



## **Public Safety Meeting**

### **AGENDA**

**December 2, 2014**

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**I. CALL TO ORDER**

**II. MATTERS BEFORE COMMITTEE**

1. [Emergency Preparedness Program](#)

**III. ADJOURN**



## Public Safety Meeting

### AGENDA

December 2, 2014

**Item:**

Emergency Preparedness Program

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

 [Emergency Preparedness Program](#)

 [Support Letter](#)

 [Memo](#)



*"To Protect and to Serve"*

# Memorandum

To: PSC  
CC: Mr. M. Chancey  
From: Chief K. Glass  
Date: 25 NOV 2014

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I seek your support in the implementation of the attached CAPP plan, Capt Armstrong and Firefighter Stone put the CAPP project together in conjunction with DDA and Mrs. Krawczyk. I will begin the Walton County Health Care Foundation grant process with your approval. Thank you for your support.



June 3, 2014

Captain Jack Armstrong  
Monroe Fire Department  
139 S. Madison Avenue  
Monroe, GA 30655

Dear Capt. Armstrong,

The Monroe Downtown Development Authority would like to express our support of the City of Monroe Fire Department in their efforts to obtain a laser-driven extinguisher training system.

The extinguisher training system will allow businesses within the City of Monroe to become properly trained and prepared to respond to emergencies in their commercial spaces. We view the historic buildings in our downtown as one of the important assets to protect in our community, and this program will help do so. The Downtown Development Authority is prepared to help promote training for our downtown businesses using the proposed equipment through promotional efforts such as a "Fire Extinguisher Trained" decal for businesses to display, featured articles on our website about the program and participating businesses, and advertisement of the program through our email database lists. We would also look forward to having the fire department demonstrate use of the equipment for residents and visitors during our widely attended community events.

We are very proud of the high level of service the City of Monroe Fire Department provides, and we are happy to support your work in our city.

Sincerely,

Lisa Anderson  
Chairman  
Monroe Downtown Development Authority



# C. A. P. P.

City Awareness & Preparedness Program



Where We **"ALL"** Can Make The Difference



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## Definitions

**AED** – Automated External Defibrillator

**CAPP** – Community Awareness & Preparedness Program

**CPR** – Cardio Pulmonary Resuscitation

**Downtown** – for the purposes of this proposal, downtown will refer to the area, the City of Monroe, from North Broad & Highland traveling southward to South Broad St @ John's Super Market. Extending west to the Library along West Spring St. across Wayne to Monroe First Baptist

**Emergency Kit** – Medium level first aid kit

**FBC** – First Baptist Church of Monroe

**FUMC** – First United Methodist Church

**TIR** – Trained Initial Responder

**WCHCF** – Walton County Health Care Foundation

**Purpose of CAPP:**

The purpose of CAPP is to train, educate, and prepare the employees and participating businesses of the City of Monroe in the event of an emergency or disaster. By taking a proactive approach to emergency preparedness with all city employees and participating businesses, the amount of working and knowledgeable “hands-on-deck” will allow for a greater safety and survival outcome prior to, during, and after a major incident. Through a multi-phase implementation process the City of Monroe can, upon full implementation, become one of the safest cities in the nation. Through training, educating, and preparing city employees, and local businesses, the number of prepared individuals can be increased.

**Scope of CAPP:**

The scope of CAPP will cover areas of CPR and First Aid, and Workplace safety to include proper use of fire extinguishers, severe weather precautions and procedures, and even the possible occurrence of a terrorist incident. At any given time, there are approximately 3,000 to 10,000 people in the downtown area (depending on time of day and special events). Current status of available first responders (fire, police officers, and EMS) is an average of 10 to 12 – TOTAL. This does not take into account if these personnel are already on another incident. By training more employees and local businesses to help with the initial response will increase response and survivability.

