

4. EMERGENCY PLANS
COURTHOUSE, ADMINISTRATIVE CENTER,
GENERAL STORE, SHERIFF PATROL, AND TREMONT FACILITIES

POLICY

It is the policy of Scott County to develop and maintain emergency plans for the County Courthouse, Administrative Center, General Store, Sheriff Patrol, and Tremont facilities.

SCOPE

This is applicable to all County personnel employed at the Courthouse, Administrative Center, General Store, Sheriff Patrol, and Tremont facilities. These procedures are to be followed as closely as possible. Tenant agency employees are strongly encouraged to use these procedures. Such offices may wish to elaborate or modify these procedures to fit their particular needs and concerns, but shall not implement policies or procedures that jeopardize or compromise the policy herein.

Separate policies shall be developed and maintained by the responsible department(s) or agencies for the Main Jail, Juvenile Detention Center, and Secondary Roads Facility.

Emergencies require immediate action by you in order to avoid possible injury or death. These emergency plans are designed to inform you of what to do in case of the following emergencies:

- Fire, Smoke Fumes and Explosions
- Tornado/High Winds
- Bomb Threat
- Hostage Situation/Prisoner Escape
- Medical Emergencies
- Robbery

WHO TO CALL

All facility locations

DIAL 911 for emergency assistance (Medical, Law Enforcement, and Fire).

CRISIS OPERATIONS TEAM: (COT)

The Crisis Operations Team will consist of the Sheriff or designee, the Assistant County Administrator, Risk Manager, and the Director of Facility and Support Services or designee. The Team will be activated by SECC operation answering an internal emergency call. The COT is charged with providing administrative direction and decision making responsibilities in the case of any of the above mentioned situations.

ALARM SIGNALS

There are only two tones used to signal an emergency:

1. Fire Alarm Signal:

This is an intermittent alarm tone and/or voice alarm and will sound in case of fire, explosion, heavy smoke and fumes and will always mean you are to evacuate the building immediately.

2. Tornado Alarm Signal:

This is a steady, continuous alarm tone and is different from the fire alarm signal. It is used in case of a tornado and will always mean you are to remain inside the building.

EMERGENCY PROCEDURES

Listed below are potential life threatening situations that may occur in County Facilities. It is critical that employees and the public react as quickly and safely as possible to avoid possible injury or death. You should try to remain calm and notify the proper authorities if you are the first person to become aware of an emergency situation. At no time place yourself or others in danger.

A. Fire, Smoke, Fumes and Explosion:

1. Refer to the Emergency Response Reference Guide (the “Red Book”)
2. If you discover fire, smoke or fumes pull the fire alarm handle closest to you and call 911
3. Give location and type of fire or emergency and your name.
4. If you are notified by the fire alarm sounds, or by the Crisis Operations Team:
 - a. Evacuate the building immediately.
 - b. If for some reason the designated exit is blocked, proceed to the next nearest exit.
 - c. Department staff shall notify the public in their area of the Evacuation procedures.
 - d. Do not panic or run.
 - e. WARNING: DO NOT USE THE ELEVATORS FOR EVACUATION
5. Evacuation of Disabled Persons

Disabled individuals may need special assistance to evacuate the

building. Floor Captains will provide assistance and oversight. Specially designed evacuation chairs are available on approximately the middle floor of each stairwell. Said chairs allow for the safe transportation of disabled or incapacitated individuals down stairs and out of buildings. Whenever possible seek assistance when evacuating or assisting with the evacuation of disabled individuals. Do not jeopardize the safety of yourself or others.

6. Assembly Areas

Employees are required to report to assembly areas upon evacuation. These areas will be used to distribute information and allow departments to account for their employees.

Employees shall proceed to the designated assembly area closest to their place of work. IMPORTANT: MOVE AWAY FROM EVACUATED BUILDINGS AND REMAIN ALERT.

The following are the designated assembly areas for the specific facilities:

COURTHOUSE

EAST SIDE - across Ripley Street in the Davenport Police parking area.

WEST SIDE - across driveway in the main parking areas.

ADMINISTRATIVE CENTER

EAST SIDE - across Western Avenue in the Courthouse public parking lot.

WEST SIDE - southwest corner of parking area close to the corner of Gaines and Fourth Street.

COUNTY GENERAL STORE

FRONT EXIT -- to the Northwest corner of parking lot.
EMPLOYEE EXIT -- across parking lot to backside of Media Com Building.

TREMONT SUBSTATION

FRONT EXIT - across Tremont Avenue and assemble in the parking area.

