

Anderson County Board of Commissioners
OPERATIONS COMMITTEE
AGENDA

January 10, 2022
6:00 p.m. Room 312

- 1. Call to Order**
- 2. Prayer / Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Appearance of Citizens**
- 5. Resolution for Oak Ridge Main Street Development PILOT** – requested by Jay Yeager / Mr. Chinn, Developer
- 6. Adventure Tourism District Application** – requested by Stephanie Wells / Jay Yeager
- 7. Amendment for the Emergency Action Plan for the Courthouse** – requested by Karen Ooten
- 8. Mayor**
 - a. Report from the TN Department of Health
 - b. Paid Emergency Sick Leave Request Form
- 9. Law Director**
 - a. Hazard Mitigation Plan
- 10. Fire Truck Resolution No. 21-12-901** – referred from County Commission December meeting

New Business

Old Business

Adjournment

Annette Prewitt

From: Jay Yeager <jyeager@aclawdirector.com>
Sent: Monday, January 3, 2022 2:14 PM
To: Annette Prewitt
Subject: RE: Oak Ridge Mainstreet Development PILOT

He has asked to be moved up on the agenda if possible. He needs to be at the Oak Ridge City Council meeting that same night at 7:00pm.

Thanks

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From: Annette Prewitt <aprewitt@andersoncountyttn.gov>
Sent: Monday, January 03, 2022 2:11 PM
To: Jay Yeager <jyeager@aclawdirector.com>
Subject: RE: Oak Ridge Mainstreet Development PILOT

Yes

From: Jay Yeager <jyeager@aclawdirector.com>
Sent: Monday, January 3, 2022 2:10 PM
To: Annette Prewitt <aprewitt@andersoncountyttn.gov>
Cc: 'Timothy Isbel (isbelt@ymail.com)' <isbelt@ymail.com>
Subject: Oak Ridge Mainstreet Development PILOT

Annette:

If approved by the chair, can you add this Resolution to the Operations Committee agenda?

The information below is from Mr. Chinn, the developer.

Thanks,

Jay

Jay,
We are pursuing a phase 2 PILOT for our multi family development in Oak Ridge called Main Street Lofts. We have received final approval from the City of Oak Ridge but since this phase will include a small coffee shop as an amenity to the multifamily development, we will need to get Anderson County approval as well. As a side note, the retail component for our Phase 1 PILOT never developed so this would be replacing that component on a new parcel that we purchased from Realty Link. This phase 2 will also include a 17,000 square foot retail component on the corner of Tulane and Illinois that will not have a PILOT and will pay full property tax. James Moneyhun has drafted the attached resolution for your review and consideration. Daniel and I would like to get this on the January agenda for County Commission. Could you help us achieve this goal? Please feel free to reach out to me or Daniel or Mr. Moneyhun with any comments or questions.

Warm Regards,

R.G. (Rick) CAlinn, Jr.

R&R Properties

72 Mitchell Road

Oak Ridge, TN 37830

Phone 865.482.3602

Fax 865.482.9259

Cell 865.388.8897

www.rrproperties.com

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Annette Prewitt

From: Timothy Isbel <isbelt@ymail.com>
Sent: Monday, January 3, 2022 4:07 PM
To: Jay Yeager; Annette Prewitt
Subject: Re: Oak Ridge Mainstreet Development PILOT

Please add. Thanks

Tim Isbel
Anderson County Commissioner
District 4
Rocky Top, TN

On Mon, Jan 3, 2022 at 2:09 PM, Jay Yeager
<jyeager@aclawdirector.com> wrote:

Annette:

If approved by the chair, can you add this Resolution to the Operations Committee agenda?

The information below is from Mr. Chinn, the developer.

Thanks,

Jay

Jay,

We are pursuing a phase 2 PILOT for our multi family development in Oak Ridge called Main Street Lofts. We have received final approval from the City of Oak Ridge but since this phase will include a small coffee shop as an amenity to the multifamily development, we will need to get Anderson County approval as well. As a side note, the retail component for our Phase 1 PILOT never developed so this would be replacing that component on a new parcel that we purchased from Realty Link. This phase 2 will also include a 17,000 square foot retail component on the corner of Tulane and Illinois that will not have a PILOT and will pay full property tax. James Moneyhun has drafted the attached resolution for your review and consideration. Daniel and I would like to get this on the January agenda for County Commission. Could you help us achieve this goal? Please feel free to reach out to me or Daniel or Mr. Moneyhun with any comments or questions.

Warm Regards,

R.G. (Rick) Calinn, Jr.

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A RESOLUTION GIVING WRITTEN APPROVAL TO THE INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF OAK RIDGE NEGOTIATING AND ACCEPTING PAYMENTS IN LIEU OF AD VALOREM TAX WITH RESPECT TO A CERTAIN PROJECT IN ANDERSON COUNTY, TENNESSEE

WHEREAS, the County Commission (the "Governing Body") of Anderson County, Tennessee (the "County") has met pursuant to proper notice; and

WHEREAS, the City of Oak Ridge, Tennessee (the "City") has previously authorized the incorporation of The Industrial Development Board of the City of Oak Ridge (the "Board") as an industrial development board duly organized and existing under the provisions of Title 53 of Chapter 7, Tennessee Code Annotated; and

WHEREAS, the County has been informed that Mainstreet Capital Partners 3, LLC, a Tennessee limited liability company, or an affiliate thereof (the "Developer"), intends to cause the acquisition and development of two (2) four-story multifamily apartment buildings containing 120 apartment units, together with certain other site improvements (collectively, the "Project") located at 400 S. Tulane Avenue, Oak Ridge, Tennessee (the "Property") and the Developer expects that the Project will also include one or more "retail businesses" as defined in Tenn. Code Ann. § 7-53-101(17); and

WHEREAS, the Developer has requested the Board to hold ownership of the Property; and

WHEREAS, the Developer has furthermore requested the Board to lease the Project to the Developer and to permit the Developer to make payments in lieu of ad valorem taxes; and

WHEREAS, upon the recommendation of the Board, the City Council of the City, by Resolution dated November 8, 2021, has authorized the Board's negotiation and acceptance of payments in lieu of ad valorem taxes with respect to the Project for a period not to exceed twenty (20) years, plus a reasonable construction and renovation period not to exceed three (3) years; and

WHEREAS, Tenn. Code Ann. § 7-53-305(i)(1)(C) provides that the Board may negotiate a payment in lieu of tax agreement for less than the ad valorem taxes otherwise due for a retail business for a period of time longer than ten (10) years, plus a reasonable construction and installation period not to exceed three (3) years, if the Board has received written approval from each affected local governmental entity; and

WHEREAS, the County is an "affected local governmental entity" for purposes of Tenn. Code Ann. § 7-53-305(i)(1)(C) with respect to the Board's agreement concerning payments in lieu of ad valorem taxes for the Project as authorized by the City; and

WHEREAS, the Developer has requested the County Commission provide to the Board written approval in accordance with Tenn. Code Ann. § 7-53-305(i)(1)(C) for the Board's agreement concerning payments in lieu of ad valorem taxes for the Project as approved and authorized by the City.

NOW, THEREFORE, BE IT RESOLVED by the County Commission of Anderson County, Tennessee, as follows:

1. The Governing Body hereby gives written approval to the Board to negotiate a payment in lieu taxes agreement with the Developer in accordance with the terms determined by the Board and consistent with the delegation resolution adopted by the City on November 8, 2021.

2. This resolution shall take effect notwithstanding any prior resolutions to the contrary. All other resolutions and orders, or parts thereof, in conflict with the provisions of this resolution are, to the extent of such conflict, hereby repealed, and this resolution shall be in immediate effect from and after its adoption.

Adopted this the ____ day of _____, 2021.

Mayor

ATTEST:

Clerk & Master

26147753.1

Annette Prewitt

From: Stephanie Wells <stephanie@adventureanderson.com>
Sent: Wednesday, January 5, 2022 9:50 AM
To: Annette Prewitt
Cc: Jay Yeager
Subject: Adventure Tourism District

Hey Annette,

Can you please add an item to the Operations Committee meeting agenda for me and call it Adventure Tourism District Application. Jay is preparing a resolution for the agenda. Billy in the property assessor's office is preparing a map which I will bring to the Operations meeting.

Thanks,

Stephanie Wells, CTPP | Director

Adventure Anderson County

115 Welcome Lane | Clinton, TN 37716

865-457-4547 | 865-457-4545 fax

www.AdventureAnderson.com

[@AdventureAndersonCounty](#)

Annette Prewitt

From: Jay Yeager <jyeager@aclawdirector.com>
Sent: Tuesday, January 4, 2022 3:33 PM
To: Annette Prewitt
Cc: 'Timothy Isbel (isbelt@ymail.com)'
Subject: Adventure tourism resolution

Annette:

I need this item added to the Operations agenda. Stephanie Wells will be present to speak on the issue.

Thanks,

Jay

NOTE: This email may contain PRIVILEGED and CONFIDENTIAL INFORMATION and is intended only for the use of the specific individual(s) to which it is addressed. You are hereby notified that any unauthorized use, dissemination or copying of this email or the information contained in it or attached to it is strictly prohibited. If you received this email in error, please immediately notify the person named above by reply mail and delete this email message immediately.

Adventure Tourism Plan

Rocky Top, Tennessee

Rocky Top is located on Interstate 75, approximately 26 miles north of downtown Knoxville. The population of Rocky Top is 1,663, which has been steadily declining since 1990 when the population was 2,187. Rocky Top is only one mile wide so the city considers the surrounding communities as contributors to the city's economic stability. The five mile radius around Rocky Top has a population of 9,564.

