

2020

COURTHOUSE CAMPUS SECURITY & EMERGENCY ACTION PLAN

Pottawattamie County

Safety & Health Program

Section B 4

It is the policy of Pottawattamie County to provide a safe and healthful workplace for employees. It is the intent of this policy to comply with OSHA requirements listed in 29 CFR 1910.1030; all local, state, and federal laws.



**THIS DOCUMENT IS NOT SUBJECT TO
IOWA'S OPEN RECORDS LAWS.**

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COURTHOUSE CAMPUS SECURITY & EMERGENCY ACTION PLAN

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I. Objective

In an effort to provide a safe working environment for employees working in the Pottawattamie County Courthouse, Services Building, Annex Building, and Veterans Affairs Building, as well as those visiting these facilities, the Pottawattamie County Sheriff's Office has implemented Security & Emergency Action measures for the Courthouse Campus defined below.

This policy is applicable to all county and other offices and departments operating in or out of the Courthouse Campus, including the Assessor's Office, State of Iowa offices and Pottawattamie County offices and shall be used in conjunction with departmental "Red Books", which outline department specific procedures.

II. Scope and Applicability

This procedure applies to all County Departments, employees and operations located on the courthouse campus.

III. Definitions

Courthouse Campus. The Courthouse Building, Services Building, Annex Building, and Veterans Affairs Building.

Entry Security Personnel. The civilian staff employed by the Pottawattamie County Sheriff's Office, screening staff and visitors in the 1st floor lobby of the Courthouse.

Court Security Personnel. Sworn, uniformed Pottawattamie County Deputy Sheriffs, certified through the Iowa State Law Enforcement Academy, assigned to the Pottawattamie County Courthouse Campus.

Department Head. An individual appointed or elected to supervise a specific department and includes Department Heads and Elected Officials.

Designated Assembly Area. An area outside of the campus designated as a meeting point for site personnel in cases of particular emergency.

Emergency Operations Team. Team responsible for responding to emergencies in order to assess and evaluate. Members include Court Security Personnel, Buildings & Grounds Director and Risk Manager.

Red Book. A "book" of departmental emergency response protocols and procedures developed specifically for a County department or location.

Site Personnel. Those employees or individuals assigned to a particular building and work area location.

Work Area Monitor. The departmental employee(s) designated to ensure that personnel have evacuated the area and responsible for taking a head count at the "Designated Assembly Area".

IV. Authority & Responsibility

A. The **Emergency Operations Team** is responsible for responding to emergencies in order to assess and evaluate the situation. Members include Court Security Personnel, Buildings & Grounds Director and Risk Manager. The team is also responsible for:

1. Reviewing the written security and emergency action plans for all county facilities on an annual basis.
2. Developing and updating "Red Books" for individual offices.
3. Providing training for employees and maintaining training records.
4. Assisting departments, as needed, in approving and making recommendations for the security and emergency action plans for individual offices.
5. Assisting in identifying security risks on county property.
6. Reviewing all security and emergency response related incidents.

B. **Department Heads and Supervisors are responsible for:**

As a general safety guideline, each Department Head shall maintain a list of current employees and emergency telephone numbers and are responsible for:

1. Disseminating to his/her employees the locations of emergency exits and emergency procedures outlined in this policy.
2. Each Department Head, with the assistance of the Emergency Operations Team, shall identify a Designated Assembly Area in case of an emergency outlined in this policy.
3. **Participating in and ensuring that all employees participate in emergency action plan drills.**

4. Each Department Head is responsible for tracking and accounting for their employees in case of an emergency as outlined in this policy. Department Heads may designate a Work Area Monitor(s) to assist them with this responsibility.
5. Identifying potential security issues within their department and relaying information to the Emergency Operations Team.
6. Ensuring that employees receive training and understand departmental response for security and emergency response incidents.
7. Ensuring that training records are maintained and forwarding any departmental training records to Risk Management for the official training file.

C. Employees are responsible for:

- 1. Knowing where the emergency exits and fire extinguishers are located in their work reporting location.**
- 2. Reporting to their designated assembly area in cases of emergencies and for checking in with their Department Head or Work Area Monitor for head counts.**
- 3. Participating in emergency action plan drills and required training.**
- 4. REPORT SUSPICIOUS ACTIVITY - IF YOU SEE SOMETHING, SAY SOMETHING!**

V. Electronic Key & Identification Security Key Card(s)

A. General Information

Each employee working at the Courthouse Campus or other county work locations is required to obtain and carry an Employee Identification and Access Security key card (security key card). The Pottawattamie County Sheriff's Office/Court Security Division is responsible for issuing electronic security key cards to employees and for maintaining records and maintenance of the security operating system for the Courthouse Campus.

B. Procedure for Issuing Security Key Cards – Employees Assigned to Courthouse Campus.

1. When a new employee is hired, the Department Head or designee will complete the "Employee Identification and Access Security key card" request form for Court Security.
2. The access form should be completed specifying particular building(s), and locations inside the building(s), along with specific time frames needed for access.
3. Court Security Administration will review the request and either approve the request, or request additional information to complete the request.
4. Once approved, the Department Head must schedule an appointment with Court Security Administration for the issuance of a photo identification and access security key card. The Department Head, or designee, must escort the new employee to Court Security Administration. The employee's escort should have the authority to approve building and door access if there is a question.

C. Procedure for Issuing Security Key Cards - Outside Agency or Individual

1. The Department Head shall complete an "Identification and Access Security key card" form for outside agencies, individuals or contractors who may need access to the Courthouse campus during a specified time frame.
2. The access form should be completed specifying particular building(s), and locations inside the building(s), along with specific time frames needed for access.
3. Court Security Administration will review the request, and either approve or deny the request.
4. If approved, the Department Head or designee will make an appointment with Court Security Administration for the issuance of a photo identification and access security key card. The Department Head or designee will escort the employee to Court Security Administration.

D. Lost Identification and Security Key Card

In the event an employee losses or misplaces their electronic security key card, the employee is required to immediately notify their Department Head AND the Court Security Division so the security key card can be deactivated. The Department Head is required to complete a new Identification and Access Security key card form for the employee in order for a new security key card to be issued.