B. Procedures for Tornado:

1. Refer to the Emergency Response Reference Guide (the “Red Book”)
2. The steady, continuous tornado alarm will be sounded when word is received of a tornado warning where the chances of a tornado hitting downtown Davenport appears likely. The decision to take shelter will be made by the Emergency Management Agency and Crisis Operations Team.
3. When you hear the steady, continuous tornado alarm, move away from windows or doors and toward an interior shelter area such as a stairwell, hallway, lobby or other room. Move as quickly as possible, to a shelter area. Assist any visitors in your area in seeking shelter.
4. DO NOT USE THE ELEVATORS IF A TORNADO IS EMINENT.
5. Once you get to the interior shelter area, find a comfortable location against a solid wall; be prepared to cover your head. Stay away from doorways, windows, and exterior walls.
6. A Crisis Operations Team member will tell you when it is safe to return to your work area.

C. Medical Emergencies:

1. Refer to the Emergency Response Reference Guide (the “Red Book”).
2. If you find a person ill, injured, or lying on the floor, get involved to help them.
3. Determine if medical assistance is needed (if they are conscious) and find out what the problem might be.
4. When assisting in a real emergency be sure to take appropriate precautions for blood borne pathogens.
5. If you determined this to be a medical emergency call, or have someone else call, 911 for assistance. Stay on line with 911 until help arrives.
6. Someone should remain with the person until medical service arrives.

D. Robbery/Violence:

1. Refer to the Emergency Response Reference Guide (the “Red Book”).

2. If you are robbed, or observe violent behavior:
 - a. Signal for co-worker's assistance or push panic alarm if your workstation is so equipped.
 - b. Stay Calm; speak in a soft, even tone.
 - c. Observe:
 - 1) Subjects: Height, Weight, Race, Gender, Length of Hair, Facial Hair, Hair Color, Eye Color, Scars, Marks & Tattoos, etc.
 - 2) Description of what subject was wearing: Hat, Coat, Trousers, Shirt, Gloves, Shoes, Glasses, etc.
 - 3) What, if any, weapon was displayed: Gun (description), Knife, Club, etc.
 - d. When subject leaves, observe:
 - 1) Direction of travel.
 - 2) Vehicle used or license plate (if possible).
 - e. After subject leaves, call or have someone else call #911 and provide the following information:
 - 1) Your location.
 - 2) Type of incident. What happened.
 - 3) Report any injuries.
 - 4) Stay on the line until an Officer arrives, and you are told to terminate the call.

2. If you observe a robbery or violent situation and are:

- a. Refer to the Emergency Response Reference Guide (the "Red Book").
- b. Unable to report it, follow same procedure as if you were being robbed.
- c. Able to report it (without endangering yourself or others), call 911 and report what is happening or trigger a panic alarm. Signal for co-worker's assistance or push panic alarm if your workstation is so equipped.

At No Time Place Yourself or Others In Danger

E. Hostage Situation

Refer to the Emergency Response Reference Guide (the "Red Book").
Use Robbery Procedures.

F. Bomb Threat Procedures:

1. When a bomb threat is received over the phone the person receiving the call should:

- a. Remain calm.
 - b. Use the Emergency Response Reference Guide “Red Book” Telephone Bomb Threat Form as a guide to solicit as much information as possible.
 - c. Record details of conversation on Bomb Threat Form.
 - d. Quietly notify co-worker of bomb threat being received.
 - e. Co-worker should notify 911 of threat.
 - f. At conclusion of call person should notify their supervisor.
 - g. Call Director of Facility and Support Services or designee and provide information obtained from caller.
2. If the bomb threat is received by mail, e-mail, or expressed by an individual in person, notify 911.
 3. Department Heads (or designee) should:
 - a. Encourage employees to glance around immediate work areas for strange or suspicious packages or articles and report any suspicious items to the Crisis Operations Team.
 - b. Ensure employees evacuate the area/building when directed to do so by the Crisis Operations Team.
 - c. Notify visitors in their area, of evacuation procedures.
 4. Detailed Bomb Threat Procedures:

Are on file with the Crisis Operations Team and Facility and Support Services

TRAINING

A. Mail Handlers Training:

All personnel significantly involved in the County mail handling process (i.e., delivery, sorting, etc. of in-coming mail) shall receive periodic (approximately once every two years) training in mail bomb/anthrax awareness and proper handling techniques. New employees shall receive training as soon as practically possible after hire. Said training shall be the responsibility of the responsible department head and will be at the individual department's expense.

B. Crisis Operations Team:

1. Team members are highly encouraged to seek out training regarding disaster planning and recovery, critical decision making and emergency policies and procedures. Crisis Operations Team members shall make every effort to seek adequate training to ensure proper decision-making knowledge is available.

2. Team members shall meet bi-annually to review and update all pertinent policies and procedures.

C. All Employees:

1. County shall offer periodic training to employees on workplace violence.
2. County shall offer periodic training to employees on this policy and the current emergency plans and procedures.
3. County shall hold orientation training for newly hired employees that covers the major elements of workplace violence and the current emergency plans.