

MADISON COUNTY HISTORICAL
SOCIETY

**EMERGENCY
RESPONSE
MANUAL**

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Section I

OVERVIEW

Section I of this manual introduces general concepts detailed in the rest of the manual.

Section II is intended to be used during an emergency. The specific emergencies we have detailed plans for are:

1. First Aid and Emergency Medical Treatment
2. Power Failure
3. Severe Weather
4. Fire or Explosions
5. Bomb Threat Plan

This manual represents the Museum emergency preparedness program that will help our facility plan efficient and effective responses to all reasonably anticipated emergencies, ensure the safety of everyone on the premises, and minimize damage to the facility, its operations, and collections.

We prepare for emergencies by:

- Recognizing potential emergency situations
- Identifying persons responsible for responding to emergency situations
- Pre-planning appropriate responses for the identified situations

Because the Museum has a small number of employees, we do not have an on-site nurse, fire department, search or rescue unit. These specialized functions are provided by our local government agencies and medical professionals.

If in using this manual you have suggestions to improve it, please submit those suggestions to the Museum Manager.

EMERGENCY RESPONSE ROLES

As the plans within this manual show, the emergencies we may experience at the Museum have the potential to range from first aid injuries to a severe weather emergency that threatens the entire Museum Complex.

When an emergency situation exists, these roles are in effect:

Manager - The day-to-day role of coordinating the initial response to any emergency is the responsibility of the Manager. The Manager has the best day-to-day knowledge of who is in the Museum and how the Museum operates. As such the Manager is the primary focal point in initiating the plans contained in this manual. Depending on the emergency at hand, the Manager uses the appropriate emergency plan within this manual to begin an immediate response to the situation.

Employee –Immediately upon finding an actual or imminent emergency situation in the Museum Complex, the Museum’s paid employees alert any visitors in the affected, then notify the Manager. The employees have a role in supporting the Manager’s response to an emergency.

Museum Incident Coordinator (MIC) - If the magnitude of the emergency warrants, a Museum Incident Coordinator takes responsibility as the primary liaison with the responding emergency crews. The Manager automatically becomes the Museum Incident Coordinator. If the Manager is not available, one of the employees will become the initial MIC until the Manager can be on location.

Once the area of the emergency has been deemed safe for reentry by the appropriate authority, the MIC will notify employees and visitors that they may re-enter the buildings. The MIC will complete an Accident Report, which will be kept on file in the office to provide a valuable historical resource.

Civil Authorities – When outside help is requested from local (police, sheriff, fire, emergency management, etc.), state, or national authorities, the ranking civil authority will direct recovery operations. Museum employees will respond to the responsible civilian authority

The Incident Command Post will be established in the Museum office. If necessary, the alternate Incident Command Post will be established in the Zion Church basement.

COMMUNICATION GUIDELINES

Incoming weather alerts are communicated to the facility from the severe weather radio, internet, and television tuned to a local station, and civil sirens.

The primary communication method for communicating with the Manager and employees during an emergency is by word of mouth.

To coordinate employees and visitors over the ground during an emergency, these secondary communication methods will be used: personal cell phones, portable radios, 2-way walkie-talkies, and a megaphone located in the Museum office.

The Museum Incident Coordinator will take photographs to communicate the circumstances of the emergency and progression of the response.

The communication method used outside the Museum is primarily done using the commercial phone network or personal cell phones.

If the media becomes involved in an event or situation, the Museum Manager or Board President will be the only authorized spokespersons for answering media inquiries. All inquiries are to be directed to these positions.

EMERGENCY RESPONSE PREPAREDNESS

It is the goal of the Museum to have equipment and procedures in place to protect our employees and visitors in the case of emergencies:

Fire Extinguishers are located in the Museum, depot, Bevington House, barn, and Zion Church. These will be checked yearly by the Museum Manager.

First Aid Kits are located in the Museum office, Zion Church basement, and the basement landing of the Bevington House. They will be checked yearly by the Museum Manager.

Signage denoting general procedures and the location of fire extinguishers and first aid kits are placed at each location.

Evacuation site is determined by the location of the emergency or by the MIC and is to be as far away from the emergency as possible. The three identified evacuation sites are the lawn north of the Bevington House, the lawn north of the Museum, or east of the Zion Church.

Emergency Procedures Review will be performed annually by the Museum Manager who will also conduct a drill to help ensure that planned responses are commonplace and understood by all employees.

Volunteer training will be held each year, prior to the opening of the Museum, and a review of these procedures will be conducted by the Museum Manager.

CPR classes are scheduled for all employees on even-numbered years.

Fire drills will be conducted annually for employees so that everyone understands their role in eliminating or reducing confusion during a fire or explosion.

Emergency management assessments and drills will be held with County Emergency Management officials every few years to learn up-to-day techniques to coordinate with local officials.

