



COURTHOUSE

EMERGENCY ACTION PLAN

HANDBOOK

October 14, 2016

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GENERAL STATEMENT

The Cheyenne County Commissioners strongly believe that the employees of the Cheyenne County Courthouse should be prepared for any emergency that should arise.

Emergency procedures are necessary to save lives and protect property. All employees should be aware that emergency procedures exist, and with the assistance of the department heads and employees, can be implemented quickly to minimize potential losses.

This Handbook has been created to provide guidance for the Cheyenne County Employees and other members of the public in the building in the event of emergency, including evacuation of the Cheyenne County Courthouse. Departments within the courthouse are encouraged to have more specific procedures for each individual department.

Situations that may arise to cause the evacuation may include, but not inclusive to, fire, tornado, hazardous materials, bomb threat and flooding. This manual is not inclusive and may be tailored to your individual department as you see needed.

I. Purpose

This Emergency Action Plan has been developed in accordance with Occupational Safety and Health Administration(OSHA) regulations 29 CFR 1910.38. The purpose of this plan is to ensure the protection of all courthouse employees in an emergency situation. (Tornado, fire, earthquake, severe storm, etc.) The personal safety of each employee is and always will be of primary importance to Cheyenne County, Kansas.

II. General Program Management

A. Responsibility

It is the responsibility of the management to protect their employees. The Risk Manager and Emergency Manager are responsible for this plan and have authority to make necessary decisions to ensure the success for this plan. Copies of the written plan may be obtained from the Clerk’s office. The Cheyenne County Clerk, or designee will serve as the Accountability Officer.

B. Program Review and Update

The Emergency Action Plan will be reviewed and/or updated under these circumstances:

- Annually, on or before November 1st of each year,
- whenever new equipment, facility construction,
- or personnel changes might affect the plan's procedures.

III. Methods of Compliance

A. Emergency Escape Procedures

Emergency escape routes will be kept clear at all times. The escape routes and emergency procedures are outlined in the Emergency Action Plan. A copy of Emergency Action Plan will be available in each department.

B. Procedures for Critical Operations

Some operations in this company, in which control in an emergency situation is critical to the safety of employees, require special procedures for proper control. In these cases, the following employees are responsible for these critical operations until their evacuation is necessary:

CRITICAL OPERATIONS

| Name/Position | Critical Operation |
|----------------------------------|-------------------------|
| Cody Beeson, Sheriff | 911/Dispatch Operations |
| Eric Harper, Dispatch Supervisor | 911/Dispatch Operations |

**** If at any time during an emergency situation the employees' safety is at risk, the critical operation procedures are to be abandoned and the employees are to proceed to a safe area.**

C. Training and Recordkeeping

Risk Manager is responsible for training all employees covered under this plan. As part of the Emergency Action Plan our employees will be trained under the following circumstances:

- Within 2 weeks of employment, and annually thereafter Accountability Officer will notify Risk Manager of new employees when an employee's responsibilities change under this program.
- Employees responsible for leading the evacuation will be trained in evacuation inspections of closed rooms, alternate escape routes, employees that may need additional assistance, buddy system, and hazardous areas to avoid during evacuation procedures.

For additional information or explanation of the duties under the Emergency Action Plan contact the Risk Manager or County Emergency Manager.

To ensure that proper training is given to our employees, we keep accurate records of our employees' training. This information is kept in the Clerk's office.

IV. Emergency Procedures

EMERGENCY NOTIFICATION

If any of the following emergency plan procedures are activated within the Courthouse, the following departments within the Courthouse are assigned to notify departments outside the Courthouse and also advise if action should be taken at their location also.

- Dispatch - will notify Emergency Management, and EMS offices.
- Sheriff's Office - will notify County Attorney's Office.
- Road and Bridge Office - will notify their employees in the field, at County Shops, and the Landfill.
- Emergency Management and Cheyenne County Dispatch can activate Code Red notification system as instructed or warranted.

EARTHQUAKE

In the event of an earthquake, building evacuation should not be immediate. Keep calm.

1. Employees should move under sturdy furniture such as desk or table for cover and hold on to it until the shaking ends.
2. Employees should keep away from windows, filing cabinets, bookcases and other objects capable of tipping or falling over.
3. If directed, evacuation procedures should be followed to exit the building once shaking has stopped.

Caution - There is a possibility the fire alarm system could be activated by an earthquake. If the alarm sounds during or immediately after an earthquake, DO NOT EVACUATE until directed to do so.

FIRE

Before a Fire

1. Know the location of all fire alarm stations.
2. Know the location of all fire extinguishers.
3. Know the evacuation plan for your office.
4. If an employee has special needs due to a disability, the employee should notify the department head so those special evacuation plans can be made in case of an emergency.

