

Iowa County, Iowa
Policy Manual

Title: Evacuation Plans	Reference #: SA005
Section: Safety	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

Purpose

This program was created to ensure the safety and health of our employees and public citizens in county buildings in the event of a workplace emergency. It is understood that each county building is required to have their own emergency procedures manuals specific to their department. Each location will have drills for each emergency on no less than an annual basis.

General Requirements

FIRE

- Evacuation route maps must be posted in each work area. The following information must be marked on the maps:
 - emergency exits
 - primary and secondary evacuation routes
 - locations of fire extinguishers
 - fire alarm pull stations' location
 - assembly points
- Fire Extinguishers must follow OSHA Regulation 1910.157 regarding storage, locations, accessibility, inspections and maintenance.
- If applicable, Fire Prevention plans must be in writing, be kept in the workplace, and be made available to employees for review.
- If applicable, manuals must include policies on how to handle vehicle/equipment fires or fires occurring outdoors.

TORNADO

- Maps must be posted in each work area directing employees to suitable shelter. Routes to and the shelters themselves must be:
 - Clearly marked and well lit
 - Able to accommodate the number of evacuating personnel
 - Unlikely to expose evacuating personnel to additional hazards
- Manuals must include procedures for assisting visitors to shelter, including those with disabilities.
- Manuals must include procedures for assuring all employees are accounted for.
- Policies must include precautions for post-storm happenings.