EMERGENCY PLAN
MANATEE COUNTY
HISTORICAL RECORDS LIBRARY

1405 4th Avenue West
Bradenton, Florida 34205
(941) 741-4070
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ANNUAL REVIEW

To be reviewed in April of each year and monthly within Hurricane Season (June-October)

1. Review plan and update as necessary.
2. Emergency call list reviewed and updated as needed.
3. Security and Fire alarms call list updated as needed.
4. Trees healthy, trimmed and pruned to remove fronds and dead wood and allow wind flow.
5. Roofs and buildings in good repair. No signs of wear or decay that could allow wind access into buildings.
6. Windows sealed, no rotting wood or broken glass
7. Door seals in good condition. Locks and latches in working order.
8. Window coverings clean and stored properly. Nuts and screws in proper amounts and good condition. Ladders for installation store properly and available.
11. Air conditioning and Heating units inspected biannually. Pipes cleaned regularly to avoid leaks.
12. Shelves and file cabinets stable, attached to the wall or if free standing, an appropriate height.
13. Paper items stored in archival boxes with lids for protection.
14. All computer files should be backed up daily to the Clerk of Circuit Court’s network.
15. Emergency Supplies on hand, in working order, and stored in designated locations.
16. Storage rooms follow Fire Marshall’s standards. No boxes near ceilings. Items off floor to allow for access to and to protect from water damage.
17. Chemicals (paint, cleaners, weed killer, etc) inspected for expiration dates and leaks in storage containers. Out dated supplies deposed of properly.
18. Staff aware of recommended procedures outlined in this plan.
19. Volunteers trained to assist as needed.
COMMUNICATION

In the event of a museum emergency or crisis, Director of Public Information and Employee Relations will speak publicly for the Manatee County Historical Records Library. In her absence, Deputy Director for Historical Resources and Public Information may speak.

Remember, it is important that you not speak to the media about any events at the Museum unless you have been authorized by the Clerk of the Circuit Court, Director of Public Information and Employee Relations or Deputy Director for Historical Resources and Public Information.

If you are contacted by the media regarding the Manatee County Historical Records Library, refer them to (redacted) or (redacted).

Emergency notifications to staff will be in the form of a phone tree for Historical Resources.

Emergency notifications for the public will be in the form of signage on the doors and through the media.
MEDICAL EMERGENCIES

All injuries regardless of the cause or who is involved (employee, volunteer, visitor, service provider or Community Service worker) must be properly documented. Workers’ Compensation coverage is available to all employees and volunteers (who have filled out the appropriate paperwork to register as Clerk’s volunteer) for injuries sustained as a result of a work or volunteer related accident or illness. Community Service (Probation) workers are not covered, but injuries must be documented.

1. **FOR LIFE THREATENING INJURIES, CALL 911 FOR TRANSPORT TO THE NEAREST APPROPRIATE FACILITY.**

2. In the event an employee or volunteer suffers a work related injury or illness, the supervisor or employee must contact the Employee Relations Department immediately at extension 8419 or at 745-8419 (weekends call 866-533-7411). The Employee Relations Department will contact Risk Management to report the incident and obtain authorization for medical care. (If no one is available in the Employee Relations Dept., contact: The County Attorney’s Office at ext. 3300, and ask for Risk Management.)

3. For non-life threatening injuries the employee or volunteer will be sent to one of the following facilities for treatment, if necessary:

   **US Health Works**  
   1105 53rd Avenue East  
   Building A  
   Bradenton, FL  
   (941) 755-2562  
   Mon.-Fri. 8:00 a.m.-5:00 p.m.

   **Bradenton Family Medical Center**  
   Craig Trigeiro, M.D.  
   4805 26th Street West  
   Bradenton, FL 34207  
   (941) 753-7843  
   M, T, Th, F 7:30 a.m. - 5:30 p.m.;  
   W 7:30 a.m. - 4:00 p.m.

   (After hours or on weekends, please go to Manatee Memorial Hospital or Lakewood Ranch Medical Center after securing authorization from one’s supervisor.)

