

Anderson County Board of Commissioners
OPERATIONS COMMITTEE
AGENDA

August 8, 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. ESL Continuation** - requested by Kim Jeffers-Whitaker, HR Director
- 6. Anderson County Tourism Emergency Action Plan** – requested by Steve Payne, EMA Director
- 7. Briceville Volunteer Fire Department** – request approval for the Law Director’s assistance
- 8. Anheuser Busch and Eagle Distributing** – requested by Chairman Isbel
- 9. EMS - Claxton Location** – requested by Commissioner Wandell
- 10. Pine Meadow’s / Ben’s Mobile Home Park Public Workshop** – requested by Commissioner Wandell

New Business

Old Business

Adjournment

**Anderson County
Human Resource Advisory Committee Minutes
Jul 28, 2022
10:00 a.m. in Room 118A, Courthouse**

Members Present

Catherine Denenberg, Robby Holbrook, Regina Copeland, Jeff Cole, Tim Shelton, Gary Long, and Rex Lynch.

Members Absent

Terry Frank, Jay Yeager, Hal Cousins, Russell Barker, and Johnny Alley.

Others Present

Kim Jeffers-Whitaker, Krystal Burkhart, Andrew Stone, and Paul Richardson.

Call to Order

Catherine Denenberg called the meeting to order. Quorum present.

Approval of Prior Minutes

No Vote to approve minutes from the February 16, 2022 meeting.

Approval of Agenda

No vote to approve current agenda for the July 28, 2022 meeting.

HR Director Report

HR Director Kim Jeffers-Whitaker presented the following items to the committee:

1. The 2022-2023 FY enrollment update
 - HR sent a notice to employees to check their check stubs with the new insurance elections to ensure accuracy and requested those present to remind to staff to do the same.
2. There is a dissimilarity between the HR department Resolution, County Policy, and Tennessee Ban-the-Box Law on pre-employment background checks. HR presented this for the Committee's knowledge. HR is seeking the Law Director's advice.
3. Presented examples of a possible longevity program for informational purposes. To bring back to Committee after receiving further recommendations.
4. Presented examples of possible flex scheduling scenarios for informational purposes.
5. Other information presented included TN OSHA inspection status, Andrew Stone's certifications and promotion to HR Specialist, and HR's Resolution Recognition.

**Anderson County
Human Resource Advisory Committee Minutes
Jul 28, 2022
10:00 a.m. in Room 118A, Courthouse**

Old Business

1. HR Director, Kim Jeffers-Whitaker, presented that there has been good feedback on the new employee portal.
2. HR Director, Kim Jeffers-Whitaker, updated the committee of the Air Med Care Insurance. With new legislation, there is no need for group coverage.
3. HR Director, Kim Jeffers-Whitaker, opened the discussion up on the leave donation possibility. The committee deferred to the next meeting.

New Business

The Committee brought up the topic of County provided ESL time.

Motion by Gary Long, and seconded by Rex Lynch to send a recommendation to the Operations Committee for reinstatement of the five-day ESL time upon employees positive COVID test. Motion passed by voice vote, voting No Robby Holbrook.

Next Meeting

October 12th 2022 @ 10 a.m.

Motion to Adjourn by Gary Long, Seconded by Jeff Cole.

Adjourned

Anderson County Board of Commissioners

Human Resources Advisory Committee Agenda

July 28, 2022

Room 118A at 10 a.m.

- Call to Order
- Roll Call
- Approve Prior Meeting Minutes
- Approval and Corrections of Agenda
- HR Director Report
 - 2022.23 FY Enrollment Update
 - Check Your Check Notices
 - Background Checks
 - Longevity Program
 - Flex Scheduling
 - Other
 - TN OSHA Inspection
 - Drew's Accomplishment
 - HR Resolution Recognition
- Old Business:
 - Feedback on Employee Portal, HR Director
 - Leave Donation Policy, HR Director
 - Air Med Care, HR Director
- New Business
 - ESGR Recognition
- Next Meeting
 - October 12th @ 10 am in Room 118A
- Adjourn

**Anderson County
Human Resource Advisory Committee Minutes
Feb 16, 2022
10:00 a.m. in Room 118A, Courthouse**

Members Present

Chairman Catherine Denenberg, Robby Holbrook, Jay Yeager, Regina Copeland, Hal Cousins, Jeff Cole, Russell Barker, Tim Shelton, Johnny Alley, and Rex Lynch

Members Absent

Terry Frank and Gary Long.

Others Present

Kim Jeffers-Whitaker, Krystal Burkhart, Andrew Stone, and Paul Richardson.

Call to Order

Paul Richardson did a roll call vote for attendance. Quorum present.

Approval of Prior Minutes

Minutes from the October 20, 2021 meeting approved, as presented.

