

DUNN COUNTY
Job Center
401 Technology Drive East
Menomonie WI 54751

EMERGENCY PLANS



Severe Weather Evacuation
Fire Evacuation
Hazardous Materials Spill
Threat/Security Incident

OBJECTIVE: Dunn County through its past Risk Management and Loss Prevention Statements adopts the following emergency plans. The purpose of these plans is to provide a means for employees, agents, and visitors to cope with hazards that could be encountered at the Dunn County Job Center.

Procedure: **SEVERE WEATHER (TORNADO) DISASTER PLAN**

In the event of severe weather, the Dunn County Job Center (DCJC) shall be notified through their weather alert monitor. The receptionist(s) or designee at the DCJC will be responsible for monitoring the monitor.

Upon notification of severe weather, the DCJC receptionist(s) shall immediately begin to notify the wardens either by phone or verbally to initiate the Severe Weather Plan. Wardens or designees shall immediately begin to notify all employees they are accountable for. Employees shall remain alert for weather changes and be prepared to institute plan procedures if necessary.

Evacuation of employees to the designated area shall commence immediately upon notification by warden or designee. Notification by warden or designee of each office, either verbally or by phone, shall serve as sufficient warning to employees. The warden or designee shall also warn normally unoccupied areas such as bathrooms, storage rooms, etc. Notification by warden or designee in these areas by announcing in a loud voice and visually checking the area shall serve as sufficient warning.

Absolute care is to be exercised in staying away from areas that may contain flying glass, debris, etc. Wardens or DCJC staff shall assist those visitors or other employees who may need assistance. If time permits, employees and visitors should evacuate to the public restrooms located on the west side of the building. The severe weather evacuation plan will be posted in plain sight throughout the building for employees and visitors to observe and follow. In all other cases, personnel and visitors shall gather in areas offering the greatest degree of safety in the time permitted, using care to stay away from windows or glass areas.

A battery-powered radio shall be kept available at the front reception desk for informational purposes in case of power outage. In the case of an evacuation, the receptionist(s) will take the radio to the evacuation site.

EACH OFFICE SHALL POST A COPY OF THE SEVERE WEATHER EVACUATION PLAN IN PLAIN SIGHT FOR EMPLOYEES AND VISITORS TO OBSERVE AND FOLLOW.

Gathering points are as follows: The public restrooms on the west side of the building are the predetermined evacuation sites. In the event you cannot travel to this site, seek shelter under a desk or other heavy piece of furniture. The bathrooms near the conference rooms are also a good place to consider.

All persons gathering in the DCJC shall stay in office groups and notify wardens or designee of whereabouts of any persons unaccounted for, if known.

SUITE WARDENS

Suite 100 – Workforce Development Board: Kathy Talford	Alternate: Jackie Greene
Suite 200 – Job Center: Frannta Lor	Alternate: Merry Lienau
Suite 300 – Human Services: Kathy Myers	Alternate: Serena Stipek
Suite 400 – Economic Development: Cheire Haglund	Alternate: Eric Turner

If damage is experienced, render aid to those who are injured. After storm is passed, take steps to notify authorities. Determine extent of injuries and report to Emergency Center by dialing 9-911 if possible. If phones are not working, designate person(s) to travel to the hospital to seek assistance.

Procedure: **FIRE EVACUATION PLAN**

Notification of a fire in the DCJC building shall be made by several blast of an air horn. Air horns will be located at the receptionist's desk (in the front of the building) and the Workforce Development Board Office Manager's desk (in the rear of the building).

A smoke detector is located in the Job Center Resource Room. This detector is specially designed for the hearing impaired. Not only will it sound if it senses smoke, but it will also flash. If the smoke detector sounds, the receptionist will notify the building of the fire by blasting the air horn.

Fire extinguishers are located in the front of the building near the Day Care and the rear of the building near the Men's Restroom. It is not recommended employee(s) fight the fire. The first duty shall be to warn others and get out. Fire fighting efforts are at employee's own volition and only after fire announcement/warning and Fire Department has been called. When reporting a fire, dial 9-911 and calmly report the location and type of fire (i.e. hallway, closet, office, etc.).

Wardens or designee shall make reasonable efforts to further notify all employees they are accountable for. Employees are to help direct visitors to the designated exit and to assist those who may need help in exiting the building. Fire evacuation routes shall be posted in plain sight throughout the building for employees and visitors to observe and follow. Office doors shall be closed and left unlocked. Fire fighters may need to gain access to offices to fight the fire.

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All exits are considered fire exits. All persons shall use the nearest fire exit available to them. Refer to fire evacuation routes posted by office entrance/exit doors.

All DCJC employees and visitors shall gather at the front entrance of the Chippewa Valley Technical College. Wardens or designees shall report to the Fire Department Commander any person(s) not accounted for.

All DCJC employees and visitors shall remain at CVTC until such time they are advised by the Fire Department they can return to their office area or go home.

Procedure: **HAZARDOUS MATERIALS SPILL PLAN**

DCJC employees and visitors shall be notified by phone or personal contact by an emergency worker if they are in a vulnerable or dangerous area due to a release of a toxic or hazardous substance. Each office shall be notified by means of the floor warden system. The front reception area shall notify floor wardens.

Each incident may be different. Listen carefully to the instructions given over the phone or by the emergency worker. If time allows, each office may evacuate out of the area to a predesignated location. If time does not allow evacuation, in-place sheltering will be utilized.

In place sheltering consists of shutting off all outside air intake sources. This means shutting off air intakes for heating/cooling systems. It also requires barriers such as wet towels, etc. located with the emergency kits, be placed in front of doors and windows leading to the outside of the building. Stay in place in an interior room. You may be instructed to seek shelter elsewhere in the