4. Two forms must be completed regarding the accident/injury of an employee: the First Report of Injury or Illness and the Manatee County Internal Work-Related Injury or Illness Investigation Report. **These forms are found on the Clerk’s Intranet Online Forms page and are also included with this plan. COMPLETE A FIRST REPORT OF INJURY FORM EVEN IF THE PERSON REFUSES MEDICAL CARE IN CASE THEY COME BACK LATER AND CLAIM DAMAGES**

   a. A First Report of Injury or Illness report must be filled out by the Employee Relations Department and the employee/volunteer immediately if a work
related injury or illness has occurred whether the employee/volunteer wishes to be treated or not. This form must be sent to and received by Risk Management within 24 hours of the accident/incident (or knowledge thereof). The form can be faxed to (800) 123-4567. (It is very important this form is received by Risk Management within 24 hours because if not, the County may be fined by the State of Florida; and, the employee/volunteer cannot proceed with follow up care and/or prescriptions.)

b. The supervisor must complete a Manatee County Internal Work-Related Injury or Illness Investigation Report following an accident with an employee or volunteer. This must be completed in the event of an accident whether or not an injury has occurred. Send or fax this form to Risk Management (County Attorney’s Office) within 24 hours of the incident.

4. If an employee or volunteer receives medical treatment due to a work related injury or illness, please ask them to communicate their work status and/or work restrictions to Risk Management at x456. Also to expedite medical care, we advise that the employee or volunteer contact Risk Management with any referrals or requested tests from their workers’ compensation provider.

5. If the injury is of a customer, visitor or community service worker, the Manatee County Incident Report form must be used. This form must be sent to and received by Risk Management within 24 hours of the accident/incident (or knowledge thereof). The form can be faxed to (800) 123-4567. This must be completed in the event of an accident whether or not an injury has occurred.
EXPLOSION

1. Remain calm.
2. Be prepared for possible further explosion.
3. Crawl under a table or desk and remain there for at least 60 seconds.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, electrical equipment.
5. If evacuation is ordered, go to First Baptist Church of Bradenton, 1306 Manatee Avenue West, Bradenton, under the overhang between the sanctuary and education building, being careful to avoid any known problem areas (gas lines, maintenance equipment, etc.). Take with you the emergency file folder stored at the back door.
6. Do not move seriously injured persons unless they are in obvious, immediate danger (building collapse, fire, etc.).
7. Open doors carefully. Watch for falling objects.
8. Do not use matches or lighters.
9. Avoid using telephones and hand radios.
10. Do not spread rumors.
FLOODING AND WATER DAMAGE

This section deals with major leaks involving a threat to people or collections. Serious water damage can occur from many sources: burst pipes, clogged drains, broken skylights or windows, torrential rains, or construction oversights.

If a major water leak occurs:

1. Remain calm.

2. Notify _______ immediately at extension ___. Tell them the exact location and severity of the leak. Indicate whether any part of the collection is involved, or is in imminent danger, or if any areas accessible to the public are involved. She will notify Property Management.

3. Notify supervisor of the extent and location of the leak, if possible.

4. If there are electrical appliances or electrical outlets near the leak, use extreme caution until the power is turned off. If there is any possible danger, evacuate the area.

5. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.

6. Be prepared to help as directed in protecting collection objects that are in jeopardy. Take only those steps needed to avoid or reduce immediate water damage: cover large objects with plastic sheeting, located upstairs; carefully move small or light objects out of the emergency area if confident that you can move them safely. This should be done under the supervision of the Records Librarian or Supervisor.
CHEMICAL SPILL

1. If toxic chemicals come in contact with your skin, remove affected clothing and immediately flush the affected area with clear water. Use chemical shower if available.

2. Notify Employee Relations and Public Information Director immediately at extension [extension number].

3. Notify your supervisor of the extent and location of the spill.

4. If there is any possible danger, evacuate the area. If the chemical is a potential hazard to the air system, take the appropriate action to shut down the system by turning off both HVAC units (first and second floor).

