

SECTION VII

**SAFETY POLICY
AND PROCEDURES**

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1.0 STATEMENT OF POLICY

It is the policy of Rowan County to provide safe working conditions, personal protective equipment (PPE) as required, safe equipment, proper job instructions, adequate supervision and frequent review of working practices to assure that employees can perform their jobs safely and productively.

Workplace accidents place an unnecessary financial burden on taxpayers. Most accidents can be prevented by training, common sense, and diligence from employees and supervisors. Therefore, it is the responsibility of each employee, and especially those in a supervisory capacity, to assure that work is planned, performed, and supervised with safety in mind, and that all necessary safety requirements are in place.

It is the policy and intention of the County that a comprehensive safety program will be followed.

In support and recognition of the importance of a vigorous safety program, the County Risk Manager is hereby directed to implement a comprehensive safety program in accordance with the Rowan County Safety Guidelines.

2.0 PERSONAL PROTECTIVE EQUIPMENT PROGRAM

2.01 OSHA STANDARD 1910.132

"Protective equipment including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards or processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the functions of any part of the body through absorption, inhalation or physical contact."

2.02 GENERAL POLICY STATEMENT

Rowan County, in compliance with State and Federal guidelines concerning personal protective equipment and for the protection of its employees, shall develop a personal protective equipment program, which shall operate under the guidelines contained herein.

2.03 PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM GUIDELINES

Scope

- (a) This program shall apply to those employees exposed to hazards while on or off County property while engaged in County business within the scope of their prescribed duties.
- (b) The Personal Protective Equipment Program shall consist of the following elements:

Responsibilities of Risk Management, Directors/Supervisors, and Employees
Hazard Assessment and PPE Selection
Employee Training
Cleaning and Maintenance of PPE
Documentation

2.03.01 RESPONSIBILITIES OF RISK MANAGEMENT

The Risk Manager is responsible for the development, implementation and administration of the PPE Program and requirements. This involves:

- Conducting workplace hazard assessments to determine the presence of hazards that necessitate the use of PPE.
- Assist Directors and/or Supervisors with PPE selection.
- Review, update, and conduct PPE hazard assessments whenever:
 - a. There is a change in job duties
 - b. New equipment is used
 - c. There has been an accident

- d. A director and/or supervisor requests it, or
- e. Annually as part of the annual safety audit.
- Maintaining records on hazard assessments.
- Maintaining records on PPE training.
- Provide training, guidance, and assistance to supervisors and employees on the proper use and cleaning of approved PPE.
- Periodically re-evaluating the suitability of previously selected PPE.
- Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

2.03.02 RESPONSIBILITIES OF DIRECTORS AND/OR SUPERVISORS

Directors and/or Supervisors have the primary responsibility for implementing and enforcing PPE use in their work area. This involves:

- Providing appropriate PPE and making it available to employees.
- Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
- Ensuring that employees properly use and maintain their PPE and follow Rowan County's PPE policies and procedures.
- Notify Risk Management when new hazards are introduced or when processes are added or changed.
- Ensure that defective or damaged PPE is immediately disposed of, repaired, or replaced.

2.03.03 RESPONSIBILITIES OF EMPLOYEES

The PPE user is responsible for following the requirements of the PPE Program. This involves:

- Properly wearing PPE as required.
- Attending required training sessions.
- Properly caring for, cleaning, maintaining, and inspecting PPE as required.
- Following Rowan County's PPE policies and procedures.
- Informing supervisor of the need to repair or replace PPE.

Failing to utilize protective equipment issued by the County in situations requiring such equipment may result in disciplinary action up to and including dismissal.

3.0 BLOODBORNE PATHOGENS

Bloodborne pathogens are disease-causing microorganisms that may be present in human blood, tissues, or bodily fluids. The Occupational Safety and Health Administration (OSHA) has adopted a Standard (29CFR 1910.1030) that is intended to protect workers from Bloodborne pathogens such as the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV) or AIDS.

Rowan County seeks to protect its employees from the occupational acquisition of communicable diseases. Employees, volunteers, students, trainees, and observers whose job functions might involve the potential of occupational exposure to blood or body fluids as a result of contact with patients and clients must follow Rowan County's Exposure Control Plan that is found under Section VIII of this manual. All employees are expected to follow this policy whether care is provided in a County department, home laboratory, or in the community. The blood and body fluids of others will be treated as potentially infected. Universal precautions will be followed. It is the responsibility of the employee to follow all precautions including use of PPE (Personal Protective Equipment). Willful violations of the Exposure Control tenets or negligence may result in disciplinary action up to and including dismissal. Any exposure must be reported immediately to the supervisor.

3.01 HEPATITIS B VACCINATIONS

As a part of a comprehensive safety program, the County shall make the Hepatitis B vaccination series available to all employees whose job functions might involve the potential of occupational exposure. Post-exposure evaluation and follow-up shall be given to all employees who have an exposure incident.

Rowan County has deemed certain positions to potentially encounter an occupational exposure. All employees performing such job functions must begin receiving the vaccine series within ten (10) working days of initial assignment unless the employee has previously received the complete Hepatitis B vaccine series, antibody testing has revealed that the employee is immune, or the vaccine is contradicted for medical reasons.

If the employee initially declines the Hepatitis B vaccine, the County shall require the employee to complete the Waiver for Hepatitis B Vaccine form in compliance with OSHA Standard 1910.1030. The completed form will be kept in the employee's medical file in Human Resources. If at a later date, while still covered under OSHA 1910.1030, the employee decides to accept the vaccination, the County shall make it available at that time. The employee will be required to provide a completed authorization form for each visit to the Rowan County Health Department in order to receive each dosage of the Hepatitis B vaccine series. There is no charge to the employee or the department.

4.0 DRIVER QUALIFICATIONS AND RESPONSIBILITIES

In keeping with the County's commitment to creating and maintaining a safe environment for County employees and the general public, this policy sets forth minimum standards for drivers of County vehicles and employees who drive private vehicles to carry out County business. All employees who operate motor vehicles on County business are subject to the guidelines of the policy and are expected to do so in a safe and responsible manner, and adhere to all applicable motor vehicle laws.