Discovering a Fire

1. Sound the alarm immediately.
2. Dial 9-1-1
3. Shut all doors and windows, if time allows.
4. Vacate the building,
5. **Do not use the elevator.**

Hearing the Fire Alarm Sound

1. Open curtains.
2. Close all windows tightly, if time allows.
3. Vacate the room and close the door.
4. Begin accounting for employees and check public areas assigned to your department.
5. Vacate the building following the evacuation plan. (see page 10) Do not use the elevator.

After Vacating the Building

1. All employees report to the Assembly Point – Band shell
2. Department heads (or designated person) account for all department employees, and visitors; turn form into Accountability Officer.
3. Listen for instructions from emergency personnel.

SUSPICION OF TOXIC FUMES IN BUILDING

DO NOT USE any electric equipment, including the elevator, if you smell natural gas.

1. Call 911
2. Follow the plan to evacuate the building to the assembly point (Band shell). Try not to inhale gases, fumes, or smoke. If gas or vapors have entered the building, take shallow breaths through a cloth or towel.

SEVERE THUNDERSTORM

During a Severe Thunderstorm

1. Do not go outside.
2. Keep monitoring the weather for rapidly changing conditions.
3. Avoid using water since metal pipes and water conduct electricity.
4. Close all windows and blinds
5. Move people and priority equipment away from windows
6. Move to Shelter Area(s), using Tornado instructions above, if needed.

TORNADO

Before a Tornado

- Know the location of the shelter area; in the Cheyenne County Courthouse, the room under stairway downstairs is the safest area, but each office should designate another

- location in the event you are unable to get to the designated shelter.
- Know the designated public spaces your department is responsible to evacuate and know your evacuation route to the shelter. Hearing the Tornado Siren or Being Notified of a Tornado
 - Notify Courthouse Staff there is a tornado warning and to report to Courthouse Shelter Area(s).
 - Department heads (or designated person) account for all employees; inform all visitors they also need to go to the designated shelter or leave the building.
 - If an employee or customer refuses to go to the designated shelter, document on the department form they left and tell them they **MUST** leave the premises.
 - Do not go outside.
 - Close all doors and windows. (if time/safety allows)
 - Follow your department evacuation route to the Shelter Area(s). Do not use the elevator.
 - Dispatch should notify Emergency Manager and/or St. Francis Emergency Building Staff.
 - Road and Bridge Dept. will notify their employees in the field, County Shops, and Landfill staff.

After re-locating to the Shelter

- Department heads (or designated person) turn in department form to Accountability Officer.
- Listen for instructions from emergency personnel.
- Stay in the Shelter until released by authorities.

INTRUDER IN THE CHEYENNE COUNTY COURTHOUSE

If you have an unruly customer and need assistance call dispatch. If you hear or witness an unruly customer, report it to dispatch, especially if that office is manned by only one employee.

In a case where you feel threatened or if you hear or witness a situation and you feel employees and visitors are in danger, call 911 and state the issue ie: "There is an active shooter in the upper level hallway" etc., if possible notify other courthouse staff.

1. Escape if you can safely.
2. Lock all doors and windows in your department.
3. Close curtains.
4. Silence your cell phone.
5. Remain quiet.
6. Remain in locked office until emergency personnel states it is safe to evacuate.

POWER FAILURE

In the case of power failure, the first concern of the staff is for the safety of people in the courthouse. If the power failure is prolonged, standard evacuation procedures should be followed once deemed necessary by Chairman of County Commissioners and emergency personnel. Elevators, bathrooms, and stairwells should be checked for stranded persons.

OTHER EMERGENCIES

You will be notified by the Accountability Officer with further information to decide if it warrants an indoor or outdoor evacuation.

EVACUATION

Evacuation Inside or Outside the Building

Evacuation of a building can be ordered for a number of reasons. Cheyenne County requires that all occupants evacuate the courthouse when the fire alarm sounds. For people with disabilities, evacuation may be difficult and they may not be able to comply with this law; see notes below on Disabled Persons and Evacuations.

Primary response after an evacuation has been ordered:

1. Evacuate (If possible, taking personal items with you if this can be done quickly)
2. DO NOT use elevators, unless authorized to do so by police or fire personnel.
3. Notify police or fire personnel immediately of any people remaining in the building and their locations. Police or fire personnel will decide whether people are safe, where they are, and will evacuate them as necessary.
4. Do not block emergency roadways or corridors.
5. Assemble in the pre-designated location.
6. Do not re-enter building until authorized to do so by emergency personnel.

Disabled Persons and Evacuations

In advance of an evacuation:

- Each department head should be prepared to assist disabled employees and visitors
- Disabled staff members are encouraged to develop a pre-evacuation plan, perhaps using a “buddy” system.

