

GENERAL EMERGENCY PLANNING

1. **Purpose:** This emergency policy sets forth procedures and responsibilities for responding to certain emergencies. While not every conceivable emergency can be planned for, it is feasible to identify major possibilities and to consider the best general approach to dealing with them.
2. **Authority:** Clinton County Board of Commissioners.
3. **Application:** This policy applies to all County Elected Officials, Department Heads, Employees and General Public. All staff training required or implied by this plan is the responsibility of the security supervisor and will be detailed in the courthouse training plan. The leader of the security team shall determine team member's current knowledge and applicable certifications, conduct team meetings and refresher sessions, and coordinate formal training with all occupants of Courthouse
4. **Responsibility:** The Lead Security Officer shall be responsible for the implementation of this policy.
5. **Definitions:**
 - A. **Emergency.** An unforeseen, sudden event that calls for immediate, extraordinary action to protect human safety and/or public property.
Examples are:

Threatening customers, assaultive individuals, intoxicated customers,
Fire, Bomb Threat, Hostage Situation, Tornado, Armed Robbery,
Medical Emergency, etc..
 - B. **Security team.** Team of security court officers.
 - C. **Command Center.** Place to be staffed in an emergency or evacuation.
 - D. **Dangerous Situations:** Typically include:
 1. Threatening or overly aggressive customers.
 2. Verbally abusive customers.
 3. Assaultive individuals.
 4. Robberies or attempted robberies.
 5. Larcencies.
 6. Intoxicated customers.
6. **POLICY:**
 - 6.1 **DURESS ALARMS**
 - 6.1.1. **Reporting-True Alarm:**
 - A. When an employee activates the "Duress Alarm", they should try and remain calm and carefully observe the description of the person(s) that have initiated this response. They should comply with the reasonable demands of this person(s) to avoid physical harm.

- B. When a co-worker has activated the “Duress Alarm”, the 7-911 operator will be calling to verify the “Alarm Status” of the site (court building office) using a pre-determined coded conversation.
 - 1. “Is Mr. RAV there?” (R=robbery A=alarm V=verification)
 - 2. If it is a “True Alarm”, the response should be “Mr. RAV is sick today”.
 - 3. The 7-911 operator will be advising the responding officers that it is a “True Alarm” and the officers will be taking the appropriate action.
 - 4. Employees should advise their department supervisor if they receive an alarm verification call (Is Mr. RAV there?) and the supervisor should cautiously check with all staff regarding their safety.
 - 5. Do not put 7-911 on hold, but merely place the receiver down on the desk to ensure an open phone

6.1.2. **Reporting-False Alarm:**

- A. If a “Duress Alarm” has accidentally been activated, the employee should immediately call 7-911 and advise them it was an accident. Do not put 7-911 on hold, but merely place the receiver down on the desk to ensure an open phone line.
- B. The 7-911 operator will be advising the responding officers that it is a false alarm and will request a representative (name and clothing description should be provided to 7-911) from that office to meet the officer at an appropriate location.
- C. The officer will accompany the employee back into the office to confirm the “safe status” and advise the 7-911 operator on the open phone line.

6.2 **DANGEROUS SITUATION**

- A. Dial 7-911
- B. When connected or at the operator’s request, give:
 - 1. Your name
 - 2. The office you are in
 - 3. The exact nature of the incident requiring police assistance
 - 4. Do not put yourself in danger by trying to physically intervene.

6.2.1 **Procedure-All Staff:**

- A. Be constantly aware of your co-workers, as you may have to make the “Police Needed” call to 7-911.
- B. Remain calm and accurately explain the incident to the operator.

6.2.2 **Responsibilities (All Staff):**

- A. If necessary to evacuate. Alert all visitors and staff in your area to evacuate via the nearest exit.
- B. Secure your area (if time permits)

1. Turn off all equipment
 2. Secure all cash drawers, checks, funds, jail records, etc..
 3. Close all windows and doors (do not lock)
- C. Leave the building via the nearest safe exit. Leave in an orderly manner; **do not run.**
1. Use stairs **only. DO NOT USE ELEVATORS.** Use pre-planned evacuation routes.
 2. Assist the disabled in exiting.
 3. Proceed to Wilson Center.
 4. Report to your manager for a roll call, and wait in the designated area for further instructions.
 5. Do not attempt to re-enter the building unless instructed by a manager to do so.