According to the Site to Do Business (STDB), the five mile radius around Rocky Top has over \$37.9 million in leakage in retail trade and food and drink sales. The majority of the commercial properties in Rocky Top are for sale or are not occupied by an operating business.

The geographic characteristics of Rocky Top do not make it desirable for industrial development. There is not enough available vacant property to locate a manufacturing facility.

Rocky Top is the half way point between Michigan and Florida and has an average of 41,000 cars driving past its two interstate exchanges daily.

Rocky Top is situated between Norris Lake and Windrock Park. Norris Lake is one of the premier lakes in the Southeastern United States. It is home to over 20 marinas that offer resort quality amenities including condos, cabins and houseboat rentals, restaurants, meeting and event space, and run about, pontoon boat and personal watercraft rentals.

The Clinch River is the tail waters of Norris Dam and flows in and out of Rocky Top's five mile radius. The Clinch River is a famous and popular trout fishery. It holds the state record for the largest brown trout. There are several short-term rentals located on or near the Clinch and within the five mile radius of Rocky Top.

Windrock Park, which is 72,000 acres of off-roading trails, is adjacent to the City of Rocky Top. As a private business, they sell over 200,000 permits a year for off-roading activities. Rocky Top serves as the gateway to three of East Tennessee's largest tourist attractions.

The City of Rocky Top, formerly named Coal Creek, was one of the cities that fueled the industrial revolution when coal was discovered there in 1840. The Coal Creek War of 1891 and 1892, a conflict between miners and their employers and the state of Tennessee, led to the end of the convict lease system. The town and surrounding communities suffered great losses when two mines exploded in 1902 and 1911 that killed over 300 men. These historical events are displayed at the Coal Creek Miners Museum located in the downtown area of Rocky Top.

The museum not only tells the unique stories of Coal Creek, a.k.a. Rocky Top, it will also be a gateway to Windrock Park, the Devil's Triangle (a popular motorcycle route) and a catalyst for downtown development.

The City of Rocky Top is ideally located but there are few manufacturing and professional jobs offered within the city limits and there is little opportunity to develop such jobs. However, retail and tourism businesses and job opportunities are a real possibility.

Since 2014 when the City of Rocky Top initially applied for and received an Adventure Tourism District designation, the City of Rocky Top had state legislation passed to allow atv/side by sides to ride on the state highways located within the city limits. In addition, Rocky Top City Council and the Anderson County Commission passed resolutions to allow atv/side by sides to ride on roads within their perspective jurisdictions. The City has seen a drastic increase in atv/side by sides traffic and short-term rental development.

The city's planning commission has recently approved two campgrounds and one short-term rental cabin development. One campground opened phase one, which consists of 13 spots, in November 2021. The short-term cabin rental phase one, which includes 6 cabins, is scheduled to open in January 2022. The city has also seen vacant homes being bought and turned into short-term rentals. This not only improves the value of the old homes it now generates additional revenue through hotel/motel and sales tax. We estimate these new developments will increase property tax by \$5,000, hotel/motel tax by \$7,000 and sales tax by \$15,000.

The City of Rocky Top and the Rocky Top Chamber of Commerce plan to work with the Anderson County Chamber's Retail Initiative to recruit retail and tourism businesses that will complement the existing tourism activities that take place on Norris Lake, Windrock Park and the Clinch River.

The city and the two chambers also recognize that most adventure tourism related businesses are small and locally owned businesses. Therefore, workshops will be provided to encourage small business development and entrepreneurship. In addition, the Anderson County Chamber's Retail website features statistical data, available properties and tools that developers can use to locate a business in Rocky Top. The City is committed to a downtown revitalization effort and is planning on applying for the Tennessee Downtowns designation in 2022. The city and county are also committed to marketing the area's adventure tourism activities through the county's Tourism Council which is the designated DMO for Anderson County.

The City of Rocky Top recognizes that its future lies in retail and tourism development and is focusing its energy to revitalize the city using those economic drivers.

Policy Number 2018-001
Department of Tourist Development
Adventure Tourism Policy & Procedures

Effective: June 30, 2018
Prepared by: Tennessee Department of Tourist Development

1. Program Overview.

The “Tennessee Adventure Tourism and Rural Development Act of 2011” creates a mechanism by which communities can apply to be certified as an adventure tourism district (“district”).

2. Definitions.

“Adventure tourism” means outdoor recreational opportunities such as equine and motorized trail riding, white water rafting and kayaking, rappelling, road biking, rock climbing, hang-gliding, spelunking, shooting sports, mountain biking, canoeing, paragliding, rowing, zip lining and other such activities;

“Adventure tourism district” means a defined geographic area identified and authorized by a two-thirds (2/3) vote of a local governing body and approved by the department and the department of environment and conservation as an area where the promotion of adventure tourism is encouraged;

“All-terrain vehicle” means either:

A motorized vehicle with not less than four (4) nonhighway tires, nor more than six (6) nonhighway tires, that is limited in total dry weight up to two thousand pounds (2,500 lbs.), and is eighty inches (80”) or less in width;

A motor vehicle as defined in § 55-1-103, which possesses a four-wheel drive capability and that is designed and suitable for operation off the highway on natural terrain; or

A motorized vehicle designed for or capable of cross-country travel on or immediately over land, water, snow, or other natural terrain and not intended for use on public roads traveling on two (2) wheels and having a seat or saddle designed to be straddled by the operator and handlebars for steering control;

“Best interests of the state” means a determination by the commissioner of revenue, with approval by the commissioner of tourist development, that:

The qualified business enterprise or enterprises made within or adjacent to an adventure tourism district is a result of the special allocation and tax credits provided for in § 67-4-2109(b)(2)(C);

The adventure tourism district is a result of such qualified business enterprise or enterprises; and

The zone is not structured to create a competitive advantage for one business;

“Canoeing” means the use of canoe for navigation of waterways;

“Department” means the department of tourist development;

“Hang-gliding” means an air sport in which a pilot flies a light and un-motorized aircraft launched by foot;

“Kayaking” means the use of a kayak for navigation of waterways;

“Local governing body” means the elected legislative body of a municipal, metropolitan or county government;

“Motorized trail riding” means the exploration of trails and natural areas by use of all-terrain vehicles;

“Mountain biking” means the exploration of trails and natural areas by the use of bicycles;

“Paragliding” means the air sport in which a pilot flies a light motorized aircraft that uses a parachute to stay airborne;

“Qualified Business Enterprise” means an enterprise which the business has made the required capital investment necessary [\$500,000 in accordance with T.C.A. § 67-4-2109(a)(5)] to permit creation or expansion of [...] tourism related businesses, including, but not limited to, restaurants, lodging establishments, or other tourism related attractions.

“Rappelling” is the controlled descent down a rope by climbers used to explore cliffs or slopes that are too steep to descend without protection;

“Road biking” means both noncompetitive and competitive bicycling events that take place on improved roads;

“Rock climbing” means the recreational sport of climbing up or across natural rock formations;

“Rowing” means the propelling of a boat by means of oars;

“Shooting sports” means the recreational sport of firing handguns, rifles or shotguns at moving or fixed targets;

“Spelunking” means the recreational sport of exploring noncommercial cave systems;

“Triathlon” means the recreational activity of sporting contests involving open waters swimming, bicycle riding, and running, whether on trails or improved roads;

“Tourism related business” includes restaurants, lodging establishments and other tourism related attractions.

“White water rafting” means the recreational activity of using an inflatable raft or kayak to navigate rough water; and

“Zip lining” means the exploration of natural areas by use of above-ground cable systems.

T.C.A. § 11-11-202, effective April 19, 2016; 2018 Pub.Acts, c. 585, effective July 1, 2018, T.C.A. § 67-4-2109.

3. Overview.

3.1. Initial Certification.

3.1.1. Following the creation of an adventure tourism district as set through T.C.A. § 11-11-204, the district plan must be submitted to the Department of Revenue (“DOR”) and the Department of Tourist Development (“TDTD” or “the department”) (collectively, “the departments”). Upon receipt of the district plan by DOR and TDTD, the departments must make a determination as to whether the allocation of franchise and excise tax credits is in the “best interests of the state.” This determination consists of three (3) criteria:

- a. That the qualified business enterprise or enterprises made within an adventure tourism district are a result of the special allocation and tax credits provided for in T.C.A. § 67-4-2109(b)(2)(C);
- b. That the adventure tourism district is a result of such qualified business enterprise or enterprises; and
- c. That the districts are not structured to create a competitive advantage for one business.

3.1.2. If the district is certified by the departments, qualified business enterprises in the district may receive special tax credit administered by DOR. The requirements to be eligible for the credit vary based upon the tier designation of the county in which the business resides.

Tier designations: If the qualified business enterprise is located in an area designated as an adventure tourism district pursuant to T.C.A. § 11-11-204(c), an annual credit shall be allowed as follows: If the qualified business enterprise is located in a tier 1 enhancement county, the additional annual credit shall be allowed for the qualified business enterprise creates at least twenty-five (25) qualified jobs; If the qualified business enterprise is located in a tier 2 enhancement county, the additional annual credit shall be allowed if the qualified business enterprise creates at least nineteen (19) qualified jobs; If the qualified business enterprise is located in a tier 3 enhancement county, the additional annual credit shall be allowed if the qualified business enterprise creates at least thirteen (13) qualified jobs; If the qualified business enterprise is located in a tier 4 enhancement county, the additional annual credit shall be allowed if the qualified business enterprise creates at least ten (10) qualified jobs;

The additional annual credit shall be allowed for a period of three (3) years for a qualified business enterprise located in a tier 1 or tier 2 enhancement county, beginning with the first tax year in which the qualified business enterprise applies the credit in accordance with subdivision (b)(2)(D). The additional annual credit shall be allowed for a period of five (5) years for a qualified business with the first tax year in which the qualified business enterprise applies the credit in accordance with subdivision (b)(2)(D).

