



BLOUNT COUNTY  
PUBLIC LIBRARY  
*Bound Together*

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Approved Date: 10/15/2024  
Date of Creation: 01/17/2023

Signed: Lawren Emert

## Emergency and Safety Plan

### Introduction

The Emergency and Safety Plan for Blount County Public Library (BCPL) guides BCPL personnel in the event of an emergency or salvage procedure. The plan prescribes to staff that **human safety is the highest priority** and that collections recovery should not commence until all personnel and patrons are safe. The plan is designed for convenience during the early stages of a disaster.

BCPL Personnel should notify BCPL Administration of any issues that could incite an emergency. It is paramount to Library services to solve an issue before it escalates into a serious disaster.

In all cases, common sense should be the deciding factor as to when and/or who should execute emergency procedures. Each staff member should know the building's exits, the location of the alarm panels (and how to use them), the contents and location of the First Aid Kits, and the AED. When the emergency has passed, an incident report should be completed and distributed to the Executive Administrative Assistant of the BCPL Director.

<https://www.blountn.gov/DocumentCenter/View/25327/GL-Incident-Report-2022-FILLABLE>

## Distribution

Copies of the BCPL's Emergency and Safety Plan have been distributed to the following:

Blount County Personnel:	<ul style="list-style-type: none"> <li>● Mayor's Office</li> <li>● Sheriff's Office</li> <li>● District Attorney General</li> <li>● Risk Manager</li> <li>● General Services Director</li> </ul>
BCPL Personnel:	<ul style="list-style-type: none"> <li>● BCPL Board of Trustees</li> <li>● BCPL Director</li> <li>● Deputy Director</li> <li>● Executive Assistant</li> <li>● All Departments</li> </ul>
City of Maryville:	<ul style="list-style-type: none"> <li>● Mayor's Office</li> <li>● City Manager's Office</li> <li>● Police Department</li> <li>● Fire Department</li> </ul>
City of Alcoa:	<ul style="list-style-type: none"> <li>● Mayor's Office</li> <li>● City Manager's Office</li> <li>● Police Department</li> <li>● Fire Department</li> </ul>
Location of Copies:	Each Department will have one copy in their work area. The Library Director, Deputy Director, and Executive Administrative Assistant keep a digital copy on their phones. Digital copies will also be available on the BCPL's Staff Website.

## Emergency Closures

There may be occasions when safety concerns (severe weather, lost power, burst pipes, computer failure) might force an emergency closure, a decision the BCPL Director will make in consultation with the Chair of the BCPL Board of Trustees. BCPL can coordinate with Risk Management to serve as a Disaster Recovery Center (DRC) if needed.

## Inclement Weather

The BCPL primarily closes for inclement weather if Maryville City Schools close. However, the ultimate decision lies with the BCPL Director in consultation with the Chair

of the BCPL Board of Trustees and based on recommendations from local government authorities.

## Emergency Equipment

Each Department has the following emergency equipment on hand:

Waterproof Flashlight	Battery Powered Radio	Portable Fire Extinguishers
Evacuation Kit (Vest & Walkie Talkie)	First Aid Kit	Clipboard w/Note paper & Pens

Department managers or staff safety personnel should inspect supplies every six months.

## Emergency Supplies

These supplies will be accessible in case of emergency. If on the main level, these supplies will be located in the Custodial closet. If in the basement, these supplies will be located to the right of the stairwell in a container labeled "Emergency Supplies".

