



Georgia Department of Public Health

South Central Health District

South Central Health District 5-1

Employee Emergency Preparedness Plan

2015



South Central Health District 5-1

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Confirmation Page

Initial	Acknowledgement
	I acknowledge that I have read and understand the Employee Emergency Preparedness Plan.
	I have discussed any questions or concerns with my supervisor.
	I will work with my family to prepare my household according to this plan.
	I acknowledge that I will be asked to report during Public Health Emergencies.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Introduction

Any disaster, natural and man-made, has the potential to create a public health crisis. Our communities desperately need the expertise of public health workers during these times. Therefore, it is vitally important that all employees know that their families, pets, neighbors and homes are prepared and cared for during an emergency. Preparedness gives you a peace of mind so you can do your job during an emergency.

Purpose and Scope

This Preparedness document will give you tools to prepare yourself and your family for your role during Public Health Emergency Response. As part of the South Central Health District family you are important to the mission we have to protect the community we live in from disasters and public health emergencies. In order for you to do your job for the community you first have to take care of your family and home.

During the year our community is hit with severe weather events like thunderstorms, hail, tornados, snow and ice, hurricane and even earthquakes. Some of these things pass without causing damage others can cause significant damage, downed trees, and power outages, loss of heat, fires, flooding, and road closures. Considering these situations, work may well be the last thing on your mind. However, we depend on you as much as your family does to be there when you are needed. So we have to be prepared at home so we can each do what it takes to respond to these disasters and get our community back to normal.

What you are expected to do:

- ✓ **You should keep your supervisor up to date with your home contact information.** Emergencies happen outside regular business hours, so you may be called into work on short notice at odd hours.
- ✓ **You should contact our supervisor if you have questions regarding your assignment or difficulty getting to work.** You may work in other counties and not see your supervisor every day. It is vital that you contact your supervisor directly with any problems or situation updates.
- ✓ **Know the locations of emergency equipment and supplies in the offices you work.** The location of things such as first-aid kits, flashlights, and fire extinguishers is important to your safety and the safety of your colleagues.
- ✓ **Know where and to whom to report.** You may not be reporting to your regular work location during a disaster. If possible, find out in advance where you are assigned to report during an emergency. Find out from your supervisor where you should report each time. Keep your ID badge, legal photo ID and your license or credentials (if applicable) with you at all times. Never leave these at home or work, they may be required for you to actually respond during a disaster. They may also be required for you to get through law enforcement blocks to get to your worksite.
- ✓ **Take part in trainings and exercises.** There is no substitute for hands-on practice to prepare you for the real thing. Treat trainings and exercises as real emergencies because what you practice and how you practice becomes how you will respond.

- ✓ **Keep pagers, cell phones, and radios charged or have fresh batteries at all times.** In addition to having them charged, be familiar and know how they work and have up to date contact list.
- ✓ **Prepare an Office GO KIT of things you need to do your job during an emergency.** These items are job specific, laptop, ipad, cell phone, device chargers, pen and paper. If possible, also prepared a bag with a change of clothes, shoes, snacks, drinks, toothbrush, cleansing cloths, and medication or eyeglasses.
- ✓ **Create a Family Emergency Plan.** Knowing what your family will do and how they will do during an emergency will help you do your job. Have a communications plan, have an emergency kit, have an evacuation plan, have a kit with first-aid supplies, food and water and medication needed for each family member and pet for 3 days.
- ✓ **Vital Records and Important documents.** Make copies of birth certificates, driver's licenses, credit and debit cards, insurance documents, contact lists, medical conditions and prescriptions. Keep copies with your emergency kit or you glove box in case you have to evacuate.
- ✓ **Be assured that you are capable to o the job assigned to you.**
As an employee of South Central Health District you have a specific job you do every day and you have a specific job to carry out during disasters. That job is dependent on the position, license, or training you have been given.
- ✓ **Be familiar with and know how to use job related software and equipment:**
 - **WebEOC, GHA 911, Southern Linc, Surface Pros, Laptops, Ipad, SendSS, and the Emergency Operations Plans. Keep logins with you so that you can access work related sites during an emergency when you may not be in the office or have your computer.**

Emergency Support Function #6 – Mass Care, Emergency Assistance, Housing, and Human Services Annex

