
SUBJECT: EMERGENCY PROCEDURES (FIRE)

EFFECTIVE DATE: AUGUST 15, 2005

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FIRE

The following building evacuation procedures will be activated by occupants OF the Cass County Courthouse / Annex in case of a fire alarm.

Before a Fire

1. Know the location of all fire alarm stations in your work area.
2. Know the location of all fire extinguishers in your work area.
3. Know the location of all evacuation exits. (see map)
4. If an employee has special needs due to a disability, the employee should notify the department head so evacuation plans can be made to meet the needs of the employee.

Discovering a Fire

1. Sound the alarm immediately.
2. Activate the alarm station.
3. Don't attempt to extinguish the fire unless controllable.
4. Vacate the building by the nearest accessible exit. (see map)

Hearing the Fire Alarm Sound

1. Vacate your work area; and
2. Leave the building by the nearest accessible exit. (see map)

Do Not Use Elevators

1. If power fails, they may stop and occupants would be trapped.

After Vacating the Building

1. Call 911 from cell phone to update response personnel of fire situation.
2. Listen to instructions from emergency personnel.
3. Only re-enter the building after all-clear given.

TORNADO / SEVERE THUNDERSTORM

Fargo - The outdoor warning sirens are tested on the first Wednesday of each month at 1:00 p.m. between the months of April and October.

Before a Tornado

1. Know the location of the nearest shelter area. In the Cass County Courthouse and the Annex, the basement is the safest area.
2. Know the easiest and safest route to get to the basement. (see map)

Hearing the Tornado Alarm or Being notified of a Tornado

1. Listen to a NOAA weather radio or local radio station for weather information.
2. Do not go outside.
3. Evacuate as quickly as possible to the basement.

Do Not Use Elevators

1. If power fails, they may stop and occupants would be trapped.
2. Walk at a safe speed and use nearest accessible exit. (see map)

After Vacating to the Basement

1. Listen for instructions from emergency personnel.
2. Stay away from any exterior windows or doorways.
3. Remain in basement until given the "all clear".

During a Severe Thunderstorm

1. Local outdoor warning sirens will activate for severe thunderstorms.
2. Listen to a NOAA weather radio or local radio station for weather information.
3. Evacuate immediately to the basement when told to take shelter.
4. Do not return to work area or leave building until given the "all clear".

HAZARDOUS MATERIAL

Hazardous material events can take two forms. The threat can come from either inside or outside the Courthouse and Annex.

Hazardous Materials Release / Toxic Fumes inside Building - Evacuate

1. DO NOT USE any electrical equipment including the elevator if you smell natural gas.
2. Clear the work area immediately or evacuate the building if not localized.
3. Try not to inhale gases, fumes or smoke. Take shallow breaths through a cloth or towel.
4. Follow the building evacuation plan.

Hazardous Materials Release Outside Building - Shelter in Place

There may be a time when an emergency takes place in the community due to a hazardous materials release. Outside air quality may be affected to the point that it isn't safe to be outside or to evacuate. In a case like this it is usually safer to shelter-in-place until the outside air has been determined to be safe.

Notification

1. If there is an emergency that is a risk, the outdoor warning siren will sound.
2. Listen to your local radio station for detailed information.
3. There may be times when there has been no notice, but you still need to take action. Take immediate action if you:
 - See a vapor cloud
 - Hear a strange sound like an explosion

Basic Steps

1. Shut and lock all windows and doors.
2. Turn off air-handling equipment (heating, ventilation, air conditioning).
3. Go to a predetermined shelter-in-place room.*
4. Seal any windows and or vents with plastic sheets and duct tape.
5. Seal doors with duct tape around the top and sides; place a wet towel or cloth at the bottom of the door.
6. Turn on a TV or radio and listen for further instructions.
7. When the "all clear" is announced, open windows and doors, turn on ventilation systems and go outside until the building air has been exchanged with clean outdoor air.

Additional Steps

1. No one can be forced to shelter-in-place. It is important to develop a plan with employees that maximizes cooperation.
2. Develop an accountability system. Know who is in your building and where they are if an emergency develops.
3. Visitors should be made aware of the decision to shelter in place.
4. Duties described above should be designated to specific employees. Backups should be identified.