5. If evacuation is ordered, go to First Baptist Church of Bradenton, 1306 Manatee Avenue West, Bradenton, under the overhang between the sanctuary and education building, being careful to avoid any known problem areas (gas lines, maintenance equipment, etc.). Take with you the emergency file folder stored at the back door.
CHEMICAL FIRE

1. Remain calm.

2. Notify 911 and Employee Relations and Public Information Director at extension [Illegible].

3. If the fire is small, attempt to put it out with an appropriate fire extinguisher. Do not jeopardize your personal safety.

4. Never allow the fire to come between you and an exit.

5. Notify your supervisor of the location and extent of the fire.

6. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you if possible, to confine the fire.

7. If evacuation is ordered, go to First Baptist Church of Bradenton, 1306 Manatee Avenue West, Bradenton, under the overhang between the sanctuary and education building, being careful to avoid any known problem areas (gas lines, maintenance equipment, etc.). Take with you the emergency file folder stored at the back door.

8. Do not break windows. Oxygen feeds a fire.

9. Do not attempt to save possessions at the risk of personal injury.

10. Do not return to the emergency area until instructed to do so by Fire Department and Employee Relations and Public Information Director or Historical Resources Deputy Director.

11. All fires, no matter how small, must be reported to Deputy Director or Director. They will notify Manatee County Property Management and the City of Bradenton.
If a fire occurs in your area:

1. Remain calm.

2. Call all staff. Use phones if available or voice alert if necessary.

3. Notify 911.

4. Give your name, location, the type and/or cause of the fire, and whether emergency medical help is required.

5. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety. Fire extinguishers are located at downstairs front door and at the entrance to each air conditioning unit both upstairs and downstairs.

6. Never allow the fire to come between you and the exit.

7. Disconnect electrical equipment that is on fire if it is safe to do so (pull plug or throw circuit breaker).

8. Notify Captain of the location and extent of the fire.

9. Evacuate the area if you are unable to put the fire out. Close doors and windows behind you if possible, to confine the fire. If evacuation is ordered, go to First Baptist Church of Bradenton, 1306 Manatee Avenue West, Bradenton, under the overhang between the sanctuary and education building, being careful to avoid any known problem areas (gas lines, maintenance equipment, etc.). Take with you the emergency file folder stored at the back door.

10. Do not break windows. Oxygen feeds a fire.

11. Do not open hot doors. Before opening any door, touch near the top. If it is hot, or if smoke is visible, do not open the door.

12. Do not attempt to save possessions or collections at the risk of personal injury.

13. Do not return to the emergency area until instructed to do so by Deputy Director or Director.

14. All fires, no matter how small, must be reported to Deputy Director or Director. They will notify Manatee County Property Management and the City of Bradenton
PHONE THREAT OR BOMB THREAT

1. Remain Calm.

2. Listen carefully to the caller and try to get as much information out of the caller as possible. Also listen for background sounds. Answer the questions below to the best of your ability.

3. Upon termination of the threatening phone call, IMMEDIATELY dial ext. [number] for [person]’s office. If this person is not available, [person] or [person] will answer your call. They know what to do and who to contact next.

4. Administration will determine if the Courthouse and/or any outlying building needs to be evacuated. If the decision to evacuate is made, an announcement will be made by Kathy Blair. At the time, please proceed in a calm and orderly fashion to the office’s designated safe area.

5. Designated safe area: If evacuation is ordered, go to Manatee County Courthouse, 1115 Manatee Avenue West, Bradenton, or the City Parking Garage south of the Courthouse (see map, last page of booklet), being careful to avoid any known problem areas (gas lines, maintenance equipment, etc.). Take with you the emergency file folder stored at the back door.

IMPORTANT INFORMATION TO GATHER DURING THE CALL (Form located on Clerk’s Intranet)

1. What is the caller’s gender? M F

2. What type of call is it? DDD CCSA ext._____

3. What time did the call come in? __________ a.m./p.m.

4. Circle any of the background noises you hear. cars/traffic people/laughter children other: __________________________

5. Does the caller have a distinguishing accent? if yes, what kind? __________________________

6. Does the caller sound...circle all that apply

    Scared Confused Angry Calm Amused Serious Drunk Incoherent

7. Try to determine where the bomb is supposed to be located.

    __________________________
8. Does the caller give a **reason** for the threat? YES NO If yes, why?

9. Does the caller say **WHEN** the bomb will go off? YES NO If yes, when?

10. Is the caller targeting a **specific person**? YES NO If yes, who?
MAIL THREAT OR SUSPICIOUS OBJECT

If you receive a written threat or suspicious parcel, or find a suspicious object on the premises:

1. Keep anyone from handling it or going near it.

2. Make sure that it does not belong to anyone who works in that area.

3. Do not use matches or lighters.

4. Avoid using wireless telephones or equipment and hand radios.

5. **IF NO ONE CLAIMS THE PACKAGE, IMMEDIATELY** dial ext. 2002 for Mr. Shore's office. If Mr. Shore is not available, Kathy Blair or Elizabeth King will answer your call. They know what to do and who to contact next.

6. Administration will determine if the building needs to be evacuated. If the decision to evacuate is made, an announcement will be made by Kathy Blair. At the time, please proceed in a calm and orderly fashion to the office's designated safe area.

7. Promptly write down everything you can remember about finding or receiving the letter or parcel. This will be needed by security and police interviewers.

8. Remain calm. Do not discuss the threat with other staff members.

9. If evacuation is ordered, go to First Baptist Church of Bradenton, 1306 Manatee Avenue West, Bradenton, under the overhang between the sanctuary and education building, being careful to avoid any known problem areas (gas lines, maintenance equipment, etc.). Take with you the emergency file folder stored at the back door.
WORKPLACE VIOLENCE

1. Remain calm.

2. If shooting or violence occurs outside the building, lock all exterior doors and remain inside. Move to an interior room, lock all doors and hide under a desk.

3. If shooting or violence occurs inside the building, if possible, exit the building through a back door.

4. Meeting place will be at First Baptist Church of Bradenton, 1306 Manatee Avenue West, Bradenton, under the overhang between the sanctuary and education building or inside the office if it is not safe to remain outside.

5. If shooting or violence is inside the building and it is not possible to exit the building, go to an interior room, lock doors and hide under a desk.

6. Stay away from windows and doors.

7. Call 911 as soon as possible.

8. Make every effort to notify all staff in the building of situation unless it requires endangering your own life.
POWER OUTAGE

If a power outage occurs:

1. Remain calm.

2. Flashlights are located at the front counter and in the front desk. Provide assistance to visitors, volunteers, and staff in your immediate area by directing them to a pre-designated safe area at the front of the building.

3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.

4. Stand by for instructions from Public Information and Employee Relations Director or Historical Resources Deputy Director.

5. If evacuation is ordered, go to First Baptist Church of Bradenton, 1306 Manatee Avenue West, Bradenton, under the overhang between the sanctuary and education building, being careful to avoid any known problem areas (gas lines, maintenance equipment, etc.) unless instructed otherwise by Public Information and Employee Relations Director or Historical Resources Deputy Director. Take with you the emergency file folder stored at the back door.

6. Secure building from vandalism or intrusion before evacuating.
TORNADO

1. Stay away from exterior walls and glass.
2. All persons should crouch down along interior walls and cover their heads.
3. Use the telephone only for emergency purposes.
4. Do not leave secure areas until instructed by Public Information and Employee Relations Director or Historical Resources Deputy Director.

After the tornado strikes:

1. Historical Resources Deputy Director will organize a search throughout the building for injured persons.
2. First aid will be administered as necessary. The first aid kit is located at the front counter.
3. Historical Resources Deputy Director will direct emergency response personnel to injured persons.
4. Historical Resources Deputy Director will establish an emergency command center and initiate an emergency call list to begin recovery procedures.

When assisting the public:

1. Keep away from all glass and wires.
2. Ask people to move to the evacuation area (see map, last page of booklet). Be polite, but firm. Warn them of danger. *If they refuse to move, leave them.*
3. Historical Resources Deputy Director will let you know when all is clear to return.
HURRICANE

Preparations

In order to allow adequate preparation time, and in order to allow ample time for staff to prepare their own homes and evacuate if necessary, the intensity of the impending storm and the time projected for landfall must be monitored closely. Decisions regarding starting time, extent of protection needed and completion time for the procedures outlined in this plan must be made in accordance with this information.