Section II

Emergency Plan 1

FIRST AID AND EMERGENCY MEDICAL TREATMENT

a. General Procedures:

- a. Assess the injury to determine the severity and appropriate response, with the assistance of the injured person, if they are able to communicate.
- b. Make sure that the Museum is notified immediately. An investigation will begin in view of completing an incident report.

b. Response During Public Hours:

a. First Aid Only Cases:

Assist the person if they need any help. Notify employees as they have been trained in First Aid and CPR.

b. Museum Transport to the Emergency Room during Public Hours:

If the injured person needs medical attention that does not require transport by ambulance, the Museum will arrange transportation to the emergency room at:

Madison County Memorial Hospital
300 West Hutchings
Winterset, Iowa 50801
515.462.2373

c. Transport Requiring an Ambulance:

- 1) Notify the Manager or an employee to assess the person's injuries and take the actions and precautions necessary until help arrives, (i.e., keep the person comfortable, administer CPR, control bleeding, etc.).
- 2) The Manager or an employee is to call 911 to report the need for an ambulance and to communicate where the ambulance will pick up the injured person.
- 3) The Manager or an employee will meet the ambulance and direct it to the designated area and direct the EMTs to the injured person..

Emergency Plan 2

POWER FAILURE

1. General Procedures

The Madison County Historical Museum does not have a back-up power supply system to power the entire Museum. The elevator will not be in service. Emergency lighting is available throughout the Museum and is sufficient to guide employees and visitors to the assembly point located in the Museum lobby.

2. Gathering Employees and Visitors in a Common Area until Power is Restored:

- a. All employees and visitors will gather in the Museum lobby for a head count to ensure the safety of all. After everyone is accounted for, a decision will be made by the Manager as how to proceed.
- b. In the event of power outages in out-lying buildings, visitors will be instructed to return to the Museum lobby.
- c. Employees and visitors will not be allowed to return to other area until power is restored.
- d. Winterset Municipal Utilities are to be notified of power outages at 462-1422.

3. To Assist People in the Elevator

The procedures to operate the elevator during a power outage are posted in the Museum Office.

Emergency Plan 3

SEVERE WEATHER

1. Preparation for a severe storm warning by the Manager or employees includes:
 - a. Ensuring that portable radios are in working order.
 - b. Preparing a head count of employees and visitors.
 - c. Evacuating outlying Museum areas and bringing visitors and employees to the Museum lobby.

2. Respond to a severe storm or tornado warning
 - a. Use emergency equipment (megaphone, walkie-talkies, etc.) to announce the need for everyone to take shelter in the basement of the Museum, Bevington House, or Zion Church.
 - b. Sweep areas to ensure everyone is notified. Conduct head count to account for everybody.

3. After the storm has passed, the Manager or an employee will announce the "All Clear."

Emergency Plan 4

FIRE or EXPLOSION

1. Report the fire

- a. Alert anyone in the affected area plus those in the Museum and outbuildings.
- b. Report all fires or explosions to the local Fire Department to ensure the safety of all employees and visitors and the integrity of the facility by calling 911.

Fire Department 911
Police Department..... 911 or 462-1423
Ambulance 911 or 462-2253
Sheriff 911 or 462-3575
Madison County Emergency
Management Agency (Todd Brown) 462-4255

- c. Notify the Museum Manager.

2. Evacuate the building

- a. Stay calm for the benefit of other employees and visitors,
- b. The Museum Incident Coordinator or employees will notify any visitors or volunteers in the immediate area that need to evacuate.
- c. All should leave the building in a purposeful and orderly manner, using the nearest exit possible.
- d. If possible, help assist visitors to evacuate and transport the injured outside.
- e. Once the area has been deemed safe to re-enter by the authority in charge (the responding government agency employee or the Museum Incident Coordinator), notify all employees, volunteers, and visitors.

3. Protect the collection

- a. Depending on the severity of the fire, the Manager may choose to use fire extinguishers or remove the collection. The Museum is asking employees to use their best judgment and not to endanger their safety in any way.
- b. Shut all doors and windows where smoke or particles may come in on other collections. Use alternate doors.

Emergency Plan 5

BOMB THREAT

1. Bomb threats are typically received by telephone.
 - a. Speak in a calm voice. If possible, keep the caller on the line.
 - b. Signal another coworker to alert the Manager.
 - c. Have another person (not the one on the telephone) call the police using 911 or call the Winterset Police at 462-1423.

2. Evacuation procedures to protect employees and visitors.
 - a. Evacuate the building.
 - b. Evacuate employees and visitors to the Zion Church basement if the bomb threat affects the main Museum.
 - c. Evacuate employees and visitors to the Museum basement if the bomb threat affects the out buildings.