

STATE OF INDIANA

BEFORE THE BOARD OF CLARK COUNTY COMMISSIONERS

RESOLUTION NO. 1 -2023

**A RESOLUTION APPROVING AND ADOPTING THE EMERGENCY ACTION PLAN
FOR THE CLARK COUNTY GOVERNMENT CENTER**

WHEREAS, the Board of Commissioners of Clark County, Indiana (the “Board”), is the executive body of Clark County government pursuant to the provisions of I.C. 36-2-2-2; and,

WHEREAS, the Board is also the legislative body of Clark County government pursuant to the provisions of I.C. 36-1-2-9; and,

WHEREAS, the Clark County Emergency Agency has prepared an Emergency Action Plan for the Clark County Government Center; and

WHEREAS, the Board now desires to approve and adopt the said Emergency Action Plan attached hereto as **Exhibit “A”** for the coordination and response to potential emergencies at the Clark County Government Center for the protection and safety of Clark County Government employees and of the general public; attached hereto as **Exhibit “A”**.

NOW, THEREFORE, BE IT RESOLVED by the Board of Clark County Commissioners as follows:

1. The Board hereby Approves and Adopts the Emergency Action Plan for the Clark County Government Center attached hereto as **Exhibit “A”**.
2. This Resolution shall be in full force and effect upon its passage and promulgation as evidenced by the affirmative signatures of the undersigned as the majority of the duly elected and serving members of the Board.

So Resolved this 16 day of February, 2023.

Members voting "NO":

Bryan Glover, Commissioner

Connie Sellers, Commissioner

Jack Coffman, Commissioner

Members voting "YES":



Bryan Glover, Commissioner




Connie Sellers, Commissioner



Jack Coffman, Commissioner

Attested by:



Danny Yost, Clark County Auditor



EMERGENCY ACTION PLAN

for

Clark County Government Center

300 Corporate Drive Jeffersonville, Indiana 47130



DATE PREPARED: 7/15/2022

Revised: 1/15/2023

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIALS:

Name: Commissioner Bryan Glover, Commissioner Connie Sellers, Commissioner Jack Coffman, Attorney Scott Lewis

Gavan Hebner **Phone:** 812-406-9815

(Director of Emergency Management)

EMERGENCY COORDINATOR:

Karen Goodwell **Phone:** 812-207-2992

(Director of Human Resources)

Steve Gill **Phone:** 812-285-6239

(County Recorder)