E. Security Key Card Deactivation

1. Court Security Administration can deactivate an electronic security key card at any time with or without notice to the employee. A Department Head or Official designee can also request that Court Security Administration deactivate an employee's electronic security key card at any time.
2. Deactivation is required for employees separating from employment. Deactivation will take place no later than the close of business on the employee's last day of employment. Department Heads are responsible for collecting the employee's electronic security key card upon separation and for notifying Court Security Administration of deactivation.
3. Department Heads shall forward the deactivated electronic security key card to Court Security Administration for destruction.

VI. Identification & Security Protocol

A. Employee Protocol

1. Employees entering the Courthouse must scan their security key card at the employee door before entering the secured facility.
2. If an employee misplaces their security key card they must notify Court Security immediately. If an employee does not have their security key card at the time of admittance, they will be required to go through security screening.
3. Employees are required to visibly display their security key card anytime the employee is working or in the secured area of the Courthouse.
4. Employees are prohibited from allowing anyone they do not have business with to follow them into a secured area of the Courthouse. If an individual attempts to follow an employee into a secured area without permission, the employee shall notify Court Security immediately.
5. Court Security may screen employees at any time.
6. If an employee refuses to go through security screening he/she will be denied access to the Courthouse.

B. Visitor, Contractor, and Private Attorney Protocol

1. A visitor, contractor or private attorney who frequents the Courthouse may apply for an identification security key card with Court Security Administration.

2. If a visitor, contractor or private attorney misplaces their security key card, they must notify Court Security Administration immediately.
3. Security key cards must be visibly displayed for anyone in secured areas of the Courthouse.
4. Visitors, contractors, or private attorneys are prohibited from allowing anyone to follow them into a secured area of the Courthouse. A visitor, contractor, or private attorney shall notify Court Security immediately if an individual attempts to follow an employee into a secured area without permission.
5. Court Security may screen anyone at any time.
6. If any visitor, contractor or private attorney refuses to go through security screening he/she will be denied access to the Courthouse.

C. Afterhours Meetings

1. Department Heads are required to notify Court Security Administration one-week in advance of the date, time and location of any public meeting to be held at the Courthouse outside of the normal 8:00am to 4:30pm business hours as the Court security screening station is required to be staffed and visitors screened.
2. If Court Security Administration is unable to staff the security screening station, they will notify the Department Head so that other arrangements can be made for the meeting time or location.

VII. Communication During Emergencies

- Pottawattamie County uses a variety of methods to provide information during emergencies or severe weather conditions. This includes using panic buttons, sirens, public address systems, social media, text messaging, email, radios, broadcast media, and people, in the form of Department Heads, Supervisors, Building Managers, and the Emergency Operations Team.
- Panic Alarm:

- a. If you feel that you need immediate Law Enforcement response press the closest panic button. 911 should also be called if you or another coworker is able to access a phone. You will need to dial 9 for an outside line then 911.
- b. Bimonthly operational checks will be done by the Sheriff's Office. Your Department Head will be notified if your panic button is out of service.
- c. If you have any questions or concerns, contact Court Security 712-328-4825

VIII. Building Evacuation Routes

Evacuation route maps have been posted in each work area of the Courthouse campus. Evacuation maps include the following information:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull station locations
- Assembly Areas are located in the department Red Book

Department Heads are responsible for informing employees under their supervision of evacuation routes and Designated Assembly Areas. Site personnel should know at least two evacuation routes from their primary work area. Maps of evacuation routes are located in each office and on the county intranet site.

IX. Emergency Response & Evacuation Procedures

Emergency action plans have been developed for employees located on the Pottawattamie County Courthouse campus.

The types of emergencies most likely to be encountered by Pottawattamie employees include the following.

- **Severe Weather & Natural Disaster (Tornado, Flood, Blizzard)**
- **Medical**
- **Fire**
- **Suspicious Package**
- **Bomb Threat**

- **Active Shooter**
- **Hostage**
- **Chemical Spill, Gas Leaks, and Odors**
- **Extended Power Loss**
- **Earthquake.**

X. Emergency Action Plan for Severe Weather and Natural Disaster

In cases of severe weather or natural disaster, the 911 Communications Center will make notification through the public address system to building patrons on the Courthouse Campus.

A. Emergency Action Plan for Tornadoes

The following summarizes the basic steps to take in the event of severe weather or natural disasters.

1. Tornadoes – General Information

- a. When a tornado warning is issued by sirens or other means, seek inside shelter.
- b. When choosing a shelter, the following options are preferable:
 - i. Small interior rooms without windows on the lowest floor.
 - ii. Hallways away from doors and windows on the lowest floor.
 - iii. Rooms with no windows constructed with reinforced concrete, brick, or block.
- c. Stay away from outside walls and windows.
- d. Use your arms to protect your head and neck.
- e. Remain sheltered until the tornado warning is over.

2. Tornado Watch

- a. The 911 Communications Center will make notification to everyone inside a building on the Courthouse Campus by using the public address system.
- b. Departments will remain open and service the public's needs.
- c. Emergency Management Agency will monitor the weather and provide updates to the 911 Communications Center.
- d. Department Heads will prepare their office and staff in the event a Tornado Warning is issued.
- e. Department Heads will be prepared to provide a headcount if the information is requested by the Emergency Operations Team or other competent authority.

3. Tornado Warning

- a. The Communications Center will make notification to everyone inside a building on the Courthouse Campus by using the public address system.
- b. If time permits, departments will close their windows and secure their office prior to seeking shelter in the designated areas.
- c. Court proceedings will be suspended until the tornado warning expires or cancelled.
- d. The use of elevators is not recommended during a tornado warning.
- e. **Entry Security Personnel WILL:**
 - i. Stop processing individuals into the building.
 - ii. Escort individuals that have not been screened, into the interior hallway off of the 1st floor lobby.
 - iii. Direct individuals that have been screened to the basement.
- f. **Court Security Personnel Responsibility WILL:**
 - i. Deputies assigned to the 3rd and 4th floor will stay at their designated area.
 - ii. Deputy assigned to the screening station will clear the lobby and direct employees or visitors to designated area.
 - iii. A Deputy will be assigned to monitor security cameras for anyone entering the Courthouse and make notification to the Deputy assigned to the lobby.
 - iv. A Deputy will be assigned to the basement to monitor those seeking shelter in the basement.
- g. **Department Head Responsibility WILL:**
 - i. If time permits, secure their office prior to seeking shelter.
 - ii. Direct personnel to designated tornado shelter.
 - iii. Be prepared to provide the number of staff present.

