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# GENERAL

Washington County Elected Officials will authorize a proper action strategy when information of a slowly developing emergency is received. The strategy will be communicated to the department heads and on to the county employees. The following procedures are designed to be guidelines for employees to handle unforeseen emergencies where action needs to be taken immediately. Washington County elected officials and department heads, located off site, should be notified of the emergency as soon as possible after the critical life safety procedures are taken.

Each Elected Official or Department Head needs to assign a designated representative for their department as an alternate to help and/or assume their duties. Evacuation of a building will be directed by the **Washington County Elected Officials, Department Heads or the Designated Representative**. These Representatives will be responsible for the safety of the staff, visitors and property. They will supervise and direct the facility's emergency plan. **A pre-arranged code/phrase needs to be determined**, to warn people of situations where a silent evacuation is necessary.

**NOTE: Exception; all building occupants will evacuate when an emergency runner tells you to or you hear the alarms in the halls.**

**Warnings should always be made in a calm and orderly fashion. Panic kills and injures people!**

When an immediate evacuation emergency occurs, warning other personnel in the building or area is necessary. State in a loud calm voice **"This is an emergency. Leave the building now."** **Never scream "fire!"**.

Know the locations of exits and alternate routes. An exit/fire extinguisher map has been established for each office or department. This map is posted in each office or department. Four basic items are covered on the building evacuation map:

- 1. Primary evacuation route to exit building.**
- 2. Secondary evacuation route to exit building.**
- 3. Location of fire alarm boxes.**
- 4. Location of fire extinguisher equipment**

Alarms have been placed by hallway fire extinguishers on each of the 3 floors in the Courthouse and one in the Magistrate Court's office. These should be used when immediate evacuation of

the building is necessary. Once activated, do not silence alarms unless directed to do so by the fire department. During natural disasters, such as severe or tornadic winds, you will not want to evacuate the building, but will want to exit to the basement area and away from windows.

When the evacuation procedures are in action, the public and all personnel in the building need to exit in a quick and orderly manner. Take your coat, car keys, purse, etc., if time permits. Calmly inform the public and other personnel of the situation. Help those needing assistance to find the safest exits. Use the pre-planned routes posted in each office. If the pre-planned route is unsafe, evacuation will be directed through secondary routes or nearest safe exit.

**DO NOT attempt to use the elevator**, it may lose power. There is a telephone in the elevator with a direct line to the emergency number 911, in case you get stuck.

Assist disabled persons, elderly and children, if you are able. The elected officials, department heads or designated representatives are responsible for assigning people to assist those who need help evacuating.

**TIME AND SAFETY PERMITTING**, a designated individual for each office within the building will secure records, moneys, and vaults before evacuating. Upon complete evacuation of the department or office, close the doors. **"DO NOT LOCK THE DOORS"**

**Telephones:** Dial 911 immediately and report your location and the problem. In case of natural gas leaks or other flammable vapor release, where a spark should not be generated, evacuate the building first, then dial 911 from a neighboring building. If it is necessary to leave immediately, go to the Sheriff's office and report the problem. Emergency numbers are located at the Dispatcher's office. They have the numbers for all of the utilities and will contact the appropriate utility offices. **The number for the Poison Control is on the front of the first aid cabinet located in the Clerk's office.**

With non-threatening emergencies, telephones may be used also to notify other offices. Elected officials, department heads or designated representatives need to make assignments. Several people may be able to call various offices, if time permits, to notify all locations.

**NOTE: In the event of a hostage crisis situation, notification for evacuation will be only by runner moving quietly through the building.**

**NOTE: DO NOT SHUT OFF ANY UTILITIES DURING A HOSTAGE CRISIS**

An Elected Official or designated representative should assign individuals to be at EXITS to direct people and prevent re-entry by unauthorized personnel. These individuals should not stand in front of the door, but a safe distance back to make sure nothing is falling from the building.

This is only required until emergency personnel are on the scene. At that time they need to return to the designated area and make sure their name is on the list of those that have evacuated. **A building search for persons unaccounted for will be conducted by responding emergency personnel only.**

**Assemble** at the **LDS church parking lot** when the emergency is an earthquake or weather permitting. In inclement weather, in emergencies other than earthquakes, assemble in the **Weiser City Library**. Department Heads or their representative will conduct a roll call and a head count. Those persons known to have left prior to the incident, and their return is unknown, shall be reported as such. Persons known to have remained with the building (door watch) or missing and known to be in the building prior to the emergency shall be identified and reported to the incident commander, e.g., Fire Chief. Injuries and life threatening situations should be reported immediately to the department head and Incident Commander. Should the entire area need to be evacuated and it is necessary for the employees to help evacuate family, call the Sheriff's office and inform them of your location.

Any INDIVIDUAL with knowledge of the event must find the Command Post and report to Fire Department and/or Public Officials.

Request for information from any source other than Fire Department and/or Public Officials, shall be directed to the **Washington County Elected Officials, Public Information Officer or other designated representative.**

## **RETURNING TO THE BUILDING**

The emergency response agency's Incident Commander will authorize the safe reentry to the building. He alone can indicate that it is safe to return to the building. Upon returning to the building, department heads will account for their personnel. Non-employees known to be in the courthouse at the time of the emergency should be listed. Personal valuables should be accounted for immediately upon return to the building. In the event the building is destroyed or determined to be unsafe and return is not possible, instructions will be provided by the Washington County Elected Officials at the assembly point selected.