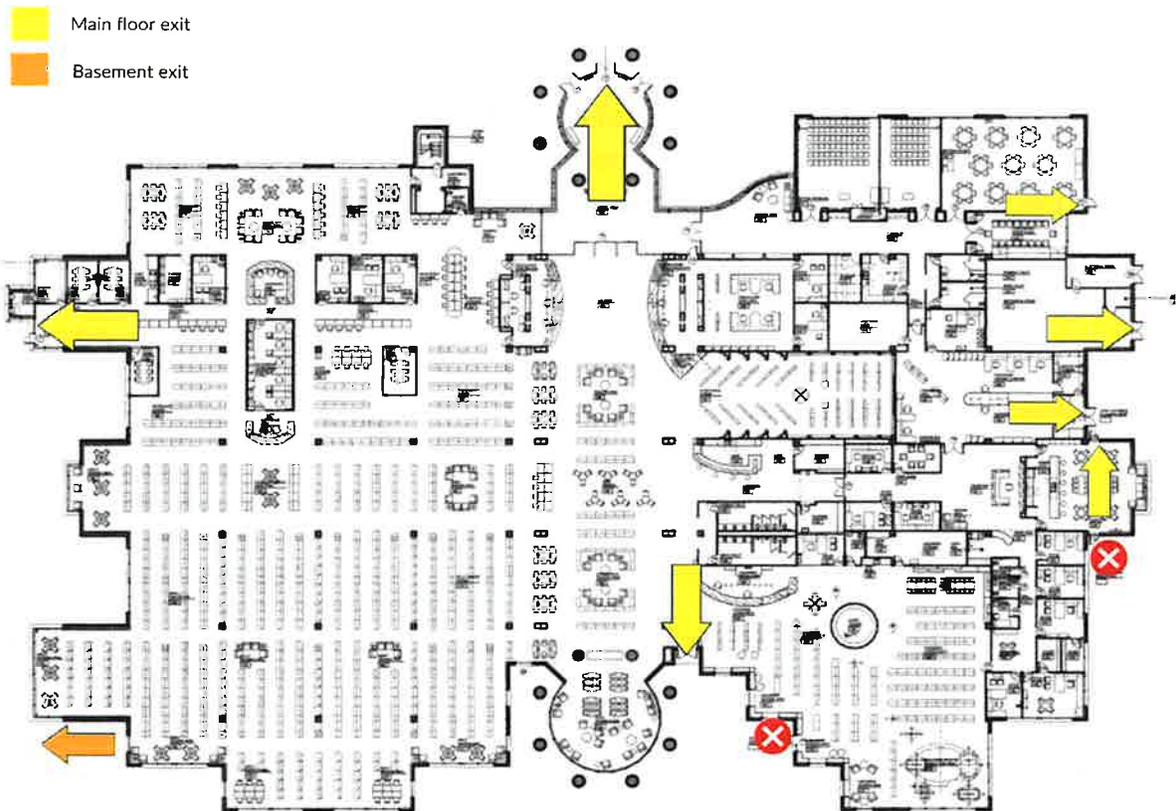
Plastic Sheeting	Wax Paper	Protective Coverings (Gloves, Masks, Aprons)
Duct Tape/Electrical Tape	Ladders	Fans
Shop Vac	Dehumidifier	Tool Box (Hammer, Screwdrivers, Pliers, etc.)
Plastic Garbage Bags	Plastic Buckets	Cleaning Chemicals
Biohazard Bags	Antibacterial Soap	Vacuum Cleaner w/bags
Polyester Film	Freezer Paper	Nitrile Gloves
Thermometer/Hygrometer	Absorbent Paper	Extension Cords

## Evacuation Procedures

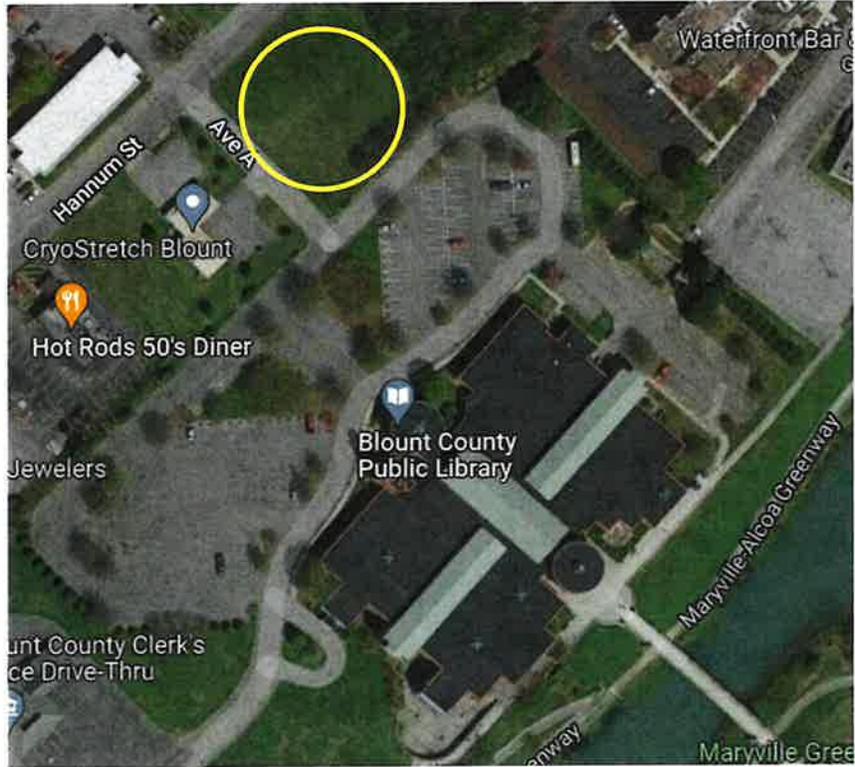
- Remain calm.
- Always respond to an evacuation order; do not assume the situation is a drill or false alarm.
- Human safety is always the highest priority.
- When exiting the building, please help anyone who requires assistance.