Motion by Jeff Cole, and seconded by Regina Copeland. Member not voting, Russell Barker.

Approval of Agenda

Current Agenda for the February 16, 2022 meeting approved, as presented.

Motion by Tim Shelton, and seconded by Regina Copeland. Member not voting, Russell Barker.

HR Director Report

HR Director Kim Jeffers-Whitaker presented the following items to the committee:

- 1) The updated Compensation Plan Pay Grades
 - This updated plan includes the Commission approved fiscal year 21/22 4% countywide pay increase.
- 2) The results of the 2021 Anderson County Benefits Survey.
- 3) Presented a flier to present members of the new Title VI LEP services.
- 4) Andrew Stone presented the new Employee Secure Portal (My Benefits Channel) to the committee and explained the new process.
- 5) Krystal Burkhart informed the committee of the room provided for New Mothers.

**Anderson County
Human Resource Advisory Committee Minutes
Feb 16, 2022
10:00 a.m. in Room 118A, Courthouse**

Old Business

1. HR Director, Kim Jeffers-Whitaker, presented a comparison of salaries between Anderson County Government, other local counties and municipalities.
2. HR Director, Kim Jeffers-Whitaker, updated the committee of the Air Med Care Insurance. It is out for bid.
3. Law Director, Jay Yeager, discussed the potential leave donation policy. Upon much discussion, Chairman Denenberg tabled the discussion for next meeting with direction to discuss questions and concerns with HR prior to next meeting.
4. Law Director, Jay Yeager, and Finance Director, Robby Holbrook, presented a proposed Vacation Policy draft. No action taken.

New Business

None.

Next Meeting

June 8, 2022 @ 10 a.m.

Motion to Adjourn by Rex Lynch, Seconded by Tim Shelton.

Adjourned

Anderson County Board of Commissioners

Human Resources Advisory Committee Agenda

February 16, 2022

Room 118A at 1 p.m.

1. Call to Order
2. Roll Call
3. Approve Prior Meeting Minutes
4. Approval and Corrections of Agenda
5. HR Director Report
 - 2021.2022 Mid.Min.Max Compensation Update (draft attached)
 - 2021 ACG Employee Survey Report (attached)
 - Title VI LEP Services (attached and laminated handout)
 - Employee Secure Portal Transition
 - Other
6. Old Business:
 - ACG Salary Comparison, HR Director
 - AirMed Care Update, HR Director
 - Leave Donation, Law Director (draft attached)
 - Vacation Policy, Finance Director & Law Director (draft attached)
7. New Business
8. Next Meeting
 - June 8th @ 10 am
9. Adjourn

**Anderson County
Human Resource Advisory Committee Minutes
Oct 20, 2021
10:00 a.m. in Room 118A, Courthouse**

Members Present

Chairman Catherine Denenberg, Robby Holbrook, Jay Yeager, Regina Copeland, Hal Cousins, Jeff Cole, Russell Barker, Gary Long, and Rex Lynch

Members Absent

Terry Frank, Johnny Alley, and Tim Shelton.

Others Present

Kim Jeffers-Whitaker, Krystal Burkhardt, Andrew Stone, Karen Ooten, Steve Payne, Maggie Mallicoat, and Paul Richardson.

Call to Order

Paul Richardson did a roll call vote for attendance. Quorum present.

Approval of Prior Minutes

Minutes from the May 12, 2021 meeting approved, as presented, by voice vote. Member not voting, Gary Long.

Evacuation Plan

Steve Payne and Karen Ooten presented the proposed update to the Emergency Action Plan requested in the May 12, 2021 meeting.

Motion by Jeff Cole, and seconded by Rex Lynch to send to Commission with approval.
Passed by voice vote.

HR Director Report

HR Director Kim Jeffers-Whitaker presented the following items to the committee:

- 1) The 2020 Human Resources & Risk Management Annual Report
 - Introduction of Krystal Burkhardt as the Benefits Clerk and Wellness Coordinator
 - A request was made of the HR Director to bring back to the committee how Anderson County's salaries compare to Anderson County Cities and similarly sized Counties.
- 2) Proposed change to policy language concerning 120-day contracts found in section 6.10 Retirement Plan in the Employee Handbook.

Motion by Robby Holbrook, and seconded by Gary Long to approve proposed change and send to Commission with recommendation for approval. Passed by voice vote.

**Anderson County
Human Resource Advisory Committee Minutes
Oct 20, 2021
10:00 a.m. in Room 118A, Courthouse**

- 3) Presentation of AirMedCare network insurance information. HR to include cost for PT for the Board of Trustee's consideration.

Motion by Rex Lynch, and seconded by Gary Long to send to Board of Trustees with the recommendation that the County provides this benefit to employees.

Passed by voice vote.