Agency: *Public Health and Medical Services*

Functions: *Human Services*

- Executes requirements as defined under the Crisis Counseling and Training Program.
- Provides support within the disaster-affected area through the deployment of pre-rostered human services assessment teams.
- Provides interdepartmental policy and planning, program management, and oversight of HHS staff onsite to HHS regional staff responsible for the coordination of human services provision.
- Provides assistance to State agencies that administer emergency human services programs within the Disaster Recovery Centers.
- Provides subject-matter expertise, consultation, and technical assistance to ESF #6 partners on disaster human services issues (e.g., working with special needs populations, assessing child care needs, accessing HHS programs that address human services needs in an emergency, etc.).
- Coordinates with the ESF #6 lead agencies to ensure that the appropriate benefits are delivered to the impacted population.

- Informs people receiving services under HHS direction about the availability of the National Emergency Family Registry Locator System (NEFRLS) and the National Emergency Child Locator Center (NECLC), and facilitates their access to the system in order to assist displaced adults and medically evacuated patients in reunification with their families.

Provides HHS medical workers to augment health services personnel as appropriate.

- Provides medical care and mental health services for impacted populations either in or outside the shelter locations in accordance with appropriate guidelines utilized by local health agencies.
- Provides technical assistance for shelter operations related to food, vectors, water supply, and waste disposal.
- Assists in the provision of medical supplies and services, including durable medical equipment.
- Coordinates emergency medical care in shelters as needed at the request of affected State(s) in accordance with appropriate guidelines utilized by local health agencies. Department of Health and Human Services Veterinary Medical Services
- Identifies and provides qualified Veterinary Medical personnel for events requiring veterinary medical services or public health support for household pets and service animals.
- Coordinates and provides emergency and disaster-related veterinary medical care services to impacted animal populations (including household pets and service animals) in or outside of shelter locations until local infrastructures are reestablished.
- Provides veterinary public health, zoonotic disease control, environmental health, and related services.

Emergency Support Function #8 –Public Health and Medical Services

Annex

Agency: *Public Health and Medical Services*

Functions: *Human Services*

Public Health and Medical Services provides the mechanism for coordinated Federal assistance to supplement State, tribal, and local resources in response to a public health and medical disaster, potential or actual incidents requiring a coordinated Federal response, and/or during a developing potential health and medical emergency. The phrase “medical needs” is used throughout this annex. Public Health and Medical Services include responding to medical needs associated with mental health, behavioral health, and substance abuse considerations of incident victims and response workers. Services also cover the medical needs of members of the “at risk” or “special needs” population described in the Pandemic and All-Hazards Preparedness Act and in the National Response Framework (NRF) Glossary, respectively. It includes a population whose members may have medical and other functional needs before, during, and after an incident. Public Health and Medical Services includes behavioral health needs consisting of both mental health and substance abuse considerations for incident victims and response workers and, as

appropriate, medical needs groups defined in the core document as individuals in need of additional medical response assistance, and veterinary and/or animal health issues.

ESF #8 provides supplemental assistance to State, tribal, and local governments in the following core functional areas:

- Assessment of public health/medical needs
- Health surveillance
- Medical care personnel
- Health/medical/veterinary equipment and supplies
- Patient evacuation
- Patient care
- Safety and security of drugs, biologics, and medical devices
- Blood and blood products
- Food safety and security
- Agriculture safety and security
- All-hazard public health and medical consultation, technical assistance, and support
- Behavioral health care
- Public health and medical information
- Vector control
- Potable water/wastewater and solid waste disposal
- Mass fatality management, victim identification, and decontaminating remains
- Veterinary medical support

Department of Health and Human Services

Department of Health and Human Services responsibilities are provides information on special needs shelter locations. Ensures that medical treatment is provided at evacuation pick-up and disposition/debarkation sites, as well as on-board evacuation vehicles when required. Ensures medical support is provided to special needs populations and medical victims. Provides information on the transportation assets required to return medical patients and their caregivers/family members back to the affected area once it has been deemed safe.

