

Warren County
SUPPORT SERVICES COMMITTEE
(INSURANCE)

March 22, 2013 @ 11:00am

Information Submitted By: Amy Clute, Insurance Administrator

Committee Members: Chairman, Supervisor Taylor
Supervisor Strainer
Supervisor Loeb
Supervisor McDevitt
Supervisor Frasier
Supervisor Mason
Supervisor Vanselow

- I. Committee meeting called to order by Chairman Taylor.**
- II. Motion to approve minutes of prior committee meeting.**
- III. Action agenda – matters requesting Resolutions of the Board and / or committee approval.**
 1. Requesting Resolution authorizing the Chairman of the Warren County Board of Supervisors to sign the “Electronic Partnering Agreement” with the NYS Workers’ Compensation Board (NYS WCB). The NYS WCB eclaims program will require insurers to submit various claim forms to the NYS WCB electronically beginning later this year. Warren County Self-Insurance has elected to perform this transmission through direct data entry via a website. This process will be no cost to the Self-Insurance Plan, other than Plan employee time to perform the data entry. Completion of the “Electronic Partnering Agreement” is a requirement to begin testing and utilizing the eclaims program.
 2. Requesting Resolution approving the revisions and amendments to the Warren County Municipal Center Emergency Action and Response Plan. Changes are indicated on the attached plan by **bold underline**. The plan has been amended to include information from the NYS Supreme and County Court Procedures (Appendix F). Section 3.4 for first aid/ CPR has been clarified and procedures for Building Closure have been included (section 4.4). The plan is reviewed annually by the Self-Insurance Administrator. If changes are needed they are then reviewed by Needham Risk Management, County Attorney and County Administrator.
 3. Requesting Resolution approving the revisions and amendments to the Warren County Human Services Building Emergency Action and Response Plan. Changes are indicated on the attached plan by **bold underline**. Section 3.4 for first aid/ CPR has been clarified and procedures for Building Closure have been included (section 4.4). The plan is reviewed annually by the Self-Insurance Administrator. If changes are needed they are then reviewed by Needham Risk Management, County Attorney and County Administrator.
 4. Requesting Resolution approving amendments to the Warren County Travel Policy and County Vehicle Use Regulations. Changes are indicated on the attached policy in **bold**. The policy has been amended to add language further clarifying who is an authorized driver; what steps a driver should take in the event of an accident; steps to safe vehicle operation; requirements for driver improvement training and the addition of an acknowledgement form. These changes were requested by the Employee Safety Committee and approved by the Risk Management Steering Committee, Needham Risk Management, the County Attorney and the County Administrator.
 5. Requesting Committee authorization for Insurance Administrator to attend NYS Association of Self-Insured Counties (NYSASIC) conference from May 1-3, 2013 at Oswego NY. Conference room and meals cost \$394 and conference registration fee is \$50. Monies for this are in the Self-Insurance Fund. The Administrator will utilize her own vehicle at her own expense.



State of New York - Workers' Compensation Board ELECTRONIC PARTNERING AGREEMENT

As Required by 12 NYCRR §300.22



This is an agreement to use Electronic Data Interchange (EDI) technologies and techniques, for the purpose(s) and objective(s) set out below or as amended from time to time in writing by mutual agreement, and such further purposes and objectives as the Board and Reporter may agree to in writing from time to time with reference to this Agreement.

1. **Parties:** The parties to this agreement are the New York State Workers' Compensation Board (hereinafter referred to as the Board) and, (enter full legal name and principal office address - hereinafter referred to as the Reporter).

Legal Name: *County of Warren*

Principal Office Address: *1340 State Rt 9*

City: *Lake George*

State: *NY*

Zip Code: *12845*

2. **Reporter Type and Specific Responsibilities (check one):**

Insurers, Self-Insured Employers or Special Fund

Reporter in the course of business as: (select from list) *Insurer*

and using the following Board assigned identifier(s): List **all** "W" numbers and associated FEINs.

W874754

is legally required to submit information to the Board in connection with workers' compensation claims.

- a. An Insurer, Self-Insured Employer or Special Fund may engage licensed Third-Party Administrator(s) and/or registered Vendor(s).

NOTE: Submissions or transmissions made by an unlicensed Third-Party Administrator or unregistered Vendor will be rejected by the Board.

- b. An Insurer, Self-Insured Employer or Special Fund remains responsible for every submission or transmission made on its behalf by a Third-Party Administrator and/or Vendor, including but not limited to the content and timeliness of the submissions, as well as all notices to other parties legally required to be made in conjunction with the submissions.

~~**Third Party Administrator**~~

~~Reporter in the course of its business as a Third-Party Administrator, and using the following Board assigned identifier~~

~~Board Assigned T Number:~~

~~FEIN:~~

~~is licensed by the New York State Department of Financial Services and the Board to administer claims on behalf of self-insured employers and carriers, and as such is permitted to submit information to the Board in connection with workers' compensation claims.~~

~~**Vendors**~~

~~Reporter in the course of its business as a vendor retained by Insurers, Self-Insured Employers, Special Funds, and/or Third-Party Administrators is permitted, when properly registered and in full compliance with this Agreement, to submit information to the Board in connection with workers' compensation claims. The Board has discretion to remove a Vendor when it appears that the Vendor has violated this Agreement, or any federal or state laws or regulations, or any policies of the Board.~~

3. **Purpose:** In accordance with Workers' Compensation Law §25 and 12 NYCRR §300.22, the Reporter is required to file with the Board: First Reports of Injury (FROI) and Subsequent Reports of Injury (SROI).
4. **Objective:** To test, initiate, implement, and maintain these reports through electronic filing as more fully set forth in the Implementation Guide v.1.0 (or any subsequent versions of the Implementation Guide) .
5. Reporter agrees that the objective stated in Item 4 above is lawful, and performance hereunder shall be deemed complete performance of the Reporter's obligation to file such reports. This document shall be deemed to fulfill any requirement on the part of the Reporter to apply to the Board or any related governmental entity for permission to file information electronically.
6. Reporter agrees that it will abide by the testing, initiation and implementation dates set forth in the Implementation Guide v.1.0 (and any subsequent versions of the Implementation Guide), and the IAIABC Electronic Trading Profile.
7. Reporter shall retain the content of data transmissions in confidence to the extent required by law. Specifically Reporter shall comply with all Federal and State laws, regulations and policies applicable to the data contained in any electronic transmissions or submission, including but not limited to Workers' Compensation Law §110-a.
8. The Reporter shall pay transmission costs for all reports being sent to or received from the Board.
9. The Board uses the Central Directory Service of the NYeNet for authentication and authorization. Reporter agrees to comply with the Acceptable Use Policy for Users of NYeNet Applications and with policies regarding user identification codes and passwords.
10. Reporter agrees to permit only authorized employees or other entities that have a valid, executed Electronic Partnering Agreement with the Board to file electronically on its behalf. All employees and all employees of other entities must each individually have a password to access the NYeNet directory service.
11. The Reporter shall ensure that each user identification code and password is used solely by the assigned employee.
12. If the Reporter intends to use a Vendor and/or Third Party Administrator to fulfill its electronic filing obligations, every Vendor and Third-Party Administrator must be identified through the Board's online registration process. Every Vendor and Third-Party Administrator must have an accepted Electronic Trading Partner Agreement filed with the Board.
13. The Reporter agrees to comply with the "Terms and Conditions for Business Partner Access to the Board's SFTS."

Agreed to on this date: _____

by the Reporter or by its duly authorized or lawfully empowered representatives and electronically signed in compliance with Article III of the State Technology Law of New York and accompanying regulations.

Reporter

Chairman, Warren County Board of Supervisors

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Self-Insurance

DATE: 3-22-13

- (a) Purpose of Request: Approving revisions and amendments to the Warren County Municipal Center Emergency Action and Response Plan.

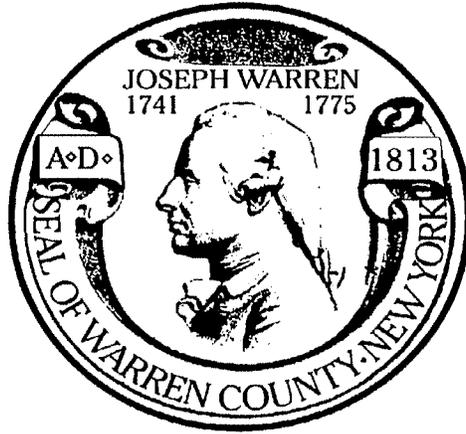
- (b) Details: Approving the attached plan revisions and amendments indicated in bold underline.

- (c) Previous Resolution Number: R175-2012

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: not applicable.