- If a patron will not leave, please exit the building and notify your team leader of the individual's location. Leave in an orderly fashion in accordance with the evacuation routes that have been established.
- Steer away from the building and go directly to the designated congregation area.
- Give attention to your Designated Department Captain and keep noise low so communications are clear, heard, and relayed.
- Do not reenter the building until instructed to do so.

## Evacuation Route



**Congregation Area: Grassy Lot off Avenue A**



Staff should gather at the congregation area after an evacuation for a **HEAD COUNT**. The assigned Department Captains will perform a head count and relay it to the Administration Leader.

Administration Leader	Executive Administrative Assistant
Backup #1	Deputy Director
Backup #2	Public Relations Coordinator

Once the head count is complete, the Administration Leader will notify the BCPL Director.

## Emergency Type and Procedure

Type of Emergency	Evacuation/Shelter Procedure
Fire, Flood or Electrical Issues	Main Entrance: Perimeter sidewalk to grassy lot on Avenue A. Rear Entrance: Greenbelt sidewalk to perimeter sidewalk to the grassy lot on Avenue A.
Active Attack	Run to the nearest exit and flee to the nearest place for help. If leaving is not an option, find the nearest room and barricade yourself inside. As a last option, fight. <b>Always call 911 with any of these cases.</b>
Tornado/Severe Weather	Proceed to the basement and go to the designated severe weather area, which is located across from the stairwell.

## Emergency Services

Maryville Police Department	Phone: 865-273-3700
Maryville Fire Department	Phone: 865-983-3650
Blount County Risk Management	Phone: 865-273-5776
Blount County General Services	Phone: 865-273-5785
Poison Information Center	Phone: 1 (800) 222-1222

## Utilities

Information Technology (IT)	Phone: 865-273-5730
Atmos Energy	Phone: 865-322-8667
City of Maryville Water Department	Phone: 865-273-3300
City of Maryville Electric Department	Phone: 865-983-8722

## Blood-Borne Pathogens

Note: Please refer to the 'Blount County Government Blood and Body Fluid (OPIM) Exposure Procedures" document for further investigation.

<https://www.blounttn.gov/DocumentCenter/View/28209/Blood-OPIM-Exposure-Packet-2024-?bidId=>

This document should be kept with the First Aid Kits.

### Supplies for dealing with blood accidents

- Nitrile Gloves when dealing with blood or saliva (DO NOT use rubber gloves)
- Biohazard Bags for any objects contaminated with blood (red bags)
- Antibacterial soap

### Cleanup Procedures

- Wash your hands using antibacterial soap.
- When taking off gloves, do not touch your skin. Pinch one glove and pull it off, then take your finger and put it under the second glove to remove that glove.
- Discard it in a biohazard bag and put it into the appropriate biohazard container.

### Staff Exposed to Blood

If you have a cut on your hand that comes into contact with blood from someone else, please fill out an incident report:

<https://www.blounttn.gov/DocumentCenter/View/28001/First-Report-of-Injury-Form?bidId=>

<https://www.blounttn.gov/DocumentCenter/View/25327/GL-Incident-Report-2022-FILLA BLE>

Staff should consult Maryville FD (865-983-3650) for further consultation and direction. Further information can be located on pages 19-21 of this document in Appendix A: *Blood and OPIM Exposure Level Determination and Decontamination Procedures*.

Any library materials with blood on them should be discarded in a biohazard bag immediately. In case of vomit, cleanup may proceed as usual unless it contains blood. Please contact Maryville FD for further guidance in case of blood in vomit.

## Immediate Medical Emergencies

1. **Call 911** and describe the patron's condition, Emergency personnel may provide instructions.
2. Position yourself where you are safe at all times.

3. Please alert the BCPL Director or Administration.
4. Make any attempt to make the patron feel comfortable before help arrives.
5. Do not move the patron, put on Nitrile gloves if blood is present.
6. Within 24 hours an Incident Report should be filled out and sent to the Executive Administrative Assistant.  
<https://www.blounttn.gov/DocumentCenter/View/25327/GL-Incident-Report-2022-FILLABLE>

## Bomb Threat

If a bomb threat is received, try and get the maximum information.

