



**Cincinnati -
Hamilton County**

A proud partner of the
American Job Center network

**EMERGENCY
ACTION PLAN**



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HOURS OF OPERATION

Regular hours of operation:

8:00 a.m. – 5:00 p.m. Monday – Friday

Building hours:

7:30 a.m. – 6:00 p.m. Monday - Friday

EMERGENCY PHONE NUMBERS:

From inside the OMJ Center at Cincinnati – Hamilton County

Dial “9” to access an outside line before dialing the phone number (example: 9 123-4567)

Cincinnati Police Department:	9-911
Cincinnati Fire Department:	9-911
OMJ Center Director:	6-7263

FLOOR ALERT OFFICERS:

1 st Floor Tim Scott	6-7214
2 nd Floor Chuck Walters	6-7242



Contingency Plan for Unscheduled Center Closure

The plan below describes how this facility will function in the event of weather or other emergencies that require us to operate with less than full staff.

Plan for each Mandated Service

The OhioMeansJobs operator will maintain at least one manager on site during all working hours (7:30 to 5:30) unless otherwise stated. On-site partners may or may not be present depending on their own procedures. Any or all services may not be available depending on circumstance.

Communication Plan

Planned closure days will be advertised during the preceding week with signage posted in the center. Service disruptions, such as resource room closure, will be advertised in advance if that is possible.

Unplanned closures will be exceptional and rare.

In instances of bad weather, OhioMeansJobs will be closed only if Hamilton County Job and Family Services announce a closure of their facilities. When the operator is made aware of such closure, Center Management will contact Channel 12 news to advertise that status.

In cases of bad weather that does not result in center closure, operator staff may choose to use vacation. They may also use flex time to leave early. Managers will collaborate to ensure adequate coverage of core functions.

Primary contact Person(s)

If the OhioMeansJobs Center status is in question, please contact any of the following:

(513) 946-7200	Main number
(513) 498-8008	Kevin Holt Cell

Weather definitions

- Severe Thunderstorm Watch - Means conditions are right for the development of severe thunderstorms.
- Severe Thunderstorm Warning - Means a severe thunderstorm is in progress in Hamilton County.
- Tornado Watch - Means weather conditions are right for the development of tornados.
- Tornado Warning- Means a tornado funnel has been sighted or indicated by weather radar.

Notification of Inclement Weather Closure

The following email or a similar email will be sent from the HCJFS Communications Office to all employees:

As we enter the season of inclement weather, please be aware of the rare possibility that some county offices might close because of hazardous conditions.

The Board of Hamilton County Commissioners makes the final decision to close county offices directly under the Board's control, such as JFS. Unless you are alerted that JFS has been closed, please report to work as usual.

There are several ways to receive notification of a closing. In the event of a closing, the agency will do some or all of the following:

- *Activate the phone tree, so you should receive a call from your supervisor*
- *Alert the media*
- *Send a global e-mail*
- *Post communications on the agency's Facebook page and the agency's Twitter account*
- *Post a message at 946-SNOW, which you can call at your convenience.*
- *Post a closure notice on hcjfs.org*
- *Issue an emergency alert text from the agency's dedicated emergency Twitter account.*

For those interested in receiving the emergency texts, you will need to follow the agency on Twitter. HCJFS has set up a special account that will only be used to announce closings and other emergencies, so you will not be bombarded by other updates.

To sign up, please follow these steps. If you already have an account, sign in and skip to step 3. If you have registered in the past, you will just want to make sure your settings are still up to date.

1. *Create a twitter account for yourself. Visit www.twitter.com. It will ask you for your name, email and a password. Feel free to use your work email if you do not intend to use this account for personal use. You may also create a fake name if you are concerned about privacy.*
2. *Verify your email account. Twitter will send you an email with a link to click.*
3. *Register your mobile phone. Follow this link for instructions: <http://support.twitter.com/articles/110250-how-to-add-your-phone-via-web-activation>*
4. *Make sure the first box under the mobile settings, "Tweets from people you've enabled for mobile notifications" is checked.*
5. *Search for and follow HCJFS. Remember, Hamilton County Job and Family Services has two twitter accounts. One to broadcast news and information (HamiltonCoJFS) and one to announce closings and emergencies to employees (HCJFS). HCJFS will pop up and you will want to click the "follow" button.*
6. *Activate mobile notifications. Click "people" to the left. Next to HCJFS, you will see a person icon. Click the icon and select the last item on the list: "Turn on mobile notifications."*

If you have Twitter on your mobile device, this process is as simple as going to the HCJFS page, following it and turning on the notifications.

Feel free to follow both Hamilton County Job and Family Services accounts if you like, but you probably don't want to get text message notifications from HamiltonCoJFS or you could receive several each day. Remember the correct account to follow for weather-related closings and other emergencies is "HCJFS."