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS



Warren County Emergency Action and Response Plan

Municipal Center

**1340 State Route 9
Lake George, New York 12845**

2013

Approved Date _____
Resolution No. _____ of 2013

Emergency Action and Response Plan

1. ORGANIZATION

1.1. List of Contacts for Further Information

Names or regular job titles of persons or departments at the Warren County Municipal Center facility located on 1340 State Route 9, Lake George, New York who would be contacted for further information or explanation of duties under this plan:

Frank E. Morehouse, Jr. Buildings and Grounds 761-6494

(See also Chain of Command in Section 2.3)

1.2. New York State Supreme and County Court Procedures

1. See Appendix F

1.3. Training

Training is important for the effectiveness of an emergency plan. Before implementing an emergency action plan a sufficient number of persons must be trained to assist in the safe and orderly evacuation of employees. Training for each type of disaster response is necessary so that employees know what actions are required.

All employees will be trained in the following in accordance with the Employee Quick Response Card found in **Appendix A** of this document:

1. Evacuation
2. Lock Down
3. Shelter-in-Place
4. Duck and Cover

These Training Programs should be provided as follows:

1. Initially when the plan is developed.
2. For all new employees
3. When new equipment, materials, or processes are introduced.
4. When procedures have been updated or revised.
5. When exercises show that employee performance must be improved.
6. At least annually.

The Municipal Center will hold a minimum of two fire drills per year in the spring and fall, and at least one emergency drill from the Employee Quick Response Card e.g. Duck and Cover. There will be an evaluation of the performance made immediately by management and employees. Records of drills will be maintained. The emergency plan will be reviewed periodically and updated to maintain adequate response and program efficiency.

2. COMMUNICATION

2.1. Methods of Communication

During an emergency involving a fire or explosion, it may be necessary to evacuate all work areas. A method of communication is needed to alert employees to the evacuation or to take other action as required in the plan.

The communication procedure for notifying employees of the need to evacuate is through the use of the fire alarm. The fire alarm signal is an audible signal and a strobe light signal. The telephone would be used for contacting local authorities (i.e. Security, law enforcement officials, the Red Cross, Fire Department).

The Municipal Center has an "All Call" paging function through the phone system. This "All Call" notification will be used to advise employees of other response actions necessary in the event of an incident which does not require evacuation from the facility and notification via the fire alarm.

The process for the paging system is to dial from any phone in the building, **05#01**, the phone receiver will then become a microphone connected to the speaker system throughout the building.

The Highest Ranking Person in the Chain of Command has the primary responsibility for setting up, directing, maintaining, and operating all communications in an emergency action situation.

During Non-Working Hours

The **Primary Method** of notification of key people while off duty is by cell phone or home phone using a department phone tree.

During Working Hours

The **Primary Method** of communicating during an all building emergency will be via 911.

2.2. Indirect Communications or Alarm Signals During Work Hours

The building is equipped with fire, heat and smoke detection systems that are monitored by Mahoney Notifier. The fire alarm signal will be used as a warning for conditions that warrant facility wide emergency action and evacuation. Once the alarm is raised, employees shall evacuate the facility and report to the emergency evacuation areas, see **Appendix B**

2.3. Chain of Command

A chain of command is established to minimize confusion so that employees will have no doubt about who has authority for making decisions.

The chain of command for the Municipal Center is:

<u>Name</u>	<u>Position</u>	
Paul B. Dusek	County Administrator	761-6539
JoAnn McKinstry	Assistant to the County Administrator	761-7655
Joan Sady	Clerk of the Board	761-6563
Martin Auffredou	County Attorney	761-8708

In the event that no member of the Chain of Command for the Municipal Center is available at the time of an emergency, the Incident Command will be drawn from Warren County's HSB Chain of

- Joan Sady Unit 16
- Pam Vogel Unit 12

- Julie Montero for Suzanne Wheeler Unit 11
- Cheryl Grimes for Maureen Schmidt Unit 10
- Amy Clute Unit 13

- Security Supervisor Unit 5
- HSB Security Units 1 and 2
- MC Security Units 3 and 4

Members of the chain of command will report to each of the evacuation sites with their radios and will communicate evacuation status to the Incident Commander at the command post. The Incident Commander will be responsible for reporting the evacuation status to incoming police and other emergency services personnel including the status of non-ambulatory or disabled persons.

- Non-Ambulatory personnel, and any other persons not physically able to use the stairs should report to one of the four designated areas of refuge located in the north and south stairwells on the 2nd floor and in the basement.
- All personnel who have evacuated to the evacuation areas will remain there until told that they may return to the building by the Incident Commander or Emergency Services.
- If the building cannot be re-entered or Emergency Services indicates that employees must be relocated, the fire marshals will lead persons from their evacuations areas to the main lobby at the Human Services Building and organize by department.

3.4. Medical Assistance

Warren County does not expect or require any employee to provide medical assistance or CPR to injured colleagues or visitors. If any employees have received training and choose to provide medical assistance or perform CPR on an injured colleague or visitor, they do so on a voluntary "good Samaritan" basis and are encouraged to follow universal precautions as taught to them in their certification classes.

The following is information should someone choose to assist an injured worker while awaiting the arrival of emergency medical services.

Rendering First AID/ CPR:

1. Perform a primary victim assessment to use to determine what the next step will be.
Does the victim have an open airway?
Is the victim breathing?
Is the unconscious victim's heart beating?
Is the victim bleeding heavily? _____
2. Check for medical alert tag
3. Render basic first aid as appropriate and in accordance with training.
4. Render CPR as appropriate and in accordance with training.
5. For a person that may be choking:
_____ If the person is coughing forcefully he/she is able to get oxygen. Encourage
_____ the person to keep coughing.
_____ If the person cannot cough, cry, speak or breathe, get permission to help and
_____ have someone call 911. Administer 5 back blows and 5 abdominal thrusts
_____ until the object is forced out, the person starts to cough, cry, speak or

breathe on his/her own or the person becomes unconscious. If the person becomes unconscious, gently lower him/her to the floor being careful to protect the head on the way down.

Additional Medical Assistance

6. If person requires additional medical attention from a physician but the condition is not an emergency, transport victim to:

**Glens Falls Hospital
(518) 926-1000**

Emergency Conditions

7. If the condition of the victim is considered an emergency, call the emergency medical services by dialing **911**.

Be prepared to give:

The victim's location

Your phone number

The nature of the emergency

Number of persons needing help and any special conditions

Condition of victim(s) from the assessment made in #1 above

Always be the last person to hang-up the phone

4. TYPES OF EVACUATIONS TO BE USED IN EMERGENCY CIRCUMSTANCES

The following list has been compiled and thought to be the most likely emergencies at the facility:

1. Fire and/or associated explosions (Evacuation)
2. Escalation by clients and Workplace violence incidents (Lockdown)
3. Commercial traffic related incidents including chemical spills and bomb threat (Shelter in Place)
4. Natural disaster and weather events (Duck and Cover)

Procedures to be followed in the event of an emergency are located in **Appendix A**.

4.1. Fire and/or Associated Explosions (Evacuation)

The fire protection system consists of heat, smoke and fire detectors within the facility that are monitored by Mahoney. The means of egress from the building are indicated on the diagrams located in Appendix B, and exit routes are posted in corridors and office areas.

Portable fire extinguishers are located in common areas in the facility.

In the event of a fire (other than incipient), pull a fire alarm pull station and notify 911 of the nature of the emergency, location, severity, and number of injuries. Request the presence of the fire department, even if building employees can control the fire.

Building employees may operate fire extinguishers when attempting to control fires to aid in maintaining evacuation routes; however, employees are encouraged to evacuate the building and allow the fire department to control fires. The fire department has prime authority to direct fire

fighting activities.

Note: An incipient fire is a small and contained fire producing small amounts of smoke.

4.2. Escalation by clients and workplace violence incidents (Lockdown)

In the event of an intruder or a client who poses a threat, employees should telephone 911 or use an accessible distress button. If an intruder enters the building, and is armed or indicates a threat to personnel, the following steps should be taken:

- Call 911 and do not confront the intruder.
- Follow instructions given by the intruder, particularly if they are armed.
- Do not violate the intruder's space, use loud tones or issue false promises or threats.
- Speak calmly and attempt to buy time until law enforcement can respond.
- Personnel who are not immediately in the location of the intruder, and who become aware of the intruder's presence should lock themselves in a separate room if possible after dialing 911. See **Appendix G** for list of lockdown areas located in the Municipal Center.

The exteriors of the building, including the parking areas, are provided with lighting. If an employee has any concern with regard to entering or leaving the parking lot, they should request assistance from the Sheriff's Department.

See **Appendix A** for Lockdown instructions.

4.3. Commercial traffic related incidents including chemical spills and bomb threat (Shelter in Place)

In the event of commercial traffic related incidents the Incident Commander will call for a "Shelter in Place". See **Appendix A** for Shelter in Place instructions.

Should an employee receive a bomb threat, he or she should complete the New York State Police Bomb Threat Card which is kept near each telephone (**Appendix D**) and immediately notify 911. See **Appendix A** for additional Shelter in Place instructions.