1. Keep the caller on the phone and gather as much information as possible (e.g., the device's location, the type of device, etc.). During the call, pay attention to any distinct sounds in the background.
  - a. Listen for any vocal cues that may help identify the caller (e.g., male/female voice, vocal tone, accent, or speech impediment).
2. Please get the attention of another staff member so they may call 911 immediately. Staff may also click on the panic button (SARA).
3. Please notify the BCPL Director or Administration promptly.
4. If the Police or manager feels danger is likely, have staff go through the building to notify patrons and begin evacuation procedures via the Library's P.A. System.
5. DO NOT allow anyone except authorized bomb squad personnel into the BCPL.
6. The BCPL Director and/or Administrative Leader should identify him/herself to Maryville Police Department. The staff member who received the call should be introduced to the officer in charge.
7. If a patron or staff member reports a suspicious object, no one should handle it. This is a job for the Maryville Police Department or bomb squad.
8. **Remember, it is better to be too cautious than not cautious enough.**

## Active Attack

The following procedures for an active attack are recommended by the U.S. Department of Homeland Security.

1. **Evacuate/Run:** Leave if you can, then dial 911. Keep your hands visible when responding to police.
2. **Hide:** Secure a hiding place, lock doors, turn off lights and silence your cell phone. Remain quiet and stay away from windows and doors. If the building alarm sounds, it may be a lure. Leave only if you smell smoke.

3. **Take Action/Fight:** This is a last resort, and only when your life is in imminent danger. Attempt to immobilize the shooter or act with physical aggression.
4. **Call 911:** When it is safe to do so.

## **Earthquake**

**The paramount concern in the event of an earthquake is shielding yourself from any falling objects.**

During an earthquake:

1. Remain calm and do not run. By remaining calm, you can better assess your surroundings. If you feel the building is beginning to shake, shout out to everyone in the building to take cover immediately.
2. If you are inside the building, please take shelter in a safe place. If possible, stand against a wall near the center of the building or get under a desk/table. Crouch down with your back to any windows and cover your head & face.
3. When the shaking ends, try and get the emergency equipment and assist patrons in evacuating the building.
4. Report any fire and/or damage as soon as it is safe to do so.
5. Once you leave the building, do not go back or allow anyone in the building for any reason.

## **Electrical Power Failure**

In case of a lengthy electrical power failure use the following procedure:

1. Notify the BCPL Director or Administration
2. Notify Maryville Electric Department at (865) 983-8722
3. Staff members should carry flashlights for emergencies. Please inform patrons that the BCPL is temporarily closed due to a power failure.
4. Secure the contents of the cash drawers.
5. Close & lock the front and back doors.
6. Staff should congregate inside the building to a central location. If directed to leave the building, staff will leave as a group.

## **Fire Alarm**

**In case of fire, follow these procedures:**

1. If smoke appears inside the building, pull the nearest fire alarm. Have staff notify patrons via the Library's P.A. system to leave the building immediately. Staff should also broadcast this to the public address system.

2. **If the fire is small**, Managers or nearest staff members should attempt to extinguish it with a fire extinguisher.
3. Staff members should go to their designated congregational area for a **HEAD COUNT**. The assigned Department Captains will perform a head count and relay it to the Administration Leader.
4. Do not re-enter the BCPL until instructed. The BCPL Director or Administration will be the main communicator to Maryville FD.
5. If the damage is extensive, the BCPL Director will notify staff and media concerning the status of the building.

## **Water**

1. Make an attempt to find the source of the water and notify the BCPL Director or Administration.
2. If possible, staff may attempt to remove the BCPL materials, equipment, or furniture from that area. If not feasible, cover the materials with plastic/rubber sheets or drop cloths.
3. If the water situation is uncontrollable, **please call 911**.
4. The BCPL Director will notify the Board of Trustees of the situation.

## **Behavioral Procedures**

Situations involving patrons who exhibit behavior that either consciously or unconsciously violates the rights of others to use the BCPL must be handled with professionalism and calmness. Remember all patrons do not behave or react to others in the same way. Your approach to a situation depends on the type and degree of behavior the patron exhibits. Guidelines for handling specific problems are below:

### **Alcohol**

Please use judgment when dealing with patrons who smell of alcohol. If the patron's behavior is not otherwise offensive, there is no issue. If the patron disturbs or is abusive to staff, please call Maryville PD (865-273-3700) without approaching the patron. Notify the BCPL Director or administration and file an incident report.