- 4) Introduction of Maggie Mallicoat, TCAT Intern, who is assisting with the Department's file management through document scanning in an effort to reduce cost while also preserving the integrity of the files.

- 5) Informed the committee of the recent email survey communicated to the employees. Apprised the committee of prior survey requests that have been implemented and urged County Officials to have their staff complete the survey to ensure their wishes are shared with the Board of Trustee's and Commission.

Old Business

1. HR Director, Kim Jeffers-Whitaker, presented a proposed Leave Donation Policy for discussion. Jay Yeager will review the policy and bring his recommendations back to the committee.
2. Finance Director, Robby Holbrook, presented a proposed Vacation Policy revision for discussion. Jay Yeager will review the revision and bring back before the committee his recommendations. A request was made of the Finance Director to update on the status and ability of the pending payroll software.
3. Law Director, Jay Yeager, presented a proposed Voting Leave Policy revision.
Motion by Robby Holbrook, and seconded by Rex Lynch to send to Commission with recommendation for approval. Passed by voice vote.

New Business

None.

Next Meeting

January 26th @ 10 a.m.

Adjourned

CHECK YOUR CHECK!



***It is your first pay day in
July!***

***This is your first opportunity to
confirm your new benefits and
deductions are correct!***

If you have questions, email your HR Team for assistance - we are always here and happy to help!

Drew

Krystal

Kim

Background Checks

Employee Handbook

3.5 Employee Background Check

Prior to making an offer of employment, Anderson County may conduct a job-related background check and/or driver's license verification where needed. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, and credit check. When appropriate, a criminal record check is performed to protect Anderson County's interest and that of its employees and clients. All background checks will be conducted in compliance with applicable federal and state law.

HR Advisory Committee Resolution

28) Disclosure of Criminal Record and Motor Vehicle Convictions. Requires that all persons seeking employment with Anderson County Government be required to disclose, before employment is offered, all criminal and motor vehicle convictions.

Longevity Program/Retainage:

Longevity Annual Program (Years of Service (YOS) - \$130,350 est. cost of program

The program below is based upon continuous years of service (YOS) with the County as of January 1 (rehires would reset upon rehire date).

\$50 each year beginning at year 4 with a cap at 24 years of continued service. The below guide reflects the County's Vacation Policy YOS.

Must be a regularly, active PT or FT employee to be eligible.

Continued Years of Service (YOS) Increments	Number of FT & PT ACG EE's	\$50	\$50 for for Each Continued Year of Service					
		1-3 YOS* \$50	4-7 YOS \$200-350	8-11 YOS \$400-550	12-15 YOS \$670-750	16-19 YOS \$800-950	20-23 YOS \$1,000-	24+ YOS* \$1,200
1-3 YOS*	132	\$ 6,600						
4-7 YOS	82		\$ 21,750					
8-11 YOS	44			\$ 20,150				
12-15 YOS	40				\$ 27,650			
16-19 YOS	15					\$ 12,950		
20-23 YOS	16						\$ 17,250	
24+ YOS*	20							\$ 24,000
	349	Total No. Of Employees						
	\$ 130,350	Total Projected Amount						

* 1-3 Years of Service Employees receive a flat \$50 annual amount until they complete year 4.

* This program caps at 24 years of service

** The above calculations do not include CTAS governed salaries, com

***The above program emulates the City of Clinton's tenure program

Projected Continuance Cost for Longevity Salary Percentage Program Effective 1/1/2023

Continued Years of Service Increments	Number of FT & PT ACG EE's	Years of Continued Service and Annual Salary				
		5	10	15	20	25
		\$ 1,039,810	\$ 618,525	\$ 562,124	\$ 165,255	\$ 102,419
5	25	\$ 10,398				
10	16		\$ 6,185			
15	13			\$ 5,621		
20	3				\$ 1,653	
25	2					\$ 1,024
	59	\$ 24,881	Total No. Of Employees with Total Projected Amount			

* The above calculations do not include CTAS governed salaries, commissioners, temp/contract labor.

**This Program caps at 25 years of Service (YOS)

Projected Cost for Longevity Salary Percentage Program Implementation Year

Continued Years of Service Increments	Number of FT & PT ACG EE's	Years of Continued Service and Annual Salary				
		5	10	15	20	25+
		\$ 3,952,919	\$ 1,783,786	\$ 1,210,949	\$ 1,094,458	\$ 1,138,630
5-9 YOS	102	\$ 39,529				
10-14 YOS	41		\$ 35,676			
15-19 YOS	29			\$ 36,328		
20-24 YOS	18				\$ 43,778	
25+ YOS	18					\$ 56,931
	208	\$ 212,243	Total No. Of Employees w.Total Projected Amount for 1st Year Implementation			

* The above calculations do not include CTAS governed salaries, commissioners, temp/contract labor.

