. Audiometric Testing
3. Hearing Protectors
4. Training and Information
5. Recordkeeping
6. Temporary Employees

1. HAZARD DETERMINATION

All work areas of any department/division of the Sevier County Government suspected of having elevated noise levels must have representative monitoring performed to determine the extent of exposure to the employees in each location.

Should preliminary screening for occupational noise exposure indicate that employees could be exposed to excessive noise levels in any areas or operations of any department/division of the Sevier County Government. Subsequent monitoring and testing shall be performed by professional safety consultants and representatives to determine potential overexposure.

Should it be determined that any job classifications are exposed to noise in excess of the allowable level of 85 decibels for an 8 hour time weighted average. All employees with

the same or similar exposures as these job classifications will be included in this Hearing Conservation Program.

	Job Classification		Job Classification
1		4	
2		5	
3		6	

It has been determined that, of the above listed job classifications, the following are exposed to noise levels in excess of 90 decibels for an 8 hour time weighted average. All employees with the same or similar exposures as these job classifications are required to utilize adequate hearing protectors at all times until engineering controls can successfully reduce the noise exposure to below acceptable levels.

	Job Classification		Job Classification
1		4	
2		5	
3		6	

Each employee identified with the same or similar noise level exposures as the job classifications listed above will be notified in writing of the results of all monitoring performed.

Each time engineering controls are installed or changes occur in the work process or environment that could affect the noise levels of work performed in any area or job classification identified in this section, representative monitoring will be conducted to establish current exposure levels and criteria.

2. AUDIOMETRIC TESTING

All employees determined to be exposed to noise levels greater than 85 decibels for an 8 hour time weighted average will be provided with baseline and annual audiogram.

a. Baseline audiogram will be provided within 6 months (1 year if mobile van is used for testing) of an employees first exposure or initial assignment to a job or area where it has been determined that elevated noise levels or the likelihood for overexposure exists.

b. Annual audiogram will be administered for all employees working in areas of elevated noise levels or where an overexposure might occur.

c. Each annual audiogram will be evaluated against the baseline to determine if a standard threshold shift has occurred. Employees determined to have a standard threshold shift will be notified in writing within 21 days of receipt of the results.

The baseline will be adjusted to reflect standard threshold shifts for future comparisons.

Audiometric testing for the County will be performed by :

_____

3. HEARING PROTECTORS

Hearing protectors will be provided and made available to any employee of the County that desires to utilize them.

Hearing protectors are recommended and encouraged to be utilized by employees working in areas where the noise levels have been identified in excess of 85 decibels but less than 90 decibels. These areas are as follows:

	Identified Area		Identified Area
1		4	
2		5	
3		6	

Hearing protectors are provided and required to be worn at all times by any employees working or performing duties and tasks in areas where the noise levels have been identified in excess of 90 decibels. These areas are as follows:

	Identified Area		Identified Area
1		4	
2		5	
3		6	

A variety of hearing protectors will be made available for employee selection based on proper fitting.

All hearing protectors provided by the County will be evaluated for attenuation and effectiveness as well as the capability to provide an adequate fit. It must be determined that all hearing protectors selected and provided by All Departments/Divisions are adequately rated to reduce noise levels to below 85 decibels for an 8 hour time weighted average.

All employees requesting, or that are required to utilize, hearing protectors will be trained in the proper use and fitting as well as limitations of any hearing protectors selected.

4. TRAINING AND INFORMATION

All employees determined to be exposed to noise levels in excess of 85 decibels for an 8 hour time weighted average will be required to participate in a training program that will include at least the following:

a. The effects of noise on hearing.
b. The requirements for hearing protectors and instructions on their use, fitting, and limitations.
c. The purpose of audiometric testing and an explanation of the procedures involved.

Training will be provided prior to initial assignment to an area where it has been determined that elevated noise levels or the potential for overexposure exists.

The training program will be evaluated on a regular basis to determine the effectiveness and intervals at which retraining may be necessary. Training will be repeated at least annually for all employees included in, and affected by this program.

All training provided under this program will be documented in accordance with County policy
A copy of the Occupational Noise Exposure Standard and Hearing Conservation Amendment shall be posted in a prominent place for employee review.

5. RECORDKEEPING

Exposure measurement records will be maintained for a period of at least two years and then will only be discarded if replaced by more current data.

Audiometric testing and employee training records will be maintained for at least the duration of employment of the individual for which the record coincides.

All exposure monitoring and training records are available to all employees or their designated representatives for review.

All audiometric test results are available for review by the individual or their designated representatives for which the record exists.

An entry will be made in the appropriate column on the OSHA 300 Log of Injuries and Illnesses for each work related case where a standard threshold shift greater than 25 decibels in either ear is identified for any employee covered under this program.

6. TEMPORARY EMPLOYEES

Employees hired on a temporary basis where the projected duration of employment is six (6) months or less and assigned to work in areas where excessive noise levels have been identified will adhere to all elements of this program except baseline and annual audiometric testing.

LADDERS OBJECTIVE POLICY (D)

This section covers procedures for the safe use of ladders. There are several types of ladders for employees to use, making it absolutely unnecessary to use any makeshift means of access to work area.

All supervisors will be responsible for ensuring that all employees follow these procedures.

COMPLIANCE REQUIREMENTS

Ladders will be provided at personnel points of access where there is a break in elevation of 19 inches or more and no ramp, runway, sloped embankment, or personnel hoist, or stairway is provided.

A double-cleated ladder or two or more separate ladders will be provided when ladders are the only means of access or exit from a working area for 25 or more employees.

Broken or damaged ladders must not be used. Repair or destroy them immediately. Ladders to be repaired or destroyed must be tagged "UNSAFE, DO NOT USE".

Ladders will not be spliced together.

Ladders will not be placed against moveable objects.

The areas around the top and the base of ladders must be free of tripping hazards such as loose materials, trash, and electric cords.

Ladders which project into passageways or doorways where they could be struck by employees, moving equipment, or materials being handled must be protected by barricades or guard.

Employees must face the ladder at all times when ascending or descending.

When ascending or descending a ladder, have hands free, grip the sides or rungs with both hands, and face the ladder.

Under no circumstances ascend or descend a ladder using only one hand. This is extremely dangerous. Instead of carrying something down the ladder, use a hand line to hoist to the top or lower to the bottom.

Be sure that shoes are free of mud, grease, or other substances which could cause a slip or fall.

Boxes, crates, chairs, or equipment will never be used a substitute for ladders.

Only one employee will work from a ladder at one time. If work requires an additional ladder, one will be provided.

Ladders will be inspected by the user before the use of it. If found defective, ladder will be taken out of service.

A competent designated person will inspect ladders frequently (monthly or more often) and take out of service immediately any ladder found defective. An inspection tag, sticker or color code will be attached to the ladder to verify current inspection.

Ladders used for access to a floor or a platform must extend at least 3 feet above the landing and must be secured.

The feet of all ladders will be equipped with "safety shoes".

Ladder feet will always be placed on a substantial base.

One employee will always hold the base of the ladder stationary while the climber is ascending or descending an unsecured ladder.

A ladder or any part of a ladder will not be used as a scaffold platform.

Ladders will only be used for the purpose for which they were designed.

Stepladders - Stepladders must be fully open to permit the spreader to lock.

Employees are prohibited from standing on the top two steps of a stepladder.

While an employee is working on a stepladder (except a safety platform ladder) at a point 10 feet or more above the ground, the ladder will be held by at least one other person.

Stepladders will not be used as straight ladders.

Straight and Extension Ladders - All straight and extension ladders will have combination feet installed, which when flipped one way allow feet for level floor and pavement, and when flipped the other way dig into unpaved ground.

An employee will hold the ladder secure whenever a climber is ascending for the first time.

Straight and extensions ladders must be tied off at the top or have another worker hold the ladder.

Top sections of flies will not be used independently of the bottom section without installing feet as described above.

The base of the ladder will be set back a safe distance from the vertical approximately one-fourth of the working length of the ladder - no less and no more.

Job-Made Ladders - All job-made ladders will be made of straight grained, knot-free, seasoned lumber.

Job-made ladders will be constructed for intended use. If a ladder is to provide the only means of access or exit from a working area for 25 or more employees, or simultaneous two-way traffic is expected, a double cleat ladder will be installed.