B. Emergency Action Plan for Floods

Flooding is a temporary overflowing of water onto land that is normally dry. Flooding may happen with only a few inches of water, or it may cover a house to the rooftop. There are many possible causes of floods including heavy rain or snowmelt, waterway overflow from being blocked with debris or ice, or overflow of levees, dams, or waste water systems. Flooding can occur slowly over many days or happen very quickly with little or no warning, called flash floods.

1. If Flooding occurs within the buildings of the Courthouse campus
 - a. Be ready to evacuate, as directed by 911 Communication Center.
 - b. The Emergency Management Director will activate an Emergency Operations Center at a remote site.

- c. The Director of 911 Communication Center will activate internal department policy for the transfer of all operations to the remote 911 site.
 - d. Follow the recommended primary or secondary evacuation routes.
 - e. The Board of Supervisors will activate plan for remote Courthouse operations. Department Heads will be responsible for notifying employees of work reporting location.
2. If Flooding occurs outdoors:
- a. Climb to high ground and stay there, especially if there is a chance of flash flooding.
 - b. Avoid walking or driving through flood water. Just six (6) inches of moving water can knock you down, and one foot of moving water can sweep your vehicle away.
 - c. If your car stalls, abandon it immediately, and climb to a higher ground.
 - d. Do not drive over bridges that are over fast-moving floodwaters. Floodwaters can scour foundation material from around the footings and make the bridge unstable.
 - e. If floodwaters rise around your car but the water is not moving, abandon the car and move to higher ground. Do not leave the car and enter moving water.
3. After a flood
- a. Return to the building only when authorities say it is safe.
 - b. Be aware of areas where floodwaters have receded and watch out for debris. Floodwaters often erode roads and walkways.
 - c. Do not attempt to drive through areas that are still flooded.
 - d. Avoid standing water as it may be electrically charged from underground or downed power lines.
 - e. Photograph damage to your work area for insurance purposes.

C. Emergency Action Plan for Blizzards

Blizzards are dangerous winter storms that are a combination of blowing snow and wind resulting in very low visibilities. While heavy snowfalls and severe cold often accompany blizzards, they are not required. Sometimes strong winds pick up snow that has already fallen, creating a ground blizzard.

Officially, the National Weather Service defines a blizzard as a storm which contains large amounts of snow OR blowing snow, with winds in excess of 35 mph and visibilities of less than 1/4 mile for an extended period of time (at least 3 hours). When these conditions are expected, the National Weather Service will issue a "Blizzard Warning". When these conditions are not expected to occur simultaneously, but one or two of these conditions are expected, a "Winter Storm Warning" or "Heavy Snow Warning" may be issued.

1. If a blizzard occurs while working at the Courthouse Campus

- a. Stay calm and await instructions from Communication Center.
- b. Employees are permitted to remain at the Courthouse campus if they are unable to travel home safely. Employees that travel during a blizzard do so at their own risk.

2. If working outdoors:

- a. Cover all exposed parts of the body.
- b. Find a dry shelter. If shelter is not available:
 - i. Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - ii. Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - iii. Do not eat snow, as it will lower your body temperature. Melt it first.

3. If stranded in a vehicle:

- a. Cover all exposed parts of the body.
- b. Find a dry shelter. If shelter is not available:
 - i. Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - ii. Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - iii. Do not eat snow, as it will lower your body temperature. Melt it first.
- c. Stay in the vehicle.

- d. Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- e. Make yourself visible to rescuers.
- f. Turn on the dome light at night when running the engine.
- g. Tie a colored cloth to your antenna or door.
- h. Raise the hood after the snow stops falling.
- i. Exercise to keep blood circulating and to keep warm.

XI. Emergency Action Plan for Medical Emergencies

Medical emergencies can happen in the workplace at any time. Know the location of safety equipment (AED's, eye wash stations/bottles, first aid kits) in your work area and how to use them, where applicable.

A. Check the Status:

In case of a personal injury in the workplace, that requires immediate medical attention, check the scene to ensure the environment poses no additional risk to the injured person. Unless the environment poses an immediate and additional threat to the injured person (like a building fire), do not move them from the scene. Quickly obtain information relative to the nature and extent of the injury for communication purposes. DO NOT initiate medical care at this time, unless someone assisting you is able to proceed by calling for help.

B. Call for Help:

1. In the event of a medical emergency ask for assistance and dial 911. If calling from an outside line dial 911. If calling on an inside line or work phone, you must hit 9 for an outside line and then dial 911.
2. If you are unsure whether the situation is an emergency, call 911, emergency medical services (EMS). The 911 Operator will ask questions to determine whether it is an emergency and will assist you in providing appropriate care.

Provide the following information to the 911 Operator:

- a. The nature of medical emergency
- b. The location of the emergency (address, building, room number, and other similar information)

- c. Your name
- d. The phone number from which you are calling
- e. Any additional information requested of you by the 911 Operator

C. Provide Care:

1. Do not move a victim unless it is absolutely necessary, such as when there is eminent danger from fire, explosion, electrocution, or other similar danger.
2. Proceed with first aid or triage only if you are capable of administering such care. DO NOT administer first aid or triage to an injured person if you are unable as you may place him/her at greater risk.
3. If you are unable to provide first aid or triage, seek the assistance of someone trained in CPR, first aid, and AED to provide any needed assistance prior to the arrival of professional medical help.
4. If someone trained in first aid is not available, or do not respond, attempt to provide basic assistance until emergency providers arrive by following the information and direction provided by the 911 Operator.
 - a. To Stop Bleeding: Stop bleeding by applying firm pressure on the wound(s). (note: avoid contact with blood or other bodily fluids)
 - b. In case of rendering assistance to personnel exposed to hazardous materials, consult the safety data sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid only if trained and qualified.