**This Program caps at 25 years of Service (YOS)

Flex Scheduling:

Flex-Time: Work schedules that allow employees to vary their arrival and/or departure times as long as they work a prescribed number of hours per pay period and are present during a daily “core time” (usually peak business hours).

Job Sharing: Two (or more) workers share the duties of one full-time job, each working part-time; or two or more workers who have unrelated part-time assignments share the same budget line.

Compressed Work Week: A work schedule that enables full-time employees to work the equivalent of a full week in less than 5 days or for employees on biweekly pay schedule to work less than 10 full workdays

Flex-Time

Employees work 40 hours in five (5) days, normally with weekends off but with flexible starting and ending times other than the standard work day.

Compressed Work Week

Employees work 40-hours in less than five (5) full work days. Examples of Compressed Work Weeks are:

- (4) 10-hour days
- (4) 9-hour days and (1) 4-hour day
- Or, upon Director approval, an employee may work (5) 9-hour days one week, and (4) 9-hour days the next week for a total of 80-hours in the pay period.

The Families and Work Institute's Business Work-Life Study (BWLS) and National Study of the Changing Workforce (NSCW) found that employees with more supportive workplaces as well as better quality jobs are more likely than other workers to have:

- Higher levels of job satisfaction;
- Greater loyalty to their companies; and
- More commitment to their companies' success;
- A stronger intention to remain with their companies.

The study also found that employees with more demanding jobs and less supportive workplaces experience:

- More stress;
- Poorer coping;
- Worse moods; and
- Less energy off the job-all of which jeopardize their personal and family wellbeing.

Additionally, they found that when employees' personal and family wellbeing is compromised by work, employees experience more negative spillover from home to work, which diminishes job performance. Advantages and Disadvantages of Alternative Work Schedules Advantages

- Alternative work schedules can reduce stress on parents
- Contributes to lower absenteeism and higher productivity
- Over-time costs are reduced

- Recruitment of candidates is enhanced, particularly for those employees who might not be available for a traditional work schedule
- Alternative work schedule can also help with retaining current employees particularly IT employees who do not necessarily work within the confines of a regular work schedule in the first place
- Business hours can be extended through the flex-time and compressed workweek options
- Flexible schedules allow for more economical use of office space and equipment
- Maximize the value of employee compensation and benefit expenses Disadvantages
- Supervisors and employees may not work the same hours, which will require more coordination between the supervisor and employee.
- Administrative problems may arise with timekeeping or with the way the benefits are assigned, prorated, or split
- Administrative costs may be high when an option is first implemented, depending on existing systems and how quickly they can be adjusted
- Workplace coverage may be a problem with some options particularly where departments do not have enough coverage for customers during core business hours 5 Interestingly, a reasonable balance does not necessarily mean working less.

Compressed Work Week Scenarios:

- 5-8.5 hour work days = 42.5 (3.75 CT) hours per week
4-9 hour work days = 36+3.75=39.75 hours per week + CT
79.75 payroll week
- 5-4/9 CWS - a type of compressed work schedule in which an employee meets the 80-hour work requirement by working four 9-hour days and one 8-hour day during one workweek plus four 9-hour days and a day off during the alternate week, in addition to the established lunch period for the Office.
2-9 hour work days + 3-8 hour work day = 42 (3)
4-9 hour work days = 36
79 payroll week

Old Business

Leave Donation Policy

Policy Statement

Anderson County recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available sick, personal, and vacation time. To address this need, all eligible employees will be allowed to donate accrued paid leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the program outlined below. **Participation of this program is strictly voluntary.**

Participant Eligibility

Leave Donors: Employees must be regularly active, full-time employees of Anderson County with a minimum of one year of service to be eligible to donate accrued leave hours.

Leave Recipient: Employees must be a full-time employee of Anderson County to be eligible to request donation of leave. Additionally, recipients must exhaust all other paid leave to receive donated accrued leave.

Guidelines

Employees who would like to make a request to receive donated leave from their co-workers must have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.

Donation of Accrued Leave

1. The donation of accrued leave is strictly voluntary.
2. The Director of Human Resources and Risk Management (HR) and/or the Elected Official/Department Head may inform staff of a coworkers need. However, the recipient's identity will not be disclosed to ensure Federal guidelines are met.
3. The donation of accrued leave is on an hourly basis, without regard to the dollar value of the donated or used leave.
4. The maximum number of hours an eligible employee may donate is 40 hours, or no more than 50 percent of the donor's current balance.
5. Employees cannot borrow against future leave to donate.
6. Eligible donors must complete the Shared Leave Donation Form and submit to their immediate supervisor or HR.
7. Employees who are currently on an approved leave of absence cannot donate accrued leave.

Requesting Donated Leave

Employees who would like to request donated leave are required to complete a Donation of Leave Request Form and submit it to the Anderson County Human Resources and Risk

Management Department (HR) seven (7) days in advance of the need of the leave, when possible.