1. Decision to implement preparations will be made by the Historical Resources Deputy Director. If Historical Resources Supervisor is unavailable, Public Information Director will make decision to implement plan.


3. On ground level, move any books and files on bottom shelves to two feet or higher.

4. Cover files cabinets and shelves with plastic and tape or tack into place.

5. Unplug and cover computers and other electrical equipment with plastic. Move any electrical equipment or computers away from windows.

6. Clear desks and front counter of any loose papers or materials. Place in file cabinets or secure in plastic bags.

7. Put down Hurricane shutters on front glass doors.

8. Place garbage can inside the building.

9. Activate fire and security alarms.

10. Secure and lock building.

11. Place plastic and sandbags at all ground floor entrances.

12. Lock gate.
After Storm Recovery

Depending on the extent of the damage, the following actions will be taken:

1. Contact Clerk of Circuit Court and Public Information and Employee Relations Director as possible regarding status of properties.

2. Contact City of Bradenton and Manatee County Risk Management Director to notify of any damage and request site visit as soon as possible.

3. Formulate a preliminary damage list as quickly as possible and deliver to Clerk of the Circuit Court, Risk Management and City of Bradenton.

4. Photograph damage for future reference.

5. Assess degree of danger to staff and volunteers with regards to:
   a. Electrical hazards-downed power lines, exposed wiring, electrical shock
   b. Tree-unstable tree limbs or trunks
   c. Water-flooding, electrical shock
   d. Sewer-contaminated waters
   e. Building damage-use caution when assessing damage, particularly if it has been severe, as structural members may have been weakened and may pose a hazard.

6. Assess degree of damage to buildings and collections with regards to:
   a. Electrical-potential fire
   b. Water-wet collections, moisture in buildings and furnishings
   c. Wind-roof damage, broken windows or doors, exposed interiors
   d. Sewer-contamination

7. Assess degree of damage to landscaping with regards to:
   a. Trees-down or damaged, limbs broken and dangling
   b. Bushes and shrubs-wind damaged, flooded
   c. Lawns-salt intrusion, flooded

8. Make necessary temporary repairs until Clerk of Circuit Court, Risk Management, and City of Bradenton can authorize permanent repairs.

9. Cover roofs with plastic and lathing for temporary protection.

10. Board windows and doors with plywood for temporary protection.
11. Support sagging ceilings with horizontal timbers. Then, drill or penetrate ceiling material, starting first at the outer edges and proceeding carefully toward the center, allowing drainage to occur in a slow and deliberate manner and capturing water as it is drained into portable containers.

12. Use appropriate absorbent materials to remove moisture from walls and floors. Do not force floors, doors or wood trim back into their original locations while they still contain large amounts of moisture. As wood flooring dries, it will gradually work back into place.

13. Determine if mildew and mold are existent particularly behind wall coverings. Treat with fungicides.

14. Test wall cavities for water saturation by drilling four inches above floor or baseboard and checking for moisture. If it is evident, allow drying by drilling between each vertical interior stud. Allow drainage holes to remain open until the building has been completely stabilized, permitting the spaces to be ventilated and promoting drying.

15. Remove all floor coverings that are saturated. If electrical power is available, use fans to assist in drying by circulating air and removing moist air out of the building.

16. If outside humidity level is lower than the interior, open windows and doors to promote ventilation.

17. Check ceilings, wall cavities and under floor areas to determine if insulation has become saturated. It may be necessary to remove any such materials to permit proper drying.

18. If possible, remove papers and books from shelves open them and place them in areas of cross ventilation for air-drying.

19. If water damage is too intense for air-drying, consult with Director of Enterprise Content on freeze drying contractor.

20. If building has been subjected to flooding, it may contain chemicals, harmful bacteria or sewage. Wear appropriate clothing with particular care given toward protecting your eyes, mouth, and hands. Use disinfectants to wash your hands after cleanup activities and especially prior to eating or drinking.