Double cleat ladders will not exceed 24 feet in length. Single cleat ladders will not exceed 20 feet in length between supports (base and top landing). If ladders are to connect different landings, or if the length required exceeds the maximum length, two or more separate ladders will be used, offset with a platform between each ladder. Guardrails and toe guards will be erected on the exposed sides of the platform.

The width of single cleat ladders will be at least 15 inches, but no more than 20 inches between rails at the top.

Side rails will be parallel or flared top to bottom by not more than ¼ inch for each 2 feet of length and will be continuous.

Wood side rails of ladders having cleats will be not less than 1 ½ inches thick and 3 ½ inches deep (2 inches by 4 inches nominal).

2 inch by 4 inch lumber will be used for side rails of single cleat ladders up to 16 feet long; 2 inch by 6 inch lumber will be used for single cleat ladders 16 to 30 feet in length.

2 inch by 4 inch lumber will be used for side and middle rails of double cleat ladders up to 12 feet in length; 2 inch by 6 inch lumber for double cleat ladders from 12 to 25 feet in length.

Wood cleats will be constructed of ladder-grade 2 inch by 4 inch (nominal dimension) material providing equal or greater strength.

Cleats will be inset ½ inch into the edges of the side rails, or filler blocks will be used on the rails between the cleats. The cleats will be secured to each rail with 3 10d common wire nails or other fasteners of equivalent strength. Cleats will be uniformly spaced, 12 inches top-to-top.

Fixed Ladders - The rungs of fixed metal ladders will be corrugated, knurled, dimpled, or coated with skid resistant material or otherwise treated to minimize slipping.

Fixed ladders with a top at a distance greater than 24 feet from lower levels or where the total length of the climb exceeds 24 feet will be provided with:

- Ladder safety device.
- Self-retracting lifelines with rest platforms not to exceed 150 feet.
- A cage of well and multiple ladder sections that are offset to provide maximum intervals of 50 feet.

The Safety Supervisor will be consulted for <u>all</u> fall protection device training and installation requirements.

Training Requirements – All Department/Division Heads or Designee will ensure that all training required by OSHA 29 CFR 1926.1060, as applicable to the jobsite use of stairways and ladders will be conducted and documented.

OSHA Regulations (Standards - 29 CFR)
Training requirements. - 1926.1060

- **Standard Number:** 1926.1060
- **Standard Title:** Training requirements.
- **SubPart Number:** X
- **SubPart Title:** Stairways and Ladders

ALL DEPARTMENTS/DIVISIONS SHALL ADHERE TO OSHA TRAINING REQUIREMENTS

(a)
The employer shall provide a training program for each employee using ladders and stairways, as necessary. The program shall enable each employee to recognize hazards related to ladders and stairways, and shall train each employee in the procedures to be followed to minimize these hazards.

(a)(1)
The employer shall ensure that each employee has been trained by a competent person in the following areas, as applicable:

(a)(1)(i)
The nature of fall hazards in the work area;

(a)(1)(ii)
The correct procedures for erecting, maintaining, and disassembling the fall protection systems to be used;

(a)(1)(iii)
The proper construction, use, placement, and care in handling of all stairways and ladders;

(a)(1)(iv)
The maximum intended load-carrying capacities of ladders and

(a)(1)(v)
The standards contained in this subpart.
..1926.1060(b)
(b)
Retaining shall be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through compliance with this section.
[55 FR 47691, Nov. 14, 1990]

SCAFFOLDING OBJECTIVE POLICY(E)

This section covers procedures for the safe construction and use of scaffolds. Scaffolds are designed to provide safe, secure, elevated work platforms for personnel and materials.

All Department/Division Heads/Designee will be responsible for ensuring that all employees follow these procedures.(**ALL SUBCONTRACTORS MUST FOLLOW THIS POLICY)**

COMPLIANCE REQUIREMENTS

The following safety guidelines and requirements apply to all scaffolds as indicated.

Scaffolds must be erected, moved, dismantled, or altered only under the supervision and direction of a competent person qualified in such activities. They must be inspected, and approved daily by a competent person prior to use and after alteration or moving.

Scaffolds will be erected, disassembled, moved or altered only by experienced and trained employees who have been selected by the competent person.

A "Complete Scaffold Tag" (Form A) must be attached to all completed scaffolds. Scaffold tag may include information, if scaffold is incomplete, specifying what is needed for completion. The back of the tag will be utilized to document inspections before use. These tags can be obtained from the Department/Division Heads Designated Competent Person or Project Supervisor.

If it is physically impossible to fully complete a scaffold because of unavoidable interferences, a **"Caution Scaffold Tag" (Form B)** will be attached if the scaffold can be completed sufficiently to provide a structurally sound work platform for employees who will be required to use 100 percent fall protection while on the scaffold. The back of the tag will be utilized to document inspections before use. These tags can be obtained from the Department /Division Heads Designated Competent Person or Project Supervisor .

A red "Keep Off Tag" (Form C) will be attached to the scaffold while being erected or dismantled. These tags can be obtained from the Department/Division Heads Designated Competent Person or Project Supervisor.

A competent person, as designated by the Department/Division Head, will determine the feasibility and safety of providing fall protection for employee erecting and dismantling supported scaffolds.

Employees engaged in the erection and dismantling of the scaffold will be provided and will use 100 percent fall protection when higher than six feet from the ground or building surface. If the competent person who determines the feasibility of fall protection decides that fall protection is not feasible and creates a greater hazard, then he or she must, in coordination with the Project Supervisor and the Sevier County Safety Director examine and approve any variance of Sevier County Governments 100% fall protection policy.

In addition to meeting the requirements of this section, personal fall arrest systems used on scaffolds shall be attached by a lanyard to a vertical lifeline, horizontal lifeline, or scaffold structural member.

When vertical lifelines are used, they will be fastened to a safe point of anchorage (capable of supporting 5,000 lbs), will be independent of the scaffold, and will be protected from sharp edges and abrasions. Safe points of anchorage include structural members of buildings, but do not include standpipes, vents, other piping systems, electrical conduit, outrigger beams, or counterweights.

When horizontal lifelines are used, they will be secure by two or more structural members of the scaffold. However, a horizontal lifeline, which has anchorage points that are part of an adjacent structure, may also be used. The lifelines used must be part of a personal fall arrest system, which maintains a safety factor of two.

Only vertical independent lifelines are permitted to be used with a suspended scaffold. Only one person can tie off to each lifeline.

Multiple level or stage work platform suspended scaffolds require specialized support and fall protection. The Department/Division Heads Designated Competent Person is to be consulted before installation and use.

There is no such thing as temporary scaffold. All scaffolding must be erected and maintained to conform with established standards.

Guardrails, midrails, and toeboards will be installed on all open sides of scaffolds more than 6 feet in height. A 4 foot to 6 foot high scaffold having a minimum horizontal dimension of less than 45 inches in either direction will have standard guardrails installed on all open sides and ends of the platform.

Guardrails, midrails, and toeboards should be constructed from components furnished by the manufacturer. When this is not possible, sound 2 inch by 4 inch lumber must be used for the guardrails, midrails, and toeboards.

Wooden scaffold planks must be scaffold grade and marked as such. They must be secured/cleated and must extend over the end supports at least 6 inches, but not more than 12 inches. All planking or platforms will be overlapped (minimum 12 inches) and secured from movement.

All scaffolds must be at least 18 inches wide.

Scaffold planks must be visually inspected before each use. Damaged scaffold planks must be destroyed immediately.

Access ladders must be provided for each scaffold. Climbing off the end of frames is prohibited unless their design incorporates an approved ladder.

Adequate mud sills or other rigid footing, capable of withstanding a maximum intended load, must be provided.

Do not overload scaffolds. Materials should be brought up as needed.

Barrels, boxes, kegs, and similar unstable objects must never be used as work platforms or to support scaffolds.

Where persons are required to work or pass under a scaffold, a screen of 18 gauge, ½ inch wire mesh is required between the toeboard and the guardrail.

Mud sills, feet or adequate blocking will be used under level scaffolding to prevent the integrity of the scaffold stability from being compromised by soft footings or grating.

Overhead protection is required if employees working off scaffolds are exposed to overhead hazards. Such protection must be a 2 inch plank or the equivalent.

Any scaffold damaged or weakened from any cause will be immediately removed from service.

Scaffolds will not be loaded in excess of the working load for which they are intended.

Nails or bolts used in the construction of scaffolds will be of adequate size and in sufficient numbers at each connection to develop the designed strength of the scaffold. Nails will not be subjected to a straight pull and will be driven full length.