## **TRAINING AND PRACTICE EXERCISES**

To ensure the maximum safety of all personnel, it is critical that Department Heads maintain knowledge of the emergency guidance contained in this plan and that all personnel participate in related training and practice exercise activity. As such, the Department Heads shall review this plan and emergency procedures with the staff each year.

A minimum of **one** evacuation exercise per year will be conducted by **Disaster Services** to ensure that all personnel are sufficiently familiar with procedures and that they would be able to respond in a safe and efficient manner. Exercises will be held at both regular and inopportune times to address almost any situation.

All personnel and the public will participate in any evacuation exercise.

All employees need to be trained in the location and proper use of Fire Alarm Boxes and Fire Extinguishers.

# **EVACUATION ASSEMBLY POINTS FOR THE COURTHOUSE**

**Weiser LDS Church parking lot, weather  
permitting**

**Weiser LDS Church parking lot in the event  
of an earthquake**

**Weiser City Library in bad weather**

# GENERAL EVACUATION

Evacuation may be required in a variety of situations including fire, explosion, earthquake, bomb threat, or an armed intruder. Any of these occurrences may render an escape route unusable. Building occupants should be familiar with all escape routes of the facility.

1. **KEEP YOUR HEAD.** Avoid panic and confusion.
2. When notified to evacuate, exit the building in the quickest escape route. Know the location of exits and alternate exits. Some emergency situations may require you to use an alternate escape route, because your primary exit is blocked.
3. Take your coat, car keys, purse, etc.
4. Use a stairwell or fire escape. **DO NOT** attempt to use the elevators, they may lose power.
5. Assist disabled persons, the elderly and children, if you are able.
6. Report to the designated Assembly Area.
7. Check in immediately with your designated representative. A head count will be conducted to determine if anyone is missing so that rescue forces may be advised. Do not leave Assembly Area until directed to do so by safety officials.
8. Once activated do not silence alarms unless directed by fire department.

# **FIRE EVACUATION**

IF YOU DISCOVER A FIRE IN THE BUILDING, STATE IN A LOUD CLEAR VOICE, "THIS IS AN EMERGENCY. LEAVE THE BUILDING NOW." REPORT DIRECTLY TO YOUR SUPERVISOR OR PROPER AUTHORITY. DO NOT TAKE A CHANCE OR WORRY ABOUT POSSIBLE EMBARRASSMENT IF IT TURNS OUT TO BE MINOR IN NATURE.

CALL 911 AFTER YOU HAVE EVACUATED THE BUILDING. STATE YOUR NAME, BUILDING NAME, LOCATION, NATURE OF FIRE, LOCATION OF FIRE, AND THAT EVACUATION IS IN PROCESS.

FOLLOW ESTABLISHED EVACUATION PROCEDURES.

ASSIST PUBLIC OR OTHER EMPLOYEES AS NEEDED.

GO DIRECTLY TO PREDETERMINED ASSEMBLY POINT FOR ROLL CALL.

IF YOU HAVE DIRECT KNOWLEDGE OF FIRE, ASSIST FIRE DEPARTMENT OR SCENE COMMANDER.

DO NOT RE-ENTER BUILDING UNTIL HEARING, "ALL CLEAR" FROM A SAFETY OFFICIAL.

# PROCEDURE FOR FIRE

**GENERAL INFORMATION:** Perhaps the most likely reason a building may have to be evacuated is because of a fire. In the event of a fire, a safe and speedy response depends on how well employees and employers are prepared for emergencies.

During a fire, employees may have to find their way out in the dark. Learn the location of exits and alternative exits from all work areas. Know the location of the nearest fire alarm and how to use it.

The facility floor diagrams illustrate fire resources available in the building.

1. Sound the alarm to notify building occupants (pull fire alarm switch). Use whatever means that are necessary to warn building occupants of the emergency situation and the need to evacuate. **Remember, DO NOT shout “fire!”**. Try to stay calm and warn others as calmly as possible.
2. Immediately call the fire department (911), no matter how small the fire appears to be. Then notify Supervisor.
3. If you feel that it can be done safely, attempt to control the fire using a fire extinguisher. **DO NOT TAKE CHANCES**. Be certain you have a clear escape route. Do not attempt to work in smoke. Do not breathe smoke. **WARNING: DO NOT** fight a fire if you have not read the extinguisher instructions, have not been trained, or if the fire is spreading or blocking your escape.
4. Know the location of fire extinguishers, and how to use them. Remember the word **PASS**, and use a fire extinguisher in this way:
  - P Pull the pin
  - A Aim at the base of the flame
  - S Squeeze
  - S Spray with a side to side motion
5. Leave immediately if the fire is in your room, and shut the door behind you. Crawl to the door if your room is smoke filled. Air near the floor is less toxic in the event of a fire. Feel the door before leaving your room. If it is hot, do not open it! If it is cool, open it slowly, just enough to check the hall. Be ready to slam the door shut in case of fire or heavy smoke in the hall.
6. If necessary, crawl to the fire exit, staying near the wall, Even if you do not see smoke, toxic fumes can be present. Remember the number of doors to the nearest exit and count them, as lights may be off, or go off during the fire.
7. Evacuate the building, assisting others, if at all possible. Go to your assembly area and report in. See General Evacuation.