4.01 AUTHORIZED USE

The use of a County vehicle and equipment owned or leased by the County are for **Official Use Only**. Rowan County has adopted the North Carolina General Statutes governing the operation of vehicles. General Statute 14-247 states that it shall be unlawful for any officer, agent or employee of the state to use for any private purpose whatsoever any motor vehicle of any type or description whatsoever belonging to the state, or any County, or any institution or agency of the state. Vehicles and equipment will not be used for personal business or gain. Only authorized County employees or authorized contract personnel may drive or operate a County owned or leased vehicle, heavy equipment, tractor, mower, tools or other County property. The only passengers permitted are County employees, clients, contractors, contract personnel or other persons normally transported as a function of the mission of the departments. Employees, whose positions necessitate taking County vehicles home, should travel to and from their worksite by the safest, shortest route. Approved commuters are permitted the use of County vehicles assigned to them for: 1) Travel between work and home, or 2) to obtain meals and other work-related necessities while on duty.

Ride along programs that are part of services provided to Rowan County citizens (i.e. internships, senior projects, Leadership Rowan Project) are authorized as long as a Rowan County waiver of liability is completed and each individual is fully aware of the risks of the "Ride Along Program".

4.02 DRIVER QUALIFICATIONS

- a) As part of pre-employment screening, applicants for positions that routinely require operation of a motor vehicle will have their Motor Vehicle Records (MVR) reviewed prior to hiring. Excessive traffic violations may disqualify the prospective employee. Current employees who routinely operate a motor vehicle on County business will have their MVR's routinely monitored through the North Carolina Department of Transportation, "Transportation Notification System".
- b) County employees who routinely (at least once per week) drive a County vehicle are required to report convictions of moving violations to their supervisor, who will inform the Risk Manager. This report is required whether or not the offense occurred on personal or county time. Further, any suspension, revocation, cancellation of an employee's driver's license or loss of qualification must be reported to the supervisor and the Risk Manager. The report must be in writing by close of business

(COB) on the day the conviction or loss of privilege occurs. The supervisor will forward these reports to the Risk Manager by the COB on the following work day.

4.03 DRIVING PRIVILEGES

Rowan County drivers that do not meet the driving standards will lose driving privileges. This policy applies to employees who drive a County or personal vehicle on County business. The following criteria shall be followed in determining an unacceptable driving record for job applicants and for the evaluation of existing County employees:

1. A current suspended, revoked, expired or otherwise invalid driver's license.
2. One (1) conviction of manslaughter or death by vehicle.
3. One (1) conviction of driving while intoxicated, impaired, or under the influence of drugs or alcohol within the last three (3) years.
4. Willful refusal to submit to a blood or breath alcohol test within the last three (3) years.
5. Two (2) convictions of driving while intoxicated, impaired, or under the influence of drugs or alcohol within the last five (5) years.
6. Two (2) speeding violations of driving over 15 miles per hour at a speed higher than 55 mph in the last three (3) years.
7. Two (2) convictions of reckless driving within the last three (3) years.
8. A combination of any three (3) or more moving violations or at-fault automobile accidents within the last three (3) years.
9. A combination of any two (2) or more moving violations or at-fault automobile accidents within the last year.
10. Currently operating a vehicle without insurance.

A conviction is based on a decision by a judge or an admission of guilt by signing the backside of the citation and paying the fine. The fact that a plea of nolo contendere was accepted or that a prayer for judgment or limited driving privileges was granted shall not affect the determination of an unacceptable driving record. An employee's driving record will be considered unacceptable and County driving privileges will be suspended during the period charges are pending a court decision.

An employee who loses County driving privileges will be subject to disciplinary action up to and including dismissal. An employee in a position for which driving constitutes an essential function and loses County driving privileges will be dismissed if the department director determines that no other position is available.

4.04 ALCOHOL, DRUGS, TOBACCO AND FIREARMS PROHIBITED

Alcoholic beverages, tobacco products or any illegal drugs are not permitted in County vehicles at any time. Law enforcement personnel may transport lawfully confiscated alcoholic beverages or drugs. Firearms are also prohibited in County vehicles at any time unless controlled by a sworn law enforcement officer or an employee with a valid concealed carry permit.

4.05 VEHICLE SAFETY

Vehicles, when left unattended for any reason, must have the keys removed, windows closed and the doors locked to prevent unauthorized use or theft of the vehicle or its contents. The employee shall remove and safely store equipment that cannot be adequately secured inside the vehicle to prevent theft of equipment.

To assure the safety of all personnel, safety belts must be worn by operators and passengers in all vehicles operated by the department at all times. The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle they are operating.

No person shall operate a department vehicle in which any safety belt in the driver's seating position is inoperable. No person shall be transported in a seating position in which the safety restraint is inoperable.

Employees are expected to refrain from using a cell phone while driving. Safety must come before all other concerns. If a call must be placed or taken, employees are required to pull off the road to a safe location to complete the call. If calls are regular and frequent in performing the duties of the position, hands-free equipment is highly recommended. County employees are prohibited from sending or receiving text or email messages while driving.

4.06 MAINTENANCE AND REPAIR

In the event of a mechanical breakdown or an auto accident, the vehicle should be towed to the County approved facility chosen by the County.

4.07 VEHICLE INSPECTION BEFORE DRIVING

Before operation, the driver will check the vehicle for any damage to the body or interior. All operators of County vehicles should check the tires to ensure that all tires have adequate tread and the tire pressure is maintained in accordance with vehicle specifications. Any defects that would affect the safe operation of the vehicle shall be reported to the driver's supervisor for correction before the vehicle is used.

4.08 INCIDENTS AND ACCIDENTS

All vehicle operators are required to report any accident or other event involving a County vehicle immediately, or as soon as possible, to their direct supervisor and the Risk Manager. In the event of an accident, the vehicle operator shall:

1. Contact 911 for dispatch of law enforcement regardless of the extent of damages.
2. Not discuss the circumstances of the accident with anyone other than the investigating officer, County Risk Manager, supervisor, or individuals conducting an internal investigation.