3.1.3. Taxes, Exemptions and Credits. Allows certain part-time and seasonal adventure tourism jobs, with or without minimum health care, created in adventure tourism districts on or after July 1, 2017, to be counted as half a job for purposes of allowing the employer

to qualify for the jobs tax credit against franchise and excise taxes. T.C.A. § 67-4-2109(a)(6)(A)(ii)(c).

3.1.4. Promotional Support. Any businesses in certified districts may receive promotion support from TDTD through its existing resources.

3.2. Applicant Recertification.

3.2.1. Prior to the conclusion of the initial certification period, applications may elect to request recertification of the previously granted status. The previously certified district may do so if the following condition exists, being, if the application were to be submitted in the present time all of the information previously contained would be true and correct in the present day. If this is the case, the local government mayor or executive may submit correspondence to the departments confirming the same.

The correspondence should in pertinent part provide: [I, [local government mayor or executive], hereby confirm that this district, certified as an adventure tourism district on (insert date), does not have any changes to report that would alter any responses on the initial application approved].

3.2.2. If the previous certified adventure tourism district does not request recertification in the manner described directly above prior to the certification period concluding or if the circumstances that were included in the initial application have changed, the previously certified adventure tourism district will need to submit a new application for consideration.

4. Application Process. All interested local government must submit their completed applications to TDTD by the date proscribed in the Application.

4.1. **Application Requirements.** Interested local governments will find TDTD's streamlined application for certification of an adventure tourism district online at: <http://www.tn.gov/tourism/topic/adventure-tourism>. The application will require local governments to provide TDTD with certain information regarding the proposed district. All questions on the application must be answered thoroughly and completely in order to be considered for certification.

4.2. **Completion of the Application.** Local governments should thoroughly complete the entire application. The proposed district must be assigned a name by which it will be identified for certification and tax credit administration purposes. The preparer should provide the name of the mayor or executive as well as contact information for the local government. If the local government petitioned by an adventure tourism professional, the preparer will be required to provide information concerning that professional, including the company's FEIN and headquarters address. The application will require the local government to list one or more eligible adventure tourism activities that can or will be conducted in the proposed district. The list of eligible activities can be found at T.C.A. § 11-11-203.

4.3. **Application Attachments.** The local government will also be required to upload four (4) supporting documents in order to complete its application: 1) a copy of the resolution from the local governing body authorizing creation of the district (T.C.A. § 11-11-204); 2) a parcel map of the proposed district (in order to administer tax credits if a district is approved, DOR requires a parcel map of the proposed district); 3) a business plan based on "quantifiable data demonstrating

that the creation of an adventure tourism district would enhance sustainable economic development in the area” (T.C.A. § 11-11-204(b)); and 4) a notarized letter from the local government mayor or executive that contains the following statement:

“I, [local government mayor or executive], hereby confirm that this application, including all attachments, does not contain any representations of fact which are false or misleading in any respect.”

5. Post Certification Reporting.

5.1. Claiming Tax Credits. Qualified business enterprises located within the certified adventure tourism district must apply to DOR in order to claim tax credits under the Adventure Tourism Act. DOR will provide forms to enable those qualified business enterprises to apply for credits for which they may be eligible.

5.2. Redrawn Districts. Once certified, a district will not be redrawn or altered during the three (3) year period. A district may only be redrawn or altered in a new application for certification following the end of the three (3) year period.

5.3. Revocation of Certification. If at any time during the three (3) year period the departments find that any of the representations made by the local government in its application were false or misleading, the departments may, in their discretion, revoke the certification of the district.

5.4. Annual Report. Each local government which has received certification of an adventure tourism district must submit an annual report to the department that includes the following information: a complete list of any business in existence after the district was certified or new business that could potentially meet the definition of “adventure tourism” or “tourism related” business in the district, including the location, contact information and whether the entity has/will qualify for the tax credit. This report is due to the department on July 1 of the year following certification and on July 1 of each year thereafter throughout the period of certification.

Annette Prewitt

From: Karen Ooten
Sent: Tuesday, January 4, 2022 10:04 AM
To: Annette Prewitt
Cc: Steve Payne
Subject: EAP Amendment
Attachments: Active Killer.pdf

Annette,

Please add the attached amendment for the Emergency Action Plan for the Courthouse to the Operations Agenda.

Thank you.

Karen Ooten
Program Manager
Anderson County EMA
Office: (865)-264-6394
111 S Charles G. Seivers Blvd.
Clinton, TN 37716



Annette Prewitt

From: Karen Ooten
Sent: Tuesday, January 4, 2022 10:34 AM
To: Annette Prewitt
Subject: Courthouse EAP
Attachments: DRAFT Courthouse EAP 2021[11431].docx

Annette,
The page I emailed you first will replace page 7 in this EAP.

Thank you.

Karen Ooten
Program Manager
Anderson County EMA
Office: (865)-264-6394
111 S Charles G. Seivers Blvd.
Clinton, TN 37716



Active Killer Event Instructions

The guidelines below should be considered during this type of emergency, but your specific situation may require deviation from these suggestions.

If escape is possible:

- If it is safe to escape from the courthouse, do so.
- Seek cover far away from the courthouse, keeping solid objects, a car, a tree, another building, etc., between you and the suspect whenever possible.
- Dial 911 when you are a safe distance away.
- Be mindful of incoming emergency vehicles and obey all directions given to you by law enforcement personnel.

If you cannot escape:

- Upon learning of an active killer in the courthouse, immediately close and lock the door to the room you are in. If possible, barricade the door with furniture, desks, filing cabinets, etc.
- If you can do so safely, allow others to take shelter with you.
 - Remember the safety of the many vs. the safety of the few.
 - Rescue attempts should only be made if they do not endanger the lives of those already in a secured area.
 - The suspect may bang on the door and yell for help as a way to entice you to open the door.
 - When in doubt, do NOT open the door.
- Block interior windows and/or close interior blinds whenever possible.
- Turn off all radios/speakers and computer monitors and silence cell phones from ringing and vibrating.
- After securing the room all occupants should take cover where they cannot be seen from any windows.
 - Choose a location that may offer additional protection, behind desks, filing cabinets, or walls.
 - Occupants should NOT group together. Remain spread apart.
- Dial 911 if it is safe to do so. Give your location and a description of the shooter.
- Remember that responding law enforcement personnel will not know whether or not you are a threat.
 - Follow all directions from officers.
 - Remember that officers will not treat the injured nor evacuate civilians until they are sure the threat is neutralized. Remain calm and stay still until officers tell you to move.

If evacuation and hiding are not possible:

- If you are confronted by the suspect and your life is in imminent danger, attempt to disrupt or incapacitate the suspect by:
 - Throw items
 - Yell
 - Use improvised weapons
 - Only take action against the suspect if you have no other choice.
 - Never go looking for the suspect.



Anderson County Courthouse Emergency Action Plan



NEVER ENDANGER YOUR PERSONAL SAFETY

**Courthouse evacuation is mandatory whenever a fire alarm sounds.
All personnel are responsible for knowing these procedures.**

August 26, 2021

Annette Prewitt

From: Karen Ooten
Sent: Tuesday, January 4, 2022 10:04 AM
To: Annette Prewitt
Cc: Steve Payne
Subject: EAP Amendment
Attachments: Active Killer.pdf

Annette,

Please add the attached amendment for the Emergency Action Plan for the Courthouse to the Operations Agenda.

Thank you.

Karen Ooten
Program Manager
Anderson County EMA
Office: (865)-264-6394
111 S Charles G. Seivers Blvd.
Clinton, TN 37716



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Scope

This plan has been prepared to ensure orderly and complete evacuation of the Anderson County Courthouse when evacuation is required, or notification is received to shelter in place should you need building protection from severe weather or a hazardous materials release.

The primary objectives of this plan are to ensure that:

1. Everyone knows how to exit the courthouse safely.
2. A procedure to safely evacuate individuals who cannot negotiate stairs is in place.
3. Courthouse occupants are accounted for after an emergency.
4. Everyone knows their designated shelter in place area.
5. Courthouse occupants can be accounted for.
6. Personnel are selected among courthouse occupants, with functions to ensure plan objectives are met.

For the purpose of this plan, the following are emergencies for which it will be necessary to evacuate the courthouse:

- Fire.
- Explosion.
- Bomb threats.
- Release of hazardous materials, in quantities or toxicity, which threaten human health (depends on material whether courthouse occupants will need to evacuate or take shelter).
- Courthouse air contamination

The following are emergencies for which it will be necessary to seek shelter in the courthouse's designated shelter:

- Severe weather
- Release of hazardous materials, in quantities or toxicity, which threaten human health (depends on material whether building occupants will need to evacuate or take shelter).

The plan will be updated annually by Human Resources and Risk Management Department, Emergency Management and the Buildings and Grounds Director. Changes to the plan will be communicated to courthouse occupants.

Key Words & Definitions

Work Area Rep: checks department rooms and informs all people in work area of evacuation or shelter in place. Maintains a current list of all personnel working in their area. Reports to Floor Monitor.

Floor Monitor: monitors corridors in assigned areas and ensures personnel are moving toward exits; checks bathrooms, assists with area of refuge. Reports to Emergency Coordinator.

Emergency Coordinator: collects information on who may still be in the building and who needs help in areas of refuge. Communicates with emergency personnel.

Area of Refuge: regular room that is easily accessible to individuals with limited mobility.

Designated Shelter: provides shelter inside the courthouse during severe weather or shelter in place emergency.