OFFICE COORDINATOR

Assessor: BUTCH LOVE Phone: 812-285-6226

Auditor: DANNY YOST Phone: 812-285-6221

Commissioners: SABRINA CORBIN Phone: 812-285-6275

Highway Department: SARAH DANIEL Phone: 812-285-6276

Planning & Zoning: STACY GETTINGS Phone: 812-285-6277

Treasurer: MONTY SNELLING Phone: 812-285-6209

Recorder: STEVE GILL Phone: 812-285-6239

Surveyor: DAVID RUCKMAN Phone: 812-285-6281

Veterans Service Office: RONNIA IGLESIAS Phone: 812-285-6345

EVACUATION ROUTES

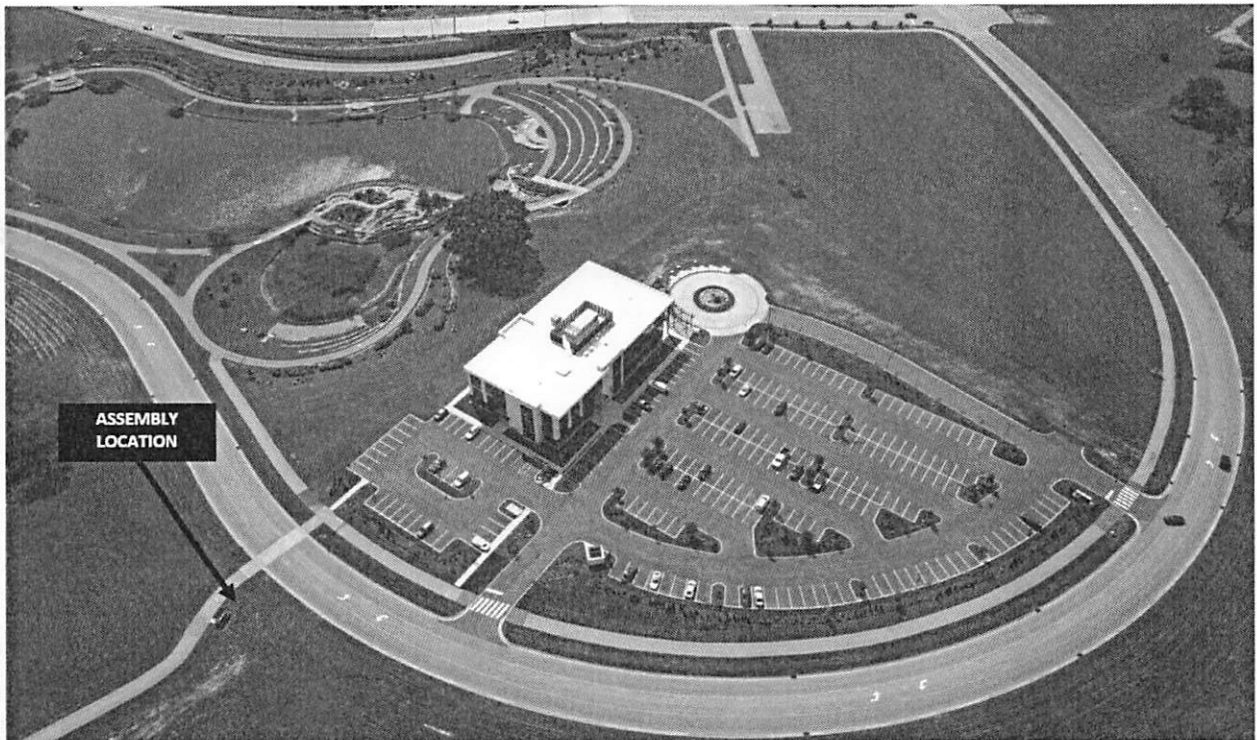
Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