Estimated Average Downtown population	6,500 citizens and patrons
Current Average Daily staffing of Public Safety Personnel (PSP)	12 (fire, police, EMS)

Allows for “1” PSP for every 541 citizens

All City Employees and local business Employees	512 Trained Initial Responder (TIR)
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Allows for “1” TIR for Every 13 Citizens

**Focus Groups:**

The focus of the CAPP program is aimed towards:

- 1) City Employees – with over 250 employees – most are out and about working throughout the city on a daily basis. That number of people is equivalent to the daily on-duty Firefighters in Atlanta or Dekalb County.
- 2) The participating businesses of the Downtown Development Authority – this adds another potential 250 to 1000 trained individuals.



**Implementation:**

The program shall be implemented in overlapping 3 Phases.

**Phase 1** -Train, educate, and prepare the City of Monroe Employees. With approximately 250 employees, training estimated to take between 6 to 18 months (varying on number of employees able to attend the various classes of the program). Total Class time will consist of 10 hours per employee, (CPR – 4 hrs, Fire Safety – 2 hrs, Preparedness Training – 4 hrs). Classes will be scheduled according to normal daily work load availability. Class schedule and attendance will be a cooperative effort between department head, supervisors, and instructor to assure daily work is not hindered during training.

**Phase 2** - Hold scheduled training classes for the business and their employees. Depending on class size, availability, participation, and course location – estimated time of completion 12 to 24 months. Participating business will be given multiple classes (day, evening, and weekends) to allow for employees to attend and not interfere with normal business operations.

**Phase 3** - Begin installation of emergency kits and equipment throughout the city in both municipal buildings, vehicles, and equipment as well as cooperating businesses throughout the downtown area. Equipment purchase and installation should take between 1 to 2 months.

## Training Curriculum and Cost:

<b>CPR, AED, &amp; First Aid</b>	Lecture and Hands on	\$7.00 per student <sup>1</sup> (Instructor salary)
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Each student will complete a 4 hour training class that covers Adult, Child, & Infant CPR. Also included is First Aid for medical illnesses and Traumatic injury (Diabetic, Stroke, Heart Attack, Bleeding, Broken Bones, Animal Bites, Weather related conditions... etc.)

“Statistic shows that if CPR and AED intervention is done with the first 4 minutes of a victim’s heart stopping – chance of survivability increase to 75% to 85%. That drops to less than 10% after the 4 minutes.”

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<b>Fire Extinguisher Training</b>	Lecture and Hands on	Initial Cost of Fire Simulator (approx. \$15,000) (Instructor salary)
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This is the BullEx reusable fire extinguisher training system. It utilizes the combination of a real extinguisher, infrared, and video technology. This system allows for the end user to provide extinguisher training indoors or out and at an overall less cost than refilling actual chemical powder filled extinguishers (which cost approx. \$20 to \$40 each to refill).

“Studies show that a fire doubles in size every 2 minutes.”

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<b>Emergency Preparedness:</b>	Lecture based class	(Instructor salary)
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This class will teach attendees the necessary and appropriate actions to take when a disaster occurs. It will cover the Who to Call, What to DO, Where to Go, How to Help others, and What to bring along. This class will cover the general basic guidelines of how to better prepare and survive during major disasters such as Tornadoes, Floods, Ice Storms, or even a terrorist event.

“Statistics and history show that individuals that have been trained prior to disastrous events have a higher probability of surviving than those that weren’t.”

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<sup>1</sup> Instructor Salary denotes someone already employed by the City. Cost will be the instructor’s (employee’s) regular/overtime rate.

**EQUIPMENT COST:**

The biggest expense will be the cost of AEDs, secure storage boxes, location signage throughout downtown and at the pre-determined participating business.

