

Employee Safety Programs and Emergency Preparedness Training

Prepared by
Montgomery County's Office
of Emergency Management
and Homeland Security



Montgomery County Safety and Emergency Preparedness Classes

- Employee Emergency Preparedness Class
- Facility Emergency Action Plans (FEAP)
- Don't Let It Happen To You: Workplace Violence Class
- You're the Help Until Help Arrives
- Upcoming Safety and Emergency Preparedness Initiatives

Employee Emergency Preparedness Class

- The Emergency Preparedness class has been a longstanding program offered by OEMHS. Typically run quarterly (or more as demand requires) as a face-to-face classroom course. It runs approximately 2 hours with a Q&A session at the end.
- Currently being taught in a virtual format through MS TEAMS.

Employee Emergency Preparedness Class

- Content is comprised of 5 modules:
 - Employee Policies and Notifications
 - Emergency Response Procedures
 - Workplace Violence (Active Assailant/Shooter)
 - Fire Hazards
 - Emergency Preparedness Guide

Module 1: Employee Policies and Notifications

- Leave Policies: Modified Liberal Leave, Liberal Leave, General Emergency Leave
- Essential Employees and Non-Essential Employees
- General Preparedness Points: Actions to protect yourself, notifying supervisor, etc.

Module 2: Emergency Response Procedures

- Thunderstorms
- Flooding
- Hurricanes and Tropical Storms
- Tornadoes
- Earthquakes
- Winter Storms
- Extreme Heat

Module 3: Workplace Violence



Three Stages of Disaster Response

- Denial
- Deliberation
- Decisive Moment

Don't Hide
& Hope



Module 4: Fire Hazards

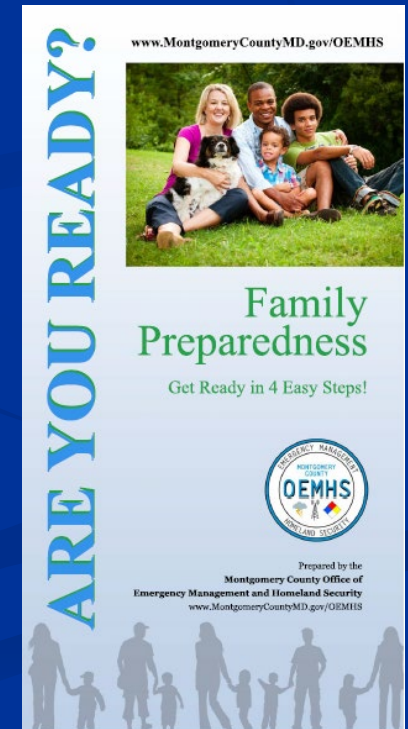
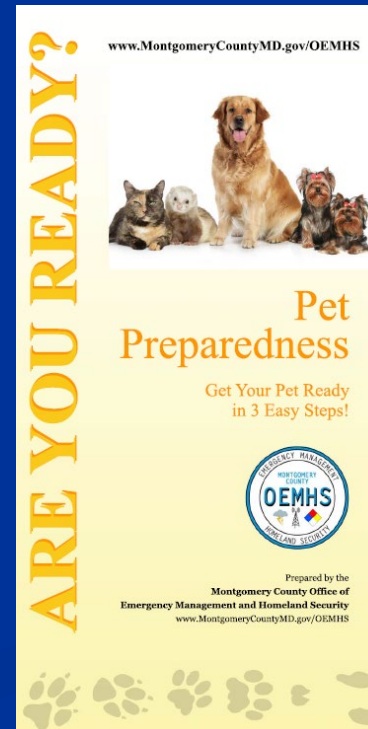
- If you detect fire or smoke
- If you hear a fire alarm
- Evacuation Considerations
- Medical Emergencies
- See Something Say Something
- Bomb Threat
- Hazardous Materials Incident