That's it. Thank you for your cooperation and remember to check for a closing in the morning. If you are not alerted by any of the previously mentioned methods, please report to work as usual.

Alert Assembly (Sheltering in Place)

An Alert Assembly (also known as sheltering in place) occurs when a tornado or other calamity threatens and staff and others need to move to safer areas of the building. It is important to distinguish between an Alert Assembly and an Evacuation. If an Alert Assembly becomes necessary, you **DO NOT** exit the building. Instead, go to and remain in the area of the building that will provide the greatest possible safety until the threat passes.

In an Alert Assembly, a public address announcement will be made. Please take the announcement seriously and begin to move toward the designated areas. The same Floor Alert Officers for evacuation will assist during an Alert Assembly.

Conditions mandating an Alert Assembly

The following conditions mandate an Alert Assembly:

1. Severe Thunderstorm
2. Tornado
3. Earthquake

Weather Definitions

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- Severe Thunderstorm Warning - Means a severe thunderstorm is in progress in Hamilton County.
- Tornado Watch - Means weather conditions are right for the development of tornados.
- Tornado Warning- Means a tornado funnel has been sighted or indicated by weather radar.

Alert Assembly Locations

If an Alert Assembly becomes necessary, staff should move away from the windows and toward the center of the building. The following areas are considered safe assembly areas:

- Men's and Women's restrooms
- The center stairwell
- The basement and sub-basement

Hamilton County Emergency Management Agency

Hamilton County's Emergency Management Agency manages the 172 sirens in the outdoor warning system. The sirens are sounded when the National Weather Service issues:

- A Severe Thunderstorm Warning,
- A Tornado Watch, or
- A Tornado Warning.

Note: At noon on the first Wednesday of every month, the Emergency Management Agency conducts a test of the county's sirens. This test should not be confused with an actual emergency.

Fire or other Emergency

Immediately exit the building and call 9-1-1, if applicable call the OhioMeansJobs Center Security or Operations Manager to report.

Notify your Floor Alert Officer and/or alternate Alert Officer.

If Floor Alert Officers are not available, trigger the fire alarm.

Close the doors around the fire to contain it.

Proceed to the nearest Exit stairwell and exit the building. Any employees that need assistance will exit using the freight elevator.

During evacuation, follow these fire safety procedures:

Use the stairwell exits only or freight elevator.

Do not use the passenger elevators!

Keep doors closed, especially in the stairwells. Closing doors prevents the spread of fire by minimizing the oxygen flow to the fire.

Do not attempt to fight the fire.

If caught in heavy smoke, take short breaths and crawl to escape.

Exit the building until advised it is safe to return.

Tornado Warning

In the event of a tornado warning issued by the National Weather Service, an announcement will be made over the public address system (if available) advising building occupants of tornado procedures.

- Close all drapes to the outside windows and close your door behind you.
- Follow the directions of your Floor Warden.
- Move away from the perimeter of the building, and exterior to avoid flying glass.
- Go to the basement: to stairwells, restrooms or interior offices.
- If you are caught in an exterior office, seek protection under a desk.
- Do not go to the first floor lobby or outside of the building. You are much safer in a steel-framed or reinforced concrete building than you will be on the street or in your automobile.
- Do not use the elevator.

Tornado Watch: Term “tornado watch” simply means that conditions are right for a tornado to develop. It does not mean that a tornado has been sighted. During a tornado watch, employees will continue to work. Listen for information from building management or OhioMeansJobs Center Security.

Tornado Warning: A “tornado warning” indicates that a tornado has been sighted. Employees should be prepared to initiate tornado response plans should action be necessary. If a warning is in effect, the local sirens will sound for three minutes in a manner until the warning has been discontinued. Listen for instructions from either building management or OhioMeansJobs Center security.

Emergency Evacuation

The following conditions may mandate a building evacuation. The final authority for determining whether or not to evacuate the building rests with HCJFS Administration. The decision of whether or not to evacuate the building will be made in consultation with local emergency services and/or County Administration.

- Fire/Smoke
- Fire Drills
- Gas Leak/Explosion Hazards
- Bomb/Bomb Threat
- Hostage Situations
- Any Condition Which Causes Dangerous Indoor Air Quality

When the building alarm sounds or if you are asked by building officials to evacuate, take this seriously and quickly evacuate the facility in a **calm and orderly manner**. The elevators should not be used to exit the building. Please use the nearest stairwell to exit the building. (If you have a consumer or visitor, take them with you.)

