

VILLAGE OF DECATUR SAFETY MEETING AGENDA

Monday
November 21,
2023



VILLAGE OF DECATUR
SAFETY MEETING AGENDA
Monday, November 21, 2023 – 12:00PM
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

12:00PM Safety Meeting

Note: Please be courteous and turn off cell phones during the meeting.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL (Excused Absences if Any)**

4. **APPROVAL OF CONSENT AGENDA ITEMS**

5A.1 – Approval of the Safety Meeting Agenda for November 21, 2023

5A.2 – Approval of the Safety Meeting Minutes from October 23, 2023

5. **DEPARTMENT SAFETY TOPICS**

6A.1 – Emergency Preparedness and Response – Review of current Village’s Emergency Guide.

6A.2 – Cold Stress: Hypothermia, frostbite, and trench foot.

6. **COMMENTS**

7. **ADJOURNMENT**

Village of Decatur
Village Safety Committee Meeting Minutes

Monday October 23, 2023, at 12:00 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

I. Village Manager Tapper called the meeting to order at 12:03 P.M.

II. **Roll Call**

Clerk/Treasurer, Megan Duncan provided roll call; Village Manager, Christopher Tapper, Chief of Police Thomas VanDerWoude, DPW Foreman, James Ebeling (excused), DPW Team Leader, Tim Shroyer, DPW crew member, Gordy Myers, DPW crew member Alex Boitnott, Deputy Clerk/Treasurer, Natalie Davis, Administrative assistant, Shantel Pentland. Village President Elwaer (excused), President Pro Tem Jackson (excused), and Trustee Mead Jr. (excused).

III. **Approval of Agenda**

- a. Chief VanDerWoude made a motion with support from Clerk/Treasurer Duncan to approve the Safety meeting agenda for October 23, 2023, and Safety meeting minutes from September 12, 2023, motion carried 8-0.

IV. **Department Safety Topics – Guidelines to help lessen the likelihood of slips, trips, and falls.**

- a. Village Manager Tapper spoke to the committee about the importance of employee safety when it comes to slips, trips, and falls. With winter coming up the likelihood of an accident occurring increases. Manager Tapper communicated to DPW the importance and appreciation of the sidewalk clean up and the care of the Village rear parking lot.

V. **Department Safety Topics – 13 essentials for your Winter Emergency Car Kit.**

- a. Village Manager Tapper listed 13 essentials for a winter emergency care kit. Everyone should be prepared for an emergency when traveling during the winter. Having extra clothing, water, and blankets at the minimum.

VI. **Department Safety Topics – Winter car maintenance tips**

- a. Village Manager Tapper discussed with the committee the importance of winter car maintenance, replacing the windshield wipers, checking the condition of your tires, and making sure you are keeping gas in the tank.

VII. Department Safety Topic – Open enrollment period, discussing current health care providers.

- a. Village Manager Tapper had a discussion with the committee about the Village's current health care provider. Wanted employee opinions and if they would like to see what other health providers offer. Chuck May, Personalized Professional Insurance Services from Miller-Schuring Agency, will be meeting with Village Manager Tapper and Clerk/Treasurer Duncan about open enrollment, all employees are welcome to attend.

VIII. Adjournment

- a. Clerk/Treasurer Duncan made a motion with the support of Village Manager Tapper to adjourn the meeting at 12:58 P.M., motion carried 8-0. Minutes submitted by Megan Duncan, Village Clerk/Treasurer.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: November 17, 2023

SUBJECT: Request to review Emergency Preparedness and Response – Village's
Emergency Guide

Action Requested:

It is requested that the Safety Committee review Emergency Preparedness and Response – Village of Decatur's Emergency Guide.

Background:

Emergency Preparedness and Response equips individuals and organizations with the knowledge, confidence, and skills to navigate unforeseen crises, mitigation potential damages and safeguarding lives. Such preparation responds to immediate threats and fosters a culture of safety, awareness, and responsibility.

The Village of Decatur created an emergency guide for employees to have at their workstations to help guide them in case of an emergency. The emergencies listed in this guide are a weapon at Village Hall, a weather emergency, fire, bomb threat, and other emergencies. This is for Village staff and the Police Department.

Attachment(s):

Emergency Preparedness and Response
Village of Decatur's Emergency Guide

Emergency Preparedness and Response:

Emergencies and disasters can strike anywhere and at any time, bringing workplace injuries and illnesses with them. Employers and workers may be required to deal with an emergency when it is least expected and proper planning *before* an emergency is necessary to respond effectively.

What is a workplace emergency?