3. Make no attempt to reach a settlement.
4. Get the name, address, and phone number of all involved parties and witnesses.
5. Take photographs of the accident (i.e. all vehicle damages, skid marks, signage).

A County Vehicle Incident Report must be completed in its entirety by the employee immediately following the accident, or as soon as possible, and sent to the Risk Manager. If a police report is prepared, the driver and the supervisor or Department Director shall be responsible for getting a copy of the report and forwarding to the Risk Manager. If there is a serious injury, death, or property damage the Risk Manager and County Manager must be contacted immediately.

4.09 POST-ACCIDENT DRUG TESTING

As soon as possible after an accident, but no later than three (3) hours, the driver of the vehicle will take a drug test at an accredited facility chosen by the County. Failure to report for testing within three (3) hours after an accident may result in disciplinary action. A seriously injured driver, who cannot provide a sample at the time of the accident, must provide necessary authorization for the County to obtain hospital or other records that would indicate the absence or presence of drugs and/or alcohol. Failure or refusal of a driver to be tested or to authorize the release of pertinent medical records will result in disciplinary action up to and including dismissal.

4.10 DEFENSIVE DRIVING TRAINING

Each employee who is assigned a County vehicle or who drives a personal vehicle to conduct County business shall be required to attend Defensive Driving courses facilitated by the Risk Manager.

County employees involved in a preventable motor vehicle accident, while operating a County vehicle, may be required to take a driver refresher course. The course will be scheduled by the Risk Manager and conducted as necessary. Failure to satisfactorily complete the course may result in suspension of driving privileges in County vehicles.

4.11 INCLEMENT WEATHER

In the event of inclement weather, when it is unsafe to operate a County vehicle due to snow, ice, sleet, high winds, etc., County vehicles may be grounded at the direction of the County Manager.

4.12 EMPLOYER RESPONSIBILITIES

The Risk Manager will maintain a record of driving related information on drivers employed by the County, including the notices of conviction or disqualification. No supervisor may allow anyone to operate a County motor vehicle while under a disqualification. Department Directors may suspend an employee's privilege to drive County vehicles or operate equipment, if the

Director determines the employee is unsafe or it is not in the best interest of the County for the employee to drive or operate equipment.

4.13 CONCLUSIONS

These regulations are of a serious nature and consequently could affect the ability of an employee to earn a livelihood. It is the responsibility of the supervisors to communicate these regulations to their employees.

5.0 FIT FOR DUTY POLICY

County employees are expected to report for work and remain at work in a condition to perform assigned duties and not under the influence of any substance which may impair performance. Safety sensitive employee shall not use alcohol within eight (8) hours before going on duty or operating a motor vehicle.

An employee shall notify his/her Department Director if charged off the job for driving while impaired (DWI) or driving under the influence (DUI) or for the use, sale, or possession of a controlled dangerous substance within forty-eight (48) hours of the incident. The Department Director, in consultation with the Risk Manager, will investigate the incident and if it is found to have a direct relationship to the employee's job duties and responsibilities, appropriate action may be taken.

5.01 PRESCRIPTION OR OVER-THE-COUNTER DRUG REQUIREMENTS FOR SAFETY-SENSITIVE EMPLOYEES

In the interest of protecting employees and others, safety-sensitive employees must make sure that any prescribed drug or any combination of drugs being taken will not adversely impact their ability to perform assigned duties. The prescribing physician must approve the medications to ensure that the employee's job duties can be performed safely. This approval must be reported to the Risk Manager. Employees can obtain a Medication Approval Form from Risk Management. This form must be returned to Risk Management within 7 days from the date of return to work or from the start of taking the medication(s), whichever is earlier. If an employee or supervisor has any questions, the employee should contact the Risk Manager.

Employees will be provided a copy of their job description for their treating physician and must additionally explain their job duties in depth to their doctor and ensure that use of prescribed medications will not pose a safety risk to themselves, other employees, or the general public.

If the employee's use of prescription or non-prescription drugs has endangered the employee, other employees or the public, or has contributed to an accident, the employee may be subject to discipline, up to and including dismissal.

Side Effects

Employees who experience side effects or do not feel fit for duty, regardless of medications or previous approvals, must consult their personal physician and immediately refrain from performing hazardous activities, including driving and working with machinery.

Confidentiality of Records and Verification

Medication approval forms will be kept in the employee's confidential medical file located in Human Resources. Compliance with HIPPA regulations will be adhered to at all times.

5.02 EMPLOYEES SUSPECTED OF BEING IMPAIRED

An employee who suspects that a co-employee may be under the influence of a substance which impairs performance should immediately notify his or her supervisor or some other member of management in order that the employee suspected of being impaired can be observed and evaluated by management and, if possible, medical personnel. For further information regarding Reasonable Cause or Suspicion Testing, refer to the Drug and Alcohol Policy.

6.0 LOCKOUT/TAGOUT (LOTO) OSHA STANDARD 1910.147

To ensure a lockout or tagout is performed before attempting any servicing or maintenance of machines/equipment in which the unexpected energization, start-up, or release of stored energy could cause injury to employees. LOCKOUT is the preferred method, and will be used when possible, of isolating machines or equipment from energy sources.

6.01 LOCKOUT/TAGOUT PROCEDURES

Scope: This procedure covers the necessary safety precautions and procedures for servicing and maintenance of machines and equipment in which the unexpected energization or start up, or release of stored energy could cause injury to employees.

Purpose: This procedure covers the minimum requirements for lockout and/or tagout of energy isolating devices to protect employees from hazardous energy including electrical, mechanical hydraulic, pneumatic, or other energy. It will be used as a facility wide general procedure for isolating all potentially hazardous energy (lockout/tagout) before employees perform any servicing and maintenance activities where unexpected energizations, start up or release of stored energy could cause injury. This procedure, when used in conjunction with the specific information recorded on the attached pages of this procedure, provides the necessary information for lockout/tagout.

Responsibility: The responsibility for seeing that this procedure is followed is binding upon all employees. All employees shall be instructed in safety significance of the lockout procedure by the department director or supervisor. Each new or transferred affected employee shall be instructed by the director or supervisor tasked in the purpose and use of the lockout procedure.