# ACCIDENTS & INJURIES

Each accident or injury will be handled according to severity of medical assistance needed. Minor injuries, such as scratches or cuts, may only require minimal first aid treatment. Major emergency medical/trauma situations (i.e., heart attack, stroke, serious fall) will require significant emergency action. When personnel are seriously injured or killed, names should not be released to the media until family members have been notified.

The courthouse first aid kit is kept in the Clerk's office. It is located on the west wall of the old microfilm room. Magistrate Court's first aid kit is located in the first small room, to the left, as you head to the back storage area of their office.

Try to get to know who, if anyone, in your office or building is currently certified in First Aid, CPR, Heimlich Maneuver, etc. Try to get some training for yourself.

## **PROCEDURE FOR MINOR ACCIDENT/INJURY:**

1. Locate nearest first aid kit and use as required.
2. Notify proper authority and fill out paper work about injury

## **PROCEDURE FOR MAJOR ACCIDENT/INJURY**

1. Locate nearest first aid kit and use as required.
2. Ask if anyone has training to assist the person.
3. Administer appropriate first aid to the limit of your ability
4. Have someone dial 911 and request paramedics. Give details of injury and location. Do not hang up until you are certain that all vital information has been given and the 911 operator instructs you to do so.
5. Notify supervisor.
6. Supervisor will document incident and notify proper authorities.
7. Stay with the person until Paramedics arrive. Remain available for interview.

# ELEVATORS

## GENERAL INFORMATION

Elevators should never be used for evacuation emergencies because they may cease to operate. At no time are you in danger when the elevator is temporarily out of service. Elevators are equipped with mechanical safety brakes and back up systems that will operate in all situations, including a power failure.

If you become aware of a malfunctioning elevator, please call building management and report the location and condition of the problem.

During an earthquake, an elevator may become jammed in the shaft. If this occurs, try to remain calm. Wait for an emergency team when the quake is over, but be patient since it may take some time for help to arrive.

Our elevator is equipped with a telephone, connected directly to 911.

# HANDLING DIFFICULT PEOPLE

One of the biggest challenges you face is working with customers who are angry or upset. In some cases their feelings are a direct result of something concerning your Public Entity or Department. In many other cases, their feelings may have nothing at all, or very little to do with either. In each case, handling people who are emotional can be a real test of your skills. Each office should develop a **code phrase/word** to notify others present that help may be needed. When the code word is announced nearby, personnel should signal the sheriff's office.

## HOW TO CALM THE CUSTOMER DOWN:

1. Remain calm yourself. Your example may calm them down.
2. Let the person vent and listen as they do.
3. Use silence.
4. Listen carefully.
5. Let them know that you "heard," by partially reflecting information and feelings.
6. Use questions to gain control of the conversation and decide what to talk about next.
7. Deal with criticism -- non-defensively.
8. Show patience
9. Make a "help" statement, then describe the behavior and its effect.
10. Delay or transfer the person to a time and place to give them a cool down time.
11. CAUTION -- Avoid humor and confrontation.
12. If a person is suspected to be drinking alcohol or on drugs, signal for the Sheriff's assistance.
13. DO NOT block the exit. Help the individual exit voluntarily.
14. CRITICAL SITUATIONS - Use the silent alarm or separate yourself and leave through secondary exit. Seek help.

# **CRIME/HOSTILE SITUATION**

Crimes in public buildings range from petit theft of office equipment to serious assaults, causing bodily harm. Most common are thefts in reception areas, thefts and muggings in public washrooms, and vandalism in elevators and stairwells. More serious crimes are most likely to occur in small, one-person, offices. There are many ways to reduce the likelihood of crime. Employees can follow some basic common sense rules to keep the incidents from occurring.

**In an armed robbery situation, all Deputies are to immediately surrender any and all cash noticeably available. They are also to follow orders courteously and quickly to provide what is demanded.**

**Deputy clerks are to follow recommended steps to notice physical characteristics of any intruders to aid in identification later. Primary concern is safety**

## **PROCEDURE BEFORE A CRIME/HOSTILE SITUATION**

1. Immediately notify your supervisor of strange individuals loitering on or near the premises, or loss of any equipment or valuables, or any unsafe circumstances.
2. Handbags, coats, and other articles of value should not be left unguarded in reception rooms, even for a few minutes.
3. Portable articles, when left on desks or in open drawers, are easy to take. Keep all cash boxes out of sight.
4. Make sure that the corridor is closed and locked when leaving at night.
5. If no one is in the office, do not leave the door unlocked, even for a short time. Special care should be taken during the times best suited for pilferage -- the 30 minutes just before opening and before closing -- when there is maximum movement from work areas and offices.
6. Do not leave a memorandum on security codes in your desk.