Scaffolds will be maintained in safe condition. Scaffolds will not be altered or moved horizontally while they are in use or occupied.

The poles, legs, or uprights of scaffolds will be plumb, securely and rigidly braced to prevent swaying and displacement.

Materials being hoisted onto a scaffold will have a tagline.

The use of shore or lean-to scaffolds is prohibited.

Steel scaffolding will not be field repaired or welded.

Steel scaffolding disposed of in the project trash will be so cut up as to completely render same useless and uneconomical to repair.

Screw height adjustment legs are not to exceed 12 inches.

Scaffolds and their components must be capable of supporting, without failure, at least 4 times the maximum intended load.

The entire scaffold will be secured against tipping by guying, tying, or bracing. This securing will be installed according to the scaffold manufacturer's recommendations at a point as close to a 4 foot vertical for every foot of base width (4-ft:1-ft) on a horizontal member. The bracing will be repeated at a vertical height of approximately 20 ft for 3-ft wide or less scaffolds and approximately 26 feet for scaffolds wider than 3 feet. This bracing arrangement will be installed at both ends of the scaffold and at horizontal intervals not to exceed 30 ft.

Inspections

Inspections will be conducted weekly in congruence with the tagging system and documented on the "Scaffold Inspection Report" **(Form D)** and kept on file at the job site office. This form is to be completed by the Project Supervisor or Competent Designee.

Training - All employees that perform work while on a scaffold will be trained by a qualified person to recognize hazards associated with the scaffold being used.

Training will include the following:

- Electrical hazards that may be encountered and avoidance measures.
- Fall hazards and the appropriate protective measures.
- The dangers of falling objects in the work area and the steps necessary to provide protection.
- The maximum intended load and the load carrying capacities necessary to provide protection.
- Proper use of the scaffold and proper material handling on the scaffold.
- The maximum intended load and the load carrying capacities of the scaffold used.

Employees involved in erecting, dismantling, altering, moving, maintaining, or inspecting scaffolds must be trained by a competent person.

Training is to include the nature of scaffold hazards, correct procedure for performing the work, design criteria, load-carrying capacity, and intended use.

The training of both users and erector will be updated whenever there is a change that presents a new hazard, the employee's knowledge of scaffolding is in question, or, at least, annually.

Manually Propelled Mobile Scaffolds - Casters will be designed for strength and dimension to support 4 times the maximum intended load. All casters will be provided with a positive locking device to hold the scaffold in position.

The force necessary to move mobile scaffold will be applied near or as close to the base as practical, and provision will be made to stabilize the tower during movement from one location to another. Scaffolds will only be moved on level floors free of obstructions and openings.

Employees are not allowed to ride on manually propelled scaffolds.

The height of the rolling scaffolds must not exceed 4 times the minimum base dimension including the attached outriggers.

Wood Pole Scaffolds - Wood pole scaffolds will conform to OSHA 29 CFR 1926.452(a).

Tube and Coupler Scaffolds - Tube and coupler scaffolds will have all posts, runners and bracing of nominal 2 inch O.D. steel tubing, with the posts spaced not more than 6 feet by 6 feet by 6 inches. Other structural metals when used must be designed to carry an equivalent load. No dissimilar metals will be used together.

Tube and coupler scaffolds will be limited in height and weight specified below. A registered engineer competent in this field will design drawing and specifications above limitations.

Uniformly Distributed Load	Not to Exceed 75 psf
Post Spacing (Longitudinal)	6 feet 0 inches
Post Spacing (Transverse)	6 feet 0 inches

Working Levels	Additional Planked Levels	Maximum Height
1	0	125 Feet

Tube and coupler scaffolds will be constructed and erected to support 4 times the maximum intended loads, or as specified by a registered professional engineer competent in this field.

Posts will be erected on suitable bases, which are accurately spaced and maintained plumb.

Runners will be erected along the length of the scaffold, located on both the outside and inside posts at even heights. Runners will be interlocked to the outside and inside posts at even heights. Runners will be interlocked to form continuous lengths and coupled to each post. The bottom runner will be placed as close to the base as possible. Runners will be placed not more than 6 feet 6 inches on centers.

Bearers will be installed transversely between posts and will be securely coupled to the posts bearing on the runner coupler. When coupled directly to the runners, the coupler must be kept as close to the post as possible.

Bearers will extend beyond the posts and runners shall provide full contact with the coupler.

Cross bracing will be installed across the width of the scaffold at least every third set of posts horizontally and every fourth runner vertically. Such bracing will extend diagonally from the inner and outer runners upward to the next outer and inner runners.

Longitudinal diagonal bracing on the inner and outer rows of poles will be installed at approximately a 45^0 angle from near the base of the first outer post upward to the extreme top of the scaffold. On scaffolds whose length is greater than their height, bracing shall be repeated beginning at least every 5th post. For scaffolds whose length is less than their height, bracing will be installed from the base of the end posts and then in alternating directions until reaching the top of the scaffold. Installation will be as close as possible to the intersection of the bearer and post or runner and post.

Tubular Welded Frame Scaffolds - Metal tubular frame scaffolds and all accessories will be designed, constructed and erected to support 4 times the maximum rated load.

Spacing of panels or frames will be consistent with the loads inposed.

Scaffolds will be properly braced by cross bracing or diagonal bracing, or both, for securing vertical members together laterally, and the cross braces will be of such length as will automatically square and align vertical members so that the erected scaffold is always plumb, square and rigid. All brace connections will be made secure.

Maximum permissible spans for a heavy-duty scaffold are 2-inch by 10-inch, full-thickness, undressed scaffold grade lumber is 6 feet.

Scaffold legs will be set on adjustable bases or plain bases placed on mud sills or other foundations adequate to support the maximum rated load.

Panels will be locked together by pins or other equivalent means.

Drawings and specifications for all frame scaffolds over 125 feet in height above the baseplates will be designed by a registered professional engineer.

Outrigger Scaffolding - Unless outrigger scaffolds are designed by a local licensed professional engineer, they will be constructed and in accordance with the requirements of 29 CFR 1926.451 and 1926.452. Outrigger scaffolds designed by a registered professional engineer will be constructed and loaded in accordance with such design. A copy of the detailed drawings and specifications stamped and signed by a registered professional engineering showing the sizes and spacing of members will be kept on the jobsite.

Suspended Scaffolds - Two-point suspended scaffolds will not be less than 18 nor more than 36 inches wide.

Wire ropes used to suspend such scaffolds must have a safety factor 6 times the maximum intended load (6 to 1). The ropes must be inspected by a competent person prior to each work shift and after any incident that could affect a rope's integrity.

Nonconductive insulating material must be placed over the suspension cables of each scaffold for protection when the chance of contact with an electric arc exists. This insulation must be at the top support connection and at the work platform itself.

Only engineered suspended scaffolding will be used on **Sevier County Government** projects. Single-point adjustable suspension scaffold will be tested and listed by Underwriters Laboratory or Factory Mutual Corporation.

The hoisting machines or manually propelled winches will be the type tested and listed by Underwriters Laboratory or Factory Mutual Corporation.

No employee will be permitted on the suspended scaffolding until it has been checked by a competent person for integrity of assembly and found to be in accordance with the manufacturer's assembly plans and procedures. A copy of the procedure will be signed and certified by the competent person or manufacturer attesting to the integrity of the suspended scaffolding.

When working from any suspended scaffold, employees are required to wear a body harness and to be tied off to the structure or independent lifeline attached to the structure (not scaffold), which is capable of supporting 5,000 pounds dead weight. Only one person can tie off to a lifeline.

When using acid to clean a stack or building surface from a scaffold, only treated or protected fiber or synthetic safety (lifeline) ropes will be used.

Needle Beam Scaffolds - All needle beam scaffolds must be constructed to support the intended load with a safety factor of four (4 to 1).

All employees working from needle beam scaffolds must use body harnesses and lifelines.

Needle beams must be at least 4 inch by 6 inch and the beam span must not exceed 10 feet.

Rope supports must be at least one inch manila or larger. Attach with a scaffold hitch or eye splice, properly secured to prevent the beam from rolling or being displaced.

Rope which has been exposed to acid must be destroyed and replaced.

Needle beams suspended by wire rope must be secured with 3 wire-rope clamps, properly attached.

Floats - Floats are intended to support not more than three workmen and a few tools. They must be inspected carefully by a competent person prior to each use.