Estimated AED Package	\$1,200/ea
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<sup>2</sup>(Cost will include Emergency Kits, AED, Secure Cabinet, and signage)

Bullex Fire Simulator	\$15,000
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On-gong Cost:	Replacement Pads for each AED	\$100/ea
	Replacement AED Batteries (every 3 to 5 yrs)	\$300/ea

**OVERALL ESTIMATED FINAL COST:**

All Courses	@ \$10/student	\$15,000
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(Based on approx. 1500 students (employees and businesses))

Instructor Salary	@ \$25/hr	\$10,000
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(Based on approx. 400 instructional hrs)

Equipment Cost	@ \$1500/ea	\$36,000
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(Based on 30 AED's across the city and Downtown)

Bullex Fir Extinguishing Simulator	\$15,000
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TOTAL COST (over 2 years)	\$76,000
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Reoccurring Cost – Every 3 to 5 years	@ \$400/30	\$12,000
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(Based on AED pad and Battery replacement)

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<sup>2</sup> Emergency Kit - \$70, AED Business Package – See Attached Pricing Sheet - \$1120.00 (quantity discount)

**MARKETING & OUTREACH:**

As with any new project, communication to the employees as well as the business that the project is underway, who to contact, and when the classes are offered.....and of course cost.

- Social Media
  - City's webpage Facebook, Twitter, LinkedIn, etc...
- Cable Network
  - Channel 16
- Newspaper
  - Walton Tribune
- PSA – Public Service Announcements
  - WMOQ - 92.3 FM
- DDA – Downtown Development Authority
  - Monthly/Quarterly meetings
- Flyers distributed to business in monthly utility bill
- Banners
- Chamber of Commerce

# BENEFITS

- Every employee is medically and safety trained
- Local businesses are medically and safety trained
- FREE Training, Education, and Equipment
- Increases the chance of survival for every employee, business worker, citizen, and visitor to the city
- Potential insurance savings
- Shows the City's care and concern toward the employees and businesses of the city
- Bragging rights as the safest city in America
- Proactive approach to common events instead of always reactive
- Similar course already taught at the county Govt. Bldg and already put to the test
  - With 2 months of CPR class, CPR was performed and patient lived & made a full recovery
- WHAT VALUE CAN BE PUT ON A HUMAN LIFE???

## PROJECT FUNDING:

### General Funds

(Can be budgeted and line item in multiple areas (capital improvements, training, etc...))

### Walton County Health Care Foundation:

Foundation can be petitioned for a grant for entire or partial cost of the program.

Belief that the entire program within the mission of the Health Care Foundation and its purpose.

HCF Mission Statement:

*"The Walton County Health Care Foundation, Inc., created by the sale of the Walton Medical Center, awards grants to promote health and delivery of health care to the residents of Walton County, Georgia, but only to the extent such purposes are charitable, scientific or educational, and believed by the Foundation to be economically sound."*

HCF Statement of Principles:

*".....Health care encompasses a complicated, diverse, and ever changing set of challenges and issues. As we move forward, the Foundation will continue to seek partnerships and to identify viable initiatives with proven track records where our support might propel these efforts to a higher level of success. These are exciting times for Walton County! This Foundation will be working in the background to stimulate growth and innovation surrounding the quality of life in our community."*

## PHASE 1

The Initial Training of the 3 courses would begin with All CITY Employees. This training would be conducted over a schedule of 6 to 18 months. Each employee would attend a total of 10 hrs training. This would be done during regular work schedules, so as not to require employees to attend beyond regular work days

### **CPR, AED, First AID**

Course is approximately 4 hrs.

Can handle maximum 10 students per class

Estimated 250 employees –  $250/10 \dots$  approx. 25 classes

### **Fire Safety and Extinguisher Class**

Course is approximately 2 hrs.

Can handle maximum 25 students per class

Estimated 250 Employees –  $250/25 \dots$  approx. 10 classes

### **Emergency Preparedness Course**

Course is approximately 4 hrs.

Can handle maximum 50 students

Estimated 250 employees –  $250/50$  approx. 5 classes

## PHASE 2

Phase 2 will involve the training of the businesses and their employees through the downtown Monroe area. Again the individual employee would be required to attend a total of 10 hrs. training.

Courses will be delivered in the same manner and guidelines as in Phase 1, with minor changes.

Classes would be posted and delivered on a monthly/bi-monthly schedule and businesses would sign-up.

This can (should be) done through a calendar link scheduling program located on the city's webpage.

Advertisement and promotion of courses should begin 1 to 2 months prior to start of actual class offerings.