D. If requested, assist Emergency crews as necessary.

E. Evacuation of Building: If the medical emergency results in a building evacuation, assist the physically disabled in exiting the building and proceed to your assembly point once instructed to do so by your Work Area Monitor or Department Head.

Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

HEADCOUNTS - During an actual emergency resulting in a building evacuation, HEADCOUNTS are to be performed at the Designated Assembly Area(s). Employees are required to stay at the Assembly Area until an accurate HEADCOUNT has been taken.

F. A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

G. IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until told to do so by the Emergency Operations Team, Law Enforcement or Department Head.

XII. Emergency Action Plan for Fire Emergencies

A. General Information

1. Employees are required to know their department's fire response plan or procedures and follow the fire response plan and any instructions that are announced over the PA systems for **ALL** fire alarms.
2. Employees are also required to know the locations of all manual pull fire alarms and fire extinguishers in their work area.
3. When there are visible flames, visible smoke, smell of smoke, unusual heat, or other indications of fire, employees shall activate the fire alarm even if they are uncertain if the conditions are caused by a fire.

B. When fire is discovered:

2. Activate the nearest fire alarm.
3. Notify the local fire department by calling 911. If calling from an inside work line, dial 9 and then 911.
4. Notify site personnel about the fire emergency by any of the following means:
 - a. Voice Communication
 - b. Radio
 - c. Phone
 - d. Other means available

C. Fight the fire only if *all of the following* criteria are met:

1. The fire department has been notified.
2. The fire is small and is not spreading to other areas.
3. Escaping the area is possible by backing up to the nearest exit.
4. The fire extinguisher is in working condition and you are trained to use the extinguisher.

D. Upon being notified about a fire emergency, all occupants in the building must:

1. Leave the building using the safest designated evacuation routes.
2. Proceed to your Designated Assembly Area or to your alternate assembly point if the fire emergency is impacting your primary location.

3. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
4. A Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
5. Remain at assembly point until Emergency Operations Team or competent authority announces that it is safe to re-enter.
6. **HEADCOUNTS** - During an actual emergency resulting in a building evacuation, HEADCOUNTS are to be performed at the assembly point(s). Employees are required to stay at the assembly point until an accurate HEADCOUNT has been taken.

E. The following tasks will be carried out by the Emergency Operations Team:

1. Disconnect utilities and equipment unless doing so jeopardizes safety.
2. Coordinate an orderly evacuation of personnel.
3. Perform an accurate head count of personnel at the designated area along with the Work area monitor.
4. Determine a method to locate missing personnel.
5. Provide fire personnel with the necessary information about the facility and headcount information.
6. Perform an assessment and coordinate emergency closing procedures.
7. After the emergency has passed, provide the all clear for employees to re-enter the building.

F. Work area monitors are required to:

1. Assure that all employees have evacuated the work area and take a head count at the designated reporting area to ensure that employees are accounted for. The Work Area Monitor shall report employees not accounted for to the Emergency Operations Team.
2. Report any problems to the Emergency Operations Team at the assembly area.
3. Ensure that no one re-enters the buildings until the all clear has been given by the Emergency Operations Team or other competent authority.

G. Employees in Need of Assistance:

1. The Department Head shall designate an employee(s) to assist those employees that may need assistance in emergency evacuations.
2. The Department Head shall notify the Emergency Operations Team if evacuation procedures need to be modified to accommodate employee's with special needs.

XIII. Emergency Action Plan for Suspicious Package or Mail

A. Public awareness of mail bombs or mail that contains anthrax has increased at all levels, including in mailrooms and offices. The most important thing to remember when finding a suspicious package or letter is not to touch the item. Employees should clear the area immediately and call 911.

B. To apply proper safety procedures, it is important to know the type of mail normally received and look for the following:

1. Mail bombs come in letters, books, and packages of various sizes, shapes, and colors
2. Letter texture may feel ridged, look uneven or lopsided, or feel bulkier than normal for mail.
3. Excessive amounts of postage may be present—often far more than needed
4. The sender is unknown or there is no return address
5. Handwritten notes appear, such as, "rush," "personal," or "private"
6. The addressee normally does not receive mail at the office
7. Cut or pasted homemade labels are used for lettering
8. The letter or package may emit an odor, have a powder substance, oily stains, or appear to have been disassembled and re-glued
9. Distorted or foreign writing is present
10. Resistance or even pressure is felt when trying to remove contents from the package
11. Several combinations of tape are used to secure the package
12. Contents of the parcel may slosh or sound like liquid; some packages may emit noises, such as ticking
13. The package or letter shows a city or state in the postmark that does not match the return address
14. The package or letter is marked Foreign Mail, Air Mail and Special Delivery
15. The package has protruding wires or aluminum foil
16. The package or letter has incorrect titles, or a title but no name
17. Misspellings of common words are present

C. In addition to physical characteristics, consideration should also be given to the listed factors to help determine the likelihood of a threat:

1. Is there a common sense explanation to the letter or package?
2. Have all reasonable explanations been exhausted?
3. If you are unable to relieve suspicions, call the non-emergency law enforcement line at 712-328-5737 or **911** for emergency situations.

D. Finding a Suspicious Package

If you find a suspicious package,

1. Do not touch it.
2. Notify 911 immediately, and provide location of suspicious package.
3. Provide any information to 911 about people in the immediate area, or suspicious people observed in the area of suspicious package.
4. Write down any information that may be helpful to law enforcement.
5. Follow any and all directions provided by law enforcement and/or the Emergency Operations Team.
6. If evacuation is ordered, assemble at your departments designated assembly area unless directed otherwise by law enforcement and/or the Emergency Operations Team.

E. Handling a Suspicious Package or Letter that comes in the Mail

1. If the suspicious letter or package is unopened:
 - a. Do not open the package. Do not shake or empty the contents of any suspicious envelope or package. Immediately report the incident to law enforcement – call 911.
 - b. Have everyone vacate the immediate area and close any door, or section off the area, to prevent others from entering.
 - c. Wash your hands with soap and water to prevent spreading any powder or other chemicals to your face.
 - d. List all individuals who handled, or were within close proximity to, the suspicious letter or package.