The platform must be constructed from ¾ inch exterior plywood, Grade B-B or better. The minimum width must be 3 feet and the minimum surface area must be 18 square feet.

The supporting beams must be 2 inch by 4 inch select lumber and must project at least 6 inches beyond each side of the platform.

A 1 inch by 2 inch edging must be placed on all sides of the platform to prevent tools from rolling off. Supporting ropes must be 1 inch manila, or equivalent, in "as new" condition and must be fastened so that the platform cannot slip or shift.

Boatswain's Chairs - The chair will not be less than 12 inch by 24 inch and 1 inch thickness or 5/8 inch laminated wood. The seat will be reinforced on the underside by cleats securely fastened to prevent board from splitting.

The two fiber rope seat slings will be of 5/8 inch diameter, reeved through the four seat holes so as to cross each other on the underside of the seat.

The employee will be protected by body harness and lifeline. The attachment point of the lifeline to the structure will be appropriately changed as the work progresses.

The tackle will consist of correct size ball bearing or bushed blocks and properly spliced 5/8 inch first grade manila rope, or equivalent.

The **Designated Competent Person** will be consulted when using the boatswain's chairs.

The roof irons, hooks, or the object to which the tackle is anchored will be securely installed. Tiebacks will be installed at right angles to the face of the building and securely fastened.

Special consideration is to be given to the rigging used in chemical, acid and/or alkali environments.

ALL SUBCONTRACTORS MUST RECEIVE A COPY OF THIS POLICY BEFORE COMMENCEMENT OF ANY SEVIER COUNTY PROJECT.

THIS SCAFFOLD HAS BEEN ERECTED TO MEET FEDERAL/STATE OSHA STANDARDS AND IS SAFE FOR ALL CRAFT WORK

APPROVED FALL PROTECTION REQUIRED

DO NOT ALTER

DATE _____

_____

Superintendent/Subcontractor Superintendent
or Foreman / Competent Person
THIS FORM (A) WILL BE GREEN

Date Inspected	By Whom

FORM A WILL BE GREEN

CAUTION

DUE TO LOCATION INTERFERENCES THIS SCAFFOLD HAS THE FOLLOWING CONDITIONS

( ) NO 42" TOP GUARD RAIL
( ) No 21" MID RAIL
( ) NO 4" TOEBOARD
( ) ACCESS LADDER DOES NOT EXTEND 3' ABOVE WORK PLATFORM
( ) UNABLE TO EXTEND OUTRIGGERS
( ) WORK PLATFORM INCOMPLETE

ALL EMPLOYEES WORKING FROM THIS SCAFFOLD WILL WEAR AND USE APPROVED FALL PROTECTION DEVICE

DATE _____

COMPETENT PERSON _____

Date Inspected	By Whom

THIS FORM(B) WILL BE YELLOW

DO NOT USE
THIS SCAFFOLD

KEEP OFF

THIS SCAFFOLD IS BEING
ERECTED OR TAKEN DOWN

ONLY AUTHORIZED
EMPLOYEES
USING REQUIRED
PERSONAL PROTECTIVE
EQUIPMENT MAY WORK
ON THIS SCAFFOLD

DATE _____

CARPENTER / ERECTION CRAFT FOREMAN

THIS FORM (C) WILL BE RED

SEVIER COUNTY GOVERNMENT

SCAFFOLD INSPECTION REPORT

PROJECT NAME:	Department/DivisionHead/Designated Competent Person:
DELIVERED BY:	INSPECTED BY:

The scaffolding delivered and erected at the above project has been inspected and meets the required specifications as set forth by the OSHA 1926 Subpart L Standards of Erecting Scaffolding.

_____

Supervisor Signature/or Competent Person Date

If you have any questions regarding the safety of this equipment call the Designated Competent Person immediately.

CHECKLIST	YES	NO	COMMENTS
1. SAFETY: Meets Federal OSHA requirements.			
2. Hazardous conditions have been provided for.			
3. Personnel instructed in safe use of the equipment & safety rules on site.			
4. SILLS: Properly placed and adequate size.			
5. SCREW JACKS/BASE PLATES: Used to level and plumb scaffold.			
6. In firm contact with sills & frame.			
7. BRACKETS AND ACCESSORIES: Properly placed.			
8. SCAFFOLD: Level and plumb.			
9. Properly tied off.			
10. Free of makeshift devices or ladders to increase height.			
11. Legs braced with properly attached braces.			
12. PLANKS: Minimum 12” overlap and extend 6” beyond support.			
13. PLATFORM (WORKING LEVEL): Fully planked between Guard Rails.			
14. (ACCESS): Proper access to work area provided.			
15. GUARD RAILS: In place.			
16. TOEBOARDS: Installed properly.			
17. OVERHEAD PROTECTION/WIRE SCREENING: Provided per contract.			
18. TOWERS: Free standing towers guyed or tied every 26 feet in height.			
19. Height limited to four times the minimum base dimension.			
20. EXTRA EQUIPMENT: Removed from job.			

Policy(F) Welding and Cutting Policy for Sevier County Government

Purpose: The purpose of this policy is to assure that all electric/gas welding and cutting activities are conducted safely and according to 29 CFR 1910 Subpart Q, 29 CFR 1926 Subpart J, and the Fire Prevention Code.

Departments/Divisions and Personnel Affected: This policy applies to all County Departments/Divisions and employees who perform any electric/gas welding and cutting. This policy also applies to all County Departments/Divisions and employees who oversee contractors that perform welding and cutting .

Definitions:

1. *Welding/Cutting Area.* A Welding/Cutting Area is an area set aside in the workplace specifically for welding/cutting. A proper Welding/Cutting Area would typically be in a shop type area permanently set aside for welding/cutting that meets all requirements outlined in this policy. Welding/Cutting Areas are formally approved by the Department/Division Head or designated individual with responsibility and authority.

2. *Hot Work Welding/Cutting Area.* If the items to be welded or cut cannot be brought to a Welding/Cutting Area, then the area is considered a Hot Work Welding/Cutting Area. Welding or cutting in Hot Work Welding/Cutting Areas can only be performed after receiving a Hot Work Permit from the Welding/Cutting Supervisor.

3. *Welding/Cutting Supervisor*. The Welding/Cutting Supervisor is responsible for all welding and/or cutting within a certain section of the department/ division and is chosen by the Department/Division Head or Designee. The supervisor is responsible for the following:

a. Approval of Welding/Cutting Areas.

b. Issuance of Hot Work Permits, and maintaining copies of all permits.

c. Assuring that welding/cutting equipment is approved and properly maintained and operated.

d. Assuring that all welding/cutting operators are properly trained in the safe operation of the equipment, the procedures of this policy, applicable OSHA regulations, Fire Prevention Code regulations, and emergency procedures in the event of a fire. The supervisor also should maintain records of all training.

e. Assuring that all Fire Watchers are trained in the use of a fire extinguisher, and maintaining records of all fire extinguisher training.

f. Advising all contractors about flammable materials or hazardous conditions in the workplace.

g. Assuring that contractors who perform welding/cutting operations have suitably trained personnel and are following the requirements of this policy.

4. *Hot Work Permit.* A permit issued by the Welding/Cutting Supervisor. A Hot Work Permit is required for **all** welding outside the officially designated Welding/Cutting Area. PLEASE SEE ATTACHMENT # 1

5. *Fire Watcher.* A Fire Watcher is a person designated by the Welding/Cutting Supervisor who must, under certain circumstances, maintain a fire watch whenever the welding or cutting takes place outside the Welding/Cutting Area.

Prohibited Areas: Welding/cutting will not be conducted under the following circumstances:

1. In buildings while the sprinkler is not working.

2. In the presence of explosive atmospheres (a mixture of flammable gases, vapors, liquids, or dusts with air), or in areas where explosive atmospheres may develop. For example, explosive atmospheres may develop in improperly prepared tanks or equipment, or in areas with an accumulation of combustible dusts.

3. On a metal partition, wall, ceiling or roof having a combustible covering or on walls or partitions of combustible sandwich-type construction.

4. On pipes or other metal in contact with combustible walls, partitions, ceilings, or roofs which could ignite due to conduction or radiation.