1. Emergency Exits
2. Evacuation Routes
3. Locations of Fire Extinguishers
4. Weather Safe Zones

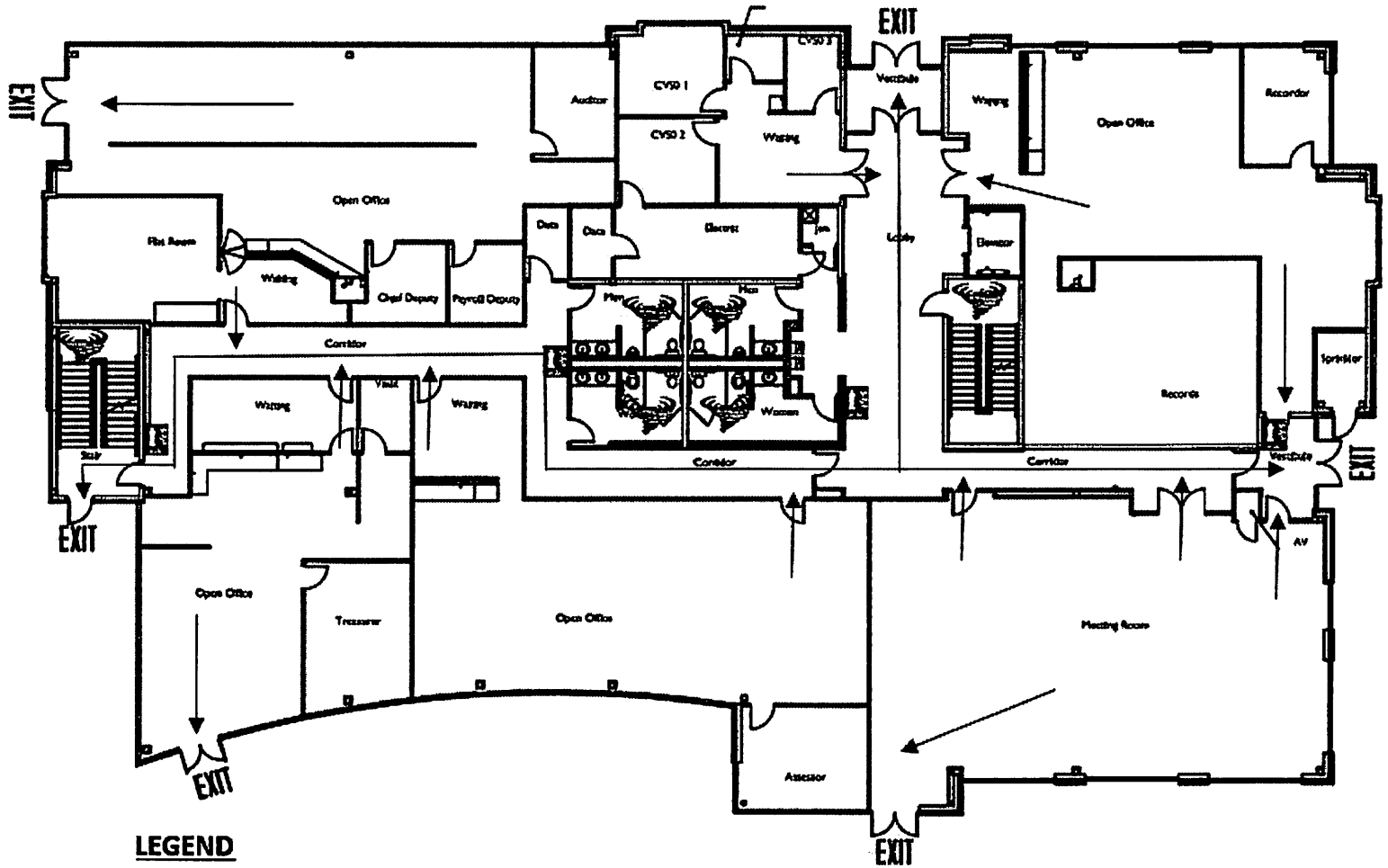
Site personnel should know at least two Evacuation Routes, and their nearest Weather Safe Zones. Elevators should not be considered for Evacuation Routes.

ASSEMBLY LOCATIONS

Personnel should report to the below locations following a building evacuation. Office and Floor Coordinators should check all assembly locations to account for employees or visitors on site.



EMERGENCY EVACUATION ROUTES (FIRST FLOOR)