2. If the suspicious letter or package is opened:
 - a. **Do not panic.** Immediately report the incident to law enforcement via **911**. Follow any instructions given to you by the 911 Operator.
 - b. If there is a substance associated with the letter or package, do not try to clean up the substance. Cover the spilled contents immediately with anything (e.g., clothing, paper, trash can), and do not remove this cover.
 - c. Have everyone vacate the room and close any door, or section off the area, to prevent others from entering.
 - d. Wash your hands with soap and water to prevent spreading any of the substance to your face.
 - e. Remove heavily contaminated clothing as soon as possible, and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
 - f. Shower with soap and water as soon as possible. Do not use bleach or other disinfectants on your skin.
 - g. List all individuals who handled, or were within close proximity to, the suspicious letter or package, especially those who had actual contact with the substance.

XIV. Emergency Action Plan for Bomb Threats

A. General Information

1. A bomb is any device capable of producing damage to material, and injury or death to personnel, when detonated. A bomb may be:
 - Incendiary - causing fire-producing heat and little explosion;
 - Explosive - causing damage by fragmentation, heat, and blast wave; or
 - Dirty - causing a release of radiological material.
2. Homemade bombs are commonly referred to as improvised explosive devices (IED) and can vary in size, shape, and material. Homemade car bombs are commonly referred to as vehicle-born improvised explosive devices (VBIED) and occur when IEDs are placed inside a vehicle. Both terms are utilized throughout this plan to replace the term "bomb" when appropriate.
3. In most cases, bomb threats are designed to disrupt the normal business operations and do not present an actual danger. All bomb threats must be taken seriously however. Law Enforcement and the Emergency Operations Team will determine the appropriate course of action. Evacuation is not always recommended or required.

4. A bomb threat may be received in a number of ways. A threat may be received by telephone, written message, e-mail, face-to-face interaction, social media, or suspicious package left in the open or through delivery by mail or messenger, the first being the most frequently used method.
5. When receiving a threat, pay careful attention to any pertinent details. The person making a warning or threatening call could reveal enough information about himself or herself so that the recipient could later identify them.
6. Employees receiving a bomb threat are required to report the threat to law enforcement and are required to cooperate with law enforcement during the investigation process.
7. For emailed messages, print, photograph, or copy the message and subject line; note the date and time

B. Bomb Threat Received Over the Phone

1. **Remain calm and DO NOT HANG UP**
2. If possible, signal other staff members to listen and notify Department Head or other competent authority.
3. If the phone has a display, copy the number and/or letters on the window display.
4. Write down the exact wording of the threat.
5. Keep the caller on the line for as long as possible and use the Bomb Threat Checklist to gather as much information as you can.
6. Record the phone call, if possible.
7. Fill out the Bomb Threat Checklist immediately, if you have not already done so.
8. Call 911 to report the Bomb Threat.
9. Be available for interviews with law enforcement and the building's Emergency Response Team.

C. Bomb Threats Received Verbally (Face to Face)

1. Project calmness; move and speak slowly, quietly and confidently.
2. If the perpetrator leaves, note which direction they went.
3. Call 911 as soon as you can safely do so.
4. Notify your Department Head or supervisor.
5. Write down the threat exactly as it was communicated.

Note the description of the person who made the threat:

- a. Name (if known)

- b. Race
- c. Gender
- d. Type/color of clothing
- e. Body size (height/weight)
- f. Hair and eye color
- g. Distinguishing features
- h. Voice (loud, deep, accent, lisp, etc.)

D. Bomb Threats Received in Writing

1. If you are handed a written bomb threat (or any type of threat), note the description of the person and which direction they went.
2. If you find a written bomb threat, note the exact location where you found the threat and if small or removable, place in a bag or envelop. If it is large and stationary, secure the location.
3. If you receive a bomb threat through the email system, leave the message open on the computer and do not leave the computer unattended. Leave message open until Law Enforcement arrives. (DO NOT OPEN ANY ATTACHMENTS)
4. The following guidelines should be followed when receiving written bomb threats.
 - a. Handle the document as little as possible.
 - b. Call law enforcement (911).
 - c. Notify the Department Head or supervisor.
 - d. Rewrite (do not make a copy) the threat exactly as is on another sheet of paper and note the following:
 - i. Date/time/location document was found
 - ii. Any situations or conditions surrounding the discovery/ delivery
 - iii. Full names of any personnel who saw the threat
 - iv. Secure the original threat; **DO NOT** alter the item in any way
 - If small/removable, place in a bag or envelope
 - If large/stationary, secure the location

E. Bomb Threats—Suspicious Package

If you find a suspicious package,

1. Don't touch it.

2. Notify 911 immediately, and provide location of suspicious package.
3. Provide any information to 911 about people in the immediate area, or suspicious people observed in the area of suspicious package.
4. Write down any information that may be helpful to law enforcement.
5. Follow any and all directions provided by law enforcement and/or the Emergency Operations Team.
6. If evacuation is ordered, assemble at your departments designated area unless directed otherwise by law enforcement and/or the Emergency Operations Team.

F. Bomb Threats Received through Social Media

Due to the overwhelming use of social media, bomb threats may be made by utilizing social media applications such as Facebook or Twitter. If you see a threat made to the County Courthouse or any County facility through social media, you are required to report that threat:

1. Report it to Law Enforcement via **911**.
2. Note the name of the person making the threat and the application they used to make it.
3. Record the exact wording of the threat as it was posted.
4. Take a screen shot of the message if possible to provide to law enforcement.

G. The following **Should Not** be Done When Receiving a Bomb Threat

Any one of the following events could trigger an explosive device:

1. **DO NOT** handle any bomb, or suspected bomb, or suspicious packages.
2. **DO NOT** allow anyone access to, or near, the proximity of the bomb.
3. **DO NOT** move the bomb or enclose it to minimize effects of an explosion.
4. **DO NOT** use cellular telephones.
5. **DO NOT** pull the fire alarms to evacuate any buildings, unless specifically directed to do so by emergency personnel. This may trigger the bomb.
6. If a bomb is inside a container, **DO NOT** open the container.