Develop your own personal exit plan

- Decide where you spend the bulk of your workday, and familiarize yourself with the closest fire exit door. Remember, however, that as you conduct business throughout the agency, the nearest exits will vary.
- If you are temporarily or permanently reassigned to another part of the building, you will need to re-determine your closest escape route.
- Also, remember to “get the big picture.” If you see fire or smoke coming from your primary exit direction, switch to your secondary exit.
- When exiting a floor, move quickly to a stairwell fire exit door, lobby or other door leading to the ground or first floor to leave the building. There should be no loitering, horseplay, or running over those ahead of you.

Floor Alert Officers

- Every floor has designated Floor Alert Officers. The Floor Alert Officers will assist with the evacuation and account for all offices in their floor area. In emergency situations, the Floor Alert Officers can be identified by their red baseball caps.
- In an evacuation, a Floor Alert Officer will assist physically challenged individuals and employees to exit the building.
- If you know that you will need assistance to exit the building, notify the nearest Floor Alert Officer **now**. Remember to notify them again if you change office locations.

Responsibility for evacuating aged or disabled customers

At any one time, there may be a number of aged or physically challenged individuals in the facility. These individuals become the responsibility of the employee they are visiting. The employee will assist these persons in exiting the building.

Safeguarding Confidential Information

- Case files containing confidential information such as social security numbers must be safeguarded at all times. This includes building evacuations.
- Anyone with confidential FTI information is responsible for securing it prior to leaving the building.

- Store all data on shared or personal network drives, not on your PC desktop. This will improve the chances that your data will be safe if something happens to your PC.

Accounting for all Employees after Evacuation

Emergency Report-In Location:

- North Exit - River City Church parking lot
- South Exit - Bingo Hall
- Floor Alert Officers will take roll-call of those within their jurisdiction to account for all evacuated employees.

