

Clark County Courthouse

Safety Guidelines

MAY 2013

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CLARK COUNTY SAFETY GUIDELINES

To All Clark County Personnel:

With the safety of all County Personnel in mind, safety guidelines for situations involving fire, bomb threat, lockdown and tornado have been planned. *The Clark County Property Committee will enforce these safety guidelines.*

Study the guidelines carefully. In time of an exercise or actual disaster, each department must be prepared to respond immediately.

COPIES OF THESE EMERGENCY GUIDELINES WILL BE SENT TO ALL COUNTY DEPARTMENTS OR AGENCIES.

CLARK COUNTY COURTHOUSE FIRE EVACUATION GUIDELINE

In case of a fire in the Courthouse or Jail the alarm system will be activated immediately.
This may be followed by a message on the public announcement system.

On receiving the fire warning **ALL PERSONS SHALL LEAVE THE BUILDING IMMEDIATELY.**

No one will re-enter the building until notified by Law Enforcement or Maintenance.

“USE STAIRWAY ONLY!” “DO NOT USE ELEVATOR!”

In case of an emergency, the elevator will be locked immediately by maintenance personnel.

ONLY TRAINED PERSONNEL MAY USE FIRE EXTINGUISHERS.

The Department Head or their designee will be responsible for making sure personnel from their area are evacuated. The Department Head or designee will conduct a head count to ensure that all personnel have evacuated the building. Employees must report to the Department Head or designee if they think someone is missing.

Department Head move the white magnet to the outside of the door as they are leaving and the department is empty. Sheriff’s Department and Maintenance personnel will do a final sweep.

Personnel not leaving the building with their usual floor must report immediately to their designated area and check in with their Department Head.

Any handicapped or elderly needing assistance should be assisted immediately by able bodied personnel employed by Clark County familiar with the building area to the immediate exit area or rescue area.

Any apparent visitor should be directed by Clark County personnel familiar with the building to an immediate exit area.

DESIGNATED AREAS ARE:

First Floor and Sheriff’s Department

NORTH PARKING LOT

Second and Third Floors

WEST SIDE BY FLAGPOLE

Fourth and Fifth Floors

SOUTH PARKING LOT

BOMB THREAT EVACUATION GUIDELINE

In case of a threat, the fire alarm *or public address system* will be sounded by law enforcement personnel.

Upon receiving the warning, **ALL PERSONNEL SHALL LEAVE THE BUILDING IMMEDIATELY** and report to their designated area. Please take purses and briefcases out of the building with you to facilitate the search for the unusual item.

No one will re-enter the building until notified by his or her Department Head or their designee.

“USE STAIRWAY ONLY!” “DO NOT USE ELEVATOR!”

In case of any emergency, the elevator will be locked immediately by maintenance personnel.

Department Heads or their designees must be available to Law Enforcement upon request.

The Department Head or their designee will be responsible for making sure personnel from their area are evacuated. The Department Head or designee will conduct a head count to ensure that all their personnel have evacuated the building. Employees must report to the Department Head or designee if they think someone is missing.

Personnel not leaving the building with their usual floor must report immediately to their designated area and check in with their Department Head.

Any handicapped or elderly needing assistance should be assisted immediately by able bodied personnel employed by Clark County familiar with the building area to the immediate exit area or rescue area.

Any apparent visitor should be directed by Clark County personnel familiar with the building to an immediate exit area.

Give all available information about the threat and include your name, department you work for, and where you will be evacuating to. Law Enforcement personnel will want to talk first hand with the person who received the call. **DO NOT USE THE PHONE!**

DESIGNATED AREAS ARE:

First Floor and Sheriff’s Department

NORTH PARKING LOT

Second and Third Floors

WEST SIDE BY FLAGPOLE

Fourth and Fifth Floors

SOUTH PARKING LOT

HANDLING BOMB THREAT GUIDELINE

I. GUIDE FOR HANDLING BOMB THREATS

A. Employee responsibilities

1. Bomb threats to governmental buildings and private companies or equipment are of continuing concern throughout the country. Because of the need for uninterrupted services to the public, everyone should share in the concern for the safety of employees and the security of Clark County Offices. *All bomb threats MUST BE taken seriously.*
2. This guide briefly outlines the procedures to follow if an employee receives a bomb threat of any kind. This procedure is in effect 24 hours each day of the year.