- Bomb Threat (Generic, Non-specific Bomb Threat, i.e. no specific date, time, location or method):
 - Instruct everyone to remain where they are, and scan their respective area for anything out of the ordinary.
 - Call 911.
 - Scan common areas for anything unusual. Do not touch anything.
 - If no device is found, decide whether to continue normal operations or evacuate. The Incident Commander may consult with police to make their decision.
 - If a device is found, follow steps for a "Specific" bomb threat.
- Bomb Threat (Specific):
 - Call 911
 - Announce "Shelter-in-Place".
 - Move people out of the immediate area where the device is found, or specific threat has been issued to, to another area of the building.
 - Assist first responders as necessary.

4.4. Natural disasters and weather events (Duck and Cover)

In the event of severe weather that can cause flying glass or loss of structural integrity, the Incident Commander will call for a "Duck and Cover", and have employees move into corridors and assume the duck and cover position. See **Appendix A** for Duck and Cover instructions.

SNOW AND ICE - General Considerations

1. Maintenance of exits
2. Maintenance of walkways
3. Watch for snow and ice loading on roof – post warning signs or barricades for clients and employees if ice and snow might fall from the roof
4. Prepare areas for plowing snow
5. The Incident Command will notify personnel of hazards when coming to work and determine who is able to get to work.

SEVERE THUNDERSTORMS/HURRICANES - General Considerations

1. Stay away from telephone lines and metal pipes, which can conduct electricity
2. Secure loose objects that may blow around the facility
3. Stay away from windows and doors
4. The Incident Commander will notify personnel of hazards when coming to work and determine who is able to get to work.

Building Closing Procedures due to weather conditions, etc.

Procedure for final determination as to whether to close the building:

County Administrator shall confer, as necessary, with:

- A. Director/Deputy Director of OES
- B. Chairman of the Board of Supervisors
- C. DPW Superintendent
- D. Sheriff

If it is determined to close one or more County Buildings, the following procedures will be followed:

1. The County Board Chairman, County Administrator or designee will notify the press, or if after business hours, notification will be to the Office of Emergency Services who will arrange to send it to the 911 communications center which will in turn notify all press, paper, TV and radio on file. The Office of Emergency Services will also post the closing notice to its Face Book account and, depending on availability lighted variable message signs providing closing notification will be placed, as soon as practical, at the affected building entrance to provide notification to the general public;
2. The Closing will also be posted to the County Web site on the Home page near the top of the page and below the caption "County News and Events";
3. The closing will be posted to the School Closings network which provides the scrolling information on TV and to the radio stations;
4. An email will be sent to "Warren County Supervisors", "Department Heads", and "All Employees" – at the on file government email addresses – this will allow those that access their County email to find out information that way as well (including Chief Clerk of the Supreme Court and Chief Clerk of the Family Court);
5. Depending upon weather conditions, a secondary notice will be sent, at such time as appropriate, to cancel all non-essential meetings, clinics, etc. to Department Heads.

6. A phone call will be made to each Department Head. For after hour events, Department Heads are encouraged to utilize phone trees in their own departments so that staff can be notified in that manner as well; and
7. Closed notices will be posted at or near building entrances as soon as practical.

Depending upon conditions, the County Administrator may determine to implement a liberal leave policy by notifying Department Heads of the same and asking them to extend liberal leave to their employees with the understanding that, most likely, DPW, Sheriff, Nursing Home, Countryside, Airport and Buildings & Grounds will not be extending the liberal leave policy due to the particular tasks or jobs their staff may need to engage in during the storm.

5. CRISIS RESPONSE PROCEDURES

5.1. Media Relations

In the interest of consistent community and media relations, employees shall not make statements on behalf of the County to representatives of the press, television, or radio, nor may they photograph, videotape, or record at the facility. Inquiries from the media must be referred to the County Administrator or emergency service administration. (**Appendix E**)

Appendix A

Warren County
Emergency Quick Response Card

CONFIDENTIAL – DO
NOT DISTRIBUTE

<p>LOCKDOWN (REMAIN IN PLACE/CLEAR HALLWAYS)</p>	<p>FIRE</p> <ul style="list-style-type: none">• If you detect a fire or smoke	<p>SHELTER-IN-PLACE (SHELTER IN DESIGNATED SHELTER SITE OR ROOM)</p>	<p>DUCK and COVER (RELOCATE TO THE HALLWAYS)</p>
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Appendix B

Annex here:

Municipal Center fire marshal list

APPENDIX C

Annex here:

County list of important names and phone numbers - CONFIDENTIAL

Appendix D

New York State Police Bomb Threat Instruction Card

Place This Card Under Your Telephone

QUESTIONS TO ASK:

1. **When is bomb going to explode?**
2. **Where is it right now?**
3. **What does it look like?**
4. **What kind of bomb is it?**
5. **What will cause it to explode?**
6. **Did you place the bomb?**
7. **Why?**
8. **What is your address?**
9. **What is your name?**

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

BOMB THREAT INSTRUCTIONS

Number at which the call was received:

Time: _____ **Date:** _____

CALLERS VOICE:

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Soft |
| <input type="checkbox"/> High | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Fast | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Accent (type) _____ | |
| <input type="checkbox"/> Other Characteristics _____ | |

If voice is familiar, who did it sound like:

BACKGROUND SOUNDS:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Voices | <input type="checkbox"/> Airplanes |
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Trains |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Music |
| <input type="checkbox"/> Street Traffic | <input type="checkbox"/> Machinery |
| <input type="checkbox"/> Office Machinery | |
| <input type="checkbox"/> Other _____ | |

THREAT LANGUAGE:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | |
| <input type="checkbox"/> Message read by threat maker | |

Remarks:

Date: _____

Name: _____

Position: _____

Appendix E

PUBLIC INFORMATION REPORT

Date: _____ Time: _____

Location: _____

Address: _____

Your Name and Title: _____

Nature of Incident: _____

Time Detected: _____

Brief Description of the Facts of the Incident:

Who Responded: _____

Number of Injuries/Deaths (Hold the names pending notification of family) _____

Incident Commander's Name: _____

Emergency Service Public Information Officer Name: _____

Name of Warren County's Public Information Officer: _____

Time and Location that County's Public Information Officer will be available: _____

INSTRUCTIONS:

COMPLETE THIS FORM AND PROVIDE IT TO THE COUNTY ADMINISTRATOR AS QUICKLY AS POSSIBLE.

Appendix F

New York State Supreme and County Court Procedures:

- A. All New York State Court personnel will be trained in accordance to Warren Counties Emergency Action Plan Rev. 2013 when occupying county facilities outside of the court wing.
- B. All New York State Court personnel will perform an “All Call” over the PA system in accordance with the Warren County Emergency Action Plan Rev. 2013 in a emergency situation.
- C. All New York State Court personnel will be trained by a representative of the New York State Court System.
- D. All New York State Court personnel will follow New York State Policy and Procedure as outlined within their own Emergency Action Plan when an alarm is sounded and they’re occupying the court facilities.
- E. New York State Court personnel will gather at an area of refuge designated by the New York State courts procedures during an evacuation and maintain radio contact with Warren County personnel designated as floor wardens for proper personnel accountability.

Appendix G

Annex here:

Municipal Center lockdown locations.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Self-Insurance

DATE: 3-22-13

- (a) Purpose of Request: Approving revisions to the Warren County Human Services Building Emergency Action and Response Plan.

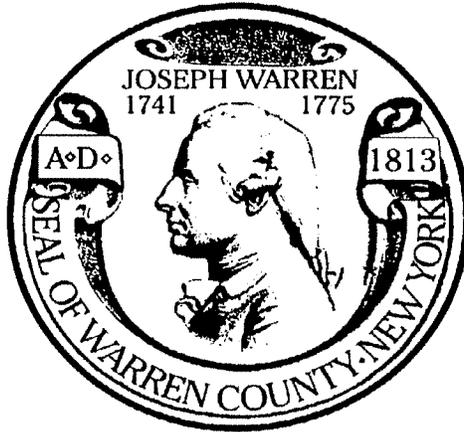
- (b) Details: Approving the attached plan revisions and amendments indicated in bold underline.

- (c) Previous Resolution Number: 219 of 2012

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: not applicable.

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS



**Warren County
Emergency Action and Response Plan**

Human Services Building

19 Glen Lake Road
Queensbury, New York 12804

2013

Approved Date _____
Resolution No. _____ of 2013

Emergency Action and Response Plan

1. ORGANIZATION

1.1. List of Contacts for Further Information

Names or regular job titles of persons or departments at the Warren County Human Services Building facility located at 19 Glen Lake Road, Queensbury, New York who would be contacted for further information or explanation of duties under this plan:

Frank E. Morehouse, Jr. Buildings and Grounds 761-6494

(See also Chain of Command in Section 2.3)

1.2. Training

Training is important for the effectiveness of an emergency plan. Before implementing an emergency action plan a sufficient number of persons must be trained to assist in the safe and orderly evacuation of employees. Training for each type of disaster response is necessary so that employees know what actions are required.