## **PROCEDURES DURING A CRIME/HOSTILE SITUATION**

1. Stay calm and try to be a calming influence on the situation. Never argue or debate with an assailant, a robber or an unbalanced person. Such people may carry weapons and might use them if provoked.
2. Never block an assailant's escape route.
3. Never fight back forcibly, unless required in a life threatening situation.
4. Call 911 anytime you feel threatened, even if you cannot talk. The dispatcher will read your location and send officers to respond. Leave the line open to help responding officers.
5. Comply with assailant's requests, if possible.
6. DO NOT pull a fire alarm. A quiet evacuation of all non-involved areas should be initiated (use the pre-arranged **code phrase/word**, if one exists), see GENERAL EVACUATION PROCEDURE. If you cannot evacuate, take cover behind substantial furniture or fixtures. Stay hidden until notified that the danger is over.
7. Look carefully and get a full description of the assailant.
  - a. Race
  - b. Gender
  - c. Adult or juvenile
  - d. Age
  - e. Height
  - f. Weight
  - g. Hair color
  - h. Eyes
  - i. Clothing
  - j. Identifying features (scars, tattoos, facial hair, etc.)
  - k. Direction of travel and elapsed time
  - l. Mode of travel
  - m. Vehicle description (CYMBOL = color, year, make, body & license #)

# HOSTAGE CRISIS

## GENERAL INFORMATION

The County Sheriff's and/or City Police Department has trained personnel to deal with a person(s) who have taken a hostage(s) by use of physical force. These may include Crisis Response Teams (SWAT) and Hostage Negotiators. The critical item to remember in dealing with this type of situation is to call for professionally trained people as soon as possible, and not attempt to deal with the "intruder(s)" yourself.

## RECOGNITION AND ALERTING

1. Any indication or actual occurrence of a hostage crisis situation will be immediately reported to "911" or "Law Enforcement."
2. Use silent alarm system.
3. Report incident to supervisor.
4. Runners will then notify personnel and public to **quietly** evacuate the building.
5. DO NOT use alarm system.
6. DO NOT turn off utilities.
7. Follow evacuation procedures
8. Individuals with knowledge of event will report to command post to assist elected officials and law enforcement.
9. If directly confronted by intruder, do what you are told to do, if at all possible.
10. Remain calm and help other personnel and/or the public to remain calm.
11. If shooting begins, or an explosion occurs, take cover any place which will offer protection.

# BOMB THREAT

The appropriate bomb threat actions must be quickly implemented to foster the safety of persons in the building. A **BOMB THREAT CHECK LIST** must be quickly filled out to aid in the safety of persons in the building. This checklist should be within reach of every employee or under every telephone, in case someone calls in a threat. It is important to fill out the form while the voice, message and background noises are still fresh in your mind. The form is available in the Clerk's office. (Everyone was given one at an earlier time. They are printed on bright pink paper). If you have an answering machine or tape recorder attached to your phone, activate it. This is crucial information and will assist in determining a safe evacuation of the premises.

The following procedures are to be implemented in the event a bomb threat is received, a potential bomb is discovered, or a bomb explodes. Remember, while speed and accuracy are important in these steps, it is also necessary to stay calm.

A bomb threat presents one of the most difficult emergencies to cope with, since there is always the uncertainty of knowing whether it is real or false. However, every threat must be considered real until proven otherwise. The risk is too great to ignore any warning of a bomb or explosive device hiding somewhere on the premises.

**NEWS MEDIA CONTACT:** News reporters may want to interview employees about the emergency. To avoid providing information that might cause additional bomb threats, all such media inquiries should be directed to a designated Public Official.

## **PROCEDURE FOR TELEPHONE BOMB THREAT:**

1. Answer in a calm and courteous manner.
2. DO NOT attempt to transfer the call or put the caller on hold.
3. Keep the caller on-line as long as possible. If possible, have a co-worker call 911 and tell them that the caller is still on the line.
4. Have the call monitored by another employee, if possible. Activate a voice recorder or answering machine memo tape, if one is attached to your phone.
5. Use the BOMB THREAT CHECK LIST FORM to gain information from the caller.
6. Immediately after the caller disconnects, notify your supervisor. DO NOT HANG UP YOUR PHONE
7. Supervisor will call 911. Once the supervisor and law enforcement have been notified, no one else inside or outside the building should be told about the threat. There are two reasons for this: First, persons who make bomb threats often do so to get attention or just to disrupt

normal activities. Media attention may generate more bomb threats. Second, panic over a threat can be as dangerous as an actual bomb.

8. DO NOT use radios, cellular phones, or other electronic transmitting devices.
9. Only the supervisor or designee can order evacuation of the building. Once this decision has been made, police and fire officials will assist.

## **PROCEDURE FOR ACTUAL BOMB/SUSPICIOUS PACKAGE:**

1. Employees may be asked by Law Enforcement/Fire Department personnel to make a thorough check of their respective work areas because they should know if something is out of place or does not belong in that area.
2. If a package, briefcase, paper bag or other suspicious parcel is observed, DO NOT TOUCH IT OR OTHERWISE DISTURB IT! Inform supervisor immediately. The supervisor will contact law enforcement.
3. Evacuate to designated area and report bomb location to law enforcement.
4. Take car keys, coat, purse, etc. when you evacuate.
5. DO NOT use radios, cellular phones or other electronic transmitting devices.
6. If a suspicious object is located and local authorities are called in, it typically takes from one to three hours for a large building to be declared safe for reentry.
7. Remain calm. The calmer a person remains during a bomb threat, the more information they will be able to obtain.