Permissible Areas: Welding/cutting may only be performed in the following locations and only if certain requirements are met:

1. *Welding/Cutting Area.* A Welding/Cutting Area must meet the following requirements. The failure to meet all of these conditions means that the employee must get a Hot Work Permit.

a. The floor must be swept clean of combustibles for a radius of 35 ft.

b. The floor must be non-combustible.

c. All combustibles must be at least 35 feet horizontally from the welding/cutting. No combustibles easily ignitable by sparks may be nearby.

d. There must be no openings or cracks in walls, floors, or ducts within 35 feet of the welding/cutting.

e. There should be no walls, partitions, or ceilings made of combustible material within 35 meet of the welding or cutting. If present they must be covered with fire resistant shields or guards.

f. There should be no ducts or conveyor systems that might carry sparks to distant combustibles. If present then they must be covered with fire resistant shields or guards.

g. A fully charged and operable fire extinguisher, appropriate for the type of fire, must be maintained in a state of readiness and personnel must be trained in its use.

h. There must be no metal walls, partitions, or ceilings nearby that could cause a fire by conduction of heat to combustibles on the other side.

I. There must be no sources of explosive atmospheres (mixtures of flammable gases, vapors, liquids, or dusts in the air) in the area.

j. The welding/cutting supervisor must inspect the area at least monthly to assure that all conditions are continually being met.

2. *Hot Work Permit.* All welding/cutting performed outside the approved Welding/Cutting Area requires a Hot Work Permit. The employee must obtain a Hot Work Permit from the Welding/Cutting Supervisor prior to beginning work in these areas. The Welding/Cutting Supervisor must inspect the site prior to issuing the permit. In some cases, a Fire Watcher will be required.

General Precautions:

1. *Welding or Cutting Containers.*

a. **Used containers**. Employees shall not perform any welding or cutting on used drums, barrels, tanks, or other containers until they have been cleaned and made safe following NFPA 327

b. **Venting and purging**. All hollow spaces, cavities, or containers must be vented to permit the escape of air or gases before cutting or welding. Purging with inert gas is recommended.

2. *Protection from Arc Rays*. Where possible, the welder must be enclosed in an individual booth or screen approved for welding operations. Booths and screens must provide circulation of air at floor level.

3. *Work in Confined Spaces.* <u>County employees may not perform welding or cutting in confined spaces.</u>

4. *First Aid Equipment.* First aid equipment must be available at all times.

5. *Ventilation.* A welding/cutting area must have at least 10,000 cubic feet per welder or have a ceiling height of at least 16 feet. If this is not possible then the County must provide one of the following alternatives:

a. Mechanical room ventilation at a minimum rate of 2,000 cubic feet per minute per welder/cutter.

b. A local exhaust hood maintaining air velocity of 100 feet per minute at the work area.

c. A fixed enclosure with a top and at least two sides that surrounds the work area and maintains an air velocity of 100 feet per minute.

6. *Special Precautions.* We must take special precautions if we use any of the following in any flux, coating, coverings, or other materials, or if they are contained in any material to be welded or cut.

a. Cadmium.

b. Fluorides.

c. Zinc.

d. Lead.

e. Beryllium.

f. Mercury.

g. Stainless steel cutting using chemical flux or iron powder.

h. Gas shielded arc cutting of stainless steel.

7. *Degreasing*. We must locate any degreasing and other cleaning operations involving chlorinated hydrocarbons so that no vapors will reach into the atmosphere surrounding any welding/cutting operation.

8. *Personal Protective Equipment.* All employees must wear the proper personal protective equipment at all times.

Oxygen-Fuel Gas Welding and Cutting. This is only a summary of OSHA requirements. See 29 CFR 1910 Subpart Q, 29 CFR 1926 Subpart J, and the Fire Prevention Code for all requirements.

1. *Maximum Pressure.* We must not store Acetylene at a pressure greater than 15 psig.

2. *Equipment.* We must use approved equipment, such as a torches, regulators or pressure reducing valves, acetylene generators, and manifolds.

3. *Personnel.* We must properly train all employees in the use of oxygen-fuel gas equipment.

4. *Instructions*. Rules and instructions covering the operation of oxygen-fuel gas equipment must be readily available in the workplace.

5. *Gas Cylinders*. Compressed gas cylinders must be legibly marked with either the chemical or trade name of the gas.

6. *Protection Cap.* All cylinders with a water weight capacity of over 30 pounds must be equipped with a valve protection cap. This cap must be in place when transporting cylinders.

7. *Cylinder storage.*

a. Store cylinders away from heat or highly combustible material. Store oxygen cylinders away from grease or oil.

b. Store cylinders where they cannot be damaged.

c. Store cylinders secured in an upright position. This prevents them from falling or being knocked over.

d. Store cylinders with their valves closed when not in use or when empty.

e. Store cylinders with the protection cap in place.

f. Store oxygen cylinders 20 feet from fuel gas cylinders when they are not attached and ready for use.

8. *Cylinder operating procedures.*

a. Transport cylinders in an upright position with the protection cap in place and the valve closed.

b. Use cylinders in an upright and secured position.
c. Do not use the valve protection cap for lifting.

d. Close the valves when the cylinder is not in use.

e. Do not place cylinders where they may contact live electrical circuits.

f. Keep cylinders far enough away from the work to prevent sparks, slag, or flame from reaching them.

g. Never use cylinders as rollers or supports.

h. Move cylinders by tilting and rolling on their bottom edges.

I. Open valves slowly. Never use hammers to open valves

.

j. Never drop cylinders or handle them roughly.

k. Before connecting a regulator to a cylinder valve, open the valve slightly and close it immediately. Never stand in front of the valve while doing this. Never crack a fuel-gas cylinder valve near other welding work or near sparks, flame, or other possible sources of ignition.

l. Close the valve and release the gas from the regulator before removing the regulator.

m. Never open fuel gas cylinder valves more than 1.5 turns.

n. If a special wrench is used, it must remain in place for emergency shut off.

o. Fuel, gas, and oxygen hoses must be easily distinguishable. Use red for fuel gas, green for oxygen, and black for inert gases and air.

p. If hoses are taped, do not tape more than two inches for each twelve inches of hose.

q. Inspect torches before each use to assure that valves are not leaking.

r. Light torches by friction devices. Never use matches, cigarette lighters, or hot work.

9. *Leaking Cylinders.*

a. Take leaking cylinders outdoors away from sources of ignition. Empty them slowly.
b. Place a warning near the leaking cylinder to prevent anyone from approaching it with a lighted cigarette or other sources of ignition.

c. Tag the leaking cylinder appropriately and notify the supplier promptly.

d. Follow the supplier's instructions for return of the cylinder.

Arc Welding and Cutting This is only a summary. For more information see 29 CFR 1910 Subpart Q, 29 CFR 1926 Subpart J and the Fire Prevention Code.

1. *Training.* We must train all employees operating arc welding/cutting equipment so that they are thoroughly familiar with 29 CFR 1910 Subpart Q and 29 CFR 1926 Subpart J. Each employee must receive proper instruction and be fully qualified to operate such equipment. The Department/Division Head or Designee must keep a record of all training activities and employees trained and qualified to operate arc welding/cutting equipment.

2. *Machine Hook Up.* We must check all connections before beginning operations to make sure that they are properly made. We must spread out coiled welding cable to avoid overheating.

3. *Grounding.* We must check the grounding of the welding machine frame prior to operation.

4. *Manufacturer's Instructions.* The manufacturer's instructions must be available at the work site and strictly followed.

5. *Defective Equipment.* The operator must report any equipment defects to the supervisor and shut down the equipment until it has been repaired. We must replace all cables with damaged insulation.

6. *Wet Machines.* If a machine becomes wet, we must thoroughly dry and test it before re-use.

CUTTING - WELDING - HOT WORK PERMIT(ATTACHMENT#1)

This form is to be filled out in its entirety by the responsible person actually performing the "HOT WORK" (prior to beginning the project.

Department/Division:	Date**:**
Responsible Person:	Start Time**:**
Work to be performed:	Building:
	Room Number, Area or Equipment:
 Is it possible to perform this work in the shop? Yes No	

Please place a check mark if the following items have been completed

Flame or spark-producing equipment to be used has been inspected and found in good repair.	
Sprinklers, where provided, are in commission and **will not be taken out of service while** this work is being done.	
There are no combustible fibers, dusts, vapors, gases or liquids in the area. Tanks and equipment previously containing such materials have been purged. The absence of gases or vapors has been verified by a combustible gas detection instrument. If there is a possibility of a leak developing in nearby piping, equipment, or tanks, this area is being continuously monitored..	
Fire alarms will **not be taken out of service** while work is being performed. If alarm system must be inactivated during work then a responsible “fire watch” must be put in place prior to the commencement of work to be performed	
The work will be confined to the area or equipment specified on this permit.	
Surrounding floors have been swept clean and, if combustible, wet down.	
Contractor or persons performing the work has ample portable fire extinguishers available and trained personnel to use them.	
All combustibles have been relocated 35 feet from the operation and the remainder protected with metal guards or flame-proofed curtains or covers (not ordinary tarpaulins).	
All floor and wall openings within 35 feet of the operations have been tightly covered.	
Responsible personnel have been assigned to provide a "Fire Watch" for dangerous sparks in the work area, as well as on floors above and below while work is being performed.	
Arrangements have been made to provide a "Fire Watch" to patrol the area, including floors above and below, during any lunch or rest period and for at least one-half hour after the work has been completed.	