All employees will be trained in the following in accordance with the Employee Quick Response Card found in **Appendix A** of this document:

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The Human Services Building has an "All Call" paging function through the phone system. This "All Call" notification will be used to advise employees of other response actions necessary in the event of an incident which does not require evacuation from the facility and notification via the fire alarm.

Dial 6640

00 = All Zones

01 = 1st Floor Hallways

02 = Family/Waiting Room 1st Floor

03 = Group Recert Room

04 = 2nd Floor Halls

05 = 3rd Floor Halls and Break Room

06 = Basement and Conference Rooms

The Highest Ranking Person in the Chain of Command has the primary responsibility for setting up, directing, maintaining, and operating all communications in an emergency action situation.

During Non-Working Hours

The **Primary Method** of notification of key people while off duty is by cell phone or home phone using a department phone tree.

During Working Hours

The **Primary Method** of communicating during an all building emergency will be via 911.

2.2. Indirect Communications or Alarm Signals During Work Hours

The building is equipped with fire, heat and smoke detection systems that are monitored by US Monitors. The fire alarm signal will be used as a warning for conditions that warrant facility wide emergency action and evacuation. Once the alarm is raised, employees shall evacuate the facility and report to the emergency evacuation areas, see **Appendix B**

2.3. Chain of Command

A chain of command is established to minimize confusion so that employees will have no doubt about who has authority for making decisions.

The chain of command for the Human Services Building is:

<u>Name</u>	<u>Position</u>	
Suzanne Wheeler	Commissioner DSS	761-7647
Maureen Schmidt	Deputy Commissioner DSS	761-6362
Amy Clute	Self Insurance Administrator	761-6529
Christie Sabo	Director OFA	761-8820

In the event that no member of the Chain of Command for the Human Services Building is available at the time of an emergency, the Incident Command will be drawn from the Warren County Municipal Center's Chain of Command, or a member of the County Chain of Command may choose to become Incident Commander at a facility incident based on the scale or scope of the emergency.

If there is an emergency which affects both buildings, the Incident Command will be drawn from Warren County Municipal Center's chain of command.

2.4. The Preferred Means of Reporting Fires and Other Emergencies

1. Fire Alarm, Pull Down System
2. Verbal through the "All Call" feature on the telephone system
3. Notify the Security Desk via telephone at **6248**
4. Call **911**

(Also see **Communication Plan, Section 2.1 and 2.3**)

A list of Important Contacts and phone trees are documented in **Appendix C**.

3. ACTION AND RESPONSE

3.1. Procedures During Evacuation

Employees shall not be expected to remain in operating areas during an emergency that requires facility wide evacuation, during normal operating conditions. During an emergency, employees should not turn off computers and printers but should shut off any heat producing equipment such as toasters and portable heating equipment. All employees and visitors will evacuate the building upon being notified to do so. Employees should bring their coats and car keys with the idea they may not be allowed to return only if they can be easily reached without delaying evacuation, and should proceed to the evacuation areas (see **Appendix B**). When the emergency allows, the Incident Commander will establish a Command Post in front of the main entrance where the Security Supervisor and Incident Commander will greet incoming emergency vehicles. If the nature of the emergency does not allow the command post to be in front of the main entrance, the Incident Commander will designate another command post.

3.2. Emergency Escape Procedures

A map of the facility can be found in **Appendix B** of this document. Evacuation routes are posted by each exit door, and in the event of an evacuation, employees and visitors should evacuate the facility by use of the nearest available marked exit. If the closest stairway or exit is unusable, another exit should be located and used.

Employees and visitors should not use elevators to evacuate the building.

3.3. Procedures to Account for Personnel

After emergency evacuation has been initiated, all employees and visitors will gather at the designated emergency evacuation area. The area fire marshal (see list in **Appendix B**) will verify the adequacy of the evacuation on their area and then report to the assigned outside areas. Members of the chain of command and others have been issued with Kenwood TK-290 portable radios as follows:

- Julie Montero for Suzanne Wheeler Unit 11
- C Grimes / G Maranville for Maureen Schmidt Unit 10
- Amy Clute Unit 13

- Security Supervisor Unit 5
- HSB Security Units 1 and 2
- MC Security Units 3 and 4
- Paul Dusek Unit 14
- Joann McKinstry Unit 15
- Joan Sady Unit 16
- Pam Vogel Unit 12

Members of the chain of command will report to each of the evacuation sites with their radios and will communicate evacuation status to the Incident Commander at the command post. The Incident Commander will be responsible for reporting the evacuation status to incoming police and other emergency services personnel including the status of non-ambulatory or disabled persons.

- Non-Ambulatory personnel and any other persons not physically able to use the stairs should report to one of the two designated areas of refuge located in the rear stairwells at the east and west ends of the building on each floor and press the button to speak with Emergency Services.
- All personnel who have evacuated to the evacuation areas will remain there until told that they may return to the building by the Incident Commander or Emergency Services.
- If the building cannot be re-entered or Emergency Services indicates that employees must be relocated, the fire marshals will lead persons from their evacuations areas to the main lobby at the Municipal Center and organize by department.

3.4. Medical Assistance

Warren County does not expect or require any employee to provide medical assistance or CPR to injured colleagues or visitors. If any employees have received training and choose to provide medical assistance or perform CPR on an injured colleague or visitor, they do so on a voluntary "good Samaritan" basis and are encouraged to follow universal precautions as taught to them in their certification classes.

The following is information should someone choose to assist an injured worker while awaiting the arrival of emergency medical services.

Rendering First AID/ CPR:

1. Perform a primary victim assessment to use to determine what the next step will be.
 - Does the victim have an open airway?
 - Is the victim breathing?
 - Is the unconscious victim's heart beating?
 - Is the victim bleeding heavily? _____

2. Check for medical alert tag
3. Render basic first aid as appropriate and in accordance with training.
4. Render CPR as appropriate and in accordance with training.
5. For a person that may be choking:
 - If the person is coughing forcefully he/she is able to get oxygen. Encourage the person to keep coughing.
 - If the person cannot cough, cry, speak or breathe, get permission to help and have someone call 911. Administer 5 back blows and 5 abdominal thrusts until the object is forced out, the person starts to cough, cry, speak or breathe on his/her own or the person becomes unconscious. If the person becomes unconscious, gently lower him/her to the floor being careful to protect the head on the way down.

Additional Medical Assistance

6. If person requires additional medical attention from a physician but the condition is not an emergency, transport victim to:

**Glens Falls Hospital
(518) 926-1000**

Emergency Conditions

7. If the condition of the victim is considered an emergency, call the emergency medical services by dialing **911**.

Be prepared to give:

The victim's location
 Your phone number
 The nature of the emergency
 Number of persons needing help and any special conditions
 Condition of victim(s)
 Always be the last person to hang-up the phone

4. TYPES OF EVACUATIONS TO BE USED IN EMERGENCY CIRCUMSTANCES

The following list has been compiled and thought to be the most likely emergencies at the facility:

1. Fire and/or associated explosions (Evacuation)
2. Escalation by clients and Workplace violence incidents (Lockdown)
3. Commercial traffic related incidents including chemical spills and bomb threat (Shelter in Place)
4. Natural disaster and weather events (Duck and Cover)

Procedures to be followed in the event of an emergency are located in **Appendix A**.

4.1. Fire and/or Associated Explosions (Evacuation)

The fire protection system consists of heat, smoke and fire detectors within the facility that are monitored by US Monitor. The means of egress from the building are indicated on the diagrams located in Appendix B, and exit routes are posted in the building.

Portable fire extinguishers are located in common areas in the facility.

In the event of a fire (other than incipient), pull a fire alarm pull station and notify 911 of the nature of the emergency, location, severity, and number of injuries. Request the presence of the fire department, even if building employees can control the fire.

Building employees may operate fire extinguishers when attempting to control fires to aid in maintaining evacuation routes; however, employees are encouraged to evacuate the building and allow the fire department to control fires. The fire department has prime authority to direct fire fighting activities.

Note: An incipient fire is a small and contained fire producing small amounts of smoke.

4.2. Escalation by clients and workplace violence incidents (Lockdown)

In the event of an intruder or a client who poses a threat, employees should telephone 911 or use an accessible distress button. If an intruder enters the building, and is armed or indicates a threat to personnel, the following steps should be taken:

- Call 911 and do not confront the intruder.
- Follow instructions given by the intruder, particularly if they are armed.
- Do not violate the intruder's space, use loud tones or issue false promises or threats.
- Speak calmly and attempt to buy time until law enforcement can respond.
- Personnel who are not immediately in the location of the intruder, and who become aware of the intruder's presence should lock themselves in a separate room if possible after dialing 911. See **Appendix G** for list of lockdown areas located in the Human Services Building.