Requests for donations of accrued leave must be approved by HR, the employee's immediate supervisor and the designated senior leader of the department (Elected Official, Director, etc.). Once leave has been transferred, neither the donor or recipient of the donated leave may revoke the transaction.

If the recipient employee has available leave, this time will be used prior to any donated leave time being allotted. Donated leave will remain available in the recipient employee's sick leave for their use while employed with Anderson County. Receipt of donated leave will not be allowed once an employee is determined to be disabled or does not return to work. Donated leave time cannot be used for severance pay, or paid to an employee in the form of cash or payroll check.

Employees who receive donated accrued leave may receive no more than 480 hours (12 weeks) within a rolling 12-month period - Hours can be reduced/modified. Once the employee requesting leave returns to full duty or terms employment, the employee is no longer eligible to receive or use donations.

All documentation of this program shall be maintained by HR on a confidential basis in compliance with Federal guidelines. HR will also be responsible for tracking leave and informing payroll of the transfer of donated leave.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

Donation of Leave Request Form

Date of Request: _____

Employee Name: _____

Supervisor Name: _____

Number of sick/personal days requested: _____

Reason for request for donated sick/personal time: _____

I authorize Anderson County to release information concerning my need to the employees in the company for the sole purpose of soliciting donations of sick/personal time.

Signature of Employee

Date

Management (signature)

Date

Signature of Elected Official/Department Head

Date

Signature of Human Resources & Risk Management Director

Date

Leave Donation Form

Employee Name: _____

Date: _____

Current personal leave balance: _____

Current compensatory time balance: _____

Current vacation leave balance: _____

Current sick leave balance: _____

I am donating _____ hours of my current leave to _____ of the
_____ department. I understand that this leave donation is irrevocable.

New personal leave balance: _____

New compensatory time balance: _____

New vacation leave balance: _____

New sick leave balance: _____

Signature of Employee

Date

Signature of Elected Official/Department Head

Date

Signature of Human Resources & Risk Management Director

Date

Old Business

Current Policy: **7.2 Vacation Time**

Time away from work allows you to pursue personal interest, relax and enjoy outside activities. Anderson County Government encourages employees to take their vacation days each year. Your annual vacation time is based upon the length of continuous service (employment) you have with the County as of your anniversary (hire) date of each year. An employee is not eligible to use vacation time until the employee has completed six (6) months of continuous service, at which time five (5) days of vacation will be available. The remaining five (5) days will be available on the employee's anniversary date. Vacation hours will be pro-rated from your anniversary date through June 30th. From that point forward, vacation hours will be applied on or around July 1st as a lump sum. The following schedule is based upon a 40 hour work week. Employees who work less than forty (40) hours per week will have adjusted vacation leave (number of hours per week divided by five (5) days).

Years of Service	Days of Leave
0-3	10
4-7	12
8-11	15
12-15	18
16-19	21
20-23	23
24+	25

Vacation time may be accumulated and carried forward to the next year in an amount not to exceed one hundred sixty (160) hours. Any accumulated hours exceeding the one hundred sixty (160) hours limit will convert to sick time, for retirement purposes. Vacation leave may be used only at times approved in advance by the employer. All efforts will be made to accommodate your request; however, vacation leave is normally approved to meet the work requirements and needs of the County. Subject to your supervisor's approval, vacation leave may be taken at any time as long as you schedule in advance

Upon the termination of employment, you will be entitled to payment for any unused vacation time which has accrued as of the termination date.

Suggested Language: *(original statement that allows payout of maximum limit of accumulated hours through 6/30 of prior FY, as well as, the pro-rated amount for the current FY based upon anniversary date)*

Upon the termination of employment, you will be entitled to payment for any accumulated vacation time for prior fiscal year but not to exceed the maximum limit, and your unused vacation time for the current fiscal year based upon the pro-rated amount from your anniversary date.



Anderson County Tourism Emergency Action Plan



NEVER ENDANGER YOUR PERSONAL SAFETY

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

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Scope

This plan has been prepared to ensure orderly and complete evacuation of the Anderson County Tourism 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 building safely.
2. A procedure to safely evacuate individuals who cannot negotiate stairs is in place.
3. Building occupants are accounted for after an emergency.
4. Everyone knows their designated shelter in place area.
5. Building occupants can be accounted for.
6. Personnel are selected among employees, 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:

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

The following are emergencies for which it will be necessary to seek shelter in 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 Tourism 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 Tourism during severe weather or shelter in place emergency.

Evacuation Assembly Point: assigned meeting location outside of Tourism in the event of evacuation.