Evacuation Assembly Point: assigned meeting location outside of the courthouse in the event of evacuation (Clinton Community Center).

Emergency Personnel Names and Phone Numbers

DESIGNATED RESPONSIBLE OFFICIAL:

Name: Mayor Terry Frank

Phone: 457-6200

Cell: 441-7555

Emergency Coordinator:

Name: Steve Payne

Phone: 264-6394

Cell: 898-6280

Buildings and Grounds

Name: Roger Lloyd

Phone: 463-6829

Cell: 216-1353

Area Monitors:

Area:

Name:

Phone:

Area:

Name:

Phone:

Area:

Name:

Phone:

Area:

Name:

Phone:

Area:

Name:

Phone:

Area:

Name:

Phone:

Area:

Name:

Phone:

Area:

Name:

Phone:

General Courthouse Evacuation Procedure

At the sound of the fire alarm or informed of an evacuation emergency, it is the responsibility of all courthouse occupants to evacuate immediately and proceed to the evacuation assembly location which is the Clinton Community Center. During evacuation do not allow anyone to gain entrance into the Courthouse other than emergency personnel.

Courthouse occupants are also responsible for ensuring that their visitors/customers to their department follow the evacuation procedure described herein, and leave the courthouse along with all other occupants.

Building and Grounds Director who continues to shut down critical operations, while an evacuation is underway, is responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.

Part time workers and interns will be made familiar with the procedures and are expected to leave the courthouse when the fire alarm sounds or when notified of an emergency.

Evacuation Instructions

Whenever you hear the fire alarm or are informed of an evacuation emergency:

- Do not panic.
- Do not ignore the alarm.
- Leave the courthouse immediately, in an orderly fashion, go to the Clinton Community Center.
- Meetings and/or courts in session must be dismissed and occupants directed to leave.
- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area for any reason.
- Report to your Area Monitor at the Clinton Community Center to be accounted for as having evacuated safely; also report any knowledge you may have of missing persons.
- Return to the courthouse only after emergency officials or Safety Coordinator give the all-clear signal. Silencing the Alarm does not mean the emergency is over.

Courthouse Emergency Instructions

In the event of a loss of power, water leak or flood:

- Notify the Buildings and Grounds Director.
- Notify staff who are located near the emergency so they may take appropriate precautions.
- Follow evacuation instructions, if evacuation is necessary.

Hazardous Materials Evacuation Instructions

- Notify other courthouse occupants in the immediate area.
- Everyone who can safely leave, should leave the area away from hazardous material.
- While exiting, close doors leading into other areas.
- Call 911 to report the hazardous material and its location.
- The 911 Dispatcher can notify the fire department of the hazardous material incident.
- Evacuate courthouse according to general evacuation procedures.

Radiological Incident Instructions

- Occupants should prepare to shelter in place if the Department of Energy (DOE) activates the city wide sirens at any time other than the first Wednesday of the month at noon when testing is conducted.
- Occupants should expect to get information from Code Red (provided they have signed up for the notifications).
- DO NOT LEAVE unless told to evacuate the courthouse. Know the evacuation route you are to take to safely leave the area **if** instructed to do so.
- All individuals must be surveyed prior to being released, if contamination is suspected.

Active Shooter Instructions

The guidelines below should be considered during this type of emergency, but your specific situation may require deviation from these suggestions.

If escape is possible:

- If it is safe to escape from the courthouse, do so.
- Seek cover far away from the courthouse, keeping solid objects, a car, a tree, another building, etc., between you and the gunman whenever possible.
- Dial 911 when you are a safe distance away.
- Be mindful of incoming emergency vehicles and obey all directions given to you by law enforcement personnel.

If you cannot escape:

- Upon learning of an active shooter in the courthouse, immediately close and lock the door to the room you are in. If possible, barricade the door with furniture, desks, filing cabinets, etc.
- If you can do so safely, allow others to take shelter with you.
 - Remember the safety of the many vs. the safety of the few.
 - Rescue attempts should only be made if they do not endanger the lives of those already in a secured area.
 - The shooter may bang on the door and yell for help as a way to entice you to open the door.
 - When in doubt, do NOT open the door.
- Block interior windows and/or close interior blinds whenever possible.
- Turn off all radios/speakers and computer monitors and silence cell phones from ringing and vibrating.
- After securing the room all occupants should take cover where they cannot be seen from any windows.
 - Choose a location that may offer additional protection, behind desks, filing cabinets, or walls.
 - Occupants should NOT group together. Remain spread apart.
- Dial 911 if it is safe to do so. Give your location and a description of the shooter.
- Remember that responding law enforcement personnel will not know whether or not you are a threat.
 - Follow all directions from officers.
 - Remember that officers will not treat the injured nor evacuate civilians until they are sure the threat is neutralized. Remain calm and stay still until officers tell you to move.

Emergency Shelter Instructions

In the event of notification of severe weather, safely discontinue work and go to the designated shelter location.

- The safe shelter location is the main hallway on the first floor of the Courthouse; proceed to the middle of that hallway.
- Monitor the situation so that you know when the threat has passed.
- Designated shelter area should be interior rooms with no glass

In the event of an earthquake

- If possible take cover under tables or desks.
- Protect your head and neck.
- Do not use elevator

Designated Shelter

The following is the designated shelter location

| Floor # | Designated Shelters |
|---------|--------------------------|
| First | Main Hallway at Elevator |

General Shelter in Place Procedure

There may be times when it is best to stay where you are and avoid any threat outside. Possible outside threats could occur due to contaminated air. A DOE siren activation would be a time to shelter in place; if this occurs any other time than the first Wednesday of the month at noon when testing is conducted. It is possible that a hazmat situation other than a DOE event could cause you to shelter in place. When it is deemed necessary to shelter in place remain in your office.

Emergency Evacuation Personnel

For the purpose of this plan, emergency evacuation personnel include work area monitors, floor monitors and their alternates. Courthouse emergency evacuation personnel and their alternates shall be selected among courthouse employees, and on a voluntary basis.

Evacuated courthouse occupants are directed to the Clinton Community Center where they will be accounted for. On the following page is a list of courthouse emergency evacuation personnel, and their corresponding duties.

PLEASE NOTE: Assigned duties are to be carried out **only** if you are not putting yourself in danger or risking your personal safety

DRAFT

Emergency Evacuation Personnel Duties

| Personnel | Duties |
|---------------------------------|--|
| Work Area Monitors | <ul style="list-style-type: none"> • Have a general awareness of all current occupants in immediate work area. • Inform area occupants to leave the courthouse in cases where there is word of an emergency but courthouse alarm did not sound. • Inform occupants of their duty to report to the Community Center. • Assist and/or direct occupants with limited mobility either to area of refuge or down stairs if able to negotiate stairway. • Leave courthouse as soon as possible and go to the Community Center. • Account for co-workers who safely reported to the Community Center from occupant list. • Collect information on missing personnel known, or suspected to still be in the courthouse, and report to Law Enforcement or Fire Dept. • During a General Bomb Threat check work area for anything suspicious and report findings to Floor Monitors immediately |
| Floor Monitors | <ul style="list-style-type: none"> • Monitor corridors on assigned floor and ensure personnel are moving toward exits • Check restrooms on assigned floor to ensure they have been evacuated • Check Area of Refuge for any person needing assistance to evacuate • Make sure fire doors on enclosed stairways and exits are closed and not blocked open • Assist and/or direct occupants with limited mobility, either to area of refuge or down stairs if able to negotiate stairway. • Leave the courthouse as soon as possible and proceed to Community Center. Report presence of anyone still on your floor to either the Emergency Coordinator, directly to Law Enforcement or Fire Dept • During a General Bomb Threat if Work Area Monitor reports anything suspicious advise Law Enforcement immediately |
| Emergency Coordinators | <ul style="list-style-type: none"> • Collect information on courthouse occupants known or suspected to still be in courthouse from Floor Monitors and/or Work Area Reps. • Meet emergency responders at the main courthouse entrance. • Report information on occupants needing assistance to evacuate and other personnel suspected to still be in courthouse to emergency responders or On Scene Commander. • Transmit the All-Clear signal to floor monitors or other courthouse emergency evacuation personnel. • Conduct post emergency meeting if necessary. |
| On Scene Law Enforcement | <ul style="list-style-type: none"> • Assist emergency responders from the fire department in gaining access to courthouse as needed. • Help secure courthouse and prevent re-entry • Maintain communication between emergency responders • Road blocks as needed |

Work Area Monitors:

Primary Work Area Monitors and Alternates are listed below, and will carry out their duties as described in this plan. In the event that the Primary Area Monitor is not available at the time of the emergency, Alternate Monitors will assume those duties.

List name.

| Floor # | Work Area Monitors | |
|---------|--------------------|-----------|
| | Primary | Alternate |
| | | |
| | | |
| | | |

Floor Monitors:

Primary Floor Monitors and Alternates are listed below, and will carry out their duties as described in this plan. In the event that the Primary Floor Monitor is not available at the time of the emergency, Alternate Monitors will assume those duties.

| Floor # | Floor Monitors | |
|---------|----------------|-----------|
| | Primary | Alternate |
| | | |
| | | |
| | | |

Procedure for Persons Needing Assistance to Evacuate

Any person unable to use stairs, or needs assistance to evacuate, should proceed to the nearest designated area of refuge. Emergency evacuation personnel will check the area of refuge, and ensure emergency response and rescue personnel are notified if someone has taken refuge there.