<https://www.blounttn.gov/DocumentCenter/View/25327/GL-Incident-Report-2022-FILLABLE>

### **Angry/Irate Patrons**

Dealing with an angry patron is one of the most difficult tasks involved in working with the public. Please follow these techniques when faced with an irate patron:

1. Remain calm and listen carefully.

2. Speak slowly and softly while keeping your voice/tone low.
3. Empathize with the patron and try to understand how they feel.
4. Recite what the patrons have said about the situation to be sure you understand why the patron is upset.
5. If the patron's argument is legitimate, do something immediately to see if the situation can be remedied.

If the patron is unsatisfied, please refer him/her to the BCPL Director. If the Director is not present, refer them to BCPL Administration (Deputy Director or Executive Administrative Assistant)

### **Assault/Physical Threat**

Any staff who observes an act of assault needs to call 911 immediately. Staff threatened or needing assistance should call for help from nearby patrons or staff. Another staff member should call 911 immediately. Please notify the BCPL Director or Administration.

### **Drugs**

Any staff member who witnesses the sale of drugs on property should call Maryville PD immediately (865-273-3700). Only the actual witness can press charges for the sale of illegal drugs. Notify the BCPL Director or Administration and file an incident report.

<https://www.blounttn.gov/DocumentCenter/View/25327/GL-Incident-Report-2022-FILLA>

### **BLE**

Make sure the report is given to the Executive Administrative Assistant.

### **Possession of a Weapon**

A weapon may be defined as any dangerous object. In addition to guns, weapons could include knives, switchblades, and box cutters. If you suspect a patron is carrying a weapon:

1. Remain calm.
2. Immediately call 911 and give an accurate description.
3. If able, alert the rest of the staff.
4. Do not provoke a confrontation. Keep your distance.
5. Without risking your own safety, try to get the staff and patrons away from the area.
6. Notify the BCPL Director or administration and file an incident report.  
<https://www.blounttn.gov/DocumentCenter/View/25327/GL-Incident-Report-2022-FILLABLE>

### **Theft/Burglary/Vandalism**

If a staff member reports personal belongings have been stolen or vandalized while on BCPL premises, please fill out an incident report. If necessary, the BCPL Director or

Administration will contact Maryville PD. The same procedure applies when BCPL property is stolen or vandalized.

<https://www.blounttn.gov/DocumentCenter/View/25327/GL-Incident-Report-2022-FILLA BLE>

If staff arrive at the BCPL and find indications the building has been entered or vandalized, please call Maryville PD and not touch anything. Please notify the BCPL Director or Administration.

## Tornado/Severe Weather

<b>Tornadoes....</b> Know what to look for	Dark, often greenish sky Wall Cloud Large hail Loud roar, similar to a freight train May appear as a funnel extending only partially to the ground Some are visible while others are obscured by rain or clouds
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When weather is threatening or a tornado watch is issued by the National Weather Service (meaning conditions are such that a tornado could develop), the following actions should be taken:

The BCPL Director and Administration will monitor local radio stations and keep an eye on outside weather conditions.

If a tornado warning is issued (meaning a tornado has been sighted within the area) or if a staff member spots a tornado in the vicinity of the BCPL, the following actions should be taken:

1. The BCPL Director or Administration will alert all patrons/staff to proceed to a designated shelter (basement) with no windows.
2. A radio and flashlight should be carried to the protective area if possible.
3. Once in a shelter area, all people will crouch or kneel near the walls, hands locked at the back of their heads, and their heads low and near the wall. All persons will remain in the shelter area until the expiration of the warning.
4. After the warning has expired and danger is past, inspect for damage.
5. If damage is severe, call 911 and evacuate the building. Please follow evacuation procedures.
6. BCPL Director will notify the Board of Trustees.

## **Inventory/Salvage Priority Lists**

If an emergency happens and the need to create an inventory/priority salvage system arises, use this categorized approach to consider the following classification while emphasizing what materials to protect first:

**Category One:** Salvage at all costs. Materials that are frequently used and detrimental to the BCPL's operation have considerable monetary value and support the mission of Blount County Public Library. An example is genealogy materials.

**Category Two:** Salvage if time permits: Materials that could be replaced, but replacements could exceed salvage costs. Example: Reference materials or administrative files.

