

Emergency Action Plan

For

Dickinson County Courthouse

109 East 1st St

Abilene, KS 67410

10/17/2016

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL

Name: **Brad Homman** Phone: **(785-263-3120)** Ext: **262**

EMERGENCY COORDINATOR:

Name: **Chancy Smith** Phone: **(785-263-3608)** Ext: **121**

ASSISTANTS TO PHYSICALLY CHALLENGED

Name: **Seth Johnson** Phone: (785-263-3120)

Name: **Corey Bronson** Phone: (785-263-1320)

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull stations' location
 - a. Assembly points

- Site personnel should know at least two evacuation routes.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

BUILDING MANAGER **Seth Johnson 785-263-3120**

UTILITY COMPANY EMERGENCY CONTACTS

ELECTRIC: **Westar** **1-800-544-4857**

WATER: **City of Abilene** **1-785-263-2550**

GAS: **Kansas Gas** **1-888-482-4950**

TELEPHONE COMPANY: **AT&T** **1-800-246-8464**

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- **MEDICAL**
- **FIRE**
- **SEVERE WEATHER**
- **BOMB THREAT**
- **CHEMICAL SPILL**
- **EXTENDED POWER LOSS**
- **ACTIVE SHOOTER / VIOLENT INTRUDER**

MEDICAL EMERGENCY

- Call medical emergency phone number (911):

- Paramedics
- Ambulance
- Fire Department
- Other

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number),
- c. Your name and phone number from which you are calling.

- Do not move victim unless absolutely necessary.

- Call the admin office to locate personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:
785-263-3120 or Ext 263 or 267

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich Maneuver in case of choking.

- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Active shooter / Violent intruder

Levels of Contact

Direct Contact: No barriers between you and the attacker. Attacker is close enough to pose an immediate danger.

Indirect Contact: Attacker on property, or in building, but distance or barriers delay access to you.

Responsibilities: People in your area for which you are responsible. Are you an administrator in an office

Ability to Secure: Can provide a degree of protection from an intruder, including rooms with doors that may be secured and have few interior windows into the hallway.

Ability to Evacuate: Ability to flee the area when considering the intruder's likely or known position.

Run/Hide/Fight

Implement a running evacuation if :

- You are in direct contact with the shooter. And/or
- You cannot lock the shooter out of your location. And/or
- You have a clear path of escape

If you can get out of the building, do it.

HIDE

- HIDE if you have **indirect contact** AND you are able to secure your location.
- If you have **indirect contact** and need to move to a more secure location that is fine.

FIGHT

The FIGHT option is to be used as a last resort

HIDE and RUN greatly improve upon the basic lockdown.

However, when HIDE or RUN is not possible, you must fight back against the attacker.

If you are in **direct contact** with the attacker and the attacker is blocking your path, then there is no way you can HIDE or RUN.

FIGHTING the attacker may be the only option.

If FIGHT is required:

- Commit to fighting back.
- Encourage others to help.
- Provide clear and confident instructions.
- Use improvised weapons, such as fire extinguishers, chairs, and books.

Act with aggression until the threat is neutralized.

If you have the opportunity to flee, RUN

FIRE EMERGENCY

When fire is discovered :

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:
 - a. Voice Communication
 - b. Phone Paging

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (check red book):
- Remain outside until County of Fire Official announces that it is safe to reenter.

Facilitys Manager and/or Department Heads will

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

EXTENDED POWER LOSS

In the event of extended power loss to the facility certain precautionary measures should be taken depending on the environment around the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

Facilities Manager can

- turn off and drain the following lines in the event of a long term power loss.
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

The following are the locations of:

Spill Containment Equipment: **Maintenance room in basement**

Personal Protective Equipment (PPE): **located with the fire extinguishers**

MSDS: on wall outside Maintenance room and on county web sight

When a Large Chemical Spill has occurred: maintenance staff will

- Immediately notify the Facility manager and Emergency Mgmt Director.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.

- Do not attempt to clean the spill unless trained to do so.

- Attend to injured personnel and call the medical emergency number, if required.

- Call a local spill cleanup company to perform a large chemical spill cleanup.
Name of Spill Cleanup Company: **Haz-mat Response Inc.**
Phone Number: **1-316-524-6800**

- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Management Director and/or Facility's manager

- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.

- Deal with the spill in accordance with the instructions described in the MSDS.

- Small spills must be handled in a safe manner, while wearing the proper PPE.

- Review the general spill cleanup procedures.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____

ORIGIN OF CALL: Local# _____ Cell phone _____ Long distance _____

VOICE CHARACTERISTICS

ACCENT

MANNER

BACKGROUND NOISES

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

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

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57. Listen for the confirmation announcement and hang up.

Call 911 and relay information about call.

Did the caller appear familiar with building (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor and County Administrator immediately.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter.

On the lowest floor and without windows,

Hallways on the lowest floor away from doors and windows, and

Rooms constructed with reinforced concrete, brick, or block with no windows.

- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Management Director and/or the County Administrator.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.

- Stay indoors!

- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.

- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.

- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

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

If stranded in a car or truck:

- Stay in the vehicle!
- 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.

- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.

- Exercise to keep blood circulating and to keep warm.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

- Personnel involved in critical operations may remain on the site upon the permission designated Department official or County Administrator.
- In case emergency situation where no personnel can remain at the facility, the designated official or other assigned personnel shall notify the appropriate County offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the County Emergency Operation Plan