H. Building Evacuations

1. The building, upon receipt of threat, may need to be evacuated in a calm and orderly manner. Emergency personnel will facilitate an evacuation if necessary. **DO NOT EVACUATE UNLESS INSTRUCTED TO DO SO, EVACUATION MAY TRIGGER AN EXPLOSIVE DEVICE.**

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2. Emergency personnel will notify individuals when reentry to the building can be made.
3. Follow any and all directions provided by law enforcement and/or the Emergency Operations Team.
4. If evacuation is ordered, assemble at your departments designated area unless directed otherwise by law enforcement and/or the Emergency Operations Team.

Telephone Bomb Threat Checklist

In the event of a telephone bomb threat, stay calm and be courteous. Listen, and do not interrupt the caller. As you listen, fill out this checklist as fully as possible with observations about the caller. To keep the caller talking, pretend that you are having difficulty hearing them. If the caller seems agreeable to further conversation, ask questions, such as those listed at the bottom of the form.

Your name: _____ Time: _____ Date: _____		
Caller's identity:		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female Approximate age: _____		
Likely origin of call: <input type="checkbox"/> Local <input type="checkbox"/> Long distance <input type="checkbox"/> Cell phone		
Voice characteristics:	Speech:	Language characteristics:
<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> High-pitched <input type="checkbox"/> Deep <input type="checkbox"/> Raspy <input type="checkbox"/> Pleasant <input type="checkbox"/> Intoxicated <input type="checkbox"/> Other	<input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Stutters <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred <input type="checkbox"/> Other: _____	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul <input type="checkbox"/> Other: _____
Accent:	Manner:	Background noises:
<input type="checkbox"/> Local <input type="checkbox"/> Not local <input type="checkbox"/> Foreign <input type="checkbox"/> Region: _____	<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Coherent <input type="checkbox"/> In-coheret <input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional <input type="checkbox"/> Righteous <input type="checkbox"/> Laughing	<input type="checkbox"/> Factory <input type="checkbox"/> Animals Machine <input type="checkbox"/> TV <input type="checkbox"/> Quiet <input type="checkbox"/> Music <input type="checkbox"/> Voices <input type="checkbox"/> Office <input type="checkbox"/> Airplanes <input type="checkbox"/> Street <input type="checkbox"/> Party <input type="checkbox"/> Traffic <input type="checkbox"/> Other: _____ <input type="checkbox"/> Trains _____

Questions to ask:

When will it go off? Certain hour: _____ Time Remaining: _____

Where is it located? Building: _____ Area: _____

What kind of bomb? _____ What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

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

XV. Emergency Action Plan for Active Shooter

It is the policy of Pottawattamie County to provide an active shooter emergency response plan to alert employees that an active shooter appears to be actively engaged in killing or attempting to kill people at the workplace.

This policy is intended to provide guidance in the event an individual is actively shooting persons at the workplace. When faced with an active shooter situation, there is not one right decision as every situation is different. Employees are to make decisions that are in their best interest given the situation at hand.

A. General Information:

An **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people. In most cases active shooters use a firearm(s) and display no pattern or method for selection of their victims.

In some cases active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to law enforcement and emergency responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

B. Active Shooter Procedures:

The procedures outlined below are intended to provide you with knowledge and information if an active shooter situation exists. When faced with an active shooter situation, there is not one right decision as every situation is different. Employees are to make decisions that are in their best interest given the situation at hand.

1. The first employee to identify an active shooter situation should **as soon as safely possible**, notify the 911 Communications Center of an active shooter on the Courthouse Campus and provide location, number of suspect(s), physical description, suspect's direction of travel and type of weapon(s).
2. 911 Communications Center will utilize the public address system to notify the Courthouse Campus of an Active Shooter.

C. Potential Responses to an Active Shooter:

In response to an active shooter event, there are three potential courses of action:

- Run
- Hide
- Fight

The following guidelines identify these courses of action. Employees are to make decisions that are in their best interest given the situation at hand.

1. Run

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- a. Have an escape route and plan in mind
- b. Evacuate regardless of whether others agree to follow
- c. Leave your belongings behind
- d. Help others escape, if possible
- e. Prevent individuals from entering an area where the active shooter may be
- f. Keep your hands visible for law enforcement
- g. Follow the instructions of any law enforcement officer
- h. Do not attempt to move wounded people
- i. Call 911 when you are safe

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you with these recommendations.

- a. The hiding place should:
 - i. Be inconspicuous
 - ii. Be out of the active shooter's view
 - iii. Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door, a bathroom with closed and locked door, staying as low to the floor as possible and remaining quiet and motionless)
 - iv. Not trap you or restrict your options for movement
- b. To prevent an active shooter from entering the hiding place:
 - i. Lock the door between you and the active shooter.
 - ii. Blockade the door with heavy furniture

- c. If the active shooter is nearby:
 - i. Lock the door between you and the active shooter.
 - ii. Silence your cell phone and/or pager
 - iii. Turn off any source of noise (i.e. radios, television)
 - iv. Hide behind large items (i.e. cabinets, desks)
 - v. Remain quiet and motionless
 - vi. Remain in hiding until law enforcement arrives and gives "all clear".