Preparation for Lockout: Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorization should be obtained.

Sequence of Lockout Procedure:

1. Only trained, authorized employees can lockout/tagout.
2. All affected and other employees working in or entering work areas where lockout/tagout is performed must be trained.
3. Determine all energy isolating devices requiring lockout/tagout to ensure effective control of hazardous energy.
4. Determine the type and magnitude of the energy and required controls.
5. Notify all affected employees of the plans to lockout/tagout.
6. Shutdown the equipment / process by normal procedures.
7. Locate the necessary energy isolating device(s) to equipment/process and operate them to isolate energy sources and affix lockout/tagout devices.
8. Relieve all stored or residual energy and take appropriate measures to ensure it does not reaccumulate. Affix lockout/tagout device as necessary.

9. Verify energy isolation and relief of stored energy after ensuring employees are not exposed and before beginning work. After start buttons are activated, press the stop button.
10. Perform the servicing and maintenance.
11. To safely restore machines, equipment or process to normal production operations, replace all guards and safety devices, remove all personnel, and remove all tools and equipment.
12. Notify affected employees.
13. Remove lockout/tagout devices (by authorized employee installing lockout/tagout devices).

Lockout/Tagout Device Removal: When it becomes necessary to remove the lockout/tagout devices of an employee who is unavailable at the facility, it can be done only by an authorized employee. A “Turn over Report” must be completed prior when a lockout might need to be removed by another authorized employee.

Group lockout/tagout: When a lockout/tagout job involves numerous lockout/tagout devices and many employees, a group lockout/tagout procedure may be used. A separate, special written procedure or permit is required.

Contractors: All contractors must comply with the lockout/tagout procedures specified by an authorized employee. Authorized employees of the County must not violate the contractor’s lockout/tagout.

7.0 CONFINED SPACE OSHA STANDARDS

It is the policy of Rowan County to comply with the Occupational Safety and Health Act (OSHA) Confined Space Standards (1910.252, 1926.21, 1926.352, 1926.353, and 1910.146) and proposed NIOSH Standards.

The Confined Space Policy describes the guidelines and procedures to be followed by employees when entering and working in confined spaces and to reduce the incidence of confined space accidents, injuries, and illnesses. The procedures and guidelines apply to all County employees (temporary, regular, part-time, and full-time) who, while performing their jobs, are exposed to or enter confined spaces. Visitors, vendors, contractors and any other non-employee will not be allowed to enter any confined space owned by Rowan County unless a valid “Hold Harmless Agreement” is on file for such person(s) and all specified safety procedures have been covered.

Detailed policy guidelines and procedures can be resourced in the Confined Space Policy Manual. Confined Space Policy Manuals are located at applicable County locations.

8.0 EMERGENCY ACTION AND FIRE PLAN

Rowan County Government requires that during every emergency an organized effort be made to protect personnel from injury and to minimize property damage. All of Rowan County Government's resources can be made available to respond to an emergency. Each Department Director and supervisor must know what to do during an emergency and must be certain that employees understand their roles. Rowan County Government's Master Emergency Response Plan (MERP) delineates lines of authority and responsibility for emergency response. In this context, a major emergency may be one of the following: a major loss to a building or facility; and emergency involves more than one building or facility; a situation in which a choice must be made in the assignment of relative levels of authority among emergency response groups; potential hazard to the surrounding community; threat; civil disturbances or alerts; natural disasters such as earthquakes, floods, or severe weather; and countywide electrical power or other utility failure.

During response to such major events, if deemed necessary by the County Manager or the Emergency Services Chief, fire or police may be summoned, and the Director of Emergency Services would take charge. The primary responsibility of the Emergency Services Chief is to ensure that priorities are established, that the response is appropriate and adequately implemented, and that the proper notifications are made. In most cases the direct involvement of local supervision and remedial action will be necessary. Adequate emergency response will be made at county government level, with support from fire, medical, protective services and other support organizations.

The underlying philosophy of the emergency response plan is the recognition that each employee has a vital role and basic responsibility in the area of safety and emergency action. The only reasonable expectation is that at the onset of an emergency the initial response will be at the individual level.

Levels of responsibility proceed downward from top management while action and response levels proceed upward from the first person involved. Don't be afraid to call outside assistance like police and firefighters. Dial 911. When the police, firefighters or paramedics arrive, they will take control of the situation. Notify management as soon as practical, which means after all immediate responses have been exercised.

(Rev. 09/04/18)

8.01 ON-SCENE COMMAND

The 911 Operator will dispatch the appropriate emergency response unit, based on the nature of the incident. An orderly transfer of responsibility is then made from the local building or facility organization to this responding unit. The examples listed below identify the most likely outside incident commander for the following types of emergencies:

Bomb Threat/Bomb Search: Ranking Police Officer

Injury:	EMS Personnel
Fire:	Ranking Fire Officer
Civil Disturbance:	Ranking Police Officer
Chemical Spills:	Ranking Fire Officer, Special Toxic Clean up crew or alternate
Power Outage:	Electric Company personnel, or County Facilities Management Department Personnel
Mechanical Utility Failures:	County Facilities Management Department Supervisor or Designee

In most emergencies the person who should be in charge is obvious. However, an emergency might arise that requires the major involvement of more than one emergency-response group. In such a case the ultimate authority among those on the scene will be the Emergency Services Chief. In this event, the County Manager should be consulted for direction.

8.02 SUPERVISORY RESPONSIBILITIES

During an emergency, the supervisor must:

1. Ensure that those under his or her supervision are familiar with the plan for the building, particularly the recommended exit routes and how to report an emergency.
2. Render assistance to the person in charge during an emergency, as required.
3. Maintain familiarity with the shutdown procedures, if applicable, for all equipment used by those under his or her supervision.
4. Know the location and use of all safety equipment on his or her floor or area of responsibility.
5. Keep employees from reentering an evacuated area until reentry is deemed safe and is permitted by cognizant emergency personnel.
6. Employees not involved in the emergency must stay away from the scene and follow the instructions issued over the public address system or directly from the person in charge. The sounding of a fire bell or voice alarm (where fire bells are not installed) means immediate evacuation by the nearest exit. Employees must not reenter an area that they have evacuated until notified that it is safe to return.