During an evacuation, staff may choose to assist disabled persons, but are not required to do so.

Blindness or Visual Impairment

Give verbal instructions to advise about the safest route or directions using compass directions, estimated distances, and directional terms. DO NOT grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or other people are evacuating. Give other verbal instructions or information (i.e., elevators cannot be used.)

Mobility Impairment

It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can evacuate or move to a safe area. If people with mobility impairments cannot exit, they should move to a safer area which includes most enclosed stairwells or an office (with a door that shuts) which is a good distance from the hazard.

ASSEMBLY and ACCOUNTABILITY

Vacating the building

In the event of a building evacuation, department staff and visitors should go to the predetermined assembly point outside of the building which is designated as the Band Shell

in City Park. The County Clerk's Office has the responsibility to bring a go-kit (Accountability forms) to the assembly area.

It is at this assembly point that all department heads (or designated person) will account for their staff, visitors and as well as assuring public areas are clear and will report to the Accountability Officer. See Appendix A for public areas your which department is responsible.

Tornado or other shelter in place event

If the threat is a tornado, department staff and visitors should go to the DESIGNATED SHELTER. The designated overflow area is the under the stairs on lowest level in the event there is court that day.

It is at this assembly point that all department heads (or designated person) will account for their staff, visitors and as well as assuring public areas are clear and will report to the ACCOUNTABILITY OFFICER. See Appendix A for public areas your which department is responsible.

APPENDIX A - EMERGENCY EVACUATION TEAM - IDENTIFIED

FIRE DEPARTMENT - The fire department will do regular inspections of basements and storage areas to remove and prevent fire dangers. The fire department will do an annual inspection of fire extinguishers. The fire department will also take over management of the scene once they arrive, assisted by the emergency manager.

RISK MANAGER and EMERGENCY MANAGER - The county emergency manager is responsible, with the cooperation of the risk manager, for organizing the emergency evacuation plans of the county courthouse. Together they will advise all occupants how to use the emergency plans and emergency communications systems. They will select, train and organize courthouse staff and evacuation team members in conducting emergency operations and drills. The Emergency Manager is the liaison with the fire department.

ACCOUNTABILITY OFFICER will be the assigned to the COUNTY CLERK or FIRST PERSON to arrive at the assembly area. This person will collect department forms and compile list of employees who are unaccounted and provide to Law Enforcement officials.

DEPARTMENT HEAD or DESIGNATED BACK-UP - This person is to be sure all occupants of their suite, staff and visitors, are evacuated to the assembly area, their assigned public areas are checked (listed below), compile an accountability report and turn it in to the ACCOUNTABILITY OFFICER.

RESTROOMS – Assigned office is to be sure all occupants of public restrooms are evacuated to the assembly areas and document on department report

- Treasurer's Office will evacuate Main level restrooms.
- Extension Office will evacuate lower level restrooms.
- Sheriff's Office/District Court will evacuate their non-public restrooms.

OTHER ROOMS - These offices are to be sure all occupants of other locations are evacuated to the assembly areas, compile a department checklist and turn in to the ACCOUNTABILITY OFFICER

- Clerk of Court Office will evacuate the courtroom and east side of upper level.
- Dispatch/Sheriff's Office will evacuate west side of upper level and assist with Courtroom evacuation if needed.
- County Clerk's Office will evacuate the commissioner's room and locate Maintenance Staff (incase outside).
- Extension Office will evacuate lower level rooms/offices. Road and Bridge will notify staff at County Shops and Landfill.

APPENDIX B – FORMS

DEPARTMENT ACCOUNTABILITY FORM

Checklist Supervisor: In advance, list all of your department employees and the public areas you are responsible to check. Fill out the form during an event: check “Yes” for employees who have reached the designated assembly point safely, “No” for those who are not present at the designated assembly point, or “Absent” for those employees who are absent from work today. Inform visitors and others present of the plan in place for the specific event and take them with you. If they are not willing to follow the plan they must leave the courthouse. Record the name and time of departure of all those who leave the courthouse including both employees and visitors. Please give this list to the Accountability Officer (Risk Manager, Auditor or Emergency Manager) so rescue personnel can determine who is left in the building.

Department: _____

| EMPLOYEE | YES | NO | ABSENT | NOTES |
|----------------------|------------|-----------|--------|-------|
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| PUBLIC AREAS: | YES | NO | | |
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COURTHOUSE ACCOUNTABILITY FORM

Accountability Officer: Obtain Department Accountability Forms from each Checklist Supervisor and check off departments as you receive them. List anyone unaccounted from individual lists on this form. Verify public areas have been checked. Provide a copy of this completed form to the Operations Chief.