21. Inform Clerk of Circuit Court and Director of Public Information and Employee Relations as soon as possible regarding recovery plan.
22. Hire appropriate contractors as needed for repairs. Consult Clerk of Circuit Court, Risk Management and City of Bradenton regarding emergency purchasing procedures.
EMPLOYEE EVACUATION PROCEDURE

In advance each staff person and volunteers should:

1. Understand the evacuation plan. The plan for this department is in the hall connecting the upper and lower levels of the first floor.

2. The designated evacuation alarm/signal is voice announcement or fire alarm.

3. Know at least two ways out of the building from your regular work space.

When you hear the evacuation alarm or are told to evacuate the building:

1. Remain calm.

2. Leave quickly.

3. Take with you the emergency folder at the back door.

4. Historical Resources Deputy Director is responsible for insuring that all members of the department evacuate the area. In addition, each employee should check that all others in that work space are leaving as instructed.

5. As you exit, quickly check nearby restrooms, copier rooms, closets, etc.

6. Accompany and help handicapped personnel, visitors, and any co-worker who appears to need calm direction or assistance.

7. Take with you: your car keys, purse, briefcase, etc. Do not take large or heavy objects.

8. Shut all doors behind you as you go; closed doors can slow the spread of fire, smoke, and water.

9. Proceed as quickly as possible, but in an orderly manner. Hold handrails when you are on stairs.

10. Once out of the building, move away from the structure.

11. If possible, move vehicles from the parking lot to keep area free for emergency vehicles.

12. Meet at the evacuation point, [REDACTED], under the overhang between the sanctuary and education building.

13. Contact Employee Relations and Public Information Director, at [REDACTED] to inform of the situation.

14. All staff, volunteers and customer must be accounted for promptly. Give a head count to
Historical Resources Deputy Director for notification of Emergency Personnel.

15. Remain in the evacuation area until assigned to emergency duties or instructed by Employee Relations and Public Information Director or Historical Resources Deputy Director to leave.
APPENDIX

SUPPLY LIST
CONTACT LIST
ALARM CONTACT LIST
BUILDING FLOORPLAN
EQUIPMENT LOCATIONS
EVACUATION ROUTE
FIRST REPORT OF INJURY FORM
WORK RELATED INJURY OR ILLNESS INVESTIGATION REPORT
INCIDENT REPORT FORM
BOMB THREAT FORM
SUPPLY LIST

In Storage Closet on first floor:
Plastic sheeting
Duct tape
Broom & dustpan
Mops & buckets/wringer
Wet/dry vacuum cleaner
Plastic garbage bags
Cleaning supplies
Fungicide and/or disinfectant
Rubber gloves
Plastic file folders for sealing some paper files

At Front Counter/Desk:
Flashlights and Batteries

In Former Restroom on second floor:
Plastic Sheeting

Fire extinguisher Locations:
Front door
First floor HVAC unit
Second floor HVAC unit

Dehumidifier Locations:
Lower Level
Office

Fan Location:
Second Floor
**FIRST REPORT OF INJURY OR ILLNESS**

For assistance call 1-800-342-1741
or contact your local FAO Office
Report all deaths within 24 hours 800-219-6953

### PLEASE PRINT OR TYPE

**NAME (First, Middle, Last)**

**HOME ADDRESS**
- Street/Apt #: __________
- City: __________ State: __________ Zip: __________

**TELEPHONE**
- Area Code: __________ Number: __________

**OCCUPATION**

**DATE OF BIRTH**
- Day: __________
- Month: __________
- Year: __________
- SEX: [□] M [□] F

### EMPLOYER INFORMATION

**COMPANY NAME**: Manatee County Government
- D. B. A.: Bradenton 20000
- Street: __________
- City: __________ State: __________ Zip: __________

**DATE FIRST REPORTED**
- Month: __________
- Day: __________
- Year: __________

### EMPLOYER'S LOCATION ADDRESS
- Street: __________
- City: __________ State: __________ Zip: __________

### PLACE OF ACCIDENT
- Street: __________
- City: __________ State: __________ Zip: __________

### CARRIERS INFORMATION

- Case Denied - DWC-12, Notice of Denial Attached
- Medical Only which became Lost Time Case (Complete all info in #3)
- 3. Lost Time Case - 1st day of disability __________ / __________ / __________ Salary continued in lieu of comp? [□] YES [□] NO
  - Salary End Date __________ / __________ / __________
  - AWW __________
  - Comp Rate __________