Classes shall be offered for a period lasting minimum 6 months to 2 years – depending on attendance, interest, and scheduling availability



## PHASE 3

Phase 3 shall begin simultaneously with the Phase 1 & 2.

Upon awarding/approval of funds, all equipment shall be ordered and began installation as classes are completed.

### **Instillation at City Buildings:**

Initial equipment will be placed in city structures once employees have been trained in each department.

### **Installation at downtown locations:**

Businesses shall receive equipment after initial 25% of interested and participating parties have been trained.

Placement of equipment will be done through a cooperative agreement between each business and the city.

Maintenance of the AEDs will be handled through the members of the Monroe Fire Department.

Initial Emergency Kits will be issued through the CAPP program  
(any items used shall be the responsibility of the business to replace after said use)

In order for adequate coverage and access of AEDs and Emergency Kits the following have been selected as strategic locations. Placement is to keep an AED/Kit within 500 feet from any point in the downtown area.

#### **Broad St – West Side**

City Hall (3)  
Buckles Hardware  
Monroe Police Dept. (2)  
Butcher Block  
Pinnacle Bank  
Monroe First Baptist  
CVS  
First United Methodist Church  
John's Super Market

#### **Broad St – East Side**

Water Treatment Plant (2)  
St Albans Church  
Amici's  
Courthouse (outside)  
Monroe Art Guild  
Wells Fargo  
Walgreens

Additional AEDs and Kits will placed at the Monroe Library (outside) and Public Works Facility



## CITY AWARENESS &amp; PREPAREDNESS PROGRAM

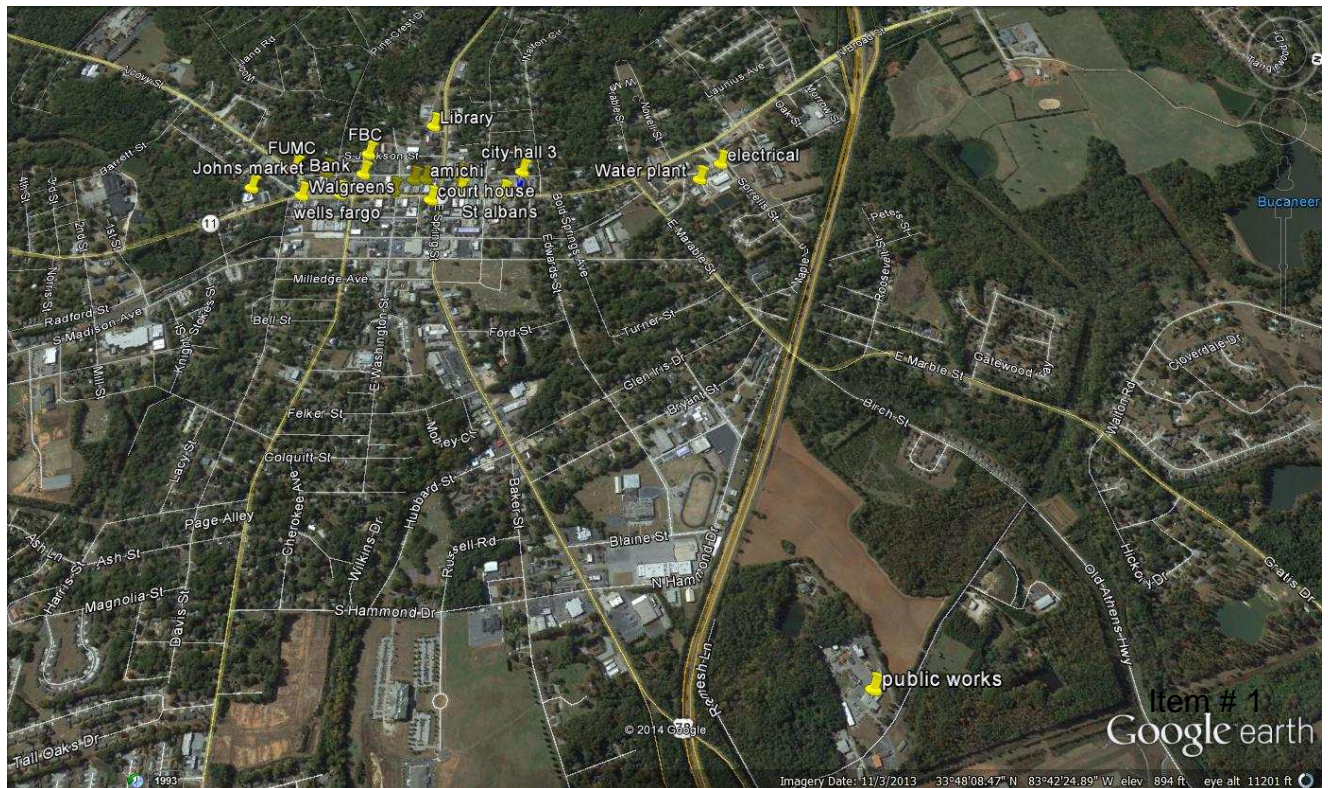
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ITEMS 1 &amp; 2 show purposed locations of AEDs