**Category Three:** Salvage as part of general cleanup: Materials easily replaced in the original or another format. Example: Circulating materials.

Staff should consider the sentimental, research, and historical value of materials. The following questions may help determine prices:

- Is the item extremely paramount to Blount County, perhaps a piece of local history?
- Can the item be replaced? At what cost? Can the BCPL afford it?
- Would the cost of replacement be more or less than the restoration of the material?
- How meaningful is the material? To the collection? To researchers? Will insurance pay for one format and not another?

If an inventory/priority salvage system is created, it will be located in the Executive Administrative Assistant's office.

## **Disaster Recovery**

If a disaster strikes during operational hours, the top priority is the safety of the individuals inside the building. Evacuation procedures (see under Evacuation Procedures) should be practiced several times yearly.

If a disaster occurs when the BCPL is closed, do not enter the building until emergency personnel have declared it safe.

Most disasters result in water damage and mold will likely form within 48 to 72 hours in a warm, humid environment. Time is of the essence to salvage damaged materials and to prevent additional catastrophes from occurring.

## **The following guide is recommended for an efficient recovery operation:**

### **I. Determine the Damage**

How much damage has occurred? What kind of damage is it (water, fire, soot, smoke, etc.) Is it limited to one area or the entire structure?

How much of the collection has been affected? What types of materials have been damaged?

Are the damaged materials easily replaced, or are they unrecoverable? Would an outside source be required to restore them?

### **Preserve the Environment**

The environment must be stabilized to prevent mold. Ideal conditions for recovery are 65 Fahrenheit and 50% relative humidity.<sup>1</sup>

The equipment listed below should be easily accessible to help stabilize the environment:

- Portable generators (in case of power failure)
- Fans (circulate the air)
- Pumps (remove standing water)
- Thermometer, hygrometer (measure temperature & humidity)

Dehumidifiers can help lessen humidity but can also raise the temperature in a room, which will expedite mold growth. Therefore, temperature and humidity should be monitored regularly.

Air should circulate in the damaged area at all times. Constantly running fans should be sufficient. Any standing water should be pumped from the area. Caution should be taken as standing water may conceal hazards.

### **I. Active Recovery Teams**

Before implementation, make sure recovery teams (assigned by the BCPL Director) have their instructions. The public should not be allowed to enter recovery/disaster areas.

### **II. Restore the Area**

The damaged area must be cleaned before patrons re-enter. Walls, floors, furniture, and equipment must be thoroughly cleaned with soap/water and fungicide. Carpeting, especially with padding, should be examined by professionals, as mold could develop

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<sup>1</sup>[https://www.epa.gov/mold/mold-course-chapter-2#:~:text=Lesson%203%20%2D%20Humidity&text=Sometimes%20humidity%20or%20dampness%20\(water.and%2050%20percent%20if%20possible](https://www.epa.gov/mold/mold-course-chapter-2#:~:text=Lesson%203%20%2D%20Humidity&text=Sometimes%20humidity%20or%20dampness%20(water.and%2050%20percent%20if%20possible)

quickly. Professionals should also handle smoke removal and fogging with fungicides or insecticides.

## **Types of Salvage Treatments for Water-Damaged Materials**

### **I. Freezing**

Freezing wet materials will stabilize them and help determine the proper course of action. With the material frozen, mold will not grow, and further deterioration from water will not occur. Freezing also helps decimate the odor of smoke from the material.

### **II. Air Drying**

Air drying will slow the growth of mold. The perfect environment for air drying is 50-60 degrees Fahrenheit. Vacuum drying or using the microwave **should never be used**.

### **Types of Salvage Procedures:**

#### **I. Volumes to be frozen**

##### **A. Removal**

1. Clear the aisles and floor first.
2. Start with the wettest materials, usually the lowest shelves, unless water has come through the ceiling.
3. Dirt and mold should be removed before freezing (see VI below). If time is of the essence, dirty or muddy materials may be frozen (mud is easily brushed off when dry). Silt should be washed immediately, as it's nearly impossible to remove when dry.
4. Pack materials on-site if possible.
5. Keep careful records of the location at which the materials were removed.

##### **B. Packing**

1. Remove materials from shelves in order.
2. Wrap freezer paper over each book and place in plastic crates spine down.
3. Pack crates at one layer only.
4. Wrap the open book as found and place it on top of the packed container. Do not place more than one open volume in a container. Be sure there is freezer paper between the packed volumes and the open material to prevent staining from binding dyes.
5. If books are stuck together, do not attempt to separate them, pack as one volume.