A workplace emergency is a situation that threatens workers, customers, or the public; disrupts or shuts down operations; or causes physical or environmental damage. Emergencies may be natural or man-made, and may include fires, hurricanes, tornadoes, earthquakes, floods, wildfires, winter weather, chemical spills or releases, disease outbreaks, releases of biological agents, explosions involving nuclear or radiological sources, and many other hazards. Many types of emergencies can be anticipated in the planning process, which can help employers and workers plan for other unpredictable situations.

What is an emergency action plan?

An emergency action plan (EAP) is intended to facilitate and organize employer and worker actions during workplace emergencies and is recommended for all employers. Well-developed emergency plans and proper worker training (i.e., so that workers understand their roles and responsibilities within the plan) will result in fewer and less severe worker injuries and less damage to the facility during emergencies. A poorly prepared plan may lead to a disorganized evacuation or emergency response, resulting in confusion, injury, illness (due to chemical, biological and/or radiation exposure), and/or property damage.

Village of Decatur

Emergency Guide

For Police / Fire / Medical Emergency

Dial 911

For Police Non-Emergency Central Dispatch

Dial 269-657-3101

On Duty Decatur PD Officer (Cell Phone)

Dial 269-655-7023

Evacuation Assembly Location:

Exit towards the back of the building (east), Parking Lot behind Citgo and Emmanuel Church
and stay together as employee group

IN THE EVENT OF A WEAPON IN VILLAGE HALL

It is important to remember that it may be legal to openly carry a gun into our Village Hall and to have a concealed weapon.

If you see someone with a weapon and feel it's an emergency, call 911 when it is safe to do so.

Please call the on-duty Decatur Officer to respond and investigate the situation

Call 911 immediately if:

- If someone appears to be a minor and has a gun.
- If someone brandishes a weapon, including a gun.
- If there is any altercation whatsoever with any kind of a weapon.
- If you feel threatened in any way while in your workspace

IN THE EVENT OF A WEAPON IN VILLAGE HALL

IN THE EVENT OF A WEATHER EMERGENCY

When you become aware of a “tornado watch”, attempt to communicate this information to all other Village staff members on duty.

When you become aware of a “**tornado warning**” for Van Buren County:

- Immediately notify all other staff members on duty. Work with others to get this information out ASAP if possible.
- Secure your work areas and lock up your work areas.
- Proceed to the designated area for a tornado warning (Basement of Village Hall)
- If a member or members of the public are inside the building, advise them of the tornado warning. If they choose to leave, they should leave the building immediately and the door will be locked behind them. If they choose to stay, they will be afforded the opportunity to shelter in the basement with Village Staff.
- Village operations will stop during the tornado warning
- If all staff are not immediately located, attempts should be made to reach them via cell phone.
- The Police personnel may be sheltered in the basement. However, duty may mandate patrol responsibilities outside Village Hall.
- Staff should provide assistance to persons with disabilities
- The Police personnel will advise when the “all clear” has been given.

IN THE EVENT OF A WEATHER EMERGENCY

IN THE EVENT OF A FIRE

1. If possible, find other employees in your work areas and determine together if there is a fire emergency.
2. If there is an emergency, Staff should call 911 and calmly state the nature of the fire emergency (suspected fire, odor of smoke, etc). If fire is not imminent, lock up your work areas and entrance doors to the building.
3. Make sure all on-duty staff are accounted for and are aware of the situation.
4. Attempt to extinguish fire only if it is a small controlled fire.
5. Know the location of fire extinguishers in your work areas.
6. Evacuate the building at the nearest entrance / exit. Make sure door is locked behind you so no members of the public have access to inside the building.
7. Proceed to Evacuation Assembly Location to the east of Village Hall and stay together.
8. Call the on-duty Decatur PD Officer cell phone at 269-655-7023.

IN THE EVENT OF A FIRE

IN THE EVENT OF OTHER EMERGENCIES

Shelter in Place Emergency

Shelter in place is the active protective response to hazardous material or a toxic release incident when sheltering in place is decided only by the emergency personnel on the scene.

Follow the directions of emergency personnel.

Close and lock all doors and windows

Turn off all air circulation / ventilation systems

Medical Emergency

1. Call 911 and calmly state the nature of the emergency. Follow the instructions from the dispatcher.
2. Render first aid / CPR by a trained person as necessary to assist the victim.
3. Keep the victim warm with a coat or blanket.
4. Do not move the victim unless there is a danger of further injury.
5. Do not give the victim anything to eat or drink.

IN THE EVENT OF OTHER EMERGENCIES

IN THE EVENT OF A BOMB THREAT

Bomb threats are often made via the telephone. The recipient of the call should refer to the BOMB THREAT CHECKLIST on the next page. The recipient of any threat should remain calm and obtain as much information as possible from the caller. Most bomb threat calls are very brief; however, when possible, every effort should be made to obtain detailed information from the caller.