* Shelter-In-Place Room

1. The designated shelter room for the Cass County Courthouse is the basement lunch room.
2. The designated shelter room for the Cass County Annex is the basement training room.
3. In a closet or other storage area in the shelter room, supplies for sheltering should be stored.
4. Each room has a phone for emergency use (911).
5. Supplies should include:
 - Duct tape - rolls of duct tape to be used to seal doors and vents.
 - Battery operated radio to hear the "all clear" when the emergency is over.
 - Flashlight
 - Towels / cloth to block the bottoms of each door in the room.
 - Bottled water to wet the towels
 - First aid kit

BIOLOGIC AGENT

Biological agents may be introduced into Cass County Government buildings through a variety of means including mail and explosive device.

Suspicious Mail / Package

1. Do not handle any mail or package suspected of contamination.
2. Notify your supervisor who will immediately contact 911.
3. Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off.
4. Ensure that all persons who have touched the mail or package wash their hands with soap and water.
5. Designated officials will collect the item, assess the threat situation and coordinate the appropriate response.
6. List names of employees and public who may have come in contact with suspicious substance.

BOMB THREAT

A bomb threat may come via either a telephone threat or through the mail.

1. Phone threat - attempt to keep the caller on the phone and record as much information as possible to assist emergency response units. **See Addendum "Bomb Threat Checklist"**
2. Mail threat - secure the envelope and contents. Don't handle unnecessarily.
3. Call Emergency 911.
4. Inspect work area for unusual objects, following **BOMB SEARCH PROCEDURES. ***
5. If room is clear, report this to the command post as determined by law enforcement.
6. If there is a suspicious object in the room, DON'T TOUCH IT. Report the object to the command center, describing it and giving its exact location.
7. Evacuate the room or building, as directed.
8. Lock the department doors.
9. Upon reaching marshaling area, take roll.
10. Account for all employees and visitors.
11. Keep track of all employees and visitors until they are released or allowed to return to work.

*** BOMB SEARCH PROCEDURES**

When notified of a bomb threat supervisors will **conduct an inspection of the area:**

- Make a quick, but methodical visual sweep of the room.
- If time permits, make a more thorough inspection.
- Note unattended backpacks, boxes, or packages.
- Visually inspect window ledges, ventilation units, undersides of desks, around file cabinets, in corners and nooks and crannies.
- If the area is **clear**, report the results to the responding law enforcement unit.
- If a **suspicious object is observed**, DON'T TOUCH IT. Report it to law enforcement. Clearly describe its appearance and location in the room.
- After reporting the object, evacuate the room immediately. Proceed to the location directed by the command post or department head. Close and lock the doors.

INTRUDER

Government office buildings may be confronted by an armed or violent intruder. In these situations, the first priority is the safety of staff and members of the public.

Each county department is responsible for conducting an assessment to evaluate the potential risks, assess office space characteristics, and develop internal department response protocols. This assessment can be done with the assistance of staff from the Cass County Sheriff's Department.

General Rules

1. Call the Security Desk and inform the security officer of the situation.
2. The security officer will call 911 for law enforcement assistance.
3. The security officer will notify the Sheriff's Department who will provide a "lock-down" notice to each department in the building.
4. Courthouse visitors will be escorted into interior work spaces.
5. When employees and visitors are safely inside the rooms, close and lock all windows and doors.
6. Close blinds.
7. Direct employees and visitors to stay away from doors and windows, use furniture for protection, stay low, and remain quiet.
8. Do not open the door until directed to do so by law enforcement personnel or other known emergency personnel.

SHELTER IN PLACE CHECKLIST

All Employees

_____ Primary Responsible Employee

_____ Alternate Responsible Employee

When a shelter in place advisory is issued, each employee will:

Upon hearing the shelter in place announcement, make sure all office windows are closed and locked. Close your office door when you leave. Immediately go to the shelter-in-place room and escort any visitors to that room.

Remain in the shelter-in-place room until the "All Clear" is announced. Immediately go outside to the pre-arranged meeting area and check in with a supervisor. Make sure any visitors are escorted to the meeting area as well.

After the building is thoroughly ventilated and upon instruction from a supervisor, you may return to your office.

SHELTER IN PLACE CHECKLIST

Area Receptionist

_____ Primary Responsible Employee

_____ Alternate Responsible Employee

When a shelter-in-place advisory is issued, the area receptionist will:

Announce "All employees and visitors - A shelter in place advisory has been issued. All employees and visitors should leave your current area and proceed to the first floor shelter-in-place room. Employees should make sure office windows and doors are closed before leaving."