8.03 EMPLOYEES' RESPONSIBILITIES

Employees, other than emergency-response groups, involved in any emergency greater than a minor incident are expected to act as follows:

1. If there is threat of further injury or exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity. If there is no threat of further injury or exposure, leave seriously injured personnel where they are.

2. Report the emergency immediately by phone to the 911 Operator. State what happened, the specific location, whether anyone was injured, and your name and phone number. Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident.
3. Show the ranking emergency-response officer where the incident occurred, inform him or her of the hazards associated with the area, provide any other information that will help avoid injuries, and do as he or she requests.
4. During severe weather, such as tornadoes or violent thunderstorms, employees should retreat to central hallways, closets or other areas without windows. Stay there until the danger has passed. Do not stay in an area with windows if severe storms are occurring where you work. Do not venture outside until the storm has passed. After the storm has passed, report injuries and damage to the 911 operators. If electricity and telephone lines are down, send someone to the nearest police, fire or ambulance station for help, if needed. Even if there are no injuries or damage, report this to the 911 operators or nearest emergency response site so that we will know you are all right.

8.04 DEPARTMENT DIRECTOR RESPONSIBILITIES

A specific emergency plan for each building or facility must be prepared under the direction of the Department Director with assistance from the Risk Manager.

8.05 FIRE WARDEN AND DEPUTY FIRE WARDEN

A Fire Warden and Deputy Fire Warden must be appointed and oriented for each building or complex. Generally, the Fire Warden is the person in charge of a building or facility. The Fire Warden has specific responsibility, under the guidance of the Department Director, for the preparation, updating, and implementation of the emergency plan for this area. This responsibility includes recommending personnel to attend indoctrination and training programs. Specifically, each plan must contain the following information and procedures as appropriate for each building:

1. The names of the Fire Warden, Deputy Fire Warden, and Assistant Fire Warden(s).
2. A list of people with specific duties during an emergency and a description of their duties. For example, specific people should be assigned to supervise evacuation and to carry out a rapid search of the area (If this can be done safely without further risk of injury or death).
3. Floor plans showing evacuation routes, the location of shutoff switches and valves for the utility systems (water, gas, electricity) and the locations of emergency equipment and supplies (including medical), if applicable.

4. Indications on the floor plans of areas where specific hazards (i.e., toxic, flammable, and/or radioactive materials) exist. Location and description of special hazards or hazardous devices should be included in the text together with shutdown procedures, if applicable.
5. Designation of a primary assembly point for evacuees, well away from the building. An alternate site should also be designated in case the first choice cannot be used.
6. Reentry procedures. No one should reenter an evacuated building or area without specific instruction from the Fire Warden or other person in charge.
7. Departments should schedule at least one building evacuation drill per calendar year. For buildings that house more than one department, all tenants will participate in the evacuation drill. Drills will be coordinated with the Risk Manager, who will notify the necessary emergency response agencies to inform them of the drill. During drills, at least one employee should remain in each office for security. One employee should be posted at each entrance to prevent the general public from entering the building during the evacuation drill.

8.06 BOMB THREAT

If the incident is a bomb threat, the person who receives the call should:

1. Keep the caller talking as long as possible, signal a co-worker to call 911 while you are talking. Ask the caller where the alleged bomb is located and when it is scheduled to explode and why he/she is doing this.
2. Listen carefully to the caller's voice so that identification may be possible if the caller is arrested.
3. As soon as the caller hangs up, start evacuating the building if evacuation has not already started.
4. If police have not been called, call 911 now, as you leave the building.

8.07 THREATS FROM OTHER EMPLOYEES, RELATIVES OR CLIENTS

If a disgruntled employee, client, or other person threatens or attempts to harm a County employee, that employee or another employee should call 911 and ask for assistance. If there is no weapon present, other employees should come to the aid of the person threatened or attacked. If the individual shows a weapon or says they have a weapon, do not attempt to subdue the person. Employees who are immediately threatened should cooperate if the individual is armed. Other employees should call 911 and leave the building quickly and quietly. Do not shout, call attention to yourself, or otherwise alarm the person with the weapon. Employees should be prepared to give a description of the individual along with the following information to the police:

1. Where the person is in the building.
2. Who they are, if known.
3. If there are any hostages, who they are and their condition.
4. What the individual's demands or grievances are if known.
5. The type of weapon(s) if known.

8.08 FIRE SAFETY

Policy and planning for fire safety at Rowan County Government takes into account the special fire hazards for specific operating areas, the protection of high-value property, and the safety of employees. These ends are met by:

1. Non-combustible or fire-rated materials and construction practices suitable to the assigned uses of buildings and facilities.
2. Alarm systems and automatic extinguishing systems.
3. Availability of suitable hand extinguishers and local hose lines for use before firefighters arrive.
4. Access to professional fire department, always staffed and trained in the control of emergencies that could occur at Rowan County offices.

Fire Safety includes keeping work and storage areas clean, with papers files and other combustible materials picked up and stored properly. Hallways must be kept clear of furniture, equipment and/or other items that could impede egress during an emergency.

8.09 FIRE RESPONSIBILITIES

The Salisbury Fire Department is responsible for protecting people and property from fires, explosions, and other hazards through prevention and expeditious control of such events within the city limits of Salisbury. For County offices in other jurisdictions, the town or township fire department where the office is located has primary responsibility. All fires and emergencies in Rowan County are reported by calling 911. In addition, Rowan County EMS, the Salisbury Fire Department and Rowan Rescue Squad provide first-response rescue and transportation services in medical emergencies.

The Salisbury Fire Department's inspection staff is responsible for ensuring compliance with fire safety and protection requirements within the city limits. They also review plans and procedures for compliance with these requirements and are responsible for inspecting alarms; for conducting fire safety and protection inspections; and for providing fire prevention recommendations.

Fire protection and response functions are performed in conformance with OSHA regulations, State law, Rowan County Government policies, and nationally recognized standards and guidelines for fire and life safety.