B. Bomb threat received by telephone.

1. Remain calm.
2. Do not attempt to transfer the call.
3. Attempt to complete the questions on the bomb threat report while keeping the caller on line.
4. Immediately after receiving the bomb threat, **contact the Sheriff's Office by dialing 9-911**, from another phone. Give all available information about the threat and include your name, department you work for, and where you will be evacuating to. Law Enforcement personnel will want to talk first hand with the person who received the call.
5. Fill out bomb threat report while information is fresh in your mind.
6. Department Heads should notify the following county officials after dialing 9-911.

<u>DEPARTMENT</u>	<u>EXTENSION</u>
Sheriff/ Chief Deputy	5357 or 5370
Emergency Management Director	5100
County Board Chairperson	5225
Buildings and Grounds Director	5221

7. Do not touch suspicious objects
8. Regard the call with a high degree of urgency if the caller is familiar with the building and specific about the location of the bomb.

C. Bomb threat received by written message

1. As soon as possible after receiving a bomb threat by note or letter, dial *9-911*. Give the dispatcher all available information and stay on the line unless released by the operator.

NOTE: Do not handle the message any more than absolutely necessary so as not to destroy fingerprints or other identifying marks. Save all materials, including envelopes or containers.

- D. Suspicious envelope or parcel received by mail
 - 1. If an employee has reason to be suspicious of an envelope or parcel, notify your Department Head or Supervisor immediately.
 - 2. Under no circumstances should the employee or supervisor attempt to open or inspect a questionable item.

NOTE: Refer to Section II for letter bomb detection guide.

- E. Evacuation of building in the event of bomb threat
 - 1. When directed to evacuate, employees will walk, not run, to the nearest available exit.
 - 2. Money, safes, etc., in each office will be secured.
 - 3. Operating machines will be turned off if possible.
 - 4. Department Heads or their designee will insure that their section is cleared (restrooms, storerooms, conference rooms, etc.), and floor doors will be closed.
 - 5. Department Heads or their designee will assist with evacuation of disabled or handicapped employees and or clientele by using the buddy system.
 - 6. The Sheriff's Department is responsible for coordinating bomb searches in Clark County buildings.
 - 7. Department Heads are responsible for security of their assigned areas.

II. LETTER BOMB DETECTION GUIDELINE

- A. Suspicious media should be checked for the following:
 - 1. Address
 - a. No return address.
 - b. Addressed to officer level executive by name, title, or department.
 - c. Title for the executive is incorrect.
 - d. Poorly typed or handwritten address.
 - 2. Thickness
 - a. Not uniform.
 - b. For medium-size envelopes, the thickness of a small book and fairly rigid.
 - c. For large envelopes, bulkiness, an inch or more in thickness.
 - d. Rigidity.
 - e. Greater than normal, particularly along its center length.
 - 3. Envelopes
 - a. Oil stains ("sweating" of plastic explosives).
 - b. Appears to have been opened and re-glued, or is taped, or otherwise tampered with.
 - c. Strange odor.
 - d. Wires or strings sticking out or attached.
 - e. Feeling of springiness in the sides, bottom, or top.
 - 4. Packages
 - a. Excessive use of tape, cord, or both.
 - b. Not packaged or wrapped in a professional manner.
 - c. Excessive postage or unusual class of mail.

5. Writing
 - a. Marked personal, confidential or private.
 - b. Marked airmail, registered, certified, or special delivery.
 - c. Misspelled words.
6. Stamps
 - a. More postage than required to mail the item.
7. Postmark
 - a. Foreign country.
8. Suspicious items should be moved to a safe area.
 - a. Carefully set the item down and make sure it is not touched by anyone.
9. Notify Sheriff's Department by calling *9-911*

BOMB THREAT REPORT

Document the following information to the best of your ability.