Determine from sign-in sheets whether all employees and visitors are accounted for. All employees and visitors should be in the shelter in place room within 3 minutes. If all persons are not in the shelter room within 3 minutes, notify the supervisor.

When the "All Clear" is issued, take the sign in sheets and leave the shelter room. Proceed to the pre-arranged meeting area outside the building.

Account for employees and visitors using sign in sheets. Report any discrepancies to the Supervisor.

When the building has been ventilated, return to the building.

SHELTER IN-PLACE CHECKLIST

Maintenance Staff

_____ Primary Responsible Employee
_____ Alternate Responsible Employee

When a shelter in place advisory is issued maintenance staff will:

- Immediately proceed to the mechanicals room and turn off all air handling equipment (HVAC).
- Proceed to the shelter-in-place room for the remainder of the shelter in place. You should be in the room within 3 minutes of the announcement.
- At the "All Clear," leave the shelter-in-place room and proceed to the mechanicals room. Turn all ventilation equipment on.
- Leave the building and go to the pre-arranged meeting area outside. Check in with a supervisor.

SHELTER IN PLACE CHECKLIST

Security Officer

_____ Primary Responsible Employee

_____ Alternate Responsible Employee

When a shelter in place advisory is issued, the security officer at the building entry point will:

Collect the "Shelter In Place in Effect - NO ENTRY" sign and go to the entry door(s) of the building.

After 3 minutes have passed, place the sign on the outside of the door, lock it and proceed to the shelter-in-place room.

Remain in the shelter-in-place room until the "All Clear" is announced.

Unlock front door, take sign down, prop the door open, and go to the pre-arranged meeting area outside. Check in with a supervisor.

Return to your station when the building has been completely ventilated and the supervisor has instructed employees to return to work. Upon returning to the building, close the front door and put the NO ENTRY sign back in its storage place.

SHELTER IN PLACE CHECKLIST

Floor Monitor

_____ Primary Responsible Employee

_____ Alternate Responsible Employee

When a shelter in place advisory is issued, the floor monitor will:

- Make sure all employees and visitors on the floor have proceeded to the shelter-in-place room.
- Check all offices and common areas to make sure windows are closed and locked. Close any open office doors. Make sure any fire doors are closed.
- Go to the shelter-in-place room for the duration of the shelter in place.
- When the "All Clear" is announced, return to your floor, open any operable windows and office doors, prop open fire doors.
- Go outside to the pre-arranged meeting area and check in with a supervisor.
- When the building is thoroughly ventilated and you are instructed to return to the building by a supervisor, close fire doors and windows in the common areas.

SHELTER IN PLACE CHECKLIST

Door Sealing Crew

_____ Primary Responsible Employee

_____ Alternate Responsible Employee

When a shelter in place advisory is issued, the door sealing crew will:

- Close and lock office window and close door on the way to the shelter-in-place room.
- Remove duct tape from shelter kit.
- Check with receptionist to assure that all employees have entered the shelter-in-place room (approximately 3 minutes after the announcement). Lock door to shelter-in-place room and seal edges with long strips of duct tape. Be sure to tape securely overlaps all edges of the door. Place wet towels at the bottom of the door.
- When the "All Clear" is announced, immediately remove the tape from the door.
- Go outside to the pre-arranged meeting area and check in with a supervisor.
- When the building is thoroughly ventilated and you are instructed to return by the supervisor, return to the shelter-in-place room and return the duct tape rolls to the shelter kit. Also make sure that the battery-operated radio has been returned to the shelter kit.

Bomb Threat Checklist

Time of Call: _____ Date: _____

Person Receiving Call: _____ Ph # _____

Ask the caller:

1. When is bomb going to explode? _____

2. Where is it right now? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. Did you place the bomb? _____

6. What will cause it to explode? _____

7. Why? _____

8. What is your address? _____

9. What is your name? _____

Write the Exact Wording of the Threat (*Information to be obtained as accurately as possible*)

About the Caller:

Gender of Caller: _____ Race of Caller: _____

Approximate Age of Caller: _____

Caller's Voice (e.g., calm, angry, slow, crying, accent, etc.):

Was voice familiar? If so, who? _____

Background Sounds: (e.g., street noises, voices, motors, machinery etc.) _____

Other: _____

Threat Language (e.g., well-spoken, foul, irrational, incoherent, taped): _____