##### **C. Record Keeping**

1. Label each container with an assigned number.

2. On a piece of paper, record the container, call numbers of the first and last materials packed and the total number of volumes in each container.
  3. Keep records of discarded materials.
- D. Transporting
1. Materials are recommended in refrigerated trucks if they cannot be frozen within 48 hours.
- II. Volumes to be air-dried
- A. Washing procedure (off-site only)
1. Keep the book tightly closed and hold it under cold running water.
  2. Use a sponge to remove as much mud as possible. Do not brush the pages, as this may force the mud into the spine or wet pages and cause further damage. Let the motion of the running water clean off the dirt.
  3. Squeeze the book gently to remove excess water.
  4. **DO NOT WASH:** swollen volumes, parchment or leather bindings, fragile materials, art work on paper, manuscripts, non-paper materials.
- B. Saturated Volumes
1. **DO NOT OPEN!** Wet papers tear easily!!
  2. Set volumes on their heads on absorbent paper, plastic sheeting should be on the tabletop.
  3. Covers may be open to support the book.
  4. When the majority of the water has drained, proceed to **Damp Volumes.**
- C. Damp Volumes
1. Open the book very carefully.
  2. Begin interleaving from the back and keep the volume in an upright position.
  3. Place interleaving sheets at intervals of 50 pages, unless it bends the volume.
- D. Slightly Damp Volumes with only wet edges
1. Stand volume on its head and fan open slightly.
  2. When almost dry, lay the volumes flat and add weights to minimize disfiguration. Do not stack wet volumes.
  3. Lightweight volumes may be hung on lines to dry.
- III. Volumes with Coated Stock Paper
- A. Wet coated stock paper should be handled with extreme care, as the print will slide off the wet page if it is rubbed. **Do not allow wet books with coated stock paper to dry in a closed state, as the pages will**

**permanently bond together.** Keep volumes submerged until the pages can be separated. **The only chance of saving such materials is to interleave every page and air-dry.**

#### IV. Document/Unbound Materials

##### A. Freeze as Found

1. Do not remove from file cabinets or folders.
2. Do not turn the container upside down to empty or drain.

##### B. Separation of Wet Sheets

1. Place a stack of polyester film on top of a stack of wet, unbound papers.
2. Rub gently with a bone folder—surface friction will cause the wet paper to adhere to the film.
3. Peel back the top sheet and place it on top of a piece of polyester.
4. Remove the polyester film.
5. Place another sheet of polyester on top of the wet sheet.
6. Repeat the process, separating wet sheets one at a time, and interweaving them with polyester strapping.
7. Air-dry the sheets by placing them on absorbent paper on tables. The air in the room should be kept circulating, but the fans should not blow directly on the materials.
8. Papers should be flattened when they are close to dry, placing them between two sheets of blotting paper and applying pressure with weights.

#### V. Non-Book Materials

A. Photographic Material (slides, film, prints, negative, etc.) Color photographs will be very difficult to salvage. If you wish to try, freeze them immediately. Photographic materials should not be allowed to dry out after they become wet, as they will stick to an envelope or to each other. Any attempt to separate them after they have dried together will damage the image. Remove the materials from their protective enclosures and wash off any mud or dirt via cold, running water.

##### B. Available Options for Salvaging Photographic Materials

1. Transport the materials to a professional laboratory within 24 hours.
2. Air dry using plastic clothespins on a flat surface.
3. The Northeast Document Conservation Center (NDCC) provides free emergency service cleaning and drying on black and white roll microfilm. Contact the lab at: (978) 470-1010. Website: [www.nedcc.com](http://www.nedcc.com)

- C. Clean water shouldn't damage discs; flood water carries silt, which could crack a disk. Disks should be washed and dried using a lint-free cloth. Paper sleeves from disks should be discarded.

VI. Mold

- A. Mold can develop within 48 to 72 hours when temperatures exceed 75 degrees. Mold or mildew can never be killed and may remain dormant for many years. Spores will grow when the environment is warm and humid. Please separate affected materials to prevent further spreading. If the materials are damp and mold is starting to develop, interlace the volumes with papers infused with fungicide. Make sure air is circulating in the room, mold is easier to remove when it is dry. Either vacuum or brush the mold off and remove the spores from the area. If a fungicidal fogging is needed, please refer to a professional. Freezing the materials are recommended which prohibit the growth of mold.