Emergency Personnel Names and Phone Numbers

DESIGNATED RESPONSIBLE OFFICIAL:

Name: Stephanie Wells

Cell: 659-2829

Emergency Coordinator:

Name: Steve Payne

Phone: 264-6394

Cell: 898-6280

Buildings and Grounds

Name: Roger Lloyd

Phone: 463-6829

Cell: 216-1353

General Tourism Evacuation Procedure

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

Employees are also responsible for ensuring that visitors to their building follow the evacuation procedure described herein, and leave along with all other occupants.

Part time workers and interns will be made familiar with the procedures and are expected to leave the building 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 building immediately, in an orderly fashion, go to the Quality Inn.
- 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.
- Return to the building only after emergency officials or Safety Coordinator give the all-clear signal. Silencing the Alarm does not mean the emergency is over.

Tourism Emergency Instructions

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

- Notify the 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 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 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 building. 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 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 building, do so.
- Seek cover far away from the building, 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 building, 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 suspect.
- 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

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 women's restroom on the first floor.
- 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	Women's Restroom

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. Tourism emergency evacuation personnel and their alternates shall be selected among employees, and on a voluntary basis.

Evacuated occupants are directed to the Quality Inn where they will be accounted for. On the following page is a list of 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

Emergency Evacuation Procedure

In the event of an emergency evacuation, issued by Law Enforcement or Fire Department, due to a hazardous material release on I-75; employees are to go to their residence. **Only if it is safe to do so.**

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 building in cases where there is word of an emergency but alarm did not sound. • Inform occupants of their duty to report to the Quality Inn. • Assist and/or direct occupants with limited mobility either to area of refuge or down stairs if able to negotiate stairway. • Leave building as soon as possible and go to the Quality Inn. • Account for co-workers who safely reported to the Quality Inn from occupant list. • Collect information on missing personnel known, or suspected to still be in the building, 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 building as soon as possible and proceed to the Quality Inn. Report presence of anyone still in your building 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 building occupants known or suspected to still be in the building from Floor Monitors and/or Work Area Reps. • Meet emergency responders at the main entrance. • Report information on occupants needing assistance to evacuate and other personnel suspected to still be in Tourism to emergency responders or On Scene Commander. • Transmit the All-Clear signal to floor monitors or other Tourism 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 the building as needed. • Help secure the building 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
1 & 2	Stephanie Wells	

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
1 & 2	Stephanie Wells	

Procedure for Persons Needing Assistance to Evacuate

Any person unable to use stairs, or requires 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 Lobby

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.

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.

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 building using the designated escape routes.
- Assemble at the Quality Inn
- Remain at the Quality Inn until the Fire Department announces that it is safe to reenter.

FIRE EMERGENCY CONTINUED

Emergency Coordinator or Supervisors must:

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the Quality Inn.
- 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 to 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”.

CRITICAL OPERATIONS

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

SEVERE WEATHER AND NATURAL DISASTERS

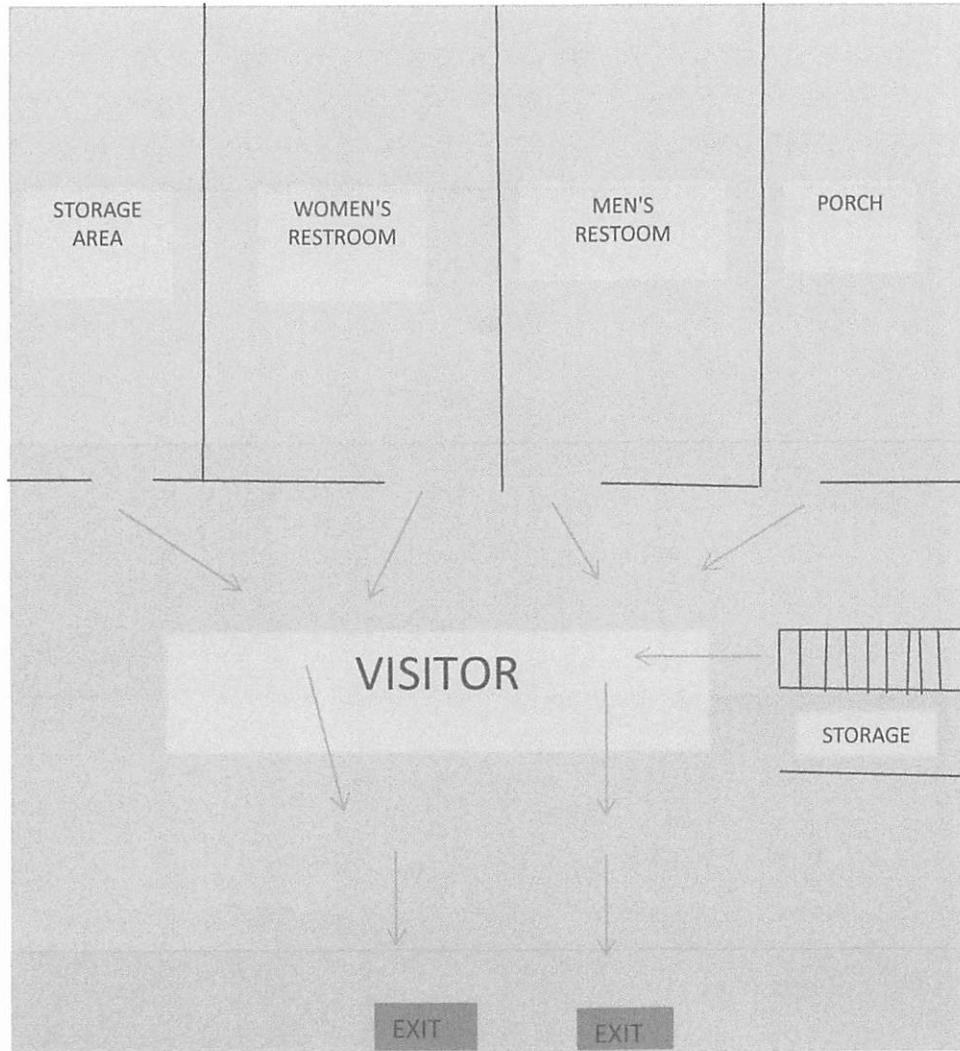
Tornado:

- When a warning is issued, seek inside shelter.
The safe shelter location is the main hallway on the first floor of the building; 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.

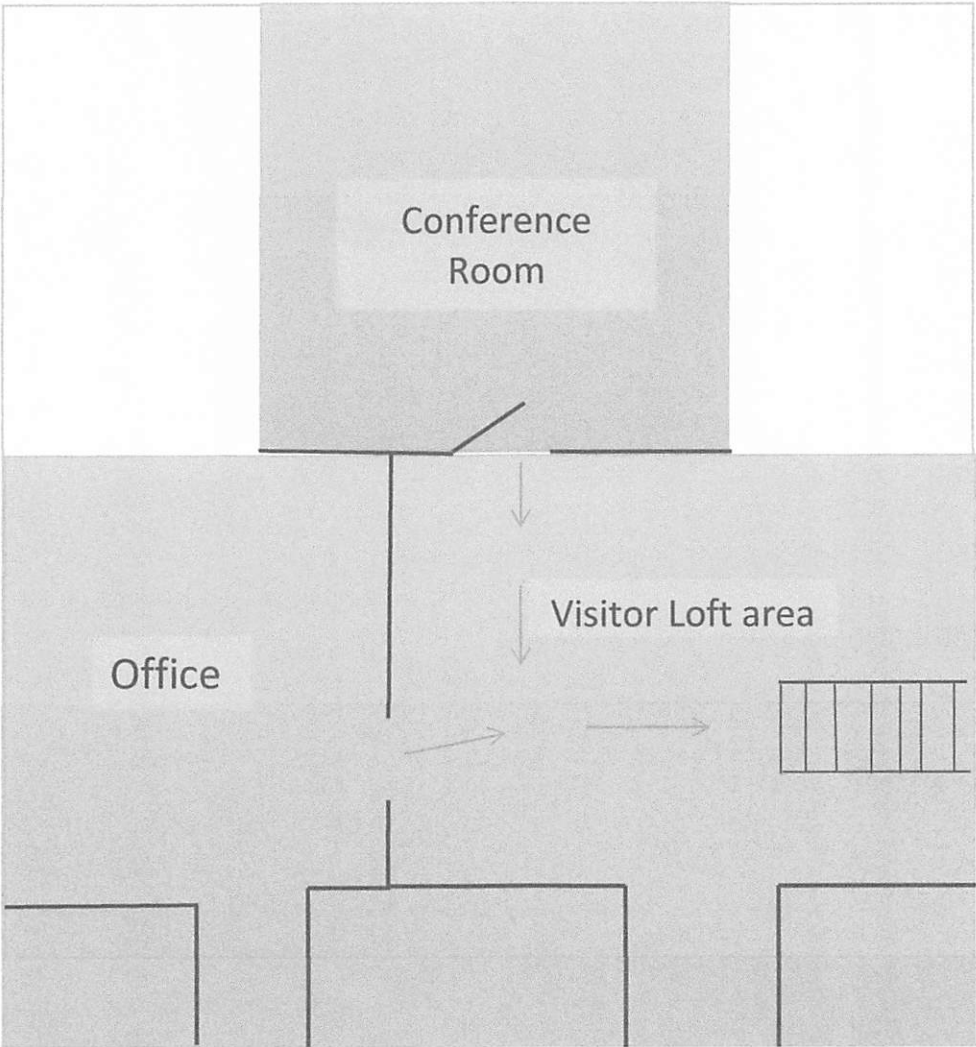
Earthquake:

- 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 Director or emergency

FIRST FLOOR



SECOND FLOOR



Annette Prewitt

From: Timothy Isbel <isbelt@ymail.com>
Sent: Monday, August 1, 2022 5:14 PM
To: Annette Prewitt
Subject: Fw: Local Volunteer Firefighters Receive Emergency Drinking Water Donation from Anheuser-Busch and Eagle Distributing Company

Annette , Could you please put discussion about this on operations committee.