The Fire Chief and the Fire Marshal have the authority to enforce applicable requirements of the Uniform Building Code; the Uniform Fire Code; National Fire Protection Association Codes (including the Life Safety Code), Standards, and Recommended Practices; and the fire protection provisions of OSHA Orders.

Employees must immediately report fires and/or smoke, to the Fire Department (call 911). Potential fire hazards should be reported to your supervisor or the Risk Manager.

Employees must conduct their operations in such a way as to minimize the possibility of fire. This means applying rules such as keeping combustibles separated from ignition sources, being careful about smoking, and avoiding needless accumulations of combustible materials.

Department Directors are responsible for keeping their departments safe from fire. The Risk Manager and the fire department will provide guidance and construction criteria with respect to fire and life safety as well as inspections. The provision and maintenance of fire detection systems and both automatic and manual fire extinguishing equipment is the responsibility of the County's Facilities Management Director. But the Department Director, who best knows the day-to-day nature of his/her operations, is responsible for notifying the Risk Manager of operations that change the degree of fire risk and will therefore require a change in the planned fire protection provisions.

Directors with assistance from the Risk Manager must ensure that their personnel are properly instructed regarding potential fire hazards involved in their work and around their workplaces, the proper precautions to minimize fires, and the procedures in case of fire. The local fire department and the Risk Manager offer training of fire prevention and response, specifically on fire safety and fire extinguisher operation.

8.10 FIRE PREVENTION

Class A combustibles are common materials such as wood, paper, cloth, rubber, plastics, etc. Fires in any of these fuels can be extinguished with water as well as other agents specified for Class A fires. They are the most common fuels to be found in non-specialized operating areas of the work place such as offices. The first priority at all fires is to sound the alarm, evacuate the building and call the fire department. After the alarm has been sounded, employees who have been trained in the operation of manual fire extinguishers may try to put out the fire with an extinguisher.

If the employee has any doubts as to whether or not they can put out the fire, they should leave the building and leave the fire to trained firefighters.

There are many combustible materials, including electrical equipment, oxidizing chemicals, fast-reacting or explosive compounds, and flammable metals, which present specialized fire safety and extinguishing problems. While the County normally does not use or stock such items, if you have any questions, contact the Risk Manager.

Class A Fires

Safe handling of Class A combustibles means:

1. Disposing of waste daily.
2. Keeping work area clean and free of fuel paths, which can spread a fire, once started.
3. Keeping combustibles away from accidental ignition sources such as hot plates, coffee makers, office equipment, soldering irons, or other heat or spark-producing devices.
4. Keeping all rubbish, trash, or other waste in metal or metal-lined receptacles with tight fitting covers when in or adjacent to buildings. (Exception: wastebaskets of metal or of other material and design approved for such use, which are emptied each day, need not be covered.)
5. Smoking is not permitted inside of County buildings or vehicles. When smoking in designated smoking areas outside of buildings, use sage ash trays for disposal of smoking materials in and make sure that the contents are extinguished and cold to the touch before emptying them into a safe receptacle.
6. Planning the use of combustibles in any operation so that excessive amount need not be stored.
7. Storing paper stock in metal cabinets and rags in metal bins with lids that close automatically.
8. Making frequent inspections and checks for noncompliance with these rules in order to prevent fires from occurring.

Class B Fires

Class B combustibles are flammable and combustible liquids (including oils, greases, tars, oil-base paints, lacquers) and flammable gases. Flammable aerosols (spray cans) are treated here.

The use of water to extinguish Class B fires (by other than trained firefighters) can cause the burning liquid to spread carrying the fire with it. Flammable-liquid fires are usually best extinguished by excluding the air around the burning liquid. Generally, this is accomplished by using one of several approved types of fire-extinguishing agents, such as the following:

1. Carbon dioxide
2. ABC multipurpose dry chemical
3. Halon 1301 (used in built-in, total-flood systems)
4. Halon 1211 (used in portable extinguishers)

Fires involving flammable gases are usually controlled by eliminating the source of fuel, i.e., closing a valve.

Technically, flammable and combustible liquids do not burn. However, under appropriate conditions, they generate sufficient quantities of vapors to form ignitable vapor-air mixtures. As a general rule, the lower the flash point of a liquid, the greater the fire explosion hazard. It should be noted that many flammable and combustible liquids also pose health hazards.

NOTE: The flash point of a liquid is the minimum temperature at which it gives off sufficient vapor to form an ignitable mixture with the air near the surface of the liquid or within the vessel used.

It is the responsibility of the user to ensure that all Class B combustibles are properly identified, labeled, handled, and stored. If assistance is required, contact the Risk Manager. Safe handling of Class B combustibles means:

1. Using only approved containers, tanks, equipment, and apparatus for the storage, handling, and use of Class B combustibles.
2. Making sure that all containers are conspicuously and accurately labeled as to their contents.
3. Dispensing liquids from tanks, drums, barrels, or similar containers only through approved pumps taking suction from the top or through approved self-closing valves or faucets.
4. Storing, handling, and using Class B combustibles only approved locations, where vapors cannot reach any source of ignition, including heating equipment, electrical sparks, etc.

Never clean with flammable liquids within a building except in a closed machine approved for the purpose.

Never store, handle, or use Class B combustible in or near exits, stairways, or other areas normally used for egress.

In rooms or buildings, storing flammable liquids in excess of ten (10) gallons in approved storage cabinets or special rooms approved for the purpose.

Knowing the locations of the nearest portable fire extinguishers rated for Class B fires and how to use them.

8.11 ELECTRICAL FIRES

Electrical fires may occur in wiring, electric switches, motors, electric distribution panels, transformers, HVAC equipment, light fixtures, office equipment and numerous other devices that are electrically powered. When an electrical fire occurs, de-energize the circuit. By cutting the power to the circuit, the cause of the fire is stopped and you are normally left with a Class A and in rare instances a Class B fire. Never use water on an electrical fire because of the danger of electrocution. If you do try to put out an electrical fire, always use an extinguisher that is approved for electrical fires. Check the label on the extinguisher to confirm that it is approved for use on electrical fires before you use it.