## Item 1



## Item 2





# ATTACHMENTS

# First Responder Kit



## Included Items:

- 1 - 5½" Bandage Scissors
- 1 - Diagnostic Penlight
- 1 - Kelly 5½" Straight Forceps
- 1 - CPR Face Shield with 2 Gloves (medium, latex)
- 1 - Bite Stick
- 1 - Emergency Airway Kit (set of 6: 40-110mm)
- 1 - Rescue Blanket
- 1 - Instant Cold Pack
- 1 - 2" x 2" Koolaburn® Burn Dressing
- 1 - 4" x 4" Koolaburn® Burn Dressing
- 1 - Glucose Gel Tube
- 1 - Wire Splint
- 1 - Tourniquet
- 1 - Seat Belt Cutter
- 16 - 4" x 4" Sterile Gauze Pads
- 10 - 1 x 3" Sheer Bandages
- 10 - 3/4 x 3" Sheer Bandages
- 10 - 2 x 4 1/2" Bandages
- 10 - Fingertip Bandages
- 10 - Knuckle Bandages
- 2 - 2" Stretch gauze Roll
- 2 - 3" Stretch gauze Roll
- 2 - 6" Stretch gauze Roll
- 6 - 5" x 9" Surgical Dressings/ Abdominal pads
- 1 - Multi-Trauma Dressing
- 10 - Alcohol Prep Pads
- 10 - PVP Prep Pads
- 4 - Oval Eye Pads
- 2 - 1" Cloth Tape
- 4 - Triangular Bandages w/ Pins
- 20 - Ammonia Inhalants
- 4 - Sting Pads

<http://www.first-aid-product.com/industrial/first-responder-kits.htm>



# BulEx Fire Extinguisher Simulator



## FEATURES AND BENEFITS

### Clean Training

BullsEye uses a conical laser to replicate extinguisher discharge, rather than depending on a dry-chemical or CO<sub>2</sub> extinguisher, making it a cleaner way to train. Our training smoke does not leave a residue.

### Effective Training

Simulate class A, B and C fires at ten difficulty levels. The system can sense if the trainee is using the correct extinguisher, aiming and sweeping correctly, and if they are an effective distance from the base of the fire. This ensures trainees are prepared in case of a real fire emergency.

### Safe Training

Utilize LED-driven digital flames and a laser training extinguisher to provide a dynamic and realistic simulation for trainees while eliminating the hazards associated with conventional fire extinguisher training. Help businesses in your community meet their OSHA safety training requirements.

### Train Anywhere

Because only a laser is emitted from the training extinguisher, extinguisher training can now be conducted virtually anywhere indoors or out – where fires may actually occur. Hundreds of trainees can be trained in a single day without recharging any extinguishers.

### Trackable Training

After each successful evolution, the time to extinguishment is displayed on the panel. Training record collection allows instructors to record and monitor a trainee's progress, as well as easily export training records for sharing and creating certificates of completion.

<http://bullex.com/product/bullseye-publiceducation/>