3. Fight

- a. If it is not possible to safely evacuate or hide, consider self-defense, with these recommendations:
 - i. Remain calm
 - ii. Dial 911, if possible, to alert law enforcement to the active shooters location
 - iii. If you cannot speak, leave the line open and allow the 911 Operator to listen
- b. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by.
 - i. Acting as aggressively as possible against him/her
 - ii. Throwing items and improvising weapons
 - iii. Yelling
 - iv. Commit yourself to defensive physical actions

D. Law Enforcement Response

1. Law Enforcement's purpose is to stop the active shooter as soon as possible and to create a safe environment for medical assistance to be brought in to aid the injured. **The first officers to arrive at the scene will not stop to help injured persons.**
2. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

3. When law enforcement arrives at your location they do not know if you are a threat or not:
 - a. Remain calm and follow the officers' instructions
 - b. Put down any items in your hands (i.e. bags, jackets)
 - c. Immediately raise hands and spread fingers
 - d. Keep hands visible at all times
 - e. Avoid making quick movements toward officers such as holding on to them for safety
 - f. Avoid pointing, screaming and/or yelling
 - g. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
 - h. Once safely outside of danger, proceed to Designated Assembly Area
 - i. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

4. Information to provide to law enforcement or 911 operator:
 - a. Location of the active shooter
 - b. Number of shooters, if more than one
 - c. Physical description of shooter(s)
 - d. Number and type of weapons held by the shooter(s)
 - e. Number of potential victims at the location

E. Post Incident Action

When law enforcement has determined that the active shooter emergency is under control, the 911 Communications Center will provide a public announcement that the emergency is over by using a prearranged code.

1. Law enforcement Investigation:

After law enforcement has secured the premises, the County will arrange to have designated management representatives assist law enforcement, if needed, during the investigation of the incident, including identifying witnesses and providing requested documents.

All employees are required to cooperate with an active shooter investigation conducted by law enforcement or investigators appointed by the county.

2. Notification of Relatives:

The County will designate management representatives to work with law enforcement to notify relatives of any injured employees in a timely fashion. Employees are encouraged to respect the privacy of their fellow co-workers. Notification of relatives is neither the responsibility nor the place of county employees. The County shall designate a gathering area for family members and will work with law enforcement to make notifications as the information becomes available.

3. Media Response:

The County will designate management representatives who will respond to any media requests for information. Such representatives will carefully consider the nature of any such requests in order to avoid disclosing information about any person that is confidential and protected by Federal and state privacy and medical information laws and regulations and interfering with any ongoing police or internal county investigation.

Employees are encouraged to respect the privacy of their fellow co-workers and to **refrain from posting sensitive information on social media or making statements to the media**. Posting confidential information is prohibited.

F. Training

Active shooter training will be provided annually to County employees. New hires shall receive training when they onboard and then annually thereafter.

XVI. Hostage Situation

A. If you hear or witness a hostage situation:

1. Remove yourself from any danger by leaving the immediate area
2. Notify Police by CALLING 911
 - Be prepared to give Police the following information:
 - Location and office/room number of incident
 - Number of possible hostage takers
 - Physical description and names of hostage takers, if possible
 - Number of possible hostages
 - Any weapons the hostage takers may have
 - Your name
 - Your location and phone number

B. If you are taken hostage:

1. Remain calm, be polite, and cooperate with your captors.
2. DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
3. Speak normally. DO NOT complain, avoid being belligerent, and comply with all orders and instructions.
4. DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
5. Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
6. Avoid getting into political or ideological discussions with your captors.
7. Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
8. If forced to present hostage taker demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
9. Try to stay low to the ground or behind cover from windows or doors, if possible.

C. If you are in a rescue situation:

1. DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
2. Wait for instructions and obey all instructions you are given.
3. Do not be upset, resist, or argue if a rescuer isn't sure whether you are one of the hostage takers or an actual hostage.
4. Even if you are handcuffed and searched, DO NOT resist. Just wait for the confusion to clear.

XVII. Emergency Action Plan for Chemical Spills, Gas Leaks, and Unusual Odors

A. Chemical Spills

1. When a Non-Hazardous Small Chemical Spill occurs:

- a. Immediately notify Buildings & Grounds.
- b. Secure the area with caution tape or cones to prevent other personnel from entering.
- c. Review the general spill cleanup procedures identified on the chemical bottle or the safety data sheet (SDS) before attempting to clean up the spill.
- d. Adhere to the spill procedures outlined on the chemical bottle or on the safety data sheet (SDS).
- e. Small spills must be handled in a safe manner. Employees shall only be allowed to clean up the spill if they are familiar with the chemical and wearing the proper personal protective equipment (PPE).

2. When a Large Chemical Spill occurs or when a Hazardous Chemical Spill occurs that may cause harm to employees in the work area:

- a. Immediately close off or secure the area (if able) and evacuate as needed to ensure the safety of site personnel for chemical spills that may cause harm to employees.
- b. Notify Buildings & Grounds and the Emergency Operations Team of the chemical spill, site location and any steps taken that were needed to ensure the safety of employees.

Notify 911 from a safe location for hazard chemical spills that are dangerous to life or health and give the location, type of incident, name of chemical spilled or description of odor (if unsure of the chemical) and estimate the volume of the chemical spilled. These types of incidents are rare.

- c. If there is no immediate harm to the employees, secure the area, and alert site personnel.
- d. If there is an immediate threat to life or health to building occupants, pull the fire alarm. Activating the fire alarm will evacuate the building occupants and will also notify the local fire department. Once the fire alarm has been activated, exit the building and proceed to designated assembly area. Only those employees trained and authorized shall be allowed to contain and clean a large chemical spill or one that may cause harm no matter the size of the spill.

- e. Employees are required to use appropriate personal protective equipment and the appropriate equipment required to cleaning spills (e.g., pads, booms, absorbent powder, and other similar items).
- f. The Emergency Operations Team may contact an outside vendor to clean up the spill or to assist as needed.
- g. Chemical Contamination:

Remove any contaminated clothing immediately and flush all areas of bodily contact with copious amounts of water. Ensure that medical assistance is obtained for those injured or exposed (safety shower, medical attention, etc.). Continue to rinse body contact areas with copious amounts of water for at least 15 minutes unless directed otherwise by appropriate emergency medical personnel (physician, nurse, paramedic or emergency medical technician).
- h. Inhalation Hazard:

If you are unclear if the spill represents an inhalation hazard always treat it as an inhalation hazard and exit the site to a safe location.

B. Gas Leaks or Releases

If a compressed gas cylinder or gas piping is leaking or is suspected of leaking or if there is any other known or suspected gas release, and if a person knowledgeable about the source determines that it is hazardous to them or to other building occupants, the following steps should be taken:

1. Immediately notify building occupants to evacuate the area using general evacuation procedures.
2. Contact 911 and be prepared to provide the following information such as location, room and floor number, specific chemical name of involved gas, source of gas.