Public Health's Role during of a public health emergency

South Central Health District detects and responds to public health emergencies by:

- Surveillance or monitoring any health-related changes or patterns
- Investigating underlying causes
- Responding as part of a team
- Providing recovery
- Planning ahead for emergency situations
- Educating citizens about emergency preparedness

Surveillance

"Surveillance" or the tracking of health-related changes or patterns by your local health department team is the foundation of preparedness for a public health emergency. This means health care specialists collect, analyze, and interpret data in order to predict health events.

Investigation

South Central Health District investigates reported illnesses and disease outbreaks and personally interviews victims in order to collect and document illness signs and symptoms. This information helps to develop case definitions so that others suffering from the same infection/contamination can be identified and treated.

Response

South Central Health District must be ready to respond immediately with the staff, medications, and action plans needed to keep the community safe during a public health emergency. In the event of a public health emergency, our health department team:

- Responds as part of a countywide team
- Follows a County Emergency Operations Plan
- Communicates with the local media to keep citizens informed

Recovery

South Central Health District provides help and recovery in the aftermath of an emergency or disaster as a partner with other emergency responders. How does your health department team assist?

- Making sure the food and water supply are safe.
- Ensuring appropriate sanitation practices are followed.
- Following up on surveillance issues for infectious disease or radiation exposure.
- Linking people to community resources.

Planning Ahead

South Central Health District has the staff, medications, and action plans in place to keep you and your family safe.

Education

South Central Health District educates you and your family about emergency preparedness.

Activation during a Public Health Emergency:

Based on activation levels identified in the Emergency Operations Plan you will be called to respond during a Public Health Emergency. You will be notified via work phone, cell phone, email, or fax when and where you are to report during an emergency.

When you can expect to be called:

1. During Exercises to practice our Response Plans
2. During Hurricane Coastal Evacuations (Actual Events and Exercises)
3. Sheltering Events and Exercises
4. During actual Public Health Emergencies in District 5-1
 - Disease Outbreaks
 - Influenza outbreak
 - Botulism
 - Salmonella
 - West Nile virus
 - SARS
 - Significant Weather Related Events
 - Tornadoes
 - Hurricanes
 - Snow and Ice
 - Floods)
 - Contaminated Drinking Water
 - Biological Threat (deliberate or accidental)
 - Anthrax
 - Small pox
 - Cholera
 - Pneumonic plague
 - Chemical Threat (deliberate or accidental) May be in the form of a gas, solid, or liquid
 - Household chemical
 - Hazardous materials waste
 - Radiological Threat
 - Nuclear power plant emergency
 - Bomb

The examples above are just a sample of disasters or events that may require Public Health Activation. There are many others that can occur and activate our response.

During Coastal Evacuation

Laurens County is a receiving county for coastal evacuees. We can expect 5,000 evacuees to arrive in our city looking for shelter, food and medical care. It is our job as Public Health to tend to the needs of these evacuees and that will take a lot of man power and assistance from our partners. How do we do that:

- Environmental Health employees will be asked to inspect shelter facilities and feeding facilities.
- Public Health Nurses and Physicians will be asked to assess and treat physical illnesses.
- Mental Health Professions will be needed to assist with assessment and treatment of mental illness issues.

- Shelters will be opened to house and feed the evacuees the shelters will need approximately 450 volunteers to tend to the needs of these evacuees.

What can you do to be ready today:

BUILD A KIT

A disaster supplies kit is simply a collection of basic items your household may need in the event of an emergency.

Try to assemble your kit well in advance of an emergency. You may have to evacuate at a moment's notice and take essentials with you. You will probably not have time to search for the supplies you need or shop for them.

You may need to survive on your own after an emergency. This means having your own food, water and other supplies in sufficient quantity to last for at least 72 hours. Local officials and relief workers will be on the scene after a disaster but they cannot reach everyone immediately. You could get help in hours or it might take days.

Additionally, basic services such as electricity, gas, water, sewage treatment and telephones may be cut off for days or even a week, or longer. Your supplies kit should contain items to help you manage during these outages.

BASIC DISASTER SUPPLIES KIT

A basic emergency supply kit could include the following recommended items:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Manual can opener for food
- Local maps
- Cell phone with chargers, inverter or solar charger

Once you have gathered the supplies for a basic emergency kit, you may want to consider adding the following items:

- Prescription medications

- Glasses/Contact lenses and solution
- Dentures and denture cleaning supplies
- Infant formula and diapers
- Pet food and extra water for your pet
- Cash or traveler's checks and change
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Emergency reference material such as a first aid book
- Sleeping bag or warm blanket for each person.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes.
- Household chlorine bleach and medicine dropper – When diluted, nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates, paper towels and plastic utensils
- Paper and pencil
- Books, games, puzzles or other activities for children

Remember the unique needs of your family members, including growing children, when making your emergency supply kit and family emergency plan.