6.2.3 **Responsibilities (Security Team):**

- A. Implement the evacuation plan, and have staff assemble in their designated areas.
1. In case of fire, use stairs only. **DO NOT USE ELEVATORS.** Use pre-planned fire evacuation routes.
 2. Ensure the evacuation of your entire area.
 3. Report progress to the command center.
- B. Proceed to pre-assigned assembly areas.
- C. Assist the command center.
- D. Maintain liaison with the on-scene professional commander and report developments to the Court's Command and Control Team.
- E. Verify evacuation of the holding cell.

6.3 **FIRE**

6.3.1 **Reporting:**

- A. Activate Fire Alarm.
- B. Dial 7-911. State that this is a Fire Emergency. When connected, or at the operator's request, state:
1. Your name.
 2. The courthouse office you are located at.
 3. Exact location of the fire, in your office area.
 4. Describe injuries, if any.

6.3.2 **Procedures – All Staff**

WHEN A FIRE ALARM IS ACTIVATED:

1. Proceed to the nearest safe EXIT. FOLLOW DIRECTIONS OF SECURITY TEAM.
2. Feel the top of the door. If it is hot or smoke is visible, **do not open.**
3. Do not attempt to save possession at the risk of personal injury.
4. DO NOT USE ELEVATORS.
5. DO NOT BREAK WINDOWS. Oxygen feeds fires.
6. Stay low if moving through smoke.
7. Go to designated assembly area.

IF TRAPPED IN A ROOM:

8. Place cloth material around/under door to prevent smoke from entering.
9. Close as many doors as possible between you and the fire.
10. DO NOT open or break windows unless necessary to escape (outside smoke may be drawn in).
11. Be prepared to signal your location through window.

6.3.3. **Procedures – Security Team**

- A. Station Someone in Street to Direct Fire Department (Volunteer).
- B. Evacuate Building by Implementing the Evacuation Procedure.
- C. Close All Doors and Windows around the Area of Fire.
- D. Confine Fire to Single Room or Area.
- E. Use Fire Extinguisher (if appropriate).

FIRE EXTINGUISHER INSTRUCTIONS:

- P- PULL safety pin from handle.
- A- AIM nozzle at base of fire.
- S- SQUEEZE the trigger handle.
- S- SWEEP the spray from side to side.

6.3.4. **Upon Arrival of Fire Department**

- A. Senior Fire Officer Assumes Command.
- B. Follow Fire Department Orders.

6.3.5. **Assembly, Reporting, and Recall**

- A. Following Evacuation, All Personnel Will Assemble in the Area assigned outside of the building. Management team members will take roll and report status of their areas to the security team. If anyone is thought to be trapped in the building or is unaccounted for, report the information to the Fire Department commander at once.
- B. Await Further Instructions in the Assembly Area.

6.4 **MEDICAL EMERGENCY**

6.4.1. **Immediate Actions:**

- A. Provide Emergency First Care as the situation requires.
- B. First Care Providers Perform Appropriate First Aid/CPR.

UNCONSCIOUS VICTIMS (If rescuer is trained in CPR):

1. YELL FOR HELP, THEN HAVE SOMEONE CALL 7-911.
2. Establish airway.
3. Check for breathing.
4. Check for circulation.
5. Start ventilation or CPR if necessary.

CONSCIOUS VICTIMS:

1. YELL FOR HELP, THEN HAVE SOMEONE CALL 7-911.
 2. Do not move patient or allow the patient to move around.
 3. Try to control any heavy bleeding using direct pressure on the wound.
 4. Try to keep the patient from going into shock by maintaining body temperature and elevating the lower extremities if possible.
- C. Call 7-911. State that this is a Medical Emergency. When Central Dispatch is on the line, or as requested by the operator, give:
 1. Your name.
 2. Location in Courthouse.
 3. Description of the emergency.
 4. Description of the victim.
 5. Give exact location of the victim and suggest which building entrance to use.

6.4.2. **Procedures (Any Staff)**

- A. Remain With Victim and Continue Care.
 1. Soothe and calm victim.
 2. Do not move victim unless required by life-threatening circumstances.
 3. Clear obstructions from the area.
- B. Send Someone Outside to Direct Paramedics.