The exteriors of the building, including the parking areas, are provided with lighting. If an employee has any concern with regard to entering or leaving the parking lot, they should request assistance from the Sheriff's Department.

See **Appendix A** for Lockdown instructions.

4.3. Commercial traffic related incidents including chemical spills and bomb threat (Shelter in Place)

In the event of commercial traffic related incidents the Incident Commander will call for a "Shelter in Place". See **Appendix A** for Shelter in Place instructions.

Should an employee receive a bomb threat, he or she should complete the New York State Police Bomb Threat Card which is kept near each telephone (**Appendix D**) and immediately notify 911. See **Appendix A** for additional Shelter in Place instructions.

- Bomb Threat (Generic, Non-specific Bomb Threat, i.e. no specific date, time, location or method):
 - Instruct everyone to remain where they are, and scan their respective area for anything out of the ordinary.
 - Call 911.
 - Scan common areas for anything unusual. Do not touch anything.
 - If no device is found, decide whether to continue normal operations or evacuate. The Incident Commander may consult with police to make their decision.

- If a device is found, follow steps for a “Specific” bomb threat.
- Bomb Threat (Specific):
 - Call 911
 - Announce “Shelter-in-Place”.
 - Move people out of the immediate area where the device is found, or specific threat has been issued to, to another area of the building.
 - Assist first responders as necessary.

4.4. Natural disasters and weather events (Duck and Cover)

In the event of severe weather that can cause flying glass or loss of structural integrity, the Incident Commander will call for a “Duck and Cover”, and have employees move into corridors and assume the duck and cover position. See **Appendix A** for Duck and Cover instructions.

SNOW AND ICE - General Considerations

1. Maintenance of exits
2. Maintenance of walkways
3. Watch for snow and ice loading on roof – post warning signs or barricades for clients and employees if ice and snow might fall from the roof
4. Prepare areas for plowing snow
5. The Incident Command will notify personnel of hazards when coming to work and determine who is able to get to work.

SEVERE THUNDERSTORMS/HURRICANES - General Considerations

1. Stay away from telephone lines and metal pipes, which can conduct electricity
2. Secure loose objects that may blow around the facility
3. Stay away from windows and doors
4. The Incident Commander will notify personnel of hazards when coming to work and determine who is able to get to work.

Building Closing Procedures due to weather conditions, etc.

Procedure for final determination as to whether to close the building:

- County Administrator shall confer, as necessary, with:
- A. Director/Deputy Director of OES
 - B. Chairman of the Board of Supervisors
 - C. DPW Superintendent
 - D. Sheriff

If it is determined to close one or more County Buildings, the following procedures will be followed:

1. The County Board Chairman, County Administrator or designee will notify the press, or if after business hours, notification will be to the Office of Emergency Services who will arrange to send it to the 911 communications center which will in turn notify all press, paper, TV and radio on file. The Office of Emergency Services will also post the closing notice to its Face Book account and, depending on availability lighted variable message signs providing closing notification will be placed, as soon as practical, at the affected building entrance to provide notification to the general public;

2. The Closing will also be posted to the County Web site on the Home page near the top of the page and below the caption "County News and Events";
3. The closing will be posted to the School Closings network which provides the scrolling information on TV and to the radio stations;
4. An email will be sent to "Warren County Supervisors", "Department Heads", and "All Employees" – at the on file government email addresses – this will allow those that access their County email to find out information that way as well (including Chief Clerk of the Supreme Court and Chief Clerk of the Family Court);
5. Depending upon weather conditions, a secondary notice will be sent, at such time as appropriate, to cancel all non-essential meetings, clinics, etc. to Department Heads.
6. A phone call will be made to each Department Head. For after hour events, Department Heads are encouraged to utilize phone trees in their own departments so that staff can be notified in that manner as well; and
7. Closed notices will be posted at or near building entrances as soon as practical.

Depending upon conditions, the County Administrator may determine to implement a liberal leave policy by notifying Department Heads of the same and asking them to extend liberal leave to their employees with the understanding that, most likely, DPW, Sheriff, Nursing Home, Countryside, Airport and Buildings & Grounds will not be extending the liberal leave policy due to the particular tasks or jobs their staff may need to engage in during the storm.

5. CRISIS RESPONSE PROCEDURES

5.1. Media Relations

In the interest of consistent community and media relations, employees shall not make statements on behalf of the County to representatives of the press, television, or radio, nor may they photograph, videotape, or record at the facility. Inquiries from the media must be referred to the County Administrator or emergency service administration. (Appendix E)

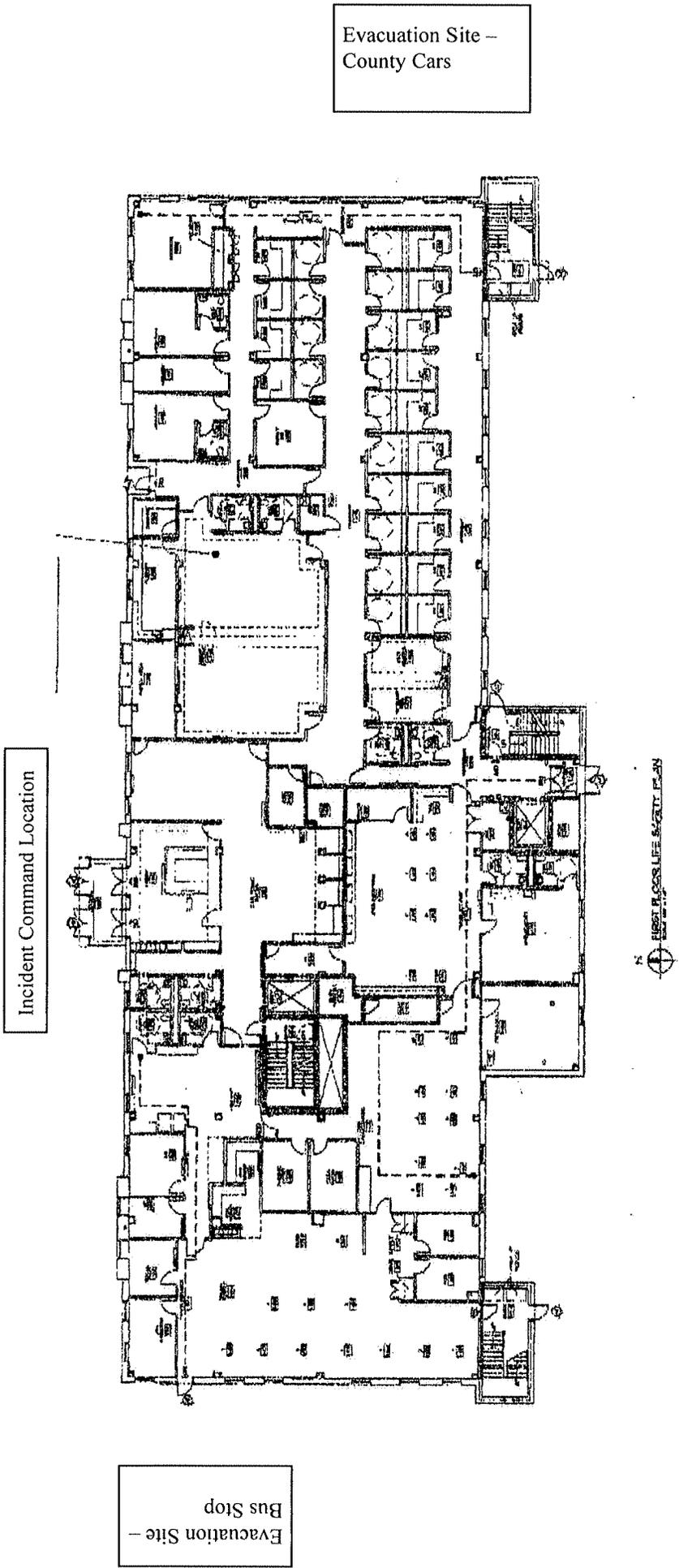
Appendix A

Warren County
Emergency Quick Response Card

CONFIDENTIAL – DO
NOT DISTRIBUTE

LOCKDOWN (REMAIN IN PLACE/CLEAR HALLWAYS)	FIRE	SHELTER-IN-PLACE (SHELTER IN DESIGNATED SHELTER SITE OR ROOM)	DUCK and COVER (RELOCATE TO THE HALLWAYS)
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Appendix B



Evacuation Site -
Bus Stop

Evacuation Site -
County Cars

Incident Command Location

Appendix B

Annex here:
Human Services fire marshal list

APPENDIX C

Annex here:

County list of important names and Phone numbers – CONFIDENTIAL

Appendix D

New York State Police Bomb Threat Instruction Card

Place This Card Under Your Telephone

QUESTIONS TO ASK:

- 1. When is bomb going to explode?
- 2. Where is it right now?
- 3. What does it look like?
- 4. What kind of bomb is it?
- 5. What will cause it to explode?
- 6. Did you place the bomb?
- 7. Why?
- 8. What is your address?
- 9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