I attest that the above precautions have been taken

Person Responsible for Performing Hot Work

Approved

Department/Division Head or Designee - Date

NOTE: This permit expires 24 hours after the designated "start time". If work is to continue another permit must be issued.

POLICY (G) WOODWORKING

For Compliance With
OSHA General Rules and Regulations

The material in this document pertains to general industry ,however; we in the public sector must follow the same standards. Department/Division Heads as well as Teachers and Instructors should use this information to form a plan of operation for his/her woodworking shop/facility.

NOTE: This sample plan is provided only as a guide to assist in complying with OSHA's General Rules and Regulations. It is not intended to supersede the requirements detailed in the standards. Employees should review the standard for particular requirements which are applicable to their specific situation.

Woodworking Machinery

1. Introduction

2. Standards and Codes

3. Protective Devices

4. Work Practices

5. Training

6. Hazards

Appendix A. Summary of Safety Rules for Various Woodworking Tools

Appendix B. Woodworking Machinery Safety Checklist

Introduction

Incidence of Injuries

The woodworking trade in general industry rates as one of the most hazardous occupations. Rotating devices, cutting or shearing blades, inrunning nip points, and meshing gears are

examples of machinery that is hazardous in carpentry shops. Crushed hands, severed fingers, and blindness are examples of woodworking accidents.

Causes of Injuries

Unsafe Acts

1. Jamming or kicking back of material and wood chips.

2 .Poor housekeeping.

3.Improper material handling.

4.Inhalation of wood dust.

Unsafe Conditions

1.Flying objects (wood chips and broken saw blades, etc).

2.Unsatisfactory maintenance of machinery.

3.Inadequate guarding.

Prevention Overview

The majority of accidents involving woodworking machines could have been prevented by:

1.Good work practices.

2.Proper guarding.

3.Sufficient operator training.

4.Good housekeeping.

Scope and Purpose

This technical reference provides general guidance for working with woodworking machinery. Specific machines require specific practices, for example operator guide from the manufacturer.

Basic Terms

Chuck. A revolving clamplike device used for gripping and driving stock or tools.

Dog. A device for gripping or holding material or machine components in place.

Feather Board. An angular board with multiple parallel saw cuts that is used as a side and top holddown to prevent kickbacks and keep hands away from moving blades and cutters.

Guard . A barrier that prevents entry of the operator's hands or fingers into the point of operation.

Kickback. The tendency of blades and cutters to force material being milled or cut to suddenly move up and back towards the operator.

Point of Operation. The area(s) of a machine where cutting, shearing, forming, assembling, etc., takes place.

Push Stick (Block). A strip of wood or block with a notch cut into one end that is used to push short or narrow lengths of material through saws

Standards and Codes

OSHA 29 CFR 1910.211 Machinery and machine guarding

OSHA 29 CFR 1910.212 General requirements for all machines

OSHA 29 CFR 1910.213 Woodworking machinery requirements

OSHA 29 CFR 1910.219 Mechanical power transmission apparatus

ANSI 01.11975 Safety requirements for woodworking machinery

ANSI/ASME B11.19 Performance criteria for the design, construction, care, and operation of safeguarding when referenced by other B11 machinetool safeguards

OSHA = Occupational Safety and Health Administration.

ANSI = American National Standards Institute.

Protective Devices

Personal Protective Equipment

Protective eye and face equipment is required where there is reasonable probability of injury while performing woodworking tasks. It is the responsibility of the employer to make suitable protection available. More information can be obtained about eye and face protection in ANSI Std Z87.11968. Persons whose vision requires the use of corrective lenses and who are also required to wear eye protection must have one of the following:

1.Spectacles whose protective lenses provide optical correction.

2.Goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.

¼Pt Goggles that incorporate corrective lenses mounted behind the protective lenses.

Respirators must be provided by the employer when such equipment is necessary to protect the health of employees. An industrial hygienist, through the respiratory protection program, will determine shop and employee requirements. Hearing protection must also be provided when exposure to noise exceeds the federal standard or any ANSI standard pertaining to woodworking requirements. The industrial hygienist also determines those requirements.

Electrical Safeguards

All machinery must be installed according to the National Electrical Code (NEC). If machines have exposed noncurrentcarrying metal components, they have the potential to become energized and should be grounded. Control switches should be available to workers at their operating positions so they do not need to reach over moving parts of machinery. Also, machine controls must not be wedged for continuous operation.

Machines that are not adequately safeguarded to protect the worker during an under voltage situation or a power failure must have an under voltage protective device installed. This device prevents the machine from starting up after a power interruption, which may, in some cases, expose the worker to the hazards of moving parts.

Before performing maintenance or major adjustments to moving parts that require panels and guards be removed, all machine energy sources or energy isolating devices must be locked and/or tagged out.

Machine Guarding

Circular, Crosscut, and Rip Saws

Guarding beneath the table level should be provided to enclose the saw blade from unintentional contact and prevent contact with moving parts of the drive mechanism. Saws must be equipped

with a hood that covers the blade and automatically adjusts itself to the thickness of the material upon which it rides. The hood covers the part of the saw blade exposed above the material and is adaptable to cover tilted blades. When ripping, table saws must be provided with a spreader to prevent the wood's internal stresses from clamping down on the saw blade and an anti kickback device to prevent the stock from possible kickback.

Radial Saws

Radial saws must be equipped with a hood that encloses the saw blade and the arbor ends. The lower section of the hood must be hinged so it rises and falls and adjusts itself automatically to the thickness of the material as the saw passes through it. An antikickback device or holddown wheels must also be installed on saws used for ripping. The device must be adaptable to any thickness of stock.

Band Saws

Both upper and lower wheels must be completely enclosed on both sides. The enclosures should be capable of being removed easily to permit saw blade maintenance. The working part of a saw blade, between the guide rolls and the upper wheel enclosure, must be guarded to prevent accidental contact with the saw blade. The guard must be selfadjusting and attached to the gauge so that, in any position of the gauge, the guard completely covers the portion of the saw blade between the guide rolls and the upper wheel enclosure.

Jointers

Each handfed planer and jointer with a horizontal or vertical head should be equipped with a cylindrical cutting head, the knife projection of which must not exceed 0.125 inch (0.31 centimeters) beyond the cylindrical body of the head. Also, jointers with fronttablemounted fences must be equipped with an adjustable device to prevent thin stock from slipping laterally under the portion of the fence at the rear of the table. An automatic guard must be provided that covers the section of the cutter head near the operator (on the working side of the fence) and contacts the wood to prevent any opening from remaining between the guard and wood during the operation. The guard should also cover the section of the cutter head on the nonworking side of the fence, especially when the fence is moved toward the automatic guard. The guard over the section of the cutting head on the rear side of the fence should consist of a sliding metal shield that automatically adjusts to the exposed length of the cutter head.

Power Feed Planers

Guards must be provided for feed rolls, cutting heads, and holddown rolls at the discharge end. Feed rolls should be guarded by a metal strip in front of the rolls under which the material may pass. This prevents an operator's fingers from being drawn into the rolls while feeding the machine. Where the top roll is corrugated, the strip should extend over the top of the roll. Cutting heads and discharge rolls must be guarded by a solid metal enclosure of substantial construction. The hood of an exhaust system may form part or all of the enclosure. When other

than corrugated top feed rolls are used, an antikickback device should be installed.

Shapers

Shapers must be equipped with a braking device that brings the cutting head to a stop within 10 seconds after power is shut off. Cutting heads must be enclosed by a guard. The guard must not be less than the greatest diameter of the cutter. Whenever possible, hold downs and jigs should be used to limit exposure of hands to cutters. It is good practice when a blade is removed from a spindle for sharpening, or for some other purpose, that all other blades be removed at the same time.