Areas of Refuge

The following are areas of refuge

| Floor # | Areas of Refuge |
|--------------|-----------------|
| First Floor | Main Entrance |
| Second Floor | Room 218 |
| Third Floor | Room 312 |

Emergency Coordinators:

The Primary Emergency Evacuation Coordinator and his /her alternates are listed below. In the event the primary coordinator is not available during an emergency, alternate coordinators will assume responsibility in the order in which they appear, and carry out their duties as described in this plan.

Primary:

Steve Payne

865-898-6280

paynkey@hotmail.com

1st Alternate:

Karen Ooten

865-680-2435

kooten@andersoncountyttn.gov

2nd Alternate:

Brice Kidwell

865-684-3931

bkidwell15@gmail.com

MEDICAL EMERGENCY

- Call **911**:
Provide the following information:
 - a. Nature of medical emergency,
 - b. Location of the emergency (floor and room number),
and
 - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment.
- **Attempt first aid ONLY if trained and qualified.**

AED Locations

Automated External Defibrillators (AEDs) are for use when a person is having a cardiac event. AEDs are designed to be used by anyone, as the machine will guide users through the process of activating the unit.

AEDs are located in the following areas

| Floor # | Location |
|---------|-------------|
| First | At Elevator |
| Second | At Elevator |
| Third | At Elevator |

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm
- Notify the Fire Department by calling **911**, also notify the County Mayor's Office.
- If the fire alarm is not available, courthouse personnel will be notified about the fire emergency through the Courthouse intercom system.

Fight the fire **ONLY** if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the courthouse using the designated escape routes.
- Assemble at the Community Center
- Remain at the Community Center until the Fire Department announces that it is safe to reenter.

FIRE EMERGENCY CONTINUED

Emergency Coordinator or Supervisors must:

- Buildings and Grounds Director will disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the Community Center.
- Report missing personnel to the Fire Department or Law Enforcement.
- Provide the Fire Department personnel with the necessary information about the facility.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Assist occupants with limited mobility in emergency evacuation.
- Report any problems to the Emergency Coordinator or supervisor at the assembly area.

BOMB THREAT

There are two categories of bomb threats; general and credible

- General Bomb Threat – caller simply states there is a bomb in the building and gives no additional information.
- Credible Bomb Threat – caller provides specific information concerning device, location, time of detonation, etc.

During a general bomb threat it is the responsibility of the Work Area Monitor to check their work area and report any findings to the Floor Monitors. Once all Work Area Monitors have passed on any information the Floor Monitors, they will also exit the building. The Floor Monitor will pass any pertinent information to Law Enforcement as quickly as possible.

During a credible bomb threat all employees and/or visitors must follow the evacuation route and exit the building immediately.

When the evacuation is announced you will be advised if this is a “general alert” or a “credible alert”.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____
 CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____
 ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

| | | | | | |
|--------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|-------------------------------------|
| VOICE CHARACTERISTICS | | SPEECH | | LANGUAGE | |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Soft | <input type="checkbox"/> Fast | <input type="checkbox"/> Slow | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Deep | <input type="checkbox"/> Distinct | <input type="checkbox"/> Distorted | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Pleasant | <input type="checkbox"/> Stutter | <input type="checkbox"/> Nasal | <input type="checkbox"/> Foul | <input type="checkbox"/> Other |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Other | <input type="checkbox"/> Slurred | <input type="checkbox"/> Other | | |
| ACCENT | | MANNER | | BACKGROUND NOISES | |
| <input type="checkbox"/> Local | <input type="checkbox"/> Not Local | <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Factory | <input type="checkbox"/> Trains |
| <input type="checkbox"/> Foreign | <input type="checkbox"/> Region | <input type="checkbox"/> Rational | <input type="checkbox"/> Irrational | <input type="checkbox"/> Machines | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Race | | <input type="checkbox"/> Coherent | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Music | <input type="checkbox"/> Quiet |
| | | <input type="checkbox"/> Deliberate | <input type="checkbox"/> Emotional | <input type="checkbox"/> Office | <input type="checkbox"/> Voices |
| | | <input type="checkbox"/> Righteous | <input type="checkbox"/> Laughing | <input type="checkbox"/> Machines | <input type="checkbox"/> Airplanes |
| | | | | <input type="checkbox"/> Street | <input type="checkbox"/> Party |
| | | | | <input type="checkbox"/> Traffic | <input type="checkbox"/> Atmosphere |
| BOMB FACTS | | | | | |

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____
 Where is it located? Building _____ Area _____
 What kind of bomb? _____
 What kind of package? _____
 How do you know so much about the bomb? _____
 What is your name and address? _____

If courthouse is occupied, inform caller that detonation could cause injury or death.

Did the caller appear familiar with the courthouse (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Call 911 to relay information about call and notify the County Mayor's office

CRITICAL OPERATIONS

- During some emergencies, it will be necessary for the Buildings and Grounds Director to remain at the Courthouse to perform critical operations. This will be at the permission of the County Mayor or Emergency Coordinator.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued, seek inside shelter.
The safe shelter location is the main hallway on the first floor of the Courthouse; proceed to the middle of that hallway
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist occupants with limited mobility in finding a safe place.
- Evacuate as instructed by the County Mayor or emergency personnel.

Weather Alert Radio

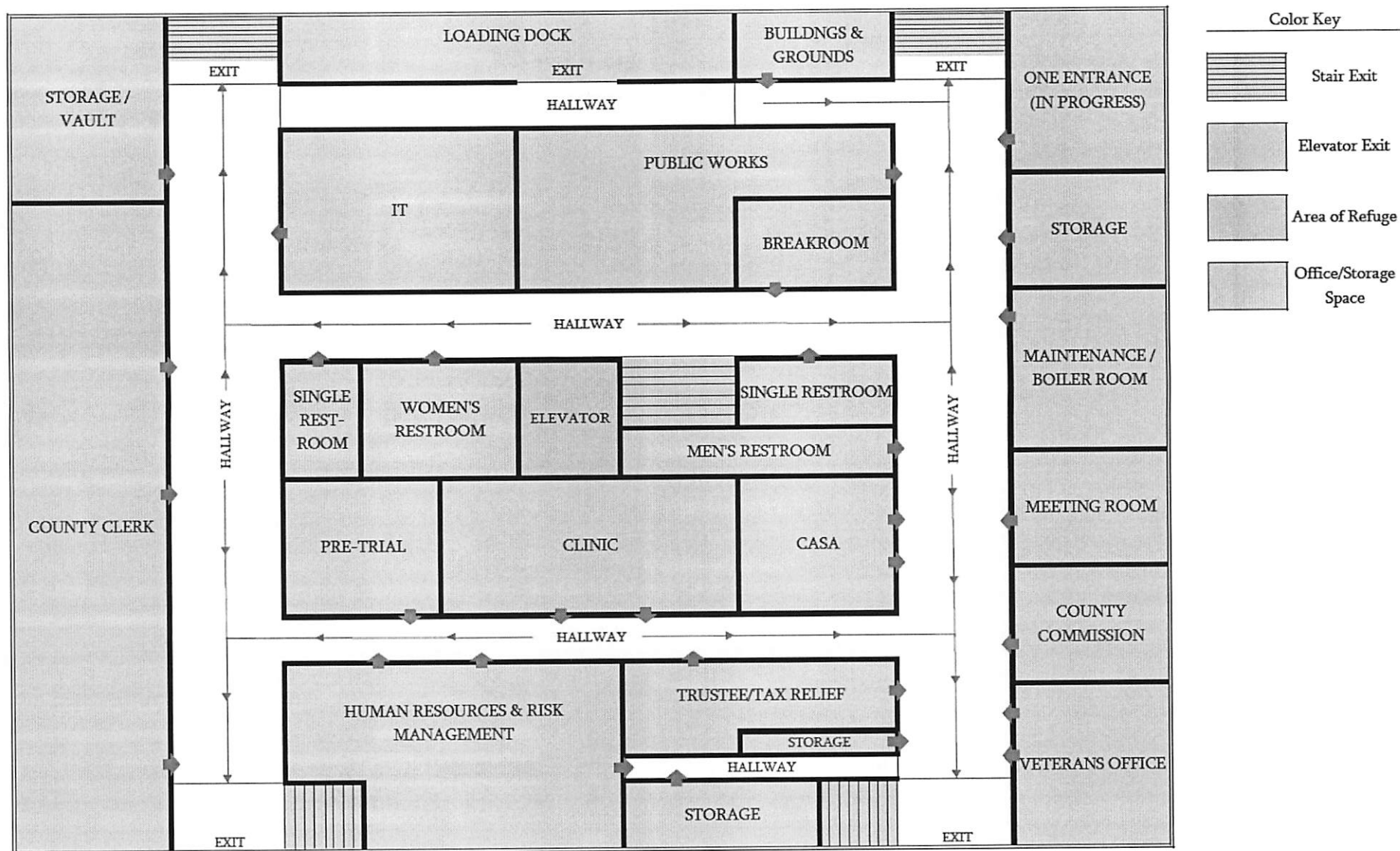
Weather Radios receive severe weather warnings, such as tornado warnings, and other emergency information via a radio frequency.