8.12 WELDING, CUTTING, GRINDING

Never smoke, weld, cut with a torch, grind, use an open flame or unapproved electrical appliances or equipment, or otherwise create heat that could ignite vapors near any Class B combustibles.

As part of the County's and the Salisbury Fire Department's program to control and reduce fire hazards, a permit or inspection may be required in an occupied building, prior to welding, burning, or other operations with a high fire hazard.

Operations in occupied buildings that may require a permit or inspection are:

1. Welding (arc, oxyacetylene, or heliarc)
2. Soldering (which requires an open flame)
3. Use of a torch (for cutting, bending, forming, etc.)
4. Use of tar pots (for road work or roofing, etc.)
5. Open fires for any purpose
6. Spray painting

To obtain additional information contact the Risk Manager. The use of these devices, whether contractor or County owned, is allowed only where there is no chance of causing injury to personnel or of creating a fire hazard. This provision obviously requires common sense in safely locating such devices and ensuring that they do not operate when they are unattended.

These welding, cutting or grinding devices may not be used in locations where:

1. Flammable or explosive vapors or dusts may be present.
2. Smoking, eating, or drinking are prohibited because toxic or radioactive materials may be present.
3. The area has been designated as unsafe for such devices.

8.13 PORTABLE HEATERS

The following practices should be carried out when operating portable heating appliances (110 Volts):

1. Do not place the appliance on unstable or readily combustible materials. Electric space heaters should only be placed on flat, level surfaces.
2. Maintain a clearance of at least 36 inches between the appliance and combustible materials (plastic trash containers, wood office furniture, cubicles with fabric walls, combustible waste in trash containers, paper products, and corrugated boxes).
3. Each electric portable heater must meet the current standards set forth by the Underwriters Laboratory, Inc. (i.e. UL of FM); the heater must be equipped with an automatic shutoff switch that activates if the unit is tipped over. Portable heaters that do not meet these criteria are not approved for use in any County facility under any circumstance. Use of heaters in areas where electrical overloads frequently occur as a result of the heaters is prohibited.
4. Connect the appliance directly to the proper electrical outlet using only the cord with which it was originally equipped. Do not use extension cords in lieu of permanent wiring. Never use adapters or alter the plug.
5. Do not operate such appliances during off hours and unplug when not in use.
6. Inspect the electric space heater cord periodically to look for frayed wire or damaged insulation.
7. Department Directors shall survey their departments annually (each November) to ensure compliance with guidelines and shall submit a report to the Risk Manager with the number and location of heaters in their respective departments. Heaters that do not meet the

requirements should be removed from the building.

8. Cords should be kept out of the foot traffic paths to avoid tripping.

8.14 NOTIFICATION OF EMERGENCY PERSONNEL

For fire, ambulance, and law enforcement assistance, dial 911. Be precise when providing information about the emergency-to-emergency personnel.

9.0 HAZARD COMMUNICATION PROGRAM OSHA STANDARD 1910.1200E

- a) This program will describe how Rowan County intends to protect the safety and health of our employees that are exposed to hazardous chemicals in the workplace, and to comply with provisions of 29 CFR 1910 1200.
- b) The Risk Manager has been assigned the title of Hazard Communication Program Monitor and is responsible for monitoring related activities to ensure compliance with both the intent and specifics of this program.
- c) Each supervisor is responsible for strict adherence to these policies and will closely monitor activities involving hazardous chemicals.
- d) Employees will carefully follow established work practices and promptly report observed or potential problems to the supervisor.
- e) There is no job with Rowan County Government so vital or urgent to justify the risk of employee overexposure to a hazardous chemical. Proceed with a job only after being satisfied that it is safe to do so.
- f) A list of hazardous chemicals for each workplace has been prepared and is readily available, upon request, to any employee. It is located at the department where the chemicals are used and the Human Resources Office.
- g) A Material Safety Data Sheet (MSDS) for each hazardous chemical on the list referenced above is on file at the department where the chemicals are used. The MSDS for hazardous chemicals will be available for review by employees.
- h) The Department Director is responsible to ensure that the list of hazardous chemicals is kept current and that a current MSDS for each hazardous chemical used is on hand. A chemical that is not shown on the current list will not be ordered without prior coordination with the Safety Office.
- i) Containers of hazardous chemicals in each workplace will be conspicuously labeled with the identity of the chemical (same as on the applicable MSDS), and the appropriate hazard warnings. If the chemical is a known or suspected cancer-causing agent (carcinogen), or if it is known to affect a specific organ of the body, this information will be placed on the container label. The person having supervisory responsibility for the storage or use of each hazardous chemical will ensure that such labels are not defaced and that they remain legible.
- j) The Department Director is responsible for anticipating, as much as possible, the hazards that would be present for non-routine tasks, such as a chemical spill or container rupture. Clean-up procedures and proper personal protective equipment shall be considered and adequate training for such task shall be addressed.

k) When an outside contractor will be used, it will be the responsibility of the applicable Department Director to advise the contractor of any hazardous chemicals to which their employees may be exposed and the appropriate protective measures to be taken. Conversely, it will be the same Director's responsibility to determine if the contractor will be using hazardous chemicals during this work that would expose Rowan County employees. Appropriate training and protective measures must be taken in order to protect Rowan County employees. The Risk Manager is to be notified prior to work being performed by an outside contractor involving hazardous chemicals. It is the contractor's responsibility to provide MSDS information to the County for every chemical used on County property.

l) Adequate training of employees who may be exposed to hazardous chemicals will be given by the Risk Manager or designee as needed.

m) Employees exposed to hazardous chemicals will complete an information and training program, which includes at least the subjects listed below. New employees must complete similar instruction before initial exposure to hazardous chemical in the workplace.

Employee information for this program will include:

a) The purpose and need for such a program, including the basic concept that gives employees the right to know about hazardous chemicals with which they work.

b) The location and availability of the written Hazard Communication Program, plus the list of hazardous chemicals and their corresponding MSDS.

c) The identity upon request, of any chemical to which the employee is exposed. In the case of a trade secret chemical, the name shown on the MSDS will be provided.