ASK THE CALLER the following questions:

1. When is the bomb going to explode?
2. Where is it right now?
3. What type of bomb is it?
4. What does it look like?
5. What will it cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. What is your address?

Background information:

Date/ Time of call: _____

Sex of caller: Male/ Female

Length of call: _____

Race: _____

Approximate Age: _____

Phone number at which the call is received:

Callers Voice:

- | | | | | |
|--|---|--|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Accent | <input type="checkbox"/> Slurred | <input type="checkbox"/> Excited | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Nasal | <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Loud | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Distinct | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Cracked voice | | |

If voice is familiar, whom did it sound like?

DO NOT Discuss a bomb threat with anyone other than Law Enforcement or your supervisor.

Background Sounds:

- | | | | | | |
|--------------------------------------|---------------------------------------|----------------------------------|------------------------------------|--------------------------------|---------------------------------------|
| <input type="checkbox"/> Static | <input type="checkbox"/> Animal noise | <input type="checkbox"/> Voices | <input type="checkbox"/> Music | <input type="checkbox"/> Clear | <input type="checkbox"/> Street Noise |
| <input type="checkbox"/> House noise | <input type="checkbox"/> Office noise | <input type="checkbox"/> Factory | <input type="checkbox"/> PA system | <input type="checkbox"/> Other | |

Threat Language:

- | | | | |
|--|-----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Foul | <input type="checkbox"/> Coherent | <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Well spoken(educated) | <input type="checkbox"/> Taped | | |

Notify the Sheriff's Department immediately at 9-911.

If a suspicious object is found or a threat is received after hours, weekends, or holidays, call the Sheriff's Department at 9-911.

Evacuate to your designated safe area. Everyone should stay at his or her designated area until released, to facilitate a roll call. Additional instruction or direction will be issued.

LOCKDOWN GUIDE

In case of an emergency requiring lockdown, the following guideline will be followed by staff.

1. The Department Head or designee will be directed to call 9-911 and notify the dispatcher of the emergency and the need for immediate law enforcement assistance. If you hear “Mr. Clark” announcement, do not call 9-911 unless someone is injured, because it will overwhelm the system.

2. The Building Administrator, the Sheriff or his/her designee will activate a lockdown.

A. Normal Business Hours

1. “Attention all staff, Mr. Clark is now visiting, please go to your welcome areas.” (will be repeated three times) This means that staff should go to their office areas and lock the door. No one is to leave his or her work area until an “All Clear: announcement is made by an administrator. Ignore the fire alarm. If we need to evacuate the building, an announcement will be made, or someone will direct you. The lockdown mode will supersede the fire alarm.
Law Enforcement will lock exterior exits.

B. Office Staff are to do the following:

1. Lock your door.
2. Tell the occupants that we have an emergency and you don't know what it is.
3. Get the occupants to go to an area of the room/ office that is away from the door and away from the windows. Remain low to the ground.
4. Have occupants stay there until an announcement is made.
5. Communications among administrators will be by telephone to assess situation and plan next course of action.

PERSON WITH WEAPON OR ACTIVE SHOOTER GUIDE

1. Person with Weapon or Active Shooter Scenario – What to do:

- A. Lockdown guideline goes into effect.
 - a. Be prepared to stay put until someone comes and tells you to move
 - b. Be prepared to tell police what you saw
 - c. Do not discuss the incident details with each other.

Note: If an event such as this occurs and a suspect goes into an office it will become a hostage barricade incident. Areas adjacent to the location would be evacuated when safe to do so.