## **PROCEDURE FOR EXPLOSION:**

1. Take cover -- under solid desks, tables, or other such objects that will give protection against flying glass or falling debris.
2. After explosion, check for fire and administer first aid to those injured. Notify your supervisor.
3. Evacuate the area as directed by safety officials.
4. Proceed to your designated assembly area, where a head count will be conducted. Do not leave the assembly area until directed.
5. DO NOT use radios, cellular phones or other electronic transmitting devices.

## **LETTER AND PARCEL BOMB RECOGNITION** **FEATURES**

- \* Restricted markings such as “Personal”, “Confidential” or “Private”.
- \* Markings such as “Fragile -- Handle With Care” or “Rush -- Do Not Delay.”
- \* Addressee’s name/title may be misspelled or inaccurate.
- \* Titles, but no name.
- \* No return address.
- \* Cancellation or postmark may show a different location than the return address.
- \* Distorted handwriting, poorly typed address, homemade labels or cut and paste lettering.
- \* Protruding wires or aluminum foil.
- \* Oily stains or discoloration; peculiar order.
- \* Excessive postage.
- \* Lopsided or uneven envelope.
- \* Irregular shape, soft spots or bulges.
- \* Excessive securing material, such as several combinations of tape, string, etc.
- \* Buzzing, ticking or sloshing noise.
- \* Pressure or resistance may be noted when removing contents from an envelope.

**Do not put article in water or a confined space (desk or filing cabinet). Do not handle the article. Evacuate the immediate area and notify supervisor and law enforcement.**

# EARTHQUAKE

**GENERAL INFORMATION:** It is recommended that each department/office have a battery powered radio and each employee have a flashlight and batteries. All bookcases and filing cabinets more than four (4) feet high should be secured from falling over. Heavy objects should be stored on low shelves. Objects mounted on walls (pictures, mirrors, etc.) should be securely fastened to the wall. Backup generators should be seismically braced.

## PROCEDURE FOR EARTHQUAKE

### WHEN THE SHAKING STARTS

1. IF YOU ARE INDOORS, STAY THERE! Move away from any windows, glass or any heavy objects that may fall. **DROP, COVER & HOLD.** Get under a sturdy desk or table. If that is not possible, kneel against the nearest exterior wall and tuck your head to your knees. Cover your head with your arms. Stay clear of windows and bookcases during the quake. Watch for falling ceiling panels, lights, unsecured shelves, tall filing cabinets, bookcases. etc. Stay in your protected place until the shaking stops.
2. IF YOU ARE IN A HALLWAY, kneel against the nearest interior wall. Turn away from any windows or glass. Tuck your head to your knees. Clasp your hands behind your neck.
3. IF YOU ARE IN AN ELEVATOR, remain calm. Be prepared for the elevator's power to shut down, the lights to go off and for the possibility that the elevator may become jammed in the shaft. However, even if it does, it will not fall and the shaft should be safe from falling objects.
4. IF YOU ARE IN A CROWDED PLACE, (i.e., conference room). DO NOT rush for the doorway. **DROP, COVER & HOLD.** Get under a table or crouch next to your chair, so that your head is lower than the top of the chair.
5. PROTECT INJURED PERSONS, who cannot be moved, with desks, tables, etc.
6. IF YOU ARE OUTSIDE, get into an open space, away from buildings, trees, walls and power lines as quickly as possible. If you cannot move to an open area, position yourself in a building doorway. Watch for falling power lines, buildings, chimneys and roof ornaments, glass, TV antennas, etc.
7. IF YOU ARE ON THE ROAD, drive away from underpasses/overpasses, trees, telephone and electrical lines. Stop in a safe area and stay in vehicle.

### WHEN THE SHAKING STOPS

1. CHECK FOR INJURIES. Initiate First Aid, if necessary.
2. DO NOT USE TELEPHONE EXCEPT IN EXTREME EMERGENCIES. An extreme emergency would be a serious injury. Hang up any phones that have been knocked off the receiver. Listen to a portable battery-operated radio for information about the extent of the damage.
3. DO NOT USE OPEN FLAME. Do not use candles, matches, lighters or other open flames. Use a flashlight. Gas lines and other flammables may be broken. Put out all fires using fire extinguishers
4. Stay clear of fallen debris, broken glass and power lines.
5. If you are trapped, stay calm and shout your location to Search and Rescue teams.
6. Your supervisor will notify you if it is necessary to evacuate the building. See GENERAL EVACUATION PROCEDURE. There may be debris in hallways and stairways. Doors may be jammed. The alarm should be sounded, if possible. Evacuation may need to be conducted without the use of power operated signals.
7. **IN THE EVENT OF BUILDING COLLAPSE, STAY CALM. HELP IS COMING**

## **ELECTED OFFICIALS/DEPARTMENT HEADS**

1. Direct evacuation of building.
2. Conduct a building search to ensure all personnel have evacuated. Only conduct this search if this can be done without risk of hurting yourself; otherwise, wait for trained personnel.
3. Ensure all outside doors are closed and personnel are safely clear of area.
4. Account for all personnel at assembly point.
5. Direct return to the building, only when the area is declared safe by proper authority.
6. Account for personnel upon returning to the building.