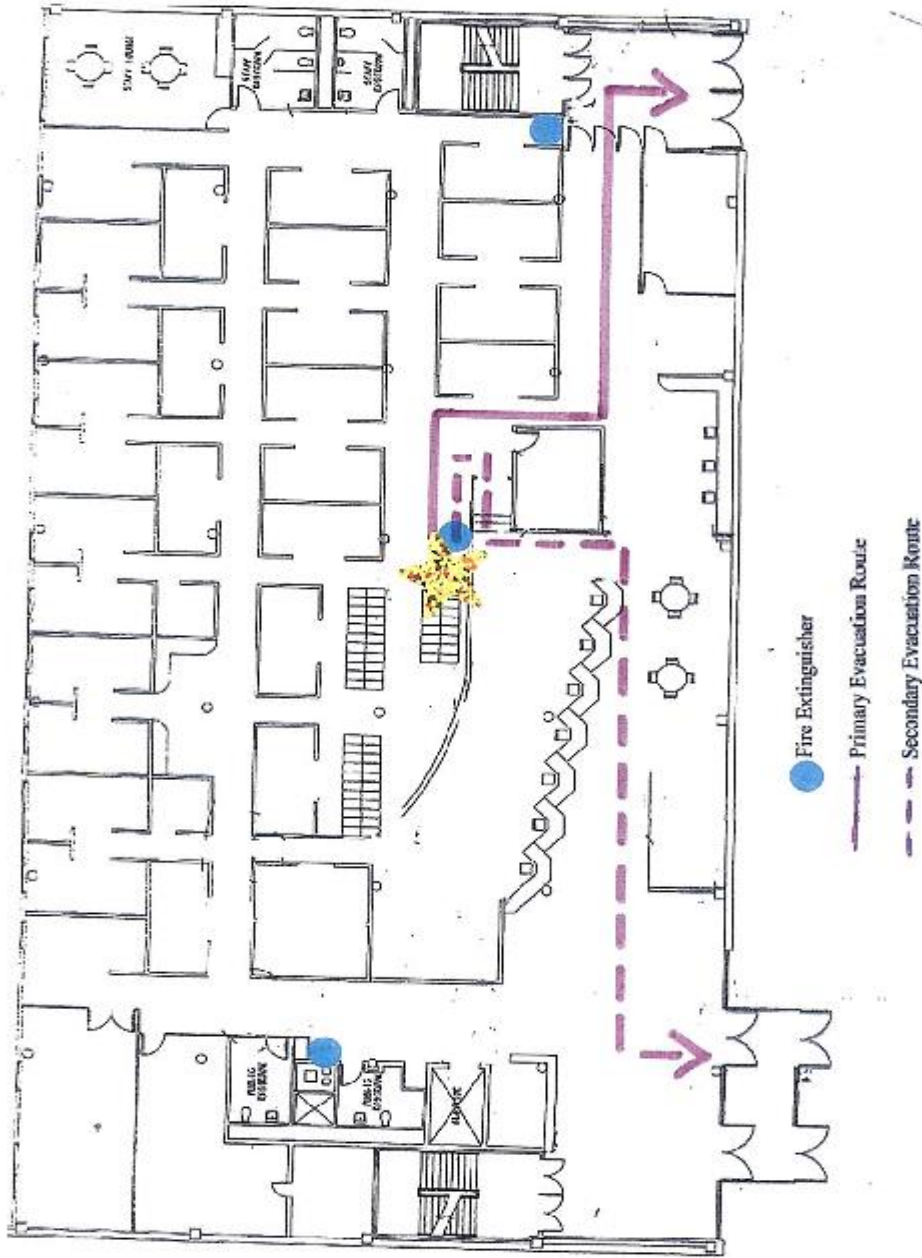
Elevator Malfunction

The following tips are provided in the event you're in an elevator that stalls:

- Press the call button, or call the emergency phone number located on the elevator. If there is no response, call 513 946-7200.
- Provide the following information:
 - Elevator number.
 - Nearest floor level if it can be determined.
 - Number of people and names of individuals on the elevator.
- Remain calm and if necessary, sit down inside the car.
- Be patient, it may take a several minutes for technicians to get the elevator moving.

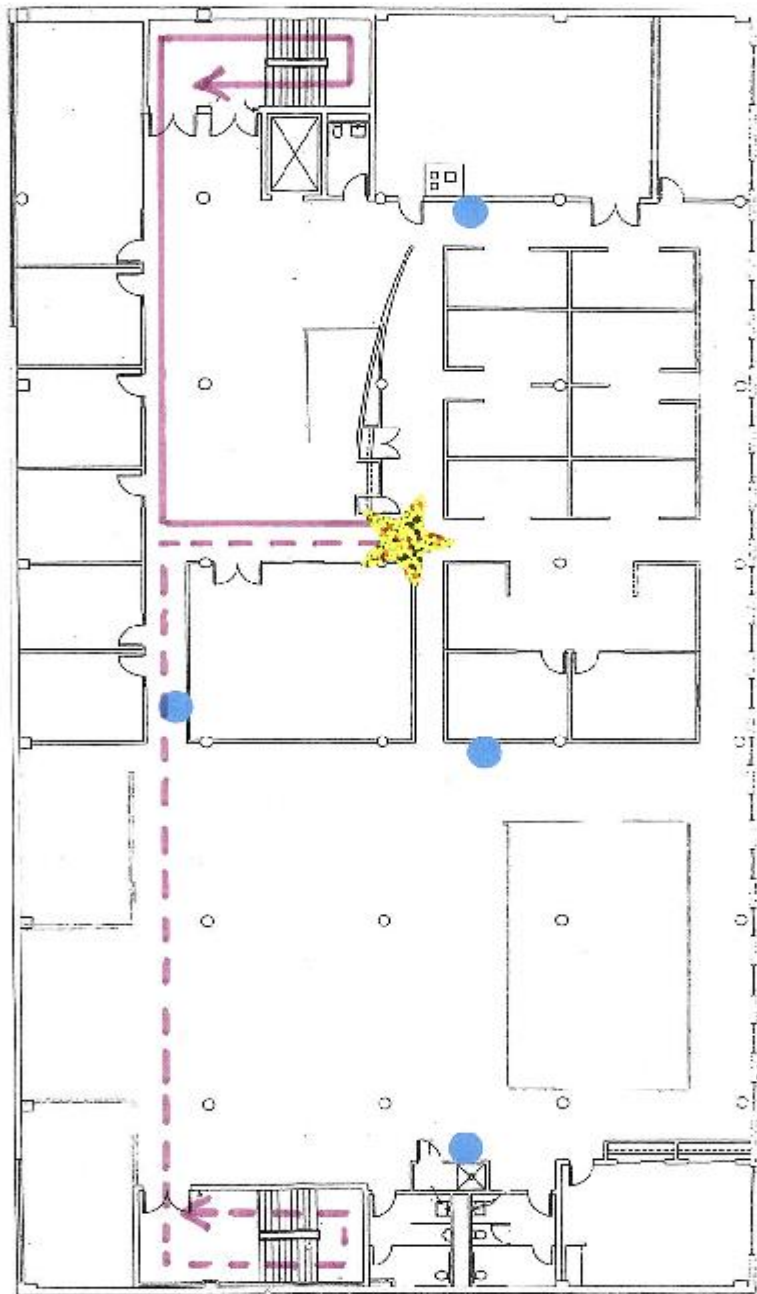
Evacuation Route

1916 Central Pkwy
Cincinnati, Ohio 45214
First Floor



Evacuation Route

1916 Central Pkwy
Cincinnati, Ohio 45214
Second Floor



- Fire Extinguisher
- Primary Evacuation Route
- - - Secondary Evacuation Route