VII. **DO NOT UNDER ANY CIRCUMSTANCES:**

- A. Enter an area until it is declared safe.
- B. Try to open a wet book.
- C. Attempt to close a swollen book.
- D. Use a mechanical object that presses materials.
- E. Aim at separating books that are stuck together.
- F. Write on wet paper.
- G. Utilize bleach, detergent, paper clips, staples, water soluble fungicides or adhesive tape on wet materials.
- H. Use colored paper during recovery operations.
- I. Package newly dried materials in boxes and leave them for more than two days.

Appendix A - Blount County Government Blood and OPIM Exposure Level  
Determination & Decontamination Procedures

# Appendix A

## Blount County Government Blood and OPIM Exposure Level Determination & Decontamination Procedures

### Exposure Level Determination Chart

Exposure Level	Exposure Description	Action Required
Level 1	Exposed blood and/or other potentially infectious material (OPIM) are present, but no direct contact is made.	No special action required.
Level 2	Exposed blood and/or OPIM are present and contact is limited to intact skin, clothing or equipment.	Follow procedures as listed on page 20 and 21
Level 3	Exposed blood and/or OPIM are present and contact includes open skin, cuts or breaks, mucous membranes (eyes, nose, mouth) including needle stick and human bites.	Follow procedures as listed on page 20 and 21

### Procedures for Level 2 and 3 Exposures

1. Render or request emergency medical care as needed for possible injuries.
2. Wash or flush out the exposed area with warm water and soap ASAP. Follow the decontamination procedures on page 4.
3. Notify the supervisor of exposure.
4. Seek treatment the SAME DAY as exposure. The ER or clinic can obtain blood samples to acquire baseline lab work.

5. If source is known, obtain testing consent from the source if possible, and have source lab work completed as soon as possible. (We do not need consent if the source is an inmate.)
6. Complete the Blount County Government Blood/OPIM Exposure Report (page 5 of the packet) and have your supervisor complete the First Report of Injury (form C-20) along with the Panel of Physicians (form C-42).
7. Fax completed forms to the Risk Management Department at 865-273-5778. If you have any questions, please contact Risk Management at 865-273-5771.

## **Decontamination Procedures Level 2 and 3 Exposures**

### **1. Direct Skin Contact**

- Wash the contaminated area with warm water and soap.
- If water or soap is not immediately available, use an antiseptic hand cleanser or towelette. Wash with warm water and soap as soon as possible.
- Dispose of contaminated wipes, towels or other cleaning cloths in proper biohazard containers.

### **2. Contaminated Clothing**

- Remove clothing as soon as feasible.
- Take caution not to spread contamination area.
- Place the contaminated garment into an appropriate biohazard container.



## BLOUNT COUNTY GOVERNMENT BLOOD/OPIM EXPOSURE REPORT

### EMPLOYEE INFORMATION

Employee Name \_\_\_\_\_ DOB \_\_\_\_\_

Place of Employment \_\_\_\_\_

Job Duties As Related to Exposure \_\_\_\_\_

Hepatitis B Vaccinated: YES  NO

### EXPOSURE INFORMATION

Incident Address \_\_\_\_\_

Exposure Level: 2  3

Type of Exposure: INTACT SKIN  OPEN SKIN  BITE  MUCOUS MEMBRANE

CLOTHES/EQUIPMENT  INSTRUMENT/NEEDLE STICK

Source of Exposure: BLOOD  VOMIT  URINE  FECES

OTHER \_\_\_\_\_

Body Part Exposed \_\_\_\_\_ Length of Exposure (hours/minutes) \_\_\_\_\_

How Exposure Occurred \_\_\_\_\_

Signs and Symptoms Experienced at Time of Exposure \_\_\_\_\_

Delayed Symptoms: \_\_\_\_\_

PPE Used: GLOVES  DISPOSABLE MASK  EYE WEAR

Describe Decontamination Procedure Followed \_\_\_\_\_

### SOURCE OF EXPOSURE INFORMATION

Name \_\_\_\_\_ DOB \_\_\_\_\_

Is the Person Suspected of Having a Communicable Disease? If Yes, What? \_\_\_\_\_

Source Transported to Medical Facility? YES  NO

If yes, How? \_\_\_\_\_ To Which Facility? \_\_\_\_\_

Location of Source and Additional Information \_\_\_\_\_

Risk Management Contacted? YES  NO  First Report of Injury Completed? YES  NO

Signature (Supervisor) \_\_\_\_\_ Date \_\_\_\_\_

Signature (Employee) \_\_\_\_\_ Date \_\_\_\_\_