Employee training shall include the following:

a) Methods and observations used to detect the presence or release of a hazardous chemical in the work area such as monitoring devices, appearance, or odor.

b) The physical and health hazards associated with each chemical, as specified in the MSDS.

c) Action that employees can take to protect their safety and health, including specific procedures that have been established for normal work practices, emergency procedures, and policies on the use of personal protective equipment.

d) Details of the Hazard Communication Program, including an explanation of the labeling system used on in-house containers of hazardous chemicals. Also, details of how employees can obtain and use information contained in the MSDS.

It is the intent of Rowan County Government to protect the safety and health of each employee, our most valuable and valued asset. By following correct procedures, no employee should experience any harmful effects from working with chemicals in their workplace.

10.0 WORKPLACE VIOLENCE

Rowan County is committed to providing a workplace which is safe, secure and free of harassment, threats, intimidation and violence. In order to achieve this goal, the County maintains a zero tolerance policy for violence and violent acts.

10.01 SCOPE

The County's prohibition against violence and violent acts applies to County personnel, contract employees, temporary workers, and volunteers on County property or engaged in County business. All acts or threats of physical violence between employees in the workplace or in job related contacts with citizens or persons outside County employment will not be tolerated. Violators of this policy will be subject to legal action as appropriate. Violations by a County employee may be grounds for disciplinary action up to and including dismissal. This also includes an act of off-duty violent conduct that has a potential adverse impact on an employee's ability to perform their duties and responsibilities.

10.02 DEFINITION

Workplace violence includes, but is not limited to, intimidation, bullying, stalking, threats, physical attacks, domestic violence, unauthorized possession or use of any dangerous weapon, or property damage committed by employees or other individuals against County employees while on County property or while in the performance of their duties. This includes, but not limited to buildings and the surrounding perimeters, including parking lots, field locations, client homes, and traveling to and from work assignments.

Intimidation is engaging in actions that includes but is not limited to behavior intended to frighten, coerce, or induce duress.

Bullying is unwanted offensive and malicious behavior which undermines an individual or group through persistently negative attacks. There is typically an element of vindictiveness and the behavior is calculated to undermine, patronize, humiliate, intimidate or demean the recipient.

Stalking involves harassing or pestering an individual, in person, in writing, by telephone or electronic format. Stalking also involves following an individual, spying on them, alarming the recipient or causing them distress and fear.

Threat is an expression of intent to cause mental or physical harm to persons or property.

Physical attack is the unwanted or hostile physical contact including, but not limited to, hitting, fighting, pushing, shoving or throwing objects.

Domestic Violence is the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate relationship. This could include people who are or have been married, who are or have lived together or who are or have dated.

Property damage is any intentional damage to property owned by the County, employees, citizens, visitors or vendors.

Deadly or Dangerous Weapon is a firearm or any other object designed, made, or adapted for the purposes of inflicting death or serious physical injury. Specifically exempted are ordinary pocket knives carried in a closed position.

10.03 POSSESSION OF WEAPONS

Employees are prohibited from the unauthorized possession of a firearm or any deadly or dangerous weapon on County property or in County owned or leased vehicles. This prohibition does not apply to the following authorized persons:

- 1) Sworn Law Enforcement Officers;
- 2) Employees who are required to possess a weapon as a part of their job duties; or
- 3) Any person who has a valid concealed handgun permit issued in accordance with Chapter 14, Article 54B of the North Carolina General Statutes or considered valid under NC G.S. 14-415.24 and the person is carrying the concealed handgun in accordance with the scope of the handgun permit as set out in NC G.S. 14-415.11(c). This does not otherwise authorize said person to carry a concealed or deadly weapon(s) itemized in NC G.S. 14-269(a).

Employees with a concealed handgun permit must safely secure their handgun in a trunk, glove box or other enclosed compartment in a locked vehicle when the weapon is not properly secured and concealed on the person.

Unauthorized possession of a firearm or other deadly weapon shall mean not specifically authorized by the County or North Carolina State law. Any unauthorized possession of a firearm or deadly weapon by an employee will lead to disciplinary action up to and including dismissal.

10.04 WORKPLACE VIOLENCE PREVENTION

It is important for all employees to be alert to the possibility of violence by employees, volunteers, former employees, clients and citizens. Safety should be the highest concern. While County employees are not expected to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to immediately inform their supervisor and director if any employee or individual exhibits behavior which could be a sign of a potentially dangerous situation. Supervisors and directors that receive such information should investigate the incident and initiate appropriate action. The Risk Manager and Human Resources Director should be notified of the incident and/or the potential for violence along with written documentation and the completion of the Rowan County Workplace Violence Incident Report.

Employees should promptly inform their supervisor or director of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are also encouraged to report safety concerns with regard to intimate partner violence. The County is committed to supporting victims of violence and will not retaliate against employees making

good-faith reports of violence, threats or suspicious individuals or activities. The Employee Assistance Program is available for employees who feel a need for counseling or other types of assistance.

Supervisors and the Director, with the assistance of the Risk Manager, will be responsible for developing a response plan for actions to be taken to potential immediate violent incidents for department employees. The action plan will determine direct exit routes for groups of employees in different locations of the building(s), possible hiding places, methods to alert other employees, meeting places outside of the building, and the need to contact local law enforcement.

Training is essential and will be provided to employees. Training will include workplace violence awareness, recognizing the warning signs, appropriate methods in handling violent or threatening situations, and workplace safety.

10.05 WORKPLACE VIOLENCE RESPONSE

If anyone commits a violent act or makes a direct threat while on County property, the person will be asked to leave by a supervisor. Should the person refuse to leave, local law enforcement should be contacted to assist in removing the person.

Employees should not attempt to handle a violent or potentially violent incident. When facing an imminent threat or act of violence, an employee should first secure his/her own safety, contact local law enforcement and, if possible, alert persons in the immediate area. Employees threatened, assaulted or attacked, while on official duty in the field, shall immediately report such incidents to local law enforcement and their supervisor.

Employees who encounter or are confronted by an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

10.06 RIGHT TO SEARCH

As part of the County's efforts to prevent workplace violence, the County reserves the right to search County vehicles, County work spaces, offices and other County property. Any illegal object found will be turned over to law enforcement authorities.

(Rev. 10/06/14)