# FLOODS

GENERAL INFORMATION: Properties at high risk from floods are those located on a floodplain, on a low flood level, or in other areas that flood, and in areas that otherwise have a history of flooding.

Preventative measures: Use site planning techniques -- sloping lawns, raised patios, flood walls and levees to protect a property against floods. Keep a supply of sandbags, plastic sheeting, lumber and plywood for waterproofing. Obtain flood insurance, which usually is not covered by a typical insurance policy. Contact the National Flood Insurance Program to determine if the community, in which the property is located, participates in the program. Keep auxiliary pumps on hand. In order of priority, have a plan to move valuable items and documents, that might be damaged, to higher ground. Disconnect electrical appliances before flooding begins, but not while standing in water.

## PROCEDURE DURING A FLOOD

1. Open basement or low level windows to equalize water pressure on the buildings foundation.
2. DO NOT use open flames. There may be gas escaping from ruptured mains.
3. Watch for and avoid electrical wires.

## PROCEDURE AFTER A FLOOD

1. Inspect the property to determine damage. Contact your insurance representative, when necessary. Document damage with a video camera, if possible.
2. Watch for and avoid electrical wires.
3. Do not turn on any electrical appliances until an electrician has inspected the system and given the O.K. to do so.
4. Appoint and supervise clean up crews.
5. Pump out water gradually to minimize further structural damages (e.g. pump out a third of the water each day for three days).
6. Drill small holes in ceilings to allow water to drain where necessary.
7. Properly dry the building itself, furnishings, and other areas to avoid unhealthy conditions. Bacteria, mold and mildew growth are especially dangerous in duct work. Also, flooded materials containing asbestos must be properly attended to.
8. Secure building to guard against looters entering property.

# **SEVERE WEATHER**

A warning of a severe weather emergency or the decision to close the Public Entity for the day, due to severe weather, will be provided to Department Heads by the Elected Officials. Information of the emergency closure and personnel being sent home will be provided by the Elected Officials and designated Representative for use by local television, if available, and radio stations.

## **GENERAL INFORMATION/ELECTED OFFICIALS**

1. The earliest possible warning of a forecast of severe weather conditions should be relayed to all personnel.
2. Notify other agencies of closure. The State Court System needs to be notified for the County.
3. Alert personnel of the severe weather and/or public entity closure.
4. Ensure that all personnel have a means of being transported.

# **POWER FAILURE**

**GENERAL INFORMATION:** Unless a life threatening situation exists, it is not necessary to evacuate the building during a power failure. Employees should have flashlights and batteries in case the lights fail. The location of backup generators are in the basement.

## **PROCEDURE FOR POWER FAILURE**

1. Turn off as much electrical equipment as possible. If this is done, the sudden load on the line when the power is restored, may cause serious damage to the electrical distribution system.
2. If it becomes necessary to evacuate the building, turn off your equipment, close your door and proceed to the nearest stairwell. The elevators will not be working.
3. Follow evacuation procedures.

# **PUBLIC DEMONSTRATIONS**

**GENERAL INFORMATION:** Public demonstrations or civil disturbances are possible at any government building. They may occur outside, and in some cases, inside the building. **NOTE:** The United States Constitution and the State of Idaho guarantee citizens the right to free speech and expression, as long as such exercises do not infringe upon the rights of others. Generally this means demonstrators cannot interfere with the free passage into or out of a building; cannot block a traffic lane, driveway or parking lot; cannot stand or walk on private property not open to public uses; and cannot touch another person against their will, or commit other public offenses.

## **PROCEDURE FOR PUBLIC DEMONSTRATION**

1. Employees should not interact with demonstrators.
2. Stay inside the building, unless otherwise instructed.
3. If necessary, call 911 and request law enforcement and/or media assistance.
4. Obey supervisor's instructions.

# SABOTAGE

GENERAL INFORMATION: Sabotage is the deliberate destruction of an employee's property, or the hindering of business by discontented workers. No building is immune to sabotage. Malicious injury or sabotage to the property of another is a felony crime if the loss value exceeds \$1,000.00. Sabotage includes the following actions:

CHEMICAL: The addition of polluting chemicals. These chemicals might be added to building plumbing, heating or air circulating systems.

ELECTRICAL OR ELECTRONIC: Interrupting/interfering with electrical or electrical processes and/or power or jamming electronic communications.

EXPLOSIVE: Detonating explosive materials, damaging or destroying by explosives.

INCENDIARY Fires ignited by chemical, electrical, electronic or mechanical means, or any ordinary means of arson.

MECHANICAL Breaking or omitting parts, using improper or inferior parts, or failing to lubricate or maintain properly.

