

**4. EMERGENCY PLANS**  
**COURTHOUSE, ANNEX, ADMINISTRATIVE CENTER,**  
**GENERAL STORE AND TREMONT SUBSTATION FACILITIES**

**POLICY**

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

**SCOPE**

This is applicable to all County personnel employed at the Courthouse, Annex, Administrative Center, General Store and Tremont Substation facilities. These procedures are to be followed as closely as possible. Non-county 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, Jail Annex, Juvenile Detention Center and Pine Knoll 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<br>Explosions | - Hostage Situation/Prisoner<br>Escape |
| - Tornado/High Winds                  | - Medical Emergencies                  |
| - Bomb Threat                         | - Robbery                              |

**WHO TO CALL**

Courthouse, Administrative Center, Main Jail, Tremont Substation, Annex:

**DIAL 8772** for emergency assistance (Medical, Law Enforcement, and Fire). If necessary, dial **9-911** for Davenport dispatch (Medical, Law Enforcement, and Fire). Remember to dial 9 first for an outside line (County phone system).

For other offices not on County phone system: **DIAL 911**

**EMERGENCY OPERATIONS TEAM: (EOT)**

The Emergency Operations Team will consist of the Sheriff or his/her designee, the

Assistant County Administrator, Risk Manager, and the Director of Facility and Support Services or his designee. The Team will be activated by the Radio Room operation answering an internal emergency call. The EOT 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, yet 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 the emergency number '8772'.
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 Emergency 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 at 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 closet 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 - cross Ripley Street to the Davenport Police parking area.

WEST SIDE - cross driveway to the main parking areas.

ADMINISTRATIVE CENTER

EAST SIDE - cross Western Avenue to the Courthouse public parking lot.

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

ANNEX BUILDING

Assemble in the large parking area NORTH of the center drive.

**COUNTY GENERAL STORE**

Cross parking lot to McDonalds.

**TREMONT SUBSTATION**

Cross 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 appear likely. The decision to take shelter will be made by the Emergency Management Agency and Emergency 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. Be prepared to spend some time, an Emergency 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 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 bloodborne pathogens.

5. If you determined this to be a medical emergency call, or have someone else call, #8772 for assistance. Stay on line with #8772 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, Sex 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 (if possible)
  - e. After subject leaves, call or have someone else call #8772 and provide the following information:
    - 1) Your location.
    - 2) Type of incident. Tell 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 #8772 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 telephonically 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 #8772 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 or expressed by an individual in person, notify #8772.
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 Emergency Operations Team.
  - b. Ensure employees evacuate the area/building when directed to do so by the Emergency Operations Team.
  - c. Notify visitors in their area, of evacuation procedures.
4. Detail Bomb Threat Procedures:

Are on file with the Emergency 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 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. Emergency 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. Emergency 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 all pertinent policies and procedures. At this time corrections, additions or deletions shall be made to said documents to ensure accuracy and applicability.

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 annual orientation training for newly hired employees that covers the major elements of workplace violence and the current emergency plans.