After taking the call:

1. Call 911 and calmly state the nature of the emergency. The Decatur PD will respond and will coordinate searches of the area as determined necessary.
2. Find and notify other staff members in your work area.
3. Evacuate the building to the designated area being sure to lock the building prior to exiting.

Bomb Devices

Before and during evacuation, all staff should sweep their work areas for suspicious packages, boxes, bags, or anything not normally there.

Bomb devices can be found in all shapes and sizes. They can be disguised to look like objects usually found in an office setting. The following steps should be taken whenever a bomb or other object that may be an explosive device is found:

- Do Not touch or move the object
- Evacuate personnel to a safe distance
- Call 911 and make the notifications to the Police Department

Bomb Devices and Suspicious Package Recognition Points

These recognition points may help determine if you have a potential bomb or suspicious package:

- Foreign Mail, Air Mail and Special Delivery (something out of the Norm)
- Restrictive markings such as "Confidential, Personal," etc.
- Excessive postage or excessive weight
- Hand-written or poorly typed address, names or titles
- Oily stains or discolorations, powdery substances
- No return address
- Rigid, lopsided or uneven envelope
- Excessive securing materials such as tape, string, etc.
- Protruding wires or tinfoil

IN THE EVENT OF A BOMB THREAT

BOMB THREAT CHECKLIST

Exact Date / Time of call:

Exact words of the caller:

Caller ID information / "History" button:

QUESTIONS TO ASK:

1. When is the bomb going to explode?

2. Where is the bomb?

3. What does the bomb 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. Where are you calling from?

9. What is your address?

10. What is your name?

11. Describe the callers voice (calm?, loud?)

12. If the voice is familiar, who did it sound like?

13. Were there any background noises?

Staff member filling out this form:

Bomb Threat Checklist



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: November 17, 2023

SUBJECT: Request to review Cold Stress: Hypothermia, frostbite, and trench foot.

Action Requested:

It is requested that the Safety Committee review the definition of Cold Stress: Hypothermia, frostbite, and trench foot.

Background:

The Village of Decatur has 78% of their employees that perform work duties exposed to the weather. With the winter weather knocking on our door, the Village focuses on the health and safety of their employees and wants to make sure that they are prepared and have the proper gear to prevent cold stress.

Attachment(s):

Cold Stress

Cold Stress:

According to the National Institute for Occupational Safety and Health, cold stress is a condition that occurs when the body can no longer maintain its normal temperature. The results can include serious injuries resulting in permanent tissue damage or death. The body works hard to maintain its temperature in the cold. As the surrounding cold air draws heat away, the body works to keep the internal core -- the chest and abdomen -- warm. This shifts blood flow away from the skin, hands, arms, feet, and legs. These areas quickly cool, and the risk for hypothermia, frostbite, and trench foot (if exposed to moisture) can begin.

Hypothermia:

Hypothermia results when the body temperature drops too low. Symptoms may include fatigue, confusion, disorientation, excessive shivering, and loss of coordination. In the later stages, the skin turns blue, pupils dilate, the pulse and breathing slow, and unconsciousness and coma may follow.

Frostbite:

If exposed to cold environments for long periods, ice begins to form inside and around skin cells. The ice blocks the movement of blood through capillaries, depriving body tissue of oxygen and nutrients. Early warning signs of frostbite are numbness, the feeling of pins and needles, blue and blotchy skin, and aches in the affected area. Later, blisters or black scabs may form. If untreated, in the most severe cases, amputation of the damaged tissue is the only solution.

Trench Foot:

Trench foot, also called immersion foot syndrome, is a serious and painful condition of the feet caused by standing in cold water or mud for long periods. Unlike frostbite, trench foot can occur at temperatures as high as 60°F, because wet feet lose heat twenty-five-times faster than dry feet. To prevent heat loss, the body constricts the blood vessels to shut down circulation in the feet. As this happens, skin tissue begins to die due to lack of oxygen and nutrients. Blisters, blotchy skin, redness, prickliness, and numbness may occur. Skin tissue that dies will fall off or may need removal.

Preventing cold stress requires adjustments in the working environment, proper cold weather gear, and warming breaks. Follow these winter preparedness tips for increased safety in cold workplace environments.

- Wear loose layers and moisture wicking clothing close to the skin to prevent moisture buildup.
- Hats and head coverings should be worn to prevent body heat from escaping.
- Wear loose, insulated, waterproof, and wind resistant outer layers to keep heat close to the body while allowing blood to circulate freely.
- Drink non-caffeinated liquids to reduce the risk of dehydration.