## PROCEDURE FOR SABOTAGE

1. Report any sabotage incident or potential/suspected sabotage to your supervisor immediately. Supervisor may notify police.
2. If necessary, sound fire alarm to force evacuation of building. See GENERAL EVACUATION PROCEDURE.
3. If police have been called, the crime scene should not be disturbed until they arrive.

# HAZARDOUS MATERIALS/CHEMICAL SPILLS

**PROCEDURE FOR MINOR HAZARDOUS MATERIAL SPILL:** Some department/offices use chemicals in their work.

1. Evacuation or remaining in place will be determined by the supervisor investigating the incident.
2. Instructions will be given on the phone or by runners.
3. If evacuation is necessary, follow the GENERAL EVACUATION PROCEDURES.
4. Call 911 if it is not a flammable spill and report incident. If persons have been injured, request Paramedics. If it is a flammable spill, go to Sheriff's office and report.
5. Proceed quietly and quickly to the exit assigned.
6. Special attention to the handicapped may be required.
7. **ABOVE ALL, DO NOT WALK INTO OR TOUCH SPILLED MATERIAL. DO NOT INHALE FUMES, SMOKE OR VAPORS.**
8. Airborne Hazards go down wind.

# PROPERTY/VEHICLE/EQUIPMENT PROTECTION

## PROPERTY CHECK:

### (Daylight hours)

1. Do a frequent walk around the property, inspecting for or noting any damage.
2. If something seems to be out of place, it probably is.
3. Avoid planting tall/bushy trees or shrubs close to buildings.
4. Check windows and door locks for tampering.
5. Lock all access gates to property.
6. Check fencing for damage.

## OFFICE EQUIPMENT/DOCUMENTS:

1. Are your computers backed up and is the data in a fire proof vault or stored off premises?
  2. Are your important documents stored in the basement? Water damage?
  3. Building Department/Planning & Zoning - Where are the documents and maps stored?
- Are these documents and maps protected from fire and/or water damage?

## VEHICLES/EQUIPMENT

1. Do not use designated name of parking places -- "Assessor", "Commissioner", etc.
2. Park vehicles in well lighted area.
3. Do a walk around to inspect or note damage of vehicle/equipment before operation.
4. Look for stains, oil or gas on the ground.
5. Lock all vehicles/equipment.
6. Use a key board/sign out system.
7. Report all damage to supervisor and proper authority.
8. Do not park vehicles/equipment next to fences or buildings, if possible.
9. Do not pick up hitch hikers.

# **PERSONAL PROTECTION**

**WEAR PURSE UNDER COAT.**

**WHEN WALKING TO CAR AT NIGHT WALK IN GROUPS.**

**APPROACH CAR WITH CAUTION.**

**OBSERVE OTHER VEHICLES NEXT TO YOURS.**

**PARK IN WELL LIGHTED AREAS.**

**HAVE CAR KEYS READY TO ENTER CAR.**

**LOOK IN BACK SEAT OF VEHICLE BEFORE ENTERING.**

**WALK AROUND VEHICLE INSPECTING FOR OR NOTING DAMAGE.**

**ARE YOU READY FOR WEATHER CONDITIONS??**

## **GARAGE SAFETY**

**#1. (DEFENSIVE DRIVING) OPEN AUTOMATIC GARAGE DOOR BEFORE ENTERING CAR. WALK TO GARAGE DOOR AND LOOK AROUND.**

**#2. (PERSONAL SAFETY) ENTER CAR, LOCK DOORS, THEN OPEN AUTOMATIC GARAGE DOOR.**

**KEEP VEHICLE LOCKED AT ALL TIMES.**

**AVOID PEOPLE ASKING FOR HELP WHO ARE NOT FAMILIAR TO YOU.**

**DO NOT GIVE RIDES TO PEOPLE YOU DO NOT KNOW.**

**WHEN YOU HEAR AN ALARM OR ARE TOLD TO EVACUATE YOUR BUILDING, DO NOT HESITATE. MOVE QUICKLY AND QUIETLY OUT OF BUILDING. REPORT TO ASSEMBLY POINT.**

**KNOW HOW TO EVACUATE YOUR BUILDING BY TWO DIRECTIONS.**

# **PERSONAL PROTECTION**

**DO YOU KNOW CPR AND FIRST AID? GET SOME TRAINING IF POSSIBLE.**

**DO NOT USE "FULL NAME" ON NAME PLATES (DESK/DOOR/OFFICE ENTRANCE)**

**DO NOT ANSWER PHONE WITH "FULL NAME" OR GIVE "LIFE HISTORY" OVER PHONE TO SOMEONE YOU DO NOT KNOW.**

# HOME DISASTER PREPAREDNESS KIT

Our area is subject to a number of potential natural disasters such as Earthquake, Severe Winter Storms, Wind Storms, and Flooding. While we all hope that such an occurrence never happens, it has been shown time and again that being prepared for disasters is prudent. Emergency services and government agencies may not be able to respond to your needs immediately because they are also directly impacted by the disaster. Their buildings, equipment, personnel, communications, and mobility may be severely hampered by the event. In the aftermath of such an event, these agencies are typically overwhelmed with calls for help. Experts tell us to expect to be on our own for a minimum of 72 hours.