Accountability Officer Name: _____

Date: _____ Time: _____

| ✓ | Department (Office) | # Unaccounted | # Accounted | Names of Unaccounted |
|------|------------------------------------|---------------|-------------|----------------------|
| | County Clerk + Records Room | | | |
| | Treasurer + Records Room | | | |
| | Register of Deeds + Vault | | | |
| | Road and Bridge | | | |
| | Appraiser | | | |
| | Maintenance | | | |
| | District Court | | | |
| | Extension Office | | | |
| | Court Clerk's Office | | | |
| | Judge's Chamber | | | |
| | Law / Dispatch | | | |
| | 911 Supervisor's Office | | | |
| | Undersheriff's Office | | | |
| | Deputy Room | | | |
| | Sheriff's Office + Restroom | | | |
| | Dispatch Room | | | |
| | General Office | | | |
| | Server Room | | | |
| AREA | | Yes | No | Comments |
| | East Stairwell | | | |
| | West Stairwell | | | |
| | Main Stairwell | | | |
| | Commissioners Room | | | |
| | Main Floor Restroom | | | |
| | Main Floor Break Room | | | |
| | Court Room | | | |
| | Jury Room | | | |
| | Upper Floor Restroom | | | |
| | Food Pantry | | | |
| | Lower Level Records Room | | | |
| | ADAC | | | |
| | Lower Level Men's Restroom | | | |
| | Lower Level Women's Restroom | | | |

APPENDIX C – EVACUATION ROUTE MAPS

APPENDIX D - PROCEDURES

FIRE ALARM PROCEDURES

Upon sounding of a fire alarm, all personnel and visitors are to *immediately* evacuate the building according to evacuation procedures. Re-entry of the building will take place only at the direction of the emergency personnel on scene. No one other than emergency personnel is to enter the building until an “all clear” is given.

Fire alarms should **only** be reset by trained fire department or courthouse personnel after a complete inspection of the building. In the event of smoke or active fire, the alarm is to continue sounding until all personnel and visitors are evacuated and emergency personnel has determined it is safe to re-enter the building.

Elevators are to be reset upon re-entry of the building by the Cheyenne Fire Department or trained courthouse personnel.

HOW TO REPORT A FIRE

It takes less than three minutes for a free-burning fire to reach temperatures of over 1000 degrees. Because you have so little time, it's important to be ready when you call 9-1-1. Be prepared to describe the nature of the emergency.

- The 9-1-1 operator will ask to verify the address.
- Be specific: what office/floor?
- Provide as much specific information possible on the extent and nature of the fire.

FIRE EXTINGUISHERS

Fire extinguishers save lives and property by putting out or containing small fires until the fire department arrives. Even against small fires, however, extinguishers are useful only under certain circumstances.

- The operator must know how to use them. There is no time to read instructions during an emergency.
- They must be within easy reach and in working order and fully charged.
- The user needs to have an escape route that will not be blocked by the fire.
- They should match the type of fire you are fighting.
- They must be large enough to put out the fire. Most portable fire extinguishers discharge completely in a few as eight seconds.

OPERATING A FIRE EXTINGUISHER

Before using the extinguisher, make sure your back is to an exit and that you are standing six to eight feet from the fire.

PPULL THE PIN: Hold the extinguisher with the nozzle pointing away from you and pull the pin located below the handle to unlock the operating lever and allows you to discharge it.

AAIM LOW: Point the extinguisher at the base of the fire.

SSQUEEZE THE LEVER: Squeeze slowly and evenly to release the extinguisher.

SWEEP FROM SIDE TO SIDE: Move carefully toward the fire until the flames are out.

HOW TO ASSIST A BURN VICTIM

Taking quick action is important when you're assisting a burn victim. There are five objectives:
Relieve Pain – Try to stop the burning process. Pull the victim away from the fire. If clothes are burning, get them to drop and roll or wrap them in a blanket or anything available.

Remove any smoldering clothing or clothing that's been contaminated with burning chemicals.

If you are faced with an electrical burn, turn off the power before you offer assistance.

Hold the burn under running water for 5-10 minutes – skin will continue to burn if it is not cooled for at least 5 minutes.

Never use butter, petroleum jelly or any kind of ointment on the burn.

Watch for signs of shock and keep victim calm until EMS arrives.

HOW TO HANDLE PUBLIC INFORMATION/MEDIA

Cheyenne County will follow the NIMS standard during emergencies. The Public Information Officer (PIO) will handle public information releases and media inquiries.

Incident Command/EOC will designate a PIO. PIO will work with BOCC and County Clerk to gather information, and disseminate to the public/media as warranted.