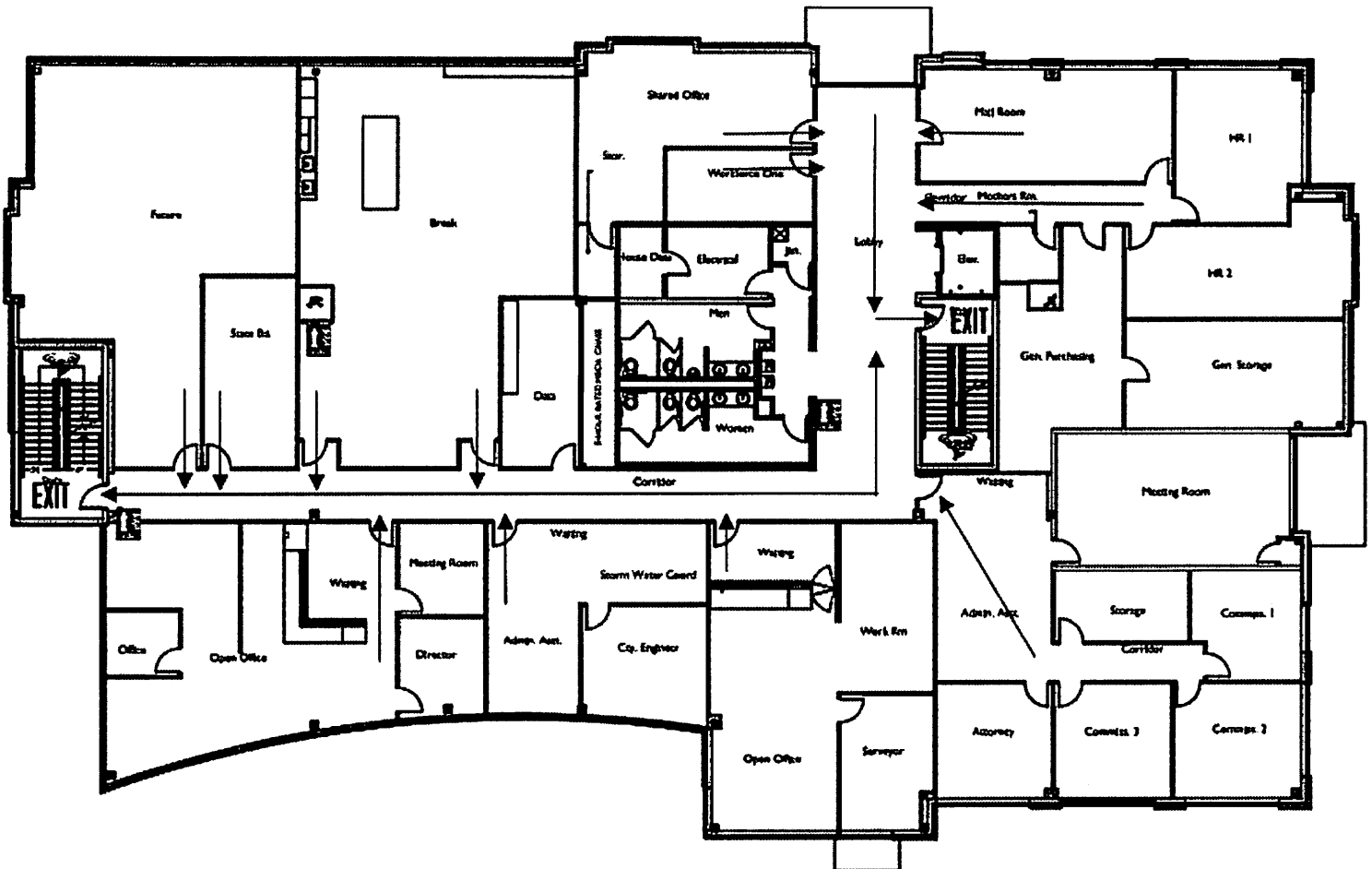


LEGEND




- Weather Safe Zone
- Emergency Exit
- Fire Extinguisher

Clark County Government Center First Floor

EMERGENCY EVACUATION ROUTES (SECOND FLOOR)



LEGEND

- Weather Safe Zone 
- Emergency Exit 
- Fire Extinguisher 

Clark County Government Center Second Floor

EMERGENCY PHONE NUMBERS

Jeffersonville Fire Department: 812-246-0357

Jeffersonville Police Department: 812-246-6996

Clark County Sheriff's Office: 812-246-6997

New Chapel EMS: 812-283-3911

Clark County Emergency Management: 812-406-9815

Clark County Building Operations: 812-704-8086

Clark County 911: 812-246-6998

UTILITY COMPANY EMERGENCY CONTACTS

ELECTRIC: Duke Energy – 1-800-521-2232

WATER: Indiana American Water – 1-800-492-8373

GAS: CenterPoint Energy – 713-207-2222

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- **MEDICAL**
- **FIRE**
- **SEVERE WEATHER**
- **BOMB THREAT**
- **CHEMICAL SPILL**
- **EXTENDED POWER LOSS**
- **ACTIVE SHOOTER/ACTIVE AGRESSOR**

MEDICAL EMERGENCY

- **Call 911**
Provide the following information:
 - a. Nature of medical emergency,
 - b. Location of the emergency (address, building, room number), and
 - c. Your name and phone number from which you are calling.
- **Do not move victim unless absolutely necessary.**
- **Call personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help.**
- **If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:**
 - 1. **Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).**
 - 2. **Clear the air passages using the Heimlich Maneuver in case of choking.**
- **In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.**

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm
- Notify the Jeffersonville Fire Department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:

Voice

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must:

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Jeffersonville Fire Department personnel with the necessary information about the facility.