**REMARKS**

### ENTER 10-DIGIT BASE KEY:

**CARRIER INFORMATION**

**CARRIER NAME, ADDRESS & TELEPHONE**

**CARRIER CODE #**

**SERVICE COST #**

**EMPLOYER'S RISK CLASS CODE**

**EMPLOYERS SIC CODE**

**CARRIER FILE #**

**Is employer self-insured?** [□] YES [□] NO

---

Date: __________

Date: __________

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**FLORIDA DEPT. OF LABOR & EMPLOYMENT SECURITY**
**DIVISION OF WORKERS' COMPENSATION**
2728 Centerview Drive, 202 Forrest Building
Tallahassee, Florida 32399-0685

**RECEIVED BY CARRIER**

**SENT TO DIVISION**

**DIVISION REC'D DATE**

**SOCIAL SECURITY NUMBER**

**DATE OF ACCIDENT**
- Month: __________
- Day: __________
- Year: __________

**TIME OF ACCIDENT**
- AM [□] PM [□]

**EMPLOYEE'S DESCRIPTION OF ACCIDENT (Include Cause of Injury)**

**INJURY/ILLNESS THAT OCCURRED**

**PART OF BODY AFFECTED**

**DATE EMPLOYED**
- Month: __________
- Day: __________
- Year: __________

**DATE OF DEATH**
- Month: __________
- Day: __________
- Year: __________

**PER**
- [□] HR [□] WK

**RATE OF PAY**
- __________ PER
- __________ DAY
- __________ MO

**NUMBER OF HOURS PER DAY**
- __________

**NUMBER OF DAYS PER WEEK**
- __________

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Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employees, insurance company, or self-insured program, files a statement of claim containing any false or misleading information is guilty of a felony of the third degree. I have reviewed, understood, and acknowledged the above statement.

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**FEDERAL I.D. NUMBER (FEIN)**

59-6000727

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**POLICY/MEMBER NUMBER**

---

**NATURE OF BUSINESS**

A Political Subdivision

---

**ADDRESS AND TELEPHONE**

- [□] Bradenton Family Medical Center
- [□] U.S. Healthworks
- [□] Lakewood Ranch Urgent Care
- [□] Hospital - Manatee / Lakewood Ranch / Blake
- [□] Other
- [□] No Treatment at this time.

---

**CHECK ONE**

---

LEB Form DWC-1 (11/94)
Manatee County Internal Work-Related Injury or Illness Investigation Report

Date of Injury/Illness: ____________________________ Time of Injury/Illness:__________________________

Department: ____________________________ Dept. Location: ____________________________

Name of Injured: ____________________________ Sex: ☐ Male ☐ Female

Employee’s Job Title: ____________________________ Employee’s SIC Code: ____________________________

Length of Experience on Job: ____________________________ Please check one: ☐ Years ☐ Months ☐ Days

Address Where Injury/Illness Occurred: __________________________________________________________

Nature of Injury/Illness; Injury Type, and Part of Body Affected: ____________________________

Describe the Injury/Illness and How It Occurred: ____________________________________________

Cause of the Injury/Illness: ________________________________________________________________

Was Personal Protective Equipment Required: ☐ Yes ☐ No Was It Provided? ☐ Yes ☐ No

  a. Was It Being Used? ☐ Yes ☐ No If No, Explain: ____________________________________________

  b. Was It Being Used As Trained By Supervisor or Designated Trainer: ☐ Yes ☐ No

  c. If No, Explain: ________________________________________________________________

Witnesses: ________________________________________________________________

Safety Training Provided to the Injured Employee: ☐ Yes ☐ No If No, explain: ____________________________

Interim Corrective Actions Taken to Prevent Recurrence: ____________________________

Permanent Corrective Action Recommended Preventing Recurrence: ____________________________

Date of Report: ____________________________ Prepared By: ____________________________

Supervisor’s Signature: __________________________________________________________________

Status and Follow-up Taken By Safety Officer: ________________________________________________

Reviewed By Workplace Safety Committee: ☐ Yes ☐ No

Manatee County Attorney's Office, Division of Risk Management
MANATEE COUNTY INCIDENT REPORT
To be completed by the employee involved and signed by their Supervisor and Division Manager immediately following an incident, with or without injury. Forward to Risk Management within 24 hours and to the Department Director. Use a supplemental sheet if necessary.