BOMB THREAT INSTRUCTIONS

Number at which the call was received:

Time: _____ Date: _____

CALLERS VOICE:

- Loud Soft
- High Deep
- Intoxicated Disguised
- Calm Angry
- Fast Slow
- Stutter Nasal
- Distinct Slurred
- Accent (type) _____
- Other Characteristics _____

If voice is familiar, who did it sound like:

BACKGROUND SOUNDS:

- Voices Airplanes
- Quiet Trains
- Animals Music
- Street Traffic Machinery
- Office Machinery
- Other _____

THREAT LANGUAGE:

- Well spoken (educated) Incoherent
- Foul Taped
- Irrational
- Message read by threat maker

Remarks:

Date: _____

Name: _____

Position: _____

Appendix E

PUBLIC INFORMATION REPORT

Date: _____ Time: _____

Location: _____

Address: _____

Your Name and Title: _____

Nature of Incident: _____

Time Detected: _____

Brief Description of the Facts of the Incident:

Who Responded: _____

Number of Injuries/Deaths (Hold the names pending notification of family) _____

Incident Commander's Name: _____

Emergency Service Public Information Officer Name: _____

Name of Warren County's Public Information Officer: _____

Time and Location that County's Public Information Officer will be available: _____

INSTRUCTIONS:

COMPLETE THIS FORM AND PROVIDE IT TO THE COUNTY ADMINISTRATOR AS QUICKLY AS POSSIBLE.

Appendix G

Annex here:
Human Service Building lockdown locations

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Self Insurance

DATE: 3/22/13

- (a) Purpose of Request: Amending the Warren County Travel Policy and County Vehicle Use Regulations

- (b) Details: Amending the policy to further clarify requirements of "authorized users"; to add language regarding the safe use of vehicles; adding procedures to follow after accidents; and requiring driver improvement training.

- (c) Previous Resolution Number: 220 of 2011

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: n/a

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Schedule A
WARREN COUNTY TRAVEL POLICY AND
COUNTY VEHICLE USE REGULATIONS

I. COUNTY TRAVEL POLICY

Whenever an officer or employee travels for County business, the officer or employee shall comply with the requirements of this section.

A. GENERAL GUIDELINES FOR THE USE OF MOTOR VEHICLES AND/OR MASS TRANSPORTATION

When at all possible, employees shall use County owned vehicles or rental vehicles available under state purchasing contract for County business purposes as opposed to personal vehicles. Whether a rental vehicle may be used in lieu of a County vehicle, shall be determined by the Fleet Manager or in said Managers absence, the County Administrator based on the nature of the trip, length of the trip, and/or number of persons riding in the vehicle. Whenever practical, employees shall use mass transportation for County business as opposed to County vehicles, rental vehicles or personal vehicles.

- 1) Use of personal vehicles should only occur when a County vehicle is not readily available in the pool of vehicles available for department use or when a rental vehicle is not authorized.
- 2) Mass transportation sources should be used whenever there would be a savings in costs unless such use would be impractical given the nature of the trip. If use of Mass transportation would result in a saving of time, the value of the Officer's or Employee's time should be considered in evaluating costs.
- 3) Whenever travel is for more than distances six (6) hours away, it is expected that mass transportation will be used unless there is justification for not using the same.
- 4) Whenever requesting permission of the Board of Supervisors for out-of-state travel or when requesting authorization from the Chairman of the Board to attend a meeting or convention, the employee making the request shall indicate on the authorization request form whether a County vehicle and/or mass transportation will be used and if not, the reason for such decision. The Board or Chairman may require the use of a County vehicle and/or mass transportation sources in whole or part as a condition of authorizing the trip.

B. TRAVEL APPROVAL REQUIRED

- 1) Unless travel is excepted herein, or by separate Resolution by the Board, each Supervisory committee shall review and approve *all* travel requests, both in-state and out-of-state. Out-of-state travel

requires approval by a board resolution, and in-state travel that necessitates overnight accommodations, require committee approval only. The number of people traveling to an event from one department shall be limited and set by the Supervisory committee. Department Heads shall submit all paperwork describing travel and expenses for review by the committee. A Travel Form (Schedule A) shall be signed by the Supervisory committee chairman if travel is approved and must be attached to any Purchase Order or Voucher submitted for reimbursement.

- 2) Travel by officers and employees of Warren County does NOT need approval by the Supervisory committee or Board of Supervisors if all of the following conditions apply:
 - a. the travel does not require overnight accommodations;
 - b. there is no more than \$100 in costs (to the County) per person per trip for travel and meal costs;
 - c. the travel is part of the normal course of business, which includes, but is not limited to, travel to perform the duties of the officer's and/or employee's position or travel is for attendance at seminars, training, and/or other classes or meetings where such is at no cost to the County or where such is mandated by state law, rule, or regulation.

C. FUNDING FOR TRAVEL

If payment of travel expenses require fund transfers, the Department Head must provide information on where the funds are coming from.

D. REIMBURSEMENT RATE FOR LODGING, MEALS, AND INCIDENTAL EXPENSES

The U.S. General Services Administration Domestic Per Diem Rates are to be used to determine the maximum reimbursement for lodging, meals and incidental expenses. A listing can be found at www.gsa.gov on the internet.

E. EXCEPTIONS

- 1) The Sheriff's Office shall be excepted from the Policy and guidelines concerning mass transportation and travel approval requirements, where the travel is not related to training or conferences, and which have been approved by the Sheriff or Division Commander.
- 2) The Commissioners of the Warren County Board of Elections, staff and machine custodians shall, to the extent authorized by the County Administrator, be excepted from the requirement of use of a County vehicle or a rental vehicle and may use personal vehicles with mileage

reimbursement by the County in the performance of their official duties in Warren County concerning the Election Day period (that time period of a few weeks during which matters are readied and concluded for an election), classes in the various municipalities, trips to nursing homes, and voter education sessions. The Director/Fire Coordinator, Deputy Director of the Emergency Services Office, and Deputy Fire and EMS Coordinators, to the extent authorized by the County Administrator, shall be excepted from the requirement of use of a County vehicle or rental vehicle and may use personal vehicles with mileage reimbursement by the County while in the performance of their official duties, in Warren County and adjacent counties. The officers and/or employees identified in this subparagraph 2) shall, however, when attending conferences or meetings outside the County or in adjacent counties, seek to use mass transit or a County vehicle, as may be applicable.

- 3) The employees of the Department of Social Services shall be excepted from the requirement of use of County vehicles and/or rental vehicles and may use personal vehicles with mileage reimbursement to be paid by the County, subject to the approval of the Commissioner of Social Services while continuing to use fleet vehicles as much as possible given the operation of that particular Department.

II. COUNTY MOTOR VEHICLE USE RULES

The following rules shall apply to the use of County owned, leased, or borrowed vehicles.

- A. Only authorized employees, **18 years and older**, who hold a valid New York State driver's license shall drive County vehicles. Authorized employees shall be 1) considered any employee who regularly or at times operates a County vehicle as part of the employee's usual and/or customary County job function or 2) an employee who is authorized to operate the vehicle by a) the County Administrator or b) the County Department Head to whom the vehicle has been assigned. **3) those whose driving record is free of any of the following: a) three moving violations within the last 24 months; or b) three safety violations within the last 24 months (safety violations include, but are not limited to, cell phone and seat belt violations.); or c) two chargeable accidents within the last 36 months; or d) two reckless driving citations within the last 60 months; or e) any single event combination of the above; or f) one DUI citation within the last 60 months; or g) one serious motor vehicle violation including but not limited to: hit and run, excessive speeding, accident with fatality, driving while intoxicated or loss of license. 4) those who agree to provide their driver license number to the County for inclusion in the NYS Department of Motor Vehicle License Event Notification Service (LENS). 5) those who have acknowledged and agree to the fact that they may be required to release their motor vehicle records to the County as follows: a) annually; b) as part of the pre-**

employment reference checks for eligible applicants for whom driving is a primary requirement of the position; c) prior to the employee being transferred into a new position for which driving is a primary requirement of the position; or d) following a driving incident. 6) those who have acknowledged and agreed to the fact that the County has a right to review any appropriate documents including driving records, proof of a valid license, automobile insurance information, etc. and must be aware of any driving violations, changes to driver information and driver status immediately of all authorized users described above.