Suspicious Mail and Packages

- **When identifying suspicious mail or packages, look for:**
 - Unfamiliar return address or none at all
 - Strange odor or noise, or appearance
 - Excessive postage
 - Addressed to a business title only (e.g. President)
 - Restrictive markings (e.g. Do not X-ray)
 - Excessive wrapping, tape or string
- **What to do with suspicious mail or package:**
 - **REMAIN CALM.**
 - Put letter or package down and **DO NOT DISTURB** the object further.
 - Call 911.
 - If possible, wash your hands. Do not touch nose, eyes or mouth before washing.
 - **WAIT FOR HELP; DO NOT LEAVE PACKAGE UNATTENDED**

Module 5: Emergency Preparedness Guide

1. Get **Informed** (sign up for **Alert Montgomery**)
2. Make a **Plan**
3. Build a **Kit**
4. Get **Involved**



Make an Emergency Kit



- Water – at least one gallon per person per day for 3 days
- Food
- Can Opener
- Radio
- First Aid Kit



- Flashlight – remember extra batteries
- Medication – 3 day supply
- Toiletries
- Copies of Important Documents



Facility Emergency Action Plan



FACILITY EMERGENCY ACTION PLAN

COUNCIL OFFICE BUILDING

100 MARYLAND AVENUE
ROCKVILLE, MD 20850

Updated: November 2021

Facility Emergency Action Plan (FEAP)

- The **Facility Emergency Action Plan** was prepared as a guide for all County employees to follow in the event of an emergency and covers areas such as:
 - Procedures for reporting a fire or another emergency
 - Procedures for emergency evacuation, including type of evacuation and exit route assignments
 - Employee responsibilities in the event of an emergency
 - Building characteristics: floor plans, alarm system, important phone numbers
 - Assembly area location(s) and procedures to account for all employees after evacuation
- Designates a Facility Emergency Coordinator, Chief Warden and Floor Wardens for each building

FEAP

- Template provided by OEMHS and Departments / Offices in each building owned or leased by the County are required to complete an initial FEAP and update annually.
- Completed FEAP's and tracking of annual FEAP completion maintained by OEMHS.
- Annual fire drill / evacuation drill required.

Don't Let It Happen To You: Workplace Violence

- Workplace Violence class is run quarterly for new managers and supervisors as a face-to-face classroom course. It runs approximately 2 hours with case studies and a group discussion scenario at the end.
- Currently being taught in a virtual format through MS TEAMS.

- The Workplace Violence class reviews Active Assailant / Shooter material, but mostly covers issues of harassment, intimidation, bullying and other threatening disruptive behavior. Risk factors are discussed such as:
 - Isolated worksites
 - Poor visibility / Poor lighting
 - Time of shift

Five Warning Signs of Escalating Behavior

- Confusion
- Frustration
- Blame
- Anger
- Hostility

You're the Help Until Help Arrives

- For incidents like the Las Vegas and Orlando shootings and the Boston Marathon bombings, citizens play an important role in saving lives in the minutes following an attack.
- In these scenarios, trained citizens can respond and provide care during the critical minutes before help arrives, and they have an increasing role in providing lifesaving action during the immediate aftermath of an event until first responders can arrive on scene and take control.

Until Help Arrives

- Acting quickly saves lives.
- This class teaches the basic skills to keep people with potentially life-threatening injuries alive until professional help arrives.
- Given to both employees and community groups

Until Help Arrives Modules

- Call 9-1-1
- Stay Safe
- Stop the Bleeding
- Position the Injured
- Provide Comfort

Upcoming Training Initiative

- Montgomery County Government is creating a series of employee workplace safety training videos for its approximately 14,000 employees, contractors and interns
- Short (5 – 10 minute) video's in the following topic areas:
 - Employee Preparedness: Workplace and Personal
 - Severe Weather
 - Building Alarms & Evacuation
 - Bomb Threats / Suspicious Packages
 - Workplace Violence
 - Active Assailant / Shooter

■ Severe Weather



■ Building Alarms & Evacuation



■ Bomb Threats / Suspicious Packages



■ Workplace Violence



■ Active Assailant / Shooter



Any Questions?