2. What to expect in the event you are taken hostage.

- A. Don't be a hero.
 - a. Accept/recognize the role of hostages.
 - b. Don't underestimate a subject who is rushing with adrenaline.
 - c. Follow instructions, resistance or hesitation is viewed as a threat.
- B. Carefully weigh escape options
 - a. Although powerless you are still viewed as a threat. Do not threaten them.
 - b. Do not attempt to escape unless you are sure you can get away. If you fail, your life is at risk.
- C. Accept the situation
 - a. Do not become argumentative
 - b. Do not speak unless spoken to.
 - c. Do as you are told, no more and no less.
 - d. Do not make suggestions in case the suggestion does not work out.
- D. Stay calm
 - a. The calmer the hostage taker is, the safer you are.
 - b. Do not lose hope and avoid display of emotion.
 - c. Remain positive.
 - d. Try to keep the hostage taker from being depressed.
 - e. Make them think that a solution can be worked out.
 - f. Be observant, if you are released, the police will ask about the hostage taker and location.
- E. If the Police enter the location, get on the floor
 - g. Expect to hear a lot of noise
 - h. Expect to see bright lights
 - i. Expect to be handcuffed and treated as a prisoner until everything is secure.

Note: Hostage takers have been known to switch clothes with hostages.

TORNADO GUIDELINE

In the case of a tornado warning for the immediate area, *a call on the Public Address System will inform Courthouse Personnel of the tornado warning.*

Upon receiving the tornado warning ALL PERSONS SHALL LEAVE TO THE DESIGNATED TORNADO SHELTER. Stay away from glass doors and windows. If you do not have time to go to a designated shelter area, take cover under a desk or sturdy piece of furniture.

“USE STAIRWAY ONLY!”

“DO NOT USE ELEVATOR!”

In case of any emergency the elevator shall be locked immediately by maintenance personnel.

Should any of the courthouse be damaged or destroyed, Department Heads or their designees must be available to the Fire Department upon request.

The Department Head or their designee will be responsible for making sure Personnel from their area are sheltering in their designated area. The Department Head or designee will conduct a head count to ensure that all personnel have reported to the shelter area. Employees must report to the Department Head or designee if they think someone is missing. *An employee that was unable to get to their department’s designated tornado shelter shall report this to the present Department Head.*

CLOSE ALL INTERIOR DOORS.

Any handicapped or elderly needing assistance should be assisted immediately by able bodied personnel employed by Clark County familiar with the building area to a designated tornado shelter area.

Any apparent visitor should be directed by Clark County personnel familiar with the building to a tornado shelter area.

Do not leave the safe area until the all-clear signal is given!

COURTHOUSE TORNADO DESIGNATED SAFER AREAS

FIRST FLOOR:

Auditorium – Into Forestry and Parks.

Extension Office – Into Forestry and Parks.

Forestry & Parks- Stay in office area.

Health Department Office – Into Wellness Room.

Meeting Room west of Health Department – Into Wellness Room.

W.I.C. Office – Into Wellness Room.

Land Conservation Office – Stay in office area.

SECOND FLOOR:

Maintenance Office – Stay in office area.

ADRC- Stay in office area.

Zoning Office – Stay in office area.

Aging/Nutrition Office – Stay in office area.

Office of Personnel and Finance – Stay in office area

County Board Chair Office – Stay in office area.

Coffee Shop – Stay in Coffee Shop area.

Room 208 – Stay in office area.

COURTHOUSE TORNADO DESIGNATED SAFER AREAS (Continued)

THIRD FLOOR:

County Clerk Office – Into Rm 305.

County Treasurer Office – Into Rm 305.

Register of Deeds Office – Into Rm 305.

Veterans Service Office – Stay in office area.

Emergency Management Office – Stay in office area.

Room 305 Meeting Room– Stay in office area.

Room 307 Meeting Room – Into Rm 305.

Sheriff's Department – Stay in office area except north offices with windows. North offices with windows go into Communications Center area.

If Room 305 is locked go to the Veterans or Emergency Management Office.

FOURTH FLOOR:

The ENTIRE fourth floor goes to the second floor Office of Personnel and Finance. Use stairwell by Branch II Courtroom leading down to the Administrative Offices.

FIFTH FLOOR:

The **West End (Older Section)** of the fifth floor goes to the Third floor through East stairway.

The **East End (New Section)** goes to Third floor.

**Avoid lobby areas as well as windows and glass doors. When sheltering be sure to kneel on floor
And cover your head with your hands to protect yourself from possible flying debris.**