- B. Volunteers, clients, members of employees' families, etc. are not authorized to operate County owned vehicles, except volunteer County employees and unpaid interns who hold a valid New York State driver's license shall be authorized to operate County owned vehicles for: 1) Veteran's Services for such purposes as may be authorized by Executive Law Section 358 of Veteran's Affairs; 2) for programs offered to Westmount Health Facility residents or persons participating in Countryside Adult Home programs whether such is directly sponsored by Westmount Health Facility or Countryside Adult Home or some other governmental or non-governmental entity; and 3) unpaid interns working at the Department of Social Services. Picking up hitchhikers is prohibited.
- C. County vehicles shall be utilized for official purposes only. Persons on official business for the County or being transported for purposes of furthering County business, an official departmental function or a County agency sponsored or operated program may ride in County vehicles. In addition, officials or employees from governmental entities other than Warren County, such as from the federal, state or local governments (e.g.; other counties, towns, cities, villages, school districts, etc.) may ride in County vehicles when accompanying County officials to a meeting, event, destination, or similar place, and such will be considered using the vehicle for official purposes or in furtherance of County business, since it fosters communication, shared governmental services and supports intergovernmental relationships. Examples of circumstances where non-County personnel may ride in County vehicles include but are not limited to: 1) Health Services Department Staff taking students from contracted educational settings as passengers in County vehicles for clinical experience; 2) Veterans who ride in the Veterans' Services' van pursuant to program identified in subparagraph II. B. hereof; 3) persons riding in Veterans' Services' vans pursuant to arrangements made with the Department of Social Services; 4) residents of Westmount Health Facility or Countryside Adult Home transported by County vehicle for any event or purpose whether such is directly sponsored by Westmount Health Facility or Countryside Adult Home or some other governmental or non-governmental entity for the general benefit of Westmount Health Facility residents; 5) Office for the Aging may transport advisory council

members and/or senior citizens to meetings, conferences, etc. at the discretion of the Director; 6) District Attorney personnel transporting witnesses; 7) department employees who wish to carpool with other County Officials not from Warren County when the purpose is furthering County business; 8) Youth being transported to various programs and seminars by the Youth Bureau Director; (9) Children being transported in County vehicles by DSS staff; and (10) Officials or employees from governmental entities other than Warren County, such as from federal, state or local governmental entities. Unauthorized personnel may not be transported. Uses not specifically described but consistent with the intent of this policy may be allowed by the Chairman of the Board of Supervisors whose determination of whether the use is consistent and/or allowed within this policy shall be final and binding.

D. Authorization is hereby granted for the following individuals to take County vehicles home on a daily basis due to the nature of their responsibilities:

1. Department of Public Works:
 - a. Highway Construction Supervisors (5)
 - b. Superintendent of Public Works
 - c. Deputy Superintendent of Public Works; and
 - d. Department of Public Works General Highway Foreman
2. Health Services:
 - a. Nurses, upon approval of the Director of Public Health/Patient Services
3. Sheriff's Office:
 - a. Sheriff
 - b. Undersheriff
 - c. Chief Deputy
 - d. Lieutenant- Criminal Investigators
 - e. Lieutenant-Law Enforcement
 - f. K-9 Officer;
 - g. Narcotics Officers (5); and
 - h. Civil Officer (1)
4. Fire Prevention & Building Code Enforcement:
 - a. Fire Coordinator
 - b. Building Inspectors (2)

Whenever authorization has been provided to take County vehicles home, Department Heads or their designees must, on a quarterly basis, file with the Warren County Treasurer a report which details use of County vehicles by name of the employee, employee number and days the vehicle was used for the quarter reported.

E. If authorization to take a County vehicle home is not provided in this Policy, the individual seeking to take a County vehicle to private residence overnight must receive the approval of the Department Head and the County Administrator. In the event that a Department Head desires to take a County vehicle to a private residence overnight, approval

must be obtained from the County Administrator. Authorization to take vehicles home overnight pursuant to this paragraph shall be subject to the following requirements:

1. A detailed log or record shall be kept by the department setting forth the date(s) vehicles were authorized to be taken home under this paragraph, the name of the employee, the vehicle make or model and the reason or purpose. Such list shall also include employee's position, title and vehicle number.
2. The log or record kept pursuant to subparagraph 1 hereof shall be furnished quarterly to the County Fleet Manager commencing April 1, 2005.
3. If authorized, County vehicles shall be driven only to and from the place of residence to the work site. No subsidiary trips (e.g. grocery store) shall be allowed.
4. An exemption is made for the Warren County Sheriff to authorize vehicles to be taken home on an as-needed basis for training and other matters, without requiring the approval of the Administrator/Clerk's Office.

F. All vehicles which are not authorized to be taken home under this policy shall be housed or stored at the site where the County Department or Division with jurisdiction over the vehicle has an office where officers or employees typically report to work. For example, Department of Public Works' vehicles would be expected to be housed or stored at the Department of Public Works building in Warrensburg. Vehicles used to support Airport or Parks, Recreation & Railroad Division site personnel would be expected to be housed or stored, respectively, at the Airport or Parks, Recreation & Railroad Division site. Exceptions to the requirements of this paragraph shall be as follows: (1) the General Highway Foreman who may be permitted to house or store his vehicle at the Town of Johnsburg Highway Garage; (2) the District Attorney vehicle assigned to the investigators shall be housed at the Town of Chester Town Hall or Warren County Municipal Center; (3) Sheriff's vehicles may be housed or stored at the Municipal Center or substations as designated by the Sheriff; and (4) Five vehicles assigned to the Health Services Department for use by the nurses in northern part of the County shall be housed as follows: one in Hague, one in North Creek, and three in Chester; (5) One vehicle assigned to the Planning & Community Development Department for use by the Construction Cost Coordinator shall be housed in the area with the largest amount of Planning Activity for use on an as-needed basis; and (6) the Superintendent of Buildings vehicle to be housed in Warrensburg DPW shop.

G. All County owned or leased vehicles must be properly marked with the official, non-removable, Joseph E. Warren insignia, except for those used in police work and the Social Services Department.

H. No County vehicles shall be used for private or personal use.

- I. In addition to the log that must be kept on overnight usage (see subparagraph II-E. 2.), daily logs listing destinations, mileage and times must be maintained for all County vehicles covered by this Policy except for Sheriff's Office and Health Services Department Nurse's vehicles. Department Heads shall be responsible for this item.
- J. Department Heads are hereby authorized to recommend more restrictive or detailed rules concerning the use of County vehicles assigned to their department but must appear before the Budget Committee to gain approval of the rules which change these rules/regulations. If approved, the Budget Committee may authorize immediate implementation of the requested department rule change but such shall still be then referred to the Board of Supervisors for modification of this policy. If the Board does not approve the rule change, the Budget Committee's immediate authorization of the requested department rule change shall be deemed revoked.
- K. All vehicles that are assigned to specific employees or groups of employees must be returned to the fleet for use by other County employees when an employee is on vacation or not otherwise using the same.
- L. If violations of the rules set forth above are proven, an employee's rights to operate a County owned vehicle may be revoked by the Budget Committee.
- M. Employees are expected to take all steps necessary to avoid endangering themselves and others while operating vehicles on County business. To ensure this, employees authorized to operate County vehicles are expected to: 1) ensure that all vehicle occupants wear safety belts when the vehicle is in operation; 2) ensure that the vehicle to which the employee is assigned is maintained in a safe driving condition. Drivers shall not operate a vehicle that the driver suspects to not operate properly. The driver shall park the vehicle and contact his or her Supervisor to make appropriate arrangements so that the vehicle can be operated safely. If the Supervisor is not available, the employee shall contact the Warren County DPW maintenance department at 518-623-4142 or 518-761-6556.**
- N. Drivers of County vehicles are also responsible for: 1) ensuring that the vehicle is clean - no trash, good overall appearance; 2) ensuring that the vehicle is organized with tools and parts in their place; 3) ensuring that the vehicle has current copy of the vehicle registration and the insurance card are in the vehicle and all required inspection stickers are up to date; 4) ensuring both license plates are properly attached and visible at all times; 5) maintaining vehicle logs in accordance with procedures outlined above; 6) conducting daily**

visual inspection for obvious problems (flat tire, damage, leaks) before the start of the workday and during the workday when approaching the vehicle. An unsafe vehicle should not be operated until repairs are made. If a driver identifies a potentially hazardous defect the driver shall park the vehicle and contact their immediate Supervisor who should contact the Warren County maintenance garage (518-623-4142 or 518-761-6556) to determine if the vehicle requires maintenance before being operated. If the Supervisor is not available, the employee should contact the Warren County DPW maintenance department.