Weather Alert Radios are located in the following area

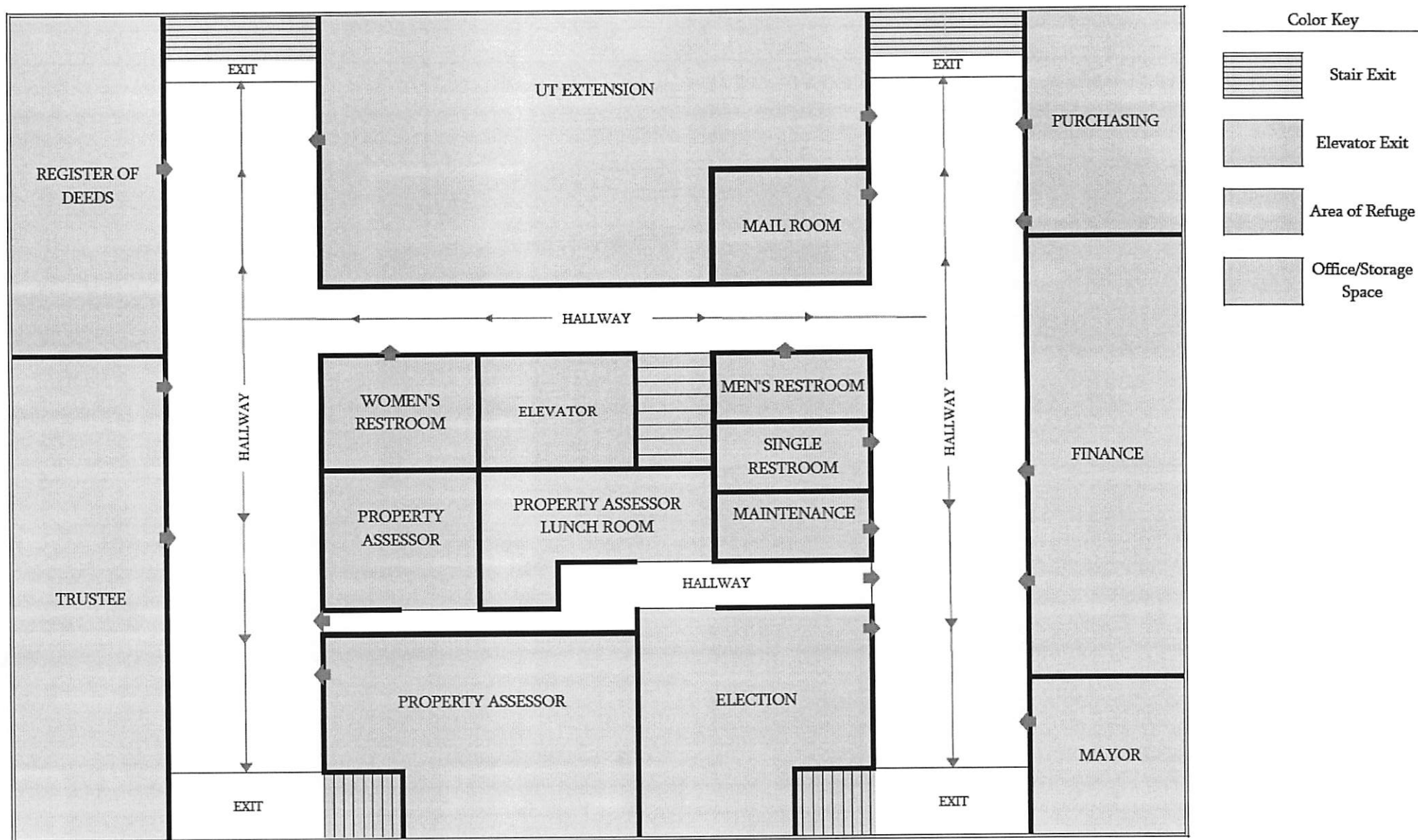
| Floor # | Location |
|--------------|-----------------------|
| Second Floor | County Mayor's Office |

Courthouse Floor Plans

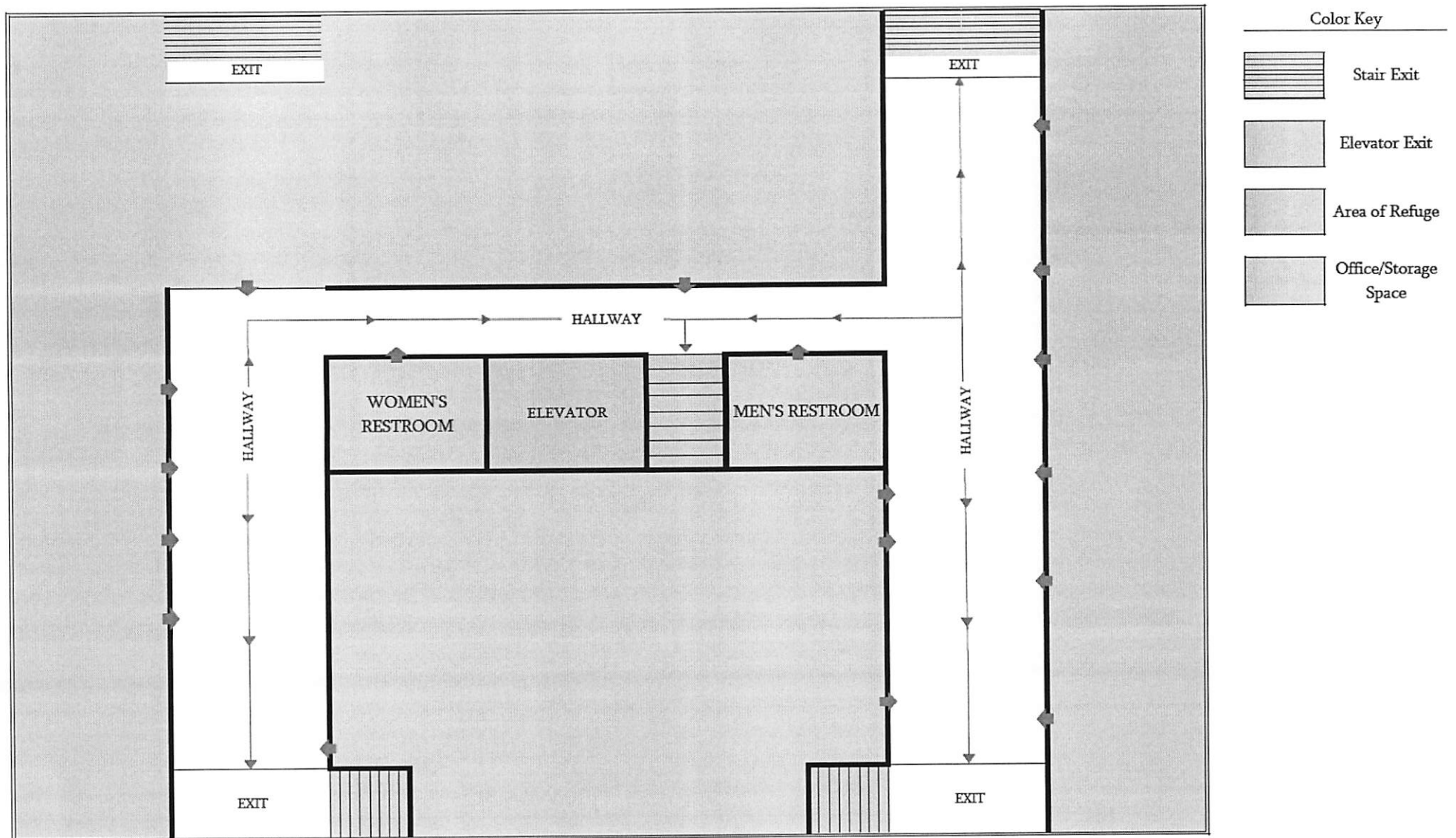
Anderson County Courthouse
1st Floor Evacuation Plan



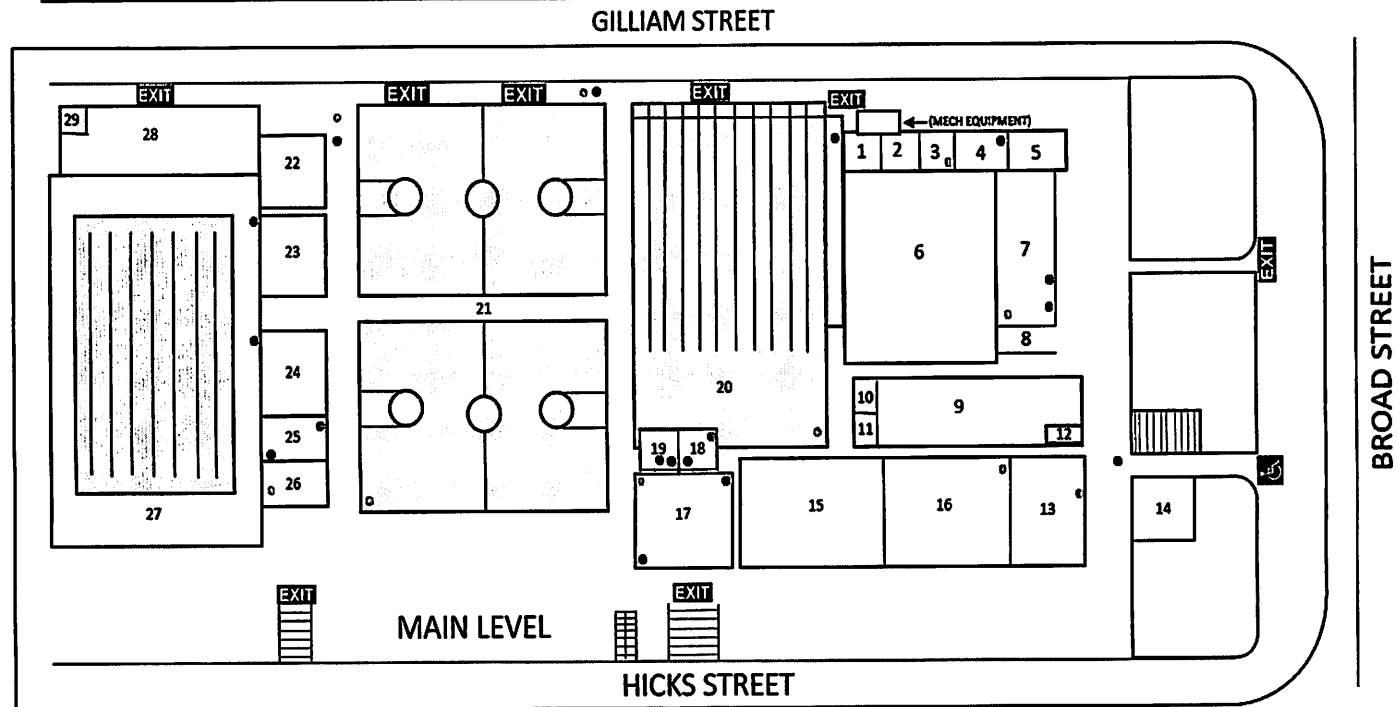
Anderson County Courthouse
2nd Floor Evacuation Plan