We cannot stop these disasters from occurring, but we can limit their impact. Each family can survive in a better way by assembling a home preparedness kit. A number of sources of Disaster Preparedness information have been reviewed and the following list of items have been assembled for your consideration in creating your Home Preparedness Kit.

The list can be used as a checklist or as food for thought. Space is included for notes and special needs.

Remember that only you can establish your Home Preparedness Kit.

# HOW TO PREPARE YOUR SURVIVAL NEEDS

## TOP OF CONTAINER:

Flashlight, portable radio, First Aid kit, including medicines, dressings, scissors, tweezers, rubbing alcohol, tissues, pocket knife, First Aid book, blankets and towels

## MIDDLE OF CONTAINER:

Sanitary supplies, including toothbrushes, and paste, soap, shampoo, sponge, cleaner, bleach (2 gallons), paper towels, toilet paper, candles, matches, can opener, batteries, pencils, paper, warm drinks, juices, peanut butter, crackers, nuts, raisins, candy, rice, pasta, dried beans, soups, one change of clothing per person, including sweaters and foul weather gear

## BOTTOM OF CONTAINER:

Canned foods, including meats, tuna, canned vegetables, canned fruit, water (1 gallon per person), cooking utensils, including stern, stove, fuel, cooking pot, silverware, plastic dishes, garbage bags, etc.

# **SURVIVAL CHECKLIST**

**2 GALLONS OF DRINKING WATER PER PERSON PER DAY. SUFFICIENT WATER FOR 72 HOURS.**

**WATER PURIFICATION TABLETS OR FILTERS TO TREAT CONTAMINATED OR UNSAFE DRINKING WATER. IODINE OR HOUSEHOLD BLEACH MAY BE USED BY ADDING TEN DROPS PER GALLON OF WATER, MIX WELL AND LET STAND FOR 30 MINUTES BEFORE DRINKING.**

**FIRST AID KIT. INCLUDE TRAUMA SUPPLIES -- NOT JUST TYPICAL BAND-AID KIT.**

**FIRST AID MANUAL**

**EXTRA PRESCRIPTION MEDICATION FOR DEPENDENT PATIENTS.**

**BLANKETS, SOLAR OR THERMAL.**

**ONE COMPLETE SET OF CLOTHING FOR EACH PERSON. STORE IN PLASTIC SACKS.**

**FLASHLIGHTS FOR EACH PERSON.**

**EXTRA BATTERIES. STORE IN REFRIGERATOR.**

**CANDLES. WATERPROOF MATCHES.**

**CANNED FOOD. CAN OPENER.**

**FREEZE DRIED FOOD (REQUIRES WATER!!).**

**EMERGENCY PHONE NUMBERS, INCLUDING FAMILY MEMBERS OUTSIDE AREA.**

**RAIN TARP OR TENT.**

**BATTERY POWERED RADIO AM/FM. CB OR SHORT-WAVE RADIOS ARE HELPFUL.**

**PHOTO OF FAMILY MEMBERS FOR COMFORT AND IDENTIFICATION.**

# **SURVIVAL CHECKLIST**

**PRE-ESTABLISH LOCATION PLAN IN THE EVENT FAMILY MEMBERS ARE SEPARATED.**

**KEEP SURVIVAL KIT MOBILE. STORE ON GROUND FLOOR CLOSE TO DOORWAY.**

**NATURAL GAS WRENCH ATTACHED TO METER.**

**PORTABLE COOKING EQUIPMENT.**

**DOG/CAT FOOD AND WATER.**

**CASH MONEY. ATM MAY BE CLOSED. NO CREDIT.**

**LOCAL MAPS INCLUDING SURROUNDING STATES.**

**FORMAL CPR/FIRST AID TRAINING FOR ALL FAMILY MEMBERS.**

**LATEX GLOVES. PLASTIC GARBAGE BAGS.**

**TOILET PAPER. PORTABLE TOILET OR SHOVEL.**

**WET-ONES/PRE-MOISTENED TOILETTES.**

**SHORT RUBBER HOSE FOR SIPHONING.**

**PLAY TOYS/GAMES FOR FAMILY MEMBERS.**

**SEVERAL SMALL FIRE EXTINGUISHERS.**

**TOOLS: HAMMER, HATCHET, PICK, SHOVEL, BROOM, HARD HATS, GOGGLES, DUST MASKS, CROWBAR, FLARES, WHISTLE, KNIFE, LEATHER WORK GLOVES, SCREWDRIVERS, STANDARD/PHILLIPS, ROPE, DUCT TAPE, AND PLASTIC ELECTRICIAN TAPE.**

**SOAP: LIQUID/BAR.**

**KEEP PERSONAL DOCUMENTS AND HOUSEHOLD INVENTORY IN FIRE/FLOOD PROOF CONTAINERS.**

# EMPLOYEE ACKNOWLEDGMENT FORM

**I have read and I understand** the attached facility plan. I am familiar with my responsibilities in an emergency situation, especially the evacuation routes and Assembly Areas for my office. I will participate in emergency drills and exercises.

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DATE

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PRINT NAME

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SIGNATURE