PRINT ONLY

DATE:__________ TIME:__________ COST CENTER:__________________________

INCIDENT LOCATION:_____________________________________________________

LAW ENFORCEMENT: MSO___ FHP____ OTHER_____ REPORT #:____________________

WITNESS(S)_____________________________________________________________

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>NON-EMPLOYEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ________________________</td>
<td>Other Name: ___________________</td>
</tr>
<tr>
<td>Department: __________________</td>
<td>Address: _____________________</td>
</tr>
<tr>
<td>Employee ID: __________________</td>
<td>Street: ______________________</td>
</tr>
<tr>
<td>Protective Equipment Worn? YES NO</td>
<td>City: _________________________</td>
</tr>
<tr>
<td>Was County Policy &amp; Procedure Followed? ______</td>
<td>St Zip Code: ________________</td>
</tr>
<tr>
<td>Transport to Hospital or authorized medical facility Name: __________________</td>
<td>Phone #: _____________________</td>
</tr>
</tbody>
</table>
| County Property Damage? YES NO| Damage Description: __________
| Description_________________ | Transport to Hospital: __________|
| Private Property Damage? YES NO| Hospital Name: _______________
| Description_________________ | Nature of Injury: ____________|

DESCRIPTION OF INCIDENT: __________________________________________________

SUPERVISOR'S RECOMMENDATION TO PREVENT REOCURRENCE OR WHAT ACTION WILL BE TAKEN:

Report Prepared By: ___________________________ Prepared/Reviewed By & Copy to Director: ___________________________

Employee - Print Name __________________ Date ____________________________

Supervisor - Print Name __________________ Date ____________________________

Division Manager - Print Name __________________ Date _______________________

Revised 2006-04-20
Bomb Threat Procedure

Revised March 1, 2010

Here are the steps to be followed by any employee who answers a phone call in which the caller makes a bomb threat:

1. **Listen carefully to the caller** and try to get as much information out of the caller as possible. Also listen for background sounds. **Answer the questions below to the best of your ability.**

2. Upon termination of the threatening phone call, **IMMEDIATELY dial ext. 401** for Ms. Bantar's office. If she is not available, Kathy Blair or the Women will answer your call. They know what to do and who to contact next.

3. Administration will determine if the Courthouse and/or any outlying building needs to be evacuated. If the decision to evacuate is made, an announcement will be made by Kathy Blair. At the time, please proceed in a calm and orderly fashion to the office's designated safe area.

How to reach the designated safe area: Proceed to the south end of the first floor of the new City Parking garage one block south of the Courthouse on 12th Street. Only if instructed, the "shell" parking lot at the corner of 13th Street and Manatee Avenue West shall be an alternate site.

**IMPORTANT INFORMATION TO GATHER DURING THE CALL**

1. What is the caller's **gender?** M F

2. What type of call is it? DDD CCSA ext.________

3. What **time** did the call come in? ___________ a.m./p.m.

4. Circle any of the **background noises** you hear.
   - cars/traffic
   - people/laughter
   - children
   - other: __________________________________________

5. **Does the caller have a distinguishing accent?**
   - if yes, what kind? __________________________________

6. Does the caller sound...circle all that apply
   - Scared
   - Confused
   - Angry
   - Calm
   - Amused
   - Serious
   - Drunk
   - Incoherent

**MORE QUESTIONS ON NEXT PAGE**
7. Try to determine where the bomb is supposed to be located.

8. Does the caller give a reason for the threat? YES NO
   If yes, why?

9. Does the caller say WHEN the bomb will go off? YES NO
   If yes, when?

10. Is the caller targeting a specific person? YES NO
    If yes, who?