Tim Isbel
Anderson County Commissioner
District 4
Rocky Top, TN

----- Forwarded Message -----

From: "Jess Gutman" <jess@bigslatemediacom>
To:
Sent: Mon, Aug 1, 2022 at 1:40 PM
Subject: Local Volunteer Firefighters Receive Emergency Drinking Water Donation from Anheuser-Busch and Eagle Distributing Company



August 1, 2022
FOR IMMEDIATE RELEASE

Media Contact:
Steve Merrell, Sales & Marketing Director, Eagle Distributing Company
865.637.3311 | Steve.Merrell@eagledistributing.com

ANHEUSER-BUSCH AND EAGLE DISTRIBUTING CO. PROVIDE EMERGENCY DRINKING WATER TO LOCAL VOLUNTEER FIREFIGHTERS

Emergency Drinking Water Program Supports Wildfire Relief Efforts

[Knoxville, Tenn.] – Anheuser-Busch and Eagle Distributing Company donated 15,600 cans of emergency drinking water last week to local volunteer firefighters at Andersonville Volunteer Fire Department, Medford Volunteer Fire Department, Oliver Springs Fire Department, and the Roane County Rescue Squad.

With volunteers comprising 67 percent of firefighters in the United States, they are local communities' first line of defense in a range of emergencies, while often operating with limited resources and staffing. For these local heroes, clean drinking water is essential to ensure they can be at their peak performance when protecting our communities.

As the primary distributor of Anheuser-Busch products in East Tennessee, Eagle Distributing Company is proud to support local volunteer firefighters who risk their lives to protect the communities where they live and work.

"We believe our volunteer firefighters - including those in East Tennessee - are unsung heroes in our communities," said Dustin Hammond, team leader at Eagle Distributing Company. "We're so proud to be supporting those who are there for us when it's needed most."

The donation of emergency drinking water was sourced from Anheuser-Busch's brewery in Cartersville, Georgia, which periodically pauses beer production to can clean and safe drinking water to be delivered to communities in times of need.

Anheuser-Busch has a longstanding tradition of providing emergency drinking water and supplies for disaster relief efforts in partnership with the American Red Cross – dating back to 1906. Since the inception of its emergency drinking water program in 1988, Anheuser-Busch has donated more than 90 million cans of clean drinking water to U.S. communities affected by natural disasters and other crises.

Through its partnership with the National Volunteer Fire Council (NVFC), the national association representing America's volunteer fire departments, Anheuser-Busch also donates emergency drinking water each year to provide critical hydration to volunteer firefighters. Since its launch in 2019, the program has donated over 4.8 million cans of water to volunteer fire departments across the country to help firefighters stay hydrated and healthy when protecting the communities where we live and work. More information can be found at www.nvfc.org/water.

DOWNLOAD PHOTOS AND LOGOS HERE.

ABOUT EAGLE DISTRIBUTING COMPANY

Eagle Distributing Company is a Tennessee-based beverage distribution company with a commitment to its customers and community. They offer quality products and professional service that exceeds expectations for excellence. The company has headquarters in two of the Volunteer State's most major hubs: Memphis and Knoxville. It distributes to a total of sixteen counties in East Tennessee and to Shelby County in West Tennessee, maintaining a wide reach throughout the area. For more information, visit www.eagledistributing.com or follow Eagle Distributing Company on [Facebook](#), [Instagram](#) and [Twitter](#).

ABOUT ANHEUSER-BUSCH

For more than 160 years, Anheuser-Busch has carried on a legacy of brewing great-tasting, high-quality beers that have satisfied beer drinkers for generations. Today, we own and operate more than 120 facilities, including breweries, wholesaler distribution centers, agricultural facilities and packaging plants, and have more than 19,000 colleagues across the United States. We are home to several of America's most recognizable beer brands, including Budweiser, Bud Light, Michelob ULTRA and Stella Artois, as well as a number of regional brands that provide beer drinkers with a choice of the best-tasting craft beers in the industry. From responsible drinking programs and emergency drinking water donations to industry-leading sustainability efforts, we are guided by our unwavering commitment to supporting the communities we call home. For more information, visit www.anheuserbusch.com or follow Anheuser-Busch on [LinkedIn](#), [Twitter](#), [Facebook](#) and [Instagram](#).

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