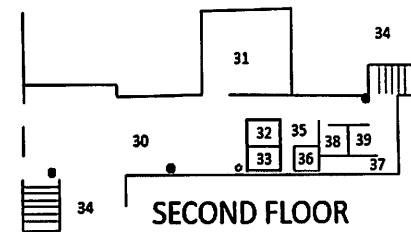
Anderson County Courthouse
3rd Floor Evacuation Plan



Clinton Community Center Floor Plan



- | | | |
|-------------------|-------------------|---------------------|
| 1 MENS | 14 SERVICE | 27 POOL |
| 2 WOMENS | 15 MEMORIAL ROOM | 28 POOL TERRACE |
| 3 KITCHEN | 16 PARK ROOM | 29 POOL EQUIPMENT |
| 4 OFFICE | 17 MAIN LOBBY | 30 JAZZERCISE ROOM |
| 5 OFFICE | 18 OFFICE | 31 LITTLE KIDS ROOM |
| 6 GREAT ROOM | 19 EQUIPMENT | 32 BIG KIDS ROOM |
| 7 BROAD ST. LOBBY | 20 BOWLING ALLEY | 33 BIG KIDS ROOM |
| 8 OFFICE | 21 GYMNASIUM | 34 STAIRS |
| 9 CLUB ROOM | 22 WEIGHT ROOM | 35 DAY CAMP |
| 10 WOMENS | 23 MENS LOCKERS | 36 OFFICE |
| 11 MENS | 24 WOMENS LOCKERS | 37 WORKROOM |
| 12 STORAGE | 25 SWIM OFFICE | 38 WOMENS |
| 13 KITCHEN | 26 SWIM LOBBY | 39 MENS |





Recent Updates

12/29/21 – Included new isolation and quarantine timelines to reflect updated CDC recommendations.

Isolation Guidance for Cases

Cases

New CDC guidance provides that one must isolate for a minimum of 5 days after onset and may be released after they are without fever for 24 hours (without fever-reducing medication) and show improvement in symptoms. Cases without symptoms should isolate through 5 days after their specimen collection date. Regardless of symptoms, cases should wear a mask when around others for 10 days following onset/specimen collection.

| Minimum 5 days of isolation at home | 24 hours | Continue masking around others for add'l 5 days |
|---|--|--|
| DAY 0 – Symptom onset date or specimen collection date if not experiencing symptoms | WITHOUT FEVER FOR 24 HRS AND SYMPTOM IMPROVEMENT | DAY 6 – released from isolation; return to regular activities while masked |
| | | DAY 10 |

Notes:

- Some severely ill patients may need to isolate for a longer time period.
- Lingering cough or loss of taste or smell should not prevent a case from being released from isolation.
- If a follow-up PCR test is positive, cases do not need to re-enter isolation as long as they have completed the 5-day isolation and had symptom resolution for a minimum of 24 hours.

Quarantine Guidance for Close Contacts

Boosted or Recently Vaccinated Close Contacts

Do not have to quarantine if they have remained asymptomatic since exposure to COVID-19 and:

- Received a booster dose of vaccine **OR**
- Completed a primary series of Pfizer or Moderna vaccine in the last 6 months (Must be ≥ 2 weeks following receipt of the second dose) **OR**
- Completed a primary J&J vaccine series in the last 2 months (Must be ≥ 2 weeks following receipt of single dose).

NON-HOUSEHOLD CONTACT (Boosted or Recently Vaccinated)

Non-household contacts should get tested 5 days after their exposure, even if they are asymptomatic, and should wear a mask indoors in public for 10 days following exposure or until test results are negative. If they test positive, they must isolate.

HOUSEHOLD CONTACT (Boosted or Recently Vaccinated)

A household contact is an individual who shares any living spaces with a case, including bedrooms, bathrooms, living rooms, kitchens, etc.

- If the contact can separate from the case within the home, then they can follow the non-household guidance. To separate, the case 1) should never be in the same room as household members 2) should not share plates, cups, dishes, or phones with household members 3) should have their own bathroom (or conduct daily bathroom cleaning).
- If the contact cannot separate from the case in the home, they should get tested 5 days after initial exposure to the case and again 5 days after the end of the case's isolation. The contact should wear a mask indoors in public for 10 days following last exposure or until test results are negative. If they test positive, they must isolate.

Non-boosted or Unvaccinated Close Contacts

Should quarantine after exposure to a COVID-19 case if they:

- Are unvaccinated **OR**
- Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted **OR**
- Completed the primary series of J&J over 2 months ago and are not boosted

If symptoms develop, close contacts must isolate and be tested for COVID-19. Close contacts should quarantine regardless of whether the case was symptomatic. Exposure includes contact with a case during the time period beginning two days prior to case's symptom onset (or specimen collection date if case never experiences symptoms) through the end of the case's isolation period.

NON-HOUSEHOLD CONTACT (Non-boosted or unvaccinated)

TDH and CDC recommend a 5-day quarantine at home. Contacts should get tested on day 5. After that, contacts should self-monitor for symptoms and continue to wear a mask around others for 5 additional days. If symptoms develop, contacts must isolate and get tested.

| 5 days quarantine at home | | 5 days masking while around others |
|--|---|--|
| DAY 0 – Contact begins quarantine | DAY 5 – Get tested. If w/o symptoms or negative result, return to normal activities. Wear a mask when around others. | DAY 10 Complete self-monitoring for symptoms. |

HOUSEHOLD CONTACT (Non-boosted or unvaccinated)

A household contact is an individual who shares any living spaces with a case. This includes bedrooms, bathrooms, living rooms, kitchens, etc. Household contacts should be quarantined after exposure to a case.

Quarantine start: Household contacts should quarantine as long as they are exposed to the case, and for a 5-day period beyond their last exposure.

- If the contact can separate from the case within the home, then they are no longer considered exposed. To separate, the case 1) should never be in the same room as household members 2) should not share plates, cups, dishes, or phones with household members 3) should have their own bathroom (or conduct daily bathroom cleaning).

- If the contact cannot separate from the case within the home, the contact should quarantine for the case's (minimum) 5-day isolation period plus an additional 5 days.

Quarantine end: Once exposure is no longer occurring (either the case has completed their 5-day isolation or the case and contact have separated within the home), then at-home quarantine can end after Day 5. The contact must monitor for symptoms and wear a mask for 5 additional days.

Notes:

- If a household contact develops symptoms of COVID-19, they become a case. They should begin isolation as a case and consider getting tested.
- Household contacts will often need to remain at home longer than the initial case.
- If a case has been released from isolation and symptoms return, household contacts do not need to restart the 5-day period as long as the case has completed the minimum 5-day isolation and had symptom resolution for a minimum of 24 hours.

| 5 days minimum. Stay home while exposure is ongoing. | 5 days quarantine at home after last exposure. | 5 days masking while around others | |
|---|---|--|--|
| DAY 0 – Case's onset date. Both case and contact should stay home. | DAY 5 – Case completed minimum isolation; Contact's quarantine begins. | DAY 10 – Get tested. If w/o symptoms or negative result, return to normal activities. Wear a mask when around others. | DAY 15 – Complete self-monitoring for symptoms. |

Healthcare Personnel

Healthcare personnel (including those working in long term care facilities) should refer to guidance below for isolation and quarantine guidance:

- [Interim Guidance for Managing Healthcare Personnel with SARS-CoV-2 Infection or Exposure to SARS-CoV-2](#)
- [Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 \(COVID-19\) Pandemic](#)
- [Interim Infection Prevention and Control Recommendations to Prevent SARS-CoV-2 Spread in Nursing Homes](#)



Human Resources & Risk Management Dept.
Anderson County Government
100 N main St., Rm. 102, Clinton, TN 37716
T: 865.264.6300 / F: 865.264.6259

FAMILIES FIRST CORONAVIRUS RESPONSE ACT
Paid Emergency Sick Leave (ESL) Request Form
Effective January 1 – March 31, 2022

Employee Name: _____ First Day of Leave: _____

Employee Cell: _____ Employee Email: _____

Please attach supporting documentation for the below leave requested.

Paid Emergency Sick Leave (ESL) Act Provisions:

Provides regularly active full and part time employees up to 50 hours of paid emergency sick leave (ESL) at the employee's regular rate of pay (capped at \$511 per day or maximum of \$5,110) if the employee is unable to work because the employee is unable to work due to receiving a positive COVID-19 test from a qualified health care provider.

Is the employee full time ☐ or part time? ☐

If full time, does the employee wish to use leave to fill in the other one-third pay, if applicable? ☐ YES ☐ NO
If yes, please specify leave to be used and order of usage by circling order:

| | |
|----------------------|--------------------------|
| First, Second, Third | Sick Leave |
| First, Second, Third | Compensatory (Comp) Time |
| First, Second, Third | Vacation Leave |

Employees who have exhausted the 80-hour limit may use other leave options if necessary, including vacation leave, sick leave or personal leave.