6.4.3. **When Paramedics Arrive**

- A. Senior Paramedic assumes command.
- B. Follow Paramedic's orders.

6.5 **Bomb Threat Suspected Mail or Package Bomb**

6.5.1 **Telephone Procedures**

- A. Engage phone tape recorder (if available) or have another listen in on an extension (if applicable).
- B. Get all information possible. Use telephone bomb threat checklist. (Attachment 1)
- C. Take every threat seriously; treat as real until proven otherwise.

6.5.2. **Suspected Mail or Package Bomb.**

- A. If a suspicious letter or parcel arrives, do not open it.
- B. (If available), have package x-rayed or electronically scanned to attempt to determine contents.
- C. When in doubt, treat the package as a real bomb.

6.5.3. **Reporting.** (Note the order of these steps may vary depending on the pre-established process and chain of command).

- A. Dial 7-911. State that this is a Bomb Threat Emergency.
- B. When connected to operator's request, give:
 - 1. Your name.
 - 2. The court's office you are in.
 - 3. Exact location of bomb, if known.
 - 4. Time when the bomb is to explode, if known.
- C. Notify: (list persons to notify and their phone numbers here.)

6.5.4. **Procedures.** (Note the order of these steps may vary depending on the pre-established process and chain of command).

- A. Clinton County Sheriff's Office will respond to location and take command.
- B. Clinton County Central Dispatch will alert all appropriate persons/agencies.
- C. Trained staff will conduct a floor search under the command of the court's (emergency response) team.

1. Look for anything unusual or out of place.
2. Search and report only. Do not touch anything.
3. Search is visual only. The Police Department Bomb Squad will conduct the physical search.
4. Evacuate building or area if instructed by on-scene commander to do so. Assemble in Designated Area. Refer to the court's Emergency Closure Checklist.

NOTE: IF THERE IS NO TIME TO DO THE ABOVE DURING EVACUATION, SEND DESIGNATED STAFF TO REMOTE PHONES AND MAKE CALLS FROM THERE.

RESPONSIBILITIES (Clinton County Sheriff's Department Prisoner Escort Officer)

Follow your department's procedures for evacuating prisoners from the courtroom and/or prisoner holding areas.

6.6 HANDICAP CONSIDERATION:

6.6.1 **Mobility Impairments:** Persons having mobility impairments may or may not use wheelchairs. On floors above or below ground level, escort the person with mobility impairment to a safe area close to the nearest stairwell, since elevators become inoperative when the fire alarm sounds. Immediately notify emergency personnel about the location and condition of the person with the mobility impairment so that emergency personnel can safely transport the individual to ground level.

6.6.2 **Visual Impairments:** Although most blind or visually impaired persons will be familiar with their immediate work area, it is necessary to:

- A. Explain the nature of the emergency.
- B. Offer to guide her/him. As you walk, explain your destination, where you are, any obstacles, which way you are going to turn, the number of steps, etc.
- C. Upon reaching safety, orient the individual to her/his surroundings. Ask if further assistance is needed. Stay with her/him.

6.6.3 **Hearing/Speech Impairments:** Communication varies with persons who are deaf, hard of hearing, or speech impaired. They may not hear audible alarms. It is important that everyone understand what is happening, how and where to proceed. To gain attention, turn light switch on and off, tap her/his shoulder, wave your hands, etc. Indicate through gestures, or in writing (short, concise words), what is happening and what to do. **Example: FIRE – out rear door to the right and down.** Leave **NOW!**

ABOVE ALL, REMEMBER THAT PEOPLE WITH SIMILAR DISABILITIES ARE UNIQUE. THROUGH BRIEF COMMUNICATION AND ASKING QUESTIONS, EVACUATION CAN BE QUICK AND SAFE.

7. **ADMINISTRATIVE PROCEDURES:** The County Administrator will authorize adjustments to the Emergency Planning Procedures.

7. **ADMINISTRATOR/LEGAL COUNSEL REVIEW:** The Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Clinton County Board of Commissioners.

Board of Commissioners adoption: May 30, 2000

This checklist should be copied and placed near all telephones:

BOMB THREAT CHECKLIST

Exact time of call: _____

Phone number of call (caller ID): _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If the voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call immediately to: Department Head and Central Dispatch