- O. Drivers of County vehicles or those authorized employees using their own vehicle for County business must follow respective laws governing motor vehicle operations including those regarding the use of cellular telephones. Drivers must refrain from any activity that may impede the driver's ability to focus on safety operating the vehicle while it is in motion. Drivers are personally responsible for any traffic citations; including EZ-Pass violations that may be issued as a result of operating a vehicle for county business.**
- P. Drivers of County vehicles must be alcohol and drug free. This includes prescription and non-prescription drugs that may impair a driver's judgment and other faculties.**
- Q. Drivers must report all accidents and incidents to his or her immediate Supervisor. The driver's immediate Supervisor must report the accident or incident according to the County's Safety and Health Program Policy.**

Should an accident occur, the driver of a vehicle used for County business must:

- Stop and investigate immediately.**
- Set out warning devices if such are available.**
- Assist injured persons, but not moving the person if it is likely to cause further injury; medical assistance must be called.**
- Notifying the police (call 911) and immediate Supervisor.**
- The driver must supply his or her name, address, employer name and address, vehicle registration number and exhibit operator's license to the proper authorities.**
- If there is no phone nearby, the driver must attempt to get a passerby to contact their immediate Supervisor.**
- Secure names and addresses of other involved, witnesses and first persons at the scene.**
- If the driver strikes an unattended vehicle and the owner cannot be located, the driver must place his or her name and the address of the Warren County Department securely on the vehicle.**
- The driver shall attempt to protect his or her vehicle from further damage and theft.**

- **The driver must comply with the drug-alcohol testing requirements of the County's substance abuse policy for motor vehicle drivers.**

- R. If you are the driver of a disabled County vehicle you need to do the following: 1) make sure that the vehicle is not impeding the flow of traffic and is not a safety hazard; 2) turn on the vehicles 4-way flashing hazard lights; 3) set-up the vehicles emergency safety triangles and safety cone if available; 4) place a note that can be seen from the outside of the vehicle on the dash of the vehicle describing the vehicles problem and drivers contact telephone or cell number; 5) notify the local police department (911) of the vehicles location.**

- S. No radar detection devices are to be used in any County owned, leased or borrowed motor vehicle. Drivers who are found to be using such devices may be subject to disciplinary action as determined by the Department Head or County Administrator.**

- T. All employees seeking to operate a County vehicle, leased vehicle, or their own vehicle on County business must have participated in a driver improvement program within the last 3 years. The driver improvement program can be the County's driver improvement training or other driver improvement training approved by New York State Department of Motor Vehicle and the County's safety officer. All incidents and accidents involving County vehicles or personal vehicles used for County business will be reviewed by the County's Risk Management Steering Committee and a recommendation will be made in regards to additional driver improvement training.**

- U. It will be the County Department Head responsibility to review this policy with all employees prior to using a vehicle for County business and at any time when the policy is changed. Additionally this policy will be reviewed at the County's driver improvement training.**

Schedule A

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The _____ hereby authorizes _____
(Supervisory Committee) (Employee Name)

to attend _____
(Name of meeting or organization)

at _____
(Address)

on _____. Mode of transportation to be used _____
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA * Rate \$ _____
- Meal costs - GSA * per diem rate \$ _____

*www.gsa.gov

Date: _____
Department Head Signature

Date: _____
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to County Administrator if credit card will be used.

Warren County Travel Policy and Vehicle Use Regulations

Acknowledgement Form

I understand to be an authorized driver of a County vehicle that is owned, leased or rented or to use another vehicle for County business I must:

- ❖ Be 18 years of age or older
- ❖ Hold a valid NYS Drivers license
- ❖ Use the vehicle as part of my usual and / or customary County job function
- ❖ Have been authorized to use the vehicle by the Department Head responsible for the vehicle or by the County Administrator
- ❖ Have a driving record free of any of the following
 - a) 3 moving violations within the last 24 months
 - b) 3 safety violations within the last 24 months
 - c) 2 chargeable accidents within the last 24 months
 - d) 2 reckless driving citations within the last 60 months
 - e) Any single event combination of the above
 - f) 1 DUI citation within the last 60 months
 - g) 1 serious motor vehicle violation
- ❖ Agree to provide my driver license number to the County for the LENS program
- ❖ Agree to sign a release for the County to obtain my motor vehicle records
- ❖ Agree to provide the County documents including driving records, proof of a valid license and automobile insurance information if requested
- ❖ Agree to immediately notify the County of any driving violations, changes to driver information and driver status.

I, _____ have read and understand the Warren County Travel Policy and Vehicle Use Regulations. By signing below I agree to adhere to the policy including the items listed above.

(Employee Signature)

(Date)

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Support Services Committee hereby authorizes Amy Clute
(Supervisory Committee) (Employee Name)

to attend NYSASIC Spring Conference

(Name of meeting or organization)

at Best Western Plus, Oswego NY

(Address)

on May 1, 2,3, 2013. Mode of transportation to be used personal
vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

personal vehicle at own expense

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

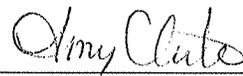
For Overnight Travel

Room rate \$ 394 incl meals _____ GSA* Rate \$ 94 per night _____

Meal costs - GSA*per diem rate \$ 56 per day _____

*www.gsa.gov

Date: 3/12/13 _____



Department Head Signature

Date: _____

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.

Tentative Conference Agenda

Wednesday May 1, 2013:

- 1:30pm - 2:15pm **Registration – Lobby**
- 2:30pm - 3:30pm **Round Table Discussion**
Municipalities Only
- 3:30pm-4:30pm **Round Table Discussion**
Municipalities and Vendors
- 4:30pm - 5:30pm **Registration – Lobby**
- 6:00pm - 8:30pm **Networking Reception & Dinner**

Thursday May 2, 2013:

- 7:30am - 9:00am **Breakfast Buffet**
- 8:00am-8:30 am **Registration**
- 8:50 am **Conference Begins**
- 9:00 am - 9:45 am **How to look good to an Excess Underwriter**
Speaker: Lee Pollack
Rose & Kiernan, Inc.
- 9:45 am - 10:15 am **Networking Break, visit vendor area**
- 10:15 am - 11:15 am **207c divorces Workers' Compensation**
Panel discussion moderated by:
Victoria E. Manes
Triad Group
- 11:15 am - Noon **MSP Compliance and SMART Act Update**
Speaker: Heather Schwartz
PMSI Settlement Solutions
- Noon - 1:30pm **Lunch**

Conference Agenda Thursday May 2, 2013 Continued:

1:30pm - 2:30pm **Update on eclaims**
Speaker: Laurie Hart, Albany District Manager
Speaker: Timothy Purcell, Director eGov
NYS ITS _General Govt / Workers' Compensation Board

2:30pm - 3:00pm **Networking Break, visit vendor area**

3:00pm - 4:00pm **IME 101**
Speaker: Amanda Funk
IMEC Independent Medical Evaluation Company, LLC

4:00pm **Vendors Close**

6:00pm - 8:30pm **Networking Reception & Dinner**

Friday May 3, 2013:

7:30am - 9:00am **Breakfast Buffet**

8:15am - 9:00am **Board of Directors Meeting**

9:00 am - 10:30 am **Federal Healthcare Reform: Exchanges and Full Time Part Time employees**
Speaker: to be determined
POMCO Group

10:45am - 11:15am **NYSASIC Business meeting**

11:15am **Conference Adjourns**

HOTEL REGISTRATION FORM



BEST WESTERN PLUS
Captain's Quarters Hotel &
Conference Center
 26 East First Street
 Oswego, NY 13126
 Phone: (315)342-4040
 Fax: (315)342-5454

NYSASIC Conference Wednesday May 1 – Friday May 3, 2013 Hotel Registration Form

--Please note only one form per room (no call-ins)**

Reservation Deadline: April 19, 2013

Cancellation Date: April 29, 2013

First Occupant

Name: Amy Clute
 Address: 10 Warren County St, 1340 St Rt 9
 City: Lake George State: Ny Zip Code: 12845
 Home Phone (____) _____ - _____
 Email: clutea@warrencountyny.gov
 Arrival: 5/1 Departure: 5/3
 Method of Payment:
 Credit Card type _____ or Purchase Order check
 # _____ Exp Date ___/___

Second Occupant

Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Home Phone (____) _____ - _____
 Email: _____
 Arrival: _____ Departure: _____
 Method of Payment:
 Credit Card type _____ or Purchase Order _____
 # _____ Exp Date ___/___

We are a 100% Non Smoking Hotel

Check In: 3:00PM

Check Out: 11:00 AM

Package #1: Includes one overnight, dinner, breakfast and service charges – **Circle room/rate**

Single: \$236.00 per person

Double: \$166.00 per person

Tax exempt rates are: **Tax Exempt Certificates will NOT be accepted at Check-in!**

Single: \$218.00 per person

Double: \$155.00 per person

Package #2: Includes two overnights, two dinners, two breakfasts and service charges – **Circle room/rate**

Single: \$432.00 per person

Double: \$291.00 per person

Tax exempt rates are: **Tax Exempt Certificates will NOT be accepted at Check-in!**

Single: \$394.00 per person

Double: \$267.00 per person

Please note any dietary requests you may have: _____

Cancellation Policy: You may cancel your reservation up to 4:00PM on Monday April 29th, 2013. If you cancel after this date, a fee equal to one night's package will be charged to your credit card.

To reserve your place at the 2013 NYSASIC Conference, please return this form – **YOUR TAX EXEMPT CERTIFICATE MUST ACCOMPANY YOUR REGISTRATION FORM.** Fax to: 315-471-8325 or email to: BWPLUS@BHGMAIL.COM.