Lathes

Rotating, cutterhead type lathes must be provided with a hinged metal shield or hood that completely covers the knives and material when the machine is in operation. Exhaust system hoods may be included as part of the guard if they comply with standard guard designs. Automatic lathes should be equipped with a brake that brings the rotating material to a quick, but not instantaneous, stop after the power is shut off.

Sanding Machines

Feed rolls of selffeed sanding machines should be protected with a semicylindrical guard to prevent hands from coming in contact with the inrunning rolls at any point. The guard and its mounting should be designed to remain in adjustment for any thickness of stock. Drum/disk sanding machines should have an exhaust hood, or other guard, so arranged as to enclose the revolving drum/disk, except for the working portion of the drum/disk above the table. Belt sanding machines should be provided with guards at each nip point. These guards must effectively prevent hands or fingers from coming in contact with the nip points. The unused run of the sanding belt must be guarded against accidental contact.

Boring and Mortising Machines

The top of the driving mechanism must be enclosed.

Tenoning Machines

Feed chains and sprockets of double end tenoning machines must be completely enclosed, except for that portion of chain used for conveying the stock. Sprockets and chains must be guarded at the sides by plates projecting beyond the periphery of sprockets and the ends of lugs at the rear ends of frames over which feed conveyors run. Each tenoning machine that has cutting heads and saws must be covered by metal guards when used. These guards should cover at least the unused part of the periphery of the cutting head. Where an exhaust system is used, the guard may form part or all of the exhaust hood.

Work Practices

General

Supervisors must ensure that only authorized employees operate and maintain shop equipment. Personnel who are operating, helping, or observing machine operations must comply with the personal protective equipment requirements for the area and particular machine. Employees must not wear loose fitting clothing, rings, bracelets, or other apparel that can become entangled in moving machinery, power transmission apparatus, or moving parts. Also, hair nets or caps should be worn to keep long hair under control and safely away from moving machinery and parts.

Machines must not be operated unless all guards are in place and in working order. For instance, there must be a selfadjusting guard on the working side of the fence on a jointer. However, guards may have to be removed for certain cuts. In those instances, additional precautions must be taken that afford the same protection. For example, narrow cuts on table saws should be performed with feather boards and push sticks. Also, machines must be used only for work within the rated capacity specified by the machine manufacturer. If an employee needs to clear jammed work or clean around the machine, it should be completely stopped and the main power turned off. In some cases, the equipment will also have to be locked or tagged out of service.

Cleanliness around woodworking machinery must be maintained at all times. During cleaning, chips or other particles can be removed by brushes or compressed air. If compressed air is used, the nozzle pressure at the discharge end of the air line should not exceed 30 psi. Compressed air may not be used to blow chips or other debris from a worker's body or clothing.

A machine should never be left unattended with the control switch in the "on" position. Also, no blades, cutter heads, or collars should be placed or mounted on a machine arbor unless it has been accurately sized and shaped to fit the arbor. If blades are dull, badly set, improperly filed, or improperly tensioned, they should be immediately removed from service. Sharpening or tensioning saw blades or cutters must be done only by employees demonstrating the proper skill for this kind of work.

Inspections

Inspections should be performed periodically by a supervisor or other qualified person familiar with the machinery. As a minimum, inspections must determine that:

1.The operator and machine are equipped with the safety accessories suitable for the hazards of the job.

2.The safety equipment is in working condition and in place.

3.The machine operator is properly trained.

Documentation reflecting inspection results must, as a minimum, contain the machine number,

inspection date, discrepancies noted, and corrective actions.

Machine Operators

Operators and others who are exposed to moving parts can get clothing, hair, or body parts caught in the machinery. The chance of these mishaps occurring is greater as fatigue increases or as attention decreases. Pressure to get the job done may result in either overlooking sound work practices or attempting to bypass guards. This is particularly true when the operation requires the removal of guards to make adjustments.

Acquisition

All newly acquired machines should meet the design and construction requirements identified in the OSHA standards. Supervisors needing access to OSHA standards or help in making a guarding determination for a machine not specifically covered by OSHA, should contact their safety staff.

Installation

Machines designed for fixed locations or that might tip over should be securely fastened to the floor or other suitable foundation to eliminate all movement or "walking." Small units should be secured to benches, tables, or stands of adequate strength and design. Weight limitation of floors or foundation should be considered prior to machinery installation.

Machines should be arranged in a manner that permits an even flow of materials and eliminates backtracking and crisscrossing. Adequate space should be provided to allow handling material with the least possible interference from or to workmen or other machines. Machines should be located so it will not be necessary for an operator to stand in or near an aisle. Additionally, the layout of machines should allow for easy maintenance and repair. (For detailed information on shop layout, passageways, and machine clear zones, refer to OSHA standard 1910.21, WalkingWorking Surfaces.)

It is recommended that the height of the table or point of operation above the floor for various machines be as shown in Table 4.1.

Industrial hygienists will determine the requirements for exhaust systems. Normally, machines that develop fine dust and fumes that are hazardous to workers should be equipped with effective hoods and connected to an exhaust system.

Floors and Aisles

Floors and aisles should be kept in good repair and free from discrepancies such as protruding nails, splinters, holes, unevenness, and other tripping hazards. Floors in working areas should also be provided with an effective means to prevent workers from slipping. Aisles and walkways

should be straight as possible, with corners rounded or diagonal. Lines marking the floor around work spaces and aisles may be painted on the floor, or some similar method employed to highlight them.

4.1 Machine Height (in.)

Circular saws (hand fed) 36 "

Circular saws (power fed) 32 "

Band saws 46 "

Shapers 36 "

Jointers 33 "

Lathes 41 "

Sanders 36 "

Radial arm saws 39 "

Training

Employees must be trained on all machinery or equipment they are required to use. Usually, shop personnel are trained by their supervisor or a designated trainer. Only trained personnel or those undergoing supervised on the job training should be allowed to operate shop machinery or equipment. All operators should be trained in the proper operation, safety procedures, hazard recognition, and emergency shutdown procedures for each machine or piece of equipment they use.

The operator training programs should be tailored to an employee's work area. Employees learn more and draw a greater benefit from training that duplicates their daily work rather than a "canned program." As a minimum, the training program should include:

1.The nature of hazards for each piece of equipment.

2.Safety procedures for special setups for each tool.

3.How to perform work in a safe manner.

Additionally, the training should be devised so employees can demonstrate their knowledge and

skills required to perform their tasks. The supervisor must determine that the employee knows and understands the features of the equipment, all applicable safety rules, and is skilled in operating the equipment.

Hazards

Many injuries that occur in woodworking occupations result from employees failing to follow prescribed safe operational practices. These failures arise from worker attitudes, inadequate training, and supervisory failure to enforce safe job procedures. The use of machine guards, environmental controls, good training, and maintenance programs, coupled with supervisory enforcement of protective equipment use and safe job practices can eliminate most mishap producing factors.

Among the most frequently occurring woodworking accidents are two involving saws:

(1) blade cuts or abrasions,

(2) kickbacks.

Circular saw operators are often injured when their hands slip from the stock while pushing it into the saw or when they hold their hands too close to the blade while cutting. Kickbacks occur during ripping when a part or all of the work piece is violently thrown back at the operator.

Operators should keep their face and body to one side of the saw blade, out of line with a possible kickback.

Overhead swing saws and straight-line pull cutoff saws cause hand injuries because of several operational characteristics. Hands are sometimes cut while the saw blade is coasting or idling and the operator attempts to remove a section of board, or while measuring a board and the saw is still running. Also, the operator may pull the saw against his or her hand or may suffer body cuts from a saw that swings beyond its safe limits. Overhead swing saws, like straight-line pull cutoff saws, require many adjustments to permit their full use. Sometimes these adjustments can create additional hazards for the user.

The principal sources of injury connected with radial saw operations are those common to other power driven saw operations. They include cutting injuries to the arms and hands caused by the saw blade, by flying wood chips, and by handling materials. When crosscutting, radial saws cut downward and pull the wood away from the operator and against the fence.

Although injuries from band saws are less frequent and less severe than those from circular saws, they are not uncommon. The usual cause of band saw injuries is the user's hands coming into contact with the saw blade. When hand feeding, the operator's hands must come close to the blade. Therefore, it is particularly important that the saw table be well lighted and free from glare. Band saw point of operations cannot be completely covered. However, an adjustable guard, Ushaped and designed to prevent operator contact with the front and sides of the saw

blade above the upper blade guides, should be set as close as possible to the work piece.