For Baby:

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications
- Moist towelettes
- Diaper rash ointment

BASIC FIRST AID KIT

In any emergency a family member or you yourself may suffer an injury. If you have these basic first aid supplies you are better prepared to help your loved ones when they are hurt.

Knowing how to treat minor injuries can make a difference in an emergency. You may consider taking a first aid class, but simply having the following things can help you stop bleeding, prevent infection and assist in decontamination.

- Two pairs of Latex or other sterile gloves if you are allergic to Latex
- Sterile dressings to stop bleeding
- Cleansing agent/soap and antibiotic towelettes
- Antibiotic ointment
- Burn ointment
- Adhesive bandages in a variety of sizes
- Eye wash solution to flush the eyes or as general decontaminant
- Thermometer
- Prescription medications you take every day such as insulin, heart medicine and asthma inhalers. You should periodically rotate medicines to account for expiration dates.
- Prescribed medical supplies such as glucose and blood pressure monitoring equipment and supplies
- Non-prescription drugs:
 - Aspirin or non-aspirin pain reliever
 - Anti-diarrhea medication
 - Antacid
 - Laxative
- Other first aid supplies:
 - Scissors
 - Tweezers
 - Tube of petroleum jelly or other lubricant

VEHICLE

In case you are stranded, keep a kit of emergency supplies in your car. This kit should include:

- Jumper cables
- Flashlights and extra batteries
- First aid kit and necessary medications in case you are away from home for a prolonged time
- Food items containing protein such as nuts and energy bars; canned fruit and a portable can opener
- Water for each person and pet in your car
- AM/FM radio to listen to traffic reports and emergency messages
- Cat litter or sand for better tire traction
- Shovel
- Ice scraper
- Warm clothes, gloves, hat, sturdy boots, jacket and an extra change of clothes
- Blankets or sleeping bags
- Toilet Paper or wipes

Also consider:

- A fully-charged cell phone and phone charger

- Flares or reflective triangle
- Baby formula and diapers if you have a small child
- Baby wipes

Be prepared for an emergency by keeping your gas tank full and if you find yourself stranded, be safe and stay in your car, put on your flashers, call for help and wait until it arrives.

Shelter in Place Plan

What Shelter-in-Place Means: One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place: Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place at Work:

- Close the business. Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.

- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, and customer.)
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials. Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice. Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

Evacuation Plans

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave. Follow these guidelines for evacuation:

- Plan places where your family will meet, both within and outside of your immediate neighborhood.
- If you have a car, keep a full tank of gas in it if an evacuation seems likely. Keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages. Plan to take one car per family to reduce congestion and delay.
- Become familiar with alternate routes and other means of transportation out of your area. Choose several destinations in different directions so you have options in an emergency.
- Leave early enough to avoid being trapped by severe weather.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.

- Be alert for road hazards such as washed-out roads or bridges and downed power lines. Do not drive into flooded areas.
- If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.
- Take your emergency supply kit unless you have reason to believe it has been contaminated.
- Listen to a battery-powered radio and follow local evacuation instructions.
- Take your pets with you, but understand that only service animals may be permitted in public shelters. Plan how you will care for your pets in an emergency.
- Call or email the out-of-state contact in your family communications plan. Tell them where you are going.
- Secure your home by closing and locking doors and windows.
- Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to your home and you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.
- Check with neighbors who may need a ride.

Employee Family Disaster Plan

Employee Name	Home Address	Date

Family Member/Household Contact Info:

Name	Cell Phone	Email	Other Contact

Pet(s) Info:

Name:	Type:	Color:	Registration #:

Our emergency contact outside of our immediate area is:

Name _____ Relationship _____
 W Phone _____ C Phone: _____ Email: _____

Our plan for people in our household with a disability or special need is:

Person's Name:	Plan:
Condition:	
Special Medicine / Equipment Needed:	