Employee Signature

Department Head Signature

Date

Date

Annette Prewitt

From: Jay Yeager <jyeager@aclawdirector.com>
Sent: Wednesday, January 5, 2022 11:58 AM
To: Annette Prewitt
Subject: Operations Agenda

I have:

1. Rick Chinn's request I sent you earlier this week and he needs to go first if possible.
2. Adventure Tourism Resolution
3. Hazard Mitigation Plan I was just sent.

I'll have to get the Resolutions together in the next couple of days and send them out.

Thanks

Anderson County, Tennessee

Board of Commissioners

RESOLUTION No: 21-12-901

RESOLUTION TO AUTHORIZE THE DONATION OF UP TO THREE HUNDRED AND TWENTY-FIVE THOUSAND DOLLARS (\$325,000.00) TO EACH OF THE EXISTING ELEVEN (11) FIRE DEPARTMENTS OPERATING IN ANDERSON COUNTY TO BE USED EXCLUSIVELY FOR THE PURCHASE OF ONE FIRE TRUCK, OR OTHER APPROVED FIREFIGHTING VEHICLE OR APPARATUS, IN AN EFFORT TO PROTECT THE HEALTH, SAFETY AND WELFARE OF ALL COUNTY CITIZENS.

WHEREAS, in April of 2006, the Anderson County Board of Commissioners adopted a Resolution providing funding on a rotating basis for the purchase of one (1) firetruck each year to a different county fire department on an eleven (11) year cycle; and

WHEREAS, with the final partial payment due to the Andersonville Volunteer Fire Department in the 2022/23 Fiscal Year Budget, all fire departments have been provided a firetruck or other approved vehicle to fully satisfy the County's obligation under the previous Resolution; and

WHEREAS, the Board of Commissioners realize the continued support of fire departments in our County is a matter of critical importance to the health, safety and welfare of our citizens, and now wishes to authorize a one-time donation of up to Three Hundred and Twenty-Five Thousand Dollars (\$325,000.00) to each of the County's eleven (11) fire departments to be used exclusively for the purchase of one fire truck, or other approved firefighting vehicle or apparatus.

NOW THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners meeting in regular session this 20th day of December 2021 that we wish to continue our support of the County's fire departments and our ongoing efforts and commitment to protect the health, safety and welfare of our citizens, we now hereby authorize the donation of up to Three Hundred and Twenty-Five Thousand Dollars (\$325,000.00) to each of the County's eleven (11) fire departments to be used exclusively to purchase one firetruck, or other approved firefighting vehicle or apparatus under the following conditions:

SECTION 1: ELIGIBLE FIRE DEPARTMENTS AND ORGANIZATIONS

The following departments will be provided donations, as funding becomes available, in this specific order, unless variances are authorized by the Fire Commission:

- A) Briceville Volunteer Fire Department
- B) Oliver Springs Town Fire Department
- C) Clinton City Fire Department
- D) Rocky Top Fire Department
- E) Norris City Fire Department
- F) Claxton Volunteer Fire Department
- G) Marlow Volunteer Fire Department
- H) Oak Ridge City Fire Department
- I) Medford Volunteer Fire Department
- J) Anderson County Rescue Squad
- K) Andersonville Volunteer Fire Department

SECTION 2: QUALIFYING FIRETRUCKS OR VEHICLES

Each department or organization will be provided with donated funds authorized by the Anderson County Board of Commissioners in the amount of up to Three Hundred and Twenty-Five Thousand Dollars (\$325,000.00) to purchase at least one qualifying vehicle per department meeting National Fire Protection Association (NFPA) standards and Insurance Services Office (ISO) requirements. Each firetruck, or firefighting vehicle or apparatus, must be approved by the Anderson County Fire Commission prior to purchase.

SECTION 3: RECEIVING OF DONATED FUNDS AND PURCHASE PROCESS

Each fire department will received fifty percent (50%) or up to One Hundred and Sixty-Two Thousand, Five Hundred Dollars (\$162,500.00) when the approved vehicle is ordered and the County Finance Department receives an itemized invoice, or purchase contract, for the ordered vehicle. The remaining fifty percent (50%) or up to One Hundred and Sixty-Two Thousand, Five Hundred Dollars (\$162,500.00) will be donated when the department receives the vehicle, or delivery is imminent. The Anderson County Purchasing Department will have no responsibility to bid or process any vehicle order, and all required bidding, purchasing process, sales negotiations, selection of vehicles, equipment and manufactures or vendors, to include all aspects of vehicle purchase, shall be completed by the receiving fire department. All purchases by governmental entities must comply with applicable state law. The purchased vehicle will be owned by the respective purchasing fire department and shall not be titled in the name of Anderson County. The Anderson County Board of Commissioners may modify this process, or waive specific provisions, when needed and good cause is shown.

SECTION 4: LIABILITY FOR INCIDENTS INVOLVING VEHICLE PURCHASED WITH DONATED FUNDS FROM THE COUNTY.

Each department or organization will be individually responsible for all liability incurred as the result of purchasing, financing, ownership, use or operations of the vehicle purchased with donated funds from the County. Anderson County Government assumes no liability for the purchase, financing, operation, use or ownership of the vehicle. By accepting the donated funds from the County, each fire department agrees to release, hold harmless and fully indemnify Anderson

County for all incidents and litigation that may, or may not occur, involving the vehicle purchased with donated funds from the County. If litigation occurs and the County is named as a party, the department receiving donated funds agrees to fully indemnify the County for all litigation expenses, including damages awarded, court costs and reasonable attorney fees. Anderson County's only obligation under the terms of this Resolution is to provide the donated funds to purchase the vehicle when funding is available, and nothing more.

SECTION 5: VEHICLE MAINTENANCE

Each department or organization will be individually responsible for all maintenance for the vehicle purchased with donated funds from the County, including all repairs, damages, fuels, fluids, maintenance charges and warranty claims.

SECTION 6: ACCEPTANCE OF DONATED FUNDS INDICATES COMPLETE ACCEPTANCE OF THE TERMS EMBODIED IN THIS RESOLUTION

All departments receiving donated funds under the terms of this Resolution agree to comply with all provisions embodied herein, and failure to comply may result in forfeiture of funds not yet received or a demand for reimbursement of donated funds, contingent upon approval of the Anderson County Board of Commissioners. Acceptance of donated funds will conclusively indicate the fire department's acceptance and consent to the terms of this Resolution.

SECTION 7: INSURANCE

Each department or organization receiving a vehicle under this Resolution will be responsible for obtaining insurance coverage on the vehicle. Insurance policies shall cover without limitation: liability, property loss, injury, death, dismemberment comprehensive, collision, uninsured motorist, medical payments or other recognized forms of damages existing under Tennessee law in the minimal amounts of Three Hundred Thousand (\$300,000.00) Dollars per person and One Million (\$1,000,000.00) Dollars per occurrence.

SECTION 8: FIRE COMMISSION PARTICIPATION

Each department or organization receiving donated funds from the County agrees to attend and participate in monthly meetings of the Anderson County Fire Commission with no more than three (3) absences per calendar year. Request for waivers of this requirement shall be submitted to the Fire Commission and may be granted for good cause shown and demonstrated. Disputes arising from compliance with this agreement will first be redressed by the Fire Commission with subsequent ratification by the Board of Commissioners.

SECTION 9: RESPONSE TO EMERGENCIES

Each fire department or organization receiving donated funds from the County shall be required to respond to emergency medical calls as outlined by the Tennessee state guidelines when available. Nothing included in this Resolution shall mandate that a municipal fire department shall

respond to incidents outside its jurisdiction when the municipal fire department is actively responding to calls within its own jurisdiction.

SECTION 10: MUTUAL AID RESPONSES

Each fire department or organization shall be required to fulfill its duties at all times under all standing mutual aid agreements and in compliance with all State Mutual Aid Guidelines, if available to respond. Nothing included in this Resolution shall mandate that a municipal fire department shall respond to incidents outside its jurisdiction when the fire department is actively responding to emergency calls within its own jurisdiction. Standby status does not relieve a municipal fire department from responding to emergency calls for service when requested under a valid mutual aid agreement.

SECTION 11: REQUIRED TRAINING PARTICIPATION

Each fire department and organization receiving a firetruck or other approved vehicle under the terms of this Resolution shall require all firefighters to adhere to Tennessee Code Annotated § 4-24-112 concerning minimum training requirements.

SECTION 12: PROHIBITION ON SUBSCRIPTION SERVICES OR RESPONSE CHARGES; SALE OR TRANSFER OF PURCHASED VEHICLE

Fire departments receiving a donation under the terms of this Resolution shall not charge for their services other than governmental taxing authority approved by the local county or municipal legislative body or Tennessee General Assembly. Fire departments who privately charge Anderson County citizens for emergency service responses or subscriptions are unable to receive a county donation for the purchase of a new fire truck, firefighting vehicle or other vehicle apparatus; however, departments may charge for standby services for athletic events, highly dangerous or special needs requests unrelated to typical emergency calls, first responder and mutual aid responses when requested and compensation agreed to in advance. It is expected of the receiving the department that any vehicle purchased with donated funds from Anderson County will remain in use with the receiving department throughout the life of the vehicle; however, if a sale or transfer is contemplated during the lifetime of the vehicle while owned by the receiving department, waivers of this requirement will be considered by the Fire Commission for good cause shown. Departments failing to adhere to this process may jeopardize future donations from Anderson County Government.

RESOLVED, DULY PASSED AND EFFECTIVE this ____ day of _____, 2021.

Joshua N. Anderson, Chair

Terry Frank, Mayor

ATTEST:

Jeff Cole, County Clerk