C. Unusual or Abnormal Odors

1. When reporting an unusual or abnormal odor, be prepared to provide the following information such as description of odor, time of detection and any abnormal conditions, activities, or materials at the time of detection (i.e. construction activities).
2. If the source associated with the odor is potentially hazardous to persons in the area (e.g. natural gas), contact 911. For other common or unknown odors, follow the specific procedures listed below:

- a. Natural gas smells - Immediately leave the area and contact 911.
 - b. Rotten egg or sewer smells - These odors typically occur when a drain trap dries out. If the odor is moderate, run water down nearby sinks and check to see if the odor dissipates. If the odor is strong or persists after refilling drains traps, the employee should contact Buildings and Grounds to report the odor.
 - c. Fishy or musty smells - These odors often result from leaks in the steam system. The employee should contact Buildings and Grounds to report the odor.
 - d. Exhaust or diesel smells - These odors typically enter a building through air intakes when motor vehicles or construction equipment are left idling nearby. These odors are normally dependent on the wind direction and typically last for a short duration. If this type of odor persists, the employee should contact Buildings & Grounds to report the odor.
3. If an employee has additional concerns or questions about these or any other unknown odors, contact Buildings & Grounds to report the odor.

XVIII. Emergency Action Plan For Electrical Power Outage

A. Short-Term Power Outage

In the event of a power outage, take the following basic steps:

1. REMAIN CALM. Most of the time, building power will be restored automatically within seconds. If it is safe to do so, turn off equipment.
2. The Work Area Monitor shall account for all people in your immediate area or span of responsibility.
3. Report the electrical outage to Buildings & Grounds with the following information: (Phones in the immediate outage area may not function.)
 - a. Where you are (building name, which floor, what room)
 - b. Where is the outage?
 - c. What known hazards exist as a result of the power outage?
 - d. Await further instructions from supervisor.
3. Once power is restored, the Department Head or designee shall check all equipment for proper function and reset if necessary.

B. Extended Power Loss

In the event of extended power loss to the facilities, certain precautionary measures must be taken depending on the location and environment of the facility.

1. Buildings & Grounds will turn off unnecessary electrical equipment and appliances, because power restoration could cause a surge that damages electronics and effects sensitive equipment.
2. If the facility is likely to experience freezing temperatures during a long-term power loss, Buildings & Grounds will turn off and drain the following including but not limited to:
 - a. The fire sprinkler system
 - b. Standpipes
 - c. Potable water lines
 - d. Toilets
3. Buildings & Grounds will add non-toxic antifreeze to drains to prevent drain traps from freezing.
4. Buildings & Grounds will move equipment containing fluids that may freeze due to long term exposure to freezing temperatures to heated areas, and either drain the liquid or provide the equipment with an auxiliary heat source.

C. Restoration of Heat and Power for Extended Power Outages:

1. Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
2. Buildings & Grounds will notify Department Heads when they are safely able to restore power to electrical equipment that was required to be turned off or shut down. Department Heads should not restore power to any equipment until they have been authorized by Buildings & Grounds or a member of the Emergency Operations Team to do so.
3. After the heat has been restored to the facility and water has been turned back on, Buildings & Grounds will check fire and water piping for leaks from freeze damage.

XIX. Emergency Action Plan For Earthquakes

A. General Information

1. *What is an earthquake?*

An earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the Earth's surface. Earthquakes can occur at any time of the year and can occur in this geographical area.

2. *What hazards are associated with earthquakes?*

When an earthquake occurs in a populated area, it may cause deaths and injuries and extensive property damage. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related injuries result from collapsing walls, flying glass, and falling objects as a result of the ground shaking, or people trying to move more than a few feet during the shaking. Much of the damage in earthquakes is predictable and preventable.

3. *What are aftershocks?*

Aftershocks are smaller earthquakes that follow the main shock and can cause further damage to weakened buildings. After-shocks can occur in the first hours, days, weeks, or even months after the quake. Be aware that some earthquakes are actually foreshocks, and a larger earthquake might occur.

4. *What can I do to prepare before an earthquake occurs?*

In each area of your work space, identify the safest places to “drop, cover and hold on” during an earthquake. Identify those objects that could fall and injure you or someone else. Secure items if possible.

B. In the Event of an Earthquake:

1. **REMAIN CALM. DROP** to the ground and take **COVER** by getting under a sturdy table or other piece of furniture and **HOLD ON** until the earthquake 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. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
2. Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
3. Stay inside until the shaking stops and it is safe to go outside.
4. If outside, stay there and move away from buildings, streetlights, and utility wires.

5. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
6. **DO NOT** use the elevators.
7. **DO NOT** attempt to go outside until the shaking has stopped.
8. **DO NOT** attempt to turn light switches on and off.
9. **DO NOT** light a match or lighter.

C. In the Aftermath of an Earthquake

1. Be aware of aftershocks, they are usually not as strong but can cause more damage to weakened structures and may continue for days, months or even years after the initial quake.
2. Evacuate the Building Immediately in the event of the following:
 - a. If you smell or suspect a gas leak. Go to a location where you no longer smell the gas. Report the leak by calling 911.
 - b. If there is electrical damage. Report the hazard by calling 911.
 - c. Evacuate if instructed by the 911 Communications Center or by the Emergency Operations Team.
 - d. If you must leave a building after the shaking stops, use the stairs, not the elevator.
 - e. Earthquakes can cause fire alarms and fire sprinklers to go off. You will not be certain whether there is a real threat of fire. As a precaution, use the stairs.
 - f. After evacuation, proceed to Designated Assembly Area and wait for further instructions from the Emergency Operations Team or competent authority.

Critical Operations

During some emergencies, it will be necessary for the following authorized and assigned personnel to remain at work areas to perform critical operations. However, they must first have permission from [Emergency Coordinator or Other Designated Official].

Work Area	Name	Job Title	Description of Assignment

(If personnel are not permitted to remain at the facility during an emergency, then delete the first section and use the section below.)

[Designated Official] shall notify the following individuals of the emergency, so that they can manage the critical operations:

Name	Title	Location	Phone Number