Jig saws are not normally considered hazardous, but occasionally cause injuries to the fingers and hands. Safe operating procedures require the blade be properly attached and secure, the threshold rest (slotted foot) to be on the stock, the guard to be in an effective position, and the operator to keep his or her hands a safe distance away from the blade.

The principal danger in the use of the wood shaper is that hands and fingers might strike the revolving knives. Therefore, a ring guard is suggested. Severe accidents can also result when broken knifes are thrown by the machine. When a shaper knife breaks or is thrown from the collar, the other knife is usually thrown too, so that four or five pieces of heavy, sharp steel are thrown about the shop with sufficient speed to kill a person. The danger from broken or thrown knifes can be eliminated by using solid cutters that fit over the shaper spindle. Also, there are various types of safety collars that can be used to prevent shaper knifes from flying. However, collars should not be considered substitutes for perfectly balanced and fitted knifes of adequate length.

Handfeed jointers or surface planers are, second to circular saws, considered the most dangerous woodworking machines. Most of the injuries are caused by hands and fingers contacting the knifes. Many of these accidents occur when narrow lengths of stock are being jointed. The National Safety Council recommends that holddown push blocks be used whenever the operator joints wood that is narrower than 3 inches . Also, it is mandatory that the unused end of the cutting head be enclosed at all times. A sheet metal telescoping guard is acceptable for this purpose.

Drum, disk, or belt sanding machines should be enclosed by an exhausting dust hood that encloses all portions of the machine except the portion designed for the work feed. Personnel who operate sanders should wear goggles and dust respirators during sanding operations and cleanup. On a belt sanding machine, a guard should be placed at each inrunning nip point on both power transmission and feed roll parts. The unused run of the abrasive belt on the operator's side of the machine should be guarded to prevent contact.

Safety Rules for

Various Woodworking Tools

Every operator should be trained in the safety rules covered here. As a summary, specific safety conditions that demand close attention are listed below. Be sure that the operator checks the manufacturer's manual, understands the requirements, and follows the recommended procedures.

Table Saw Jointer/Planer

1.Feed with body to side of stock. 2.Check depth of cut.

3.Ensure correct blade height. 4.Use minimum length of stock.

5.Use splitter and antikickback 6.Ensure cutters are sharp.

7. Ensure hands do not pass over cutters.

8.Use with stock firm against fence. 9.Use push stick for small stock.

10.Remove rip fence for crosscuts. 11.Check all guards.

12.Use blade guards.

Circular Saw Wood Shaper

1.Use blade guards 2.Clamp work piece

Do not let the blade bind 3.Use correct guard,

Use correct type blade 4.Feed into knifes don't back off

Make sure blade is tight on arbor 5.No feeding between fence and cutters,

Use firm support for work 6.Ensure fence opening is only enough to clear cutters,

Ensure no obstructions 7.Use stock as guard by shaping the side of stock,

Radial Arm Saw Sander

1. Ensure the ripsawing direction

2.Keep hands from abrasive surface of the cut, feed, and antikick

3.Check belt or disk condition.

4.Sand on downward side of disk.

5.Ensure materials are tight to the fence

6.Ensure end plates are on track.

7.Clamp handles tight.

8.Return cutter to rear of track.

9.Use blade guards.

10.Pull for cross cuts.

Lathe

1.Use stock without defects and make sure glued joints are dry.

2.Hold tool rest close to stock.

3.Hold tools firmly in both hands.

4.Remove tool rest when sanding or polishing.

Band Saw

1.Feed with body to side of stock.

2.Set guard height for 0.125inch clearance.

3.Use correct tension and proper type of blade.

4.Release cuts before long curves.

5.Use flat stock.

6.Stop machine to remove scrap or pull out incomplete cut.

Woodworking Machinery Safety Checklist

This safety checklist will help employees and supervisors follow minimal safety practices. This list is not meant to be comprehensive or to form part of any official self assessment practice. Where appropriate, local safety offices and supervisors are encouraged to add to these checklists.

Circular, Crosscut, Rip Saws

Is the table saw equipped with a hood that covers the blade and automatically adjusts itself to the thickness of the material upon which it rides?

29 CFR 1910.213(c)(1)

Does the hood cover the part of the saw blade exposed above the material?

29 CFR 1910.213(c)(3)(e)

Is the hood adaptable to cover tilted blades?

29 CFR 1910.213(a)(6)

Is a spreader provided at the table saw to prevent the wood's internal stresses from clamping down on the saw blade?

29 CFR 1910.213(c)(2)

Are table throat openings kept as small as possible to prevent material from dropping below the level of the table?

29 CFR 1910.212(a)(1)

Are antikickback dogs/fingers or safety holddown wheels installed when material is being ripped?

29 CFR 1910.213 (c)(3)

Is the blade or cutting head inspected for proper cutting condition (i.e.., teeth sharp and properly set, no cracks, free of foreign residue) before a job is started?

29 CFR 1910.213 (s)(1)(i)

Radial Arm Saw

Are radial saws equipped with a hood which encloses a saw blade and the arbor ends?

29 CFR 1910.213 (h)(1)

Is the lower section of the hood adjustable so it rises and falls automatically to the thickness of the material as the saw passes through it?

29 CFR 1910.213 (h)(1)

Is an antikickback device or are holddown wheels installed on saws used for ripping?

29 CFR 1910.213 (h)(2)

Does the device adapt to any thickness of stock to be cut?

29 CFR 1910.213 (h)(2)

Are manually operated radial saws installed so the front end of the table is slightly higher than the rear so the cutting head does not move forward when the motor is turned on?

29 CFR 1910.213 (h)(4)

Does the saw have a positive limitstop to prevent the saw from traveling beyond the front edge of the table?

29 CFR 1910.213 (h)(3)

Is the direction of the saw rotation conspicuously marked on the hood?

29 CFR 1910.213 (h)(5)

Is a permanent decal or sign not less than 1 inch by 0.75 inch , reading "CAUTION; NEVER RIP FROM THIS END" (or the nearest commercially available equivalent) affixed to the rear of the guard at approximately the level of the arbor?

29 CFR 1910.213 (h)(5)

Band Saws

Are both upper and lower wheels completely enclosed on both sides of the band saw?

29 CFR 1910.213 (i)(1)

Is the guard selfadjusting and attached to the gauge so that (in any position of the gauge) the guard will completely cover the portion of the saw blade between the guide rolls and the upper wheel enclosure?

29 CFR 1910.213 (i)(1)

Is the saw equipped with an automatic tension control?

29 CFR 1910.213(i)(2)

Does the feed roll on a selffed band saw have a guard to prevent the operator's hands from coming into contact with the inrunning rolls at any point?

29 CFR 1910.213(i)(3)

Jointers

Is each handfed planer and jointer (with a horizontal or vertical head) equipped with a cylindrical cutting head?

29 CFR 1910.213 (j)(1)

Does the knife on these machines project no more than 0.125 inches beyond the cylindrical body of the head?

29 CFR 1910.213 (j)(1)

Is the opening in the table kept as small as possible?

29 CFR 1910.213 (j)(2)

Is the clearance between the edge of the rear table and the cutting head circle or knife no more than 0.125 inches?

29 CFR 1910.213 (j)(2)

Is the table throat opening no more than 2.5 inches when tables are reset or aligned with each other for a zero cut?

29 CFR 1910.213 (j)(2)

Power Feed Planers

Are feed rolls guarded by a metal strip in front of the rolls under which material may pass, but will prevent an operator's fingers from being drawn into the machine?

29 CFR 1910.213 (n)(3)

Are cutting heads and discharge rolls guarded by a solid metal enclosure of substantial construction?

29 CFR 1910.213 (n)(1)

When other than corrugated top feeders are used, is an antikickback device installed?

29 CFR 1910.213 (n)(4)

Lathes

Is a hinged metal shield or hood (that completely covers the knives and material when the machine is in operation) provided on rotating, cuttertype lathes?

29 CFR 1910.213 (o)(2)

Sanding Machines

Is a guard installed on the feed rolls of selffeed sanding machines?

29 CFR 1910.213 (p)(1)

Are guards installed at each nip point on a belt sanding machine?

29 CFR 1910.213 (p)(4)

Boring and Mortising Machines

Is the unused run of the sanding belt guarded?

29 CFR 1910.213 (p)(4)