Floor and Office Coordinators must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly areas.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

EXTENDED POWER LOSS

In the event of extended power loss to the Government Center, certain precautionary measures should be taken depending on the environment:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- During freezing temperatures, Building Operations should turn off and drain the following lines in the event of a long-term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of Heat and Power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: _____

Phone Number: _____

- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS:

BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY - SEX: Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____

ORIGIN OF CALL: Local _____ Long Distance _____

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Foul
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred	<input type="checkbox"/> Good
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Poor
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> Other
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal	
<input type="checkbox"/> Other	<input type="checkbox"/> Other	
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory
<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Machines
<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Music
<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Office
<input type="checkbox"/> Region	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machines
	<input type="checkbox"/> Angry	<input type="checkbox"/> Street
	<input type="checkbox"/> Irrational	<input type="checkbox"/> Traffic
	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Trains
	<input type="checkbox"/> Emotional	<input type="checkbox"/> Animals
	<input type="checkbox"/> Laughing	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Voices
		<input type="checkbox"/> Airplanes
		<input type="checkbox"/> Party
		<input type="checkbox"/> Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor immediately.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued, seek shelter inside. Consider the following:
 - Designated Weather Safe Zones, or
 - Small interior rooms on the lowest floor and without windows, or
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

SEVERE WEATHER AND NATURAL DISASTERS (CONTINUED)

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

ACTIVE SHOOTER / ACTIVE AGRESSOR

PURPOSE

Active shooter situations happen anywhere and without warning. The random nature of active shootings means that threats cannot be predicted, only responded to.

WHAT IS AN ACTIVE SHOOTER?

An Active Shooter is when a person is actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms. An evolving trend utilizing improvised explosive devices (IEDs), targeting victims and first responders, has recently been seen in active shooter incidents.

HOW TO RESPOND TO AN ACTIVE SHOOTER

Quickly determine the most reasonable way to protect your life:

1. RUN

If there is an accessible escape path, try to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent others from entering areas where the active shooter may be
- Follow the instructions of any law enforcement officer.
- Keep your hands visible.
- Not move wounded people.
- Call 911 once you are safe.
- Provide details of active shooter's description and location to responding law enforcement, if asked.

HOW TO RESPOND TO AN ACTIVE SHOOTER (CONTINUED)

2. HIDE

To prevent an active shooter from entering your hiding place:

- Lock the door
- Block the door and hallway glass with heavy furniture.
- If the door doesn't lock and there is no heavy furniture to use as a barricade, use improvised methods to prevent the door from opening.

If evacuation and hiding are impossible:

- Remain calm
- Quickly formulate a plan for yourself or with others to engage the active shooter.
- Dial or text 911, if possible, to alert the police to the active shooter's location.

As a last resort, and only if your life is in imminent danger, try to disrupt or incapacitate the active shooter by:

3. FIGHT

- Attacking from ambush.
- Attacking from ambush and multiple directions if in a group.
- Utilizing blunt objects to incapacitate the active shooter and separate him/her from his/her weapon or gives up.
- Restraining and securing the active shooter by whatever means are required and available until police arrive.

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow the officer's instructions.
- Put down any item in your hands.
- Immediately raise your hands and spread your fingers.
- Keep your hands visible at all times.
- Do not make quick movements towards officer, or attempt to hold on to them for safety.
- Do not point, scream, or yell.
- Do not stop to ask officers for help or direction when evacuating.

Once you have reached your assembly point (Review Identified Assembly Locations), you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned.

DEALING WITH INJURED PEOPLE

- The first officers to arrive at the scene will not stop to help the injured. Until the area is secured, you may have to treat the injured as best as you can. Remember basic first aid: For bleeding, apply pressure and elevate. To apply pressure, use items such as clothing, paper towels, feminine hygiene products or newspapers.
- Expect rescue teams of additional officers and emergency medical personnel to follow the initial responding officers. These rescue teams will treat and remove the injured people.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

Work Area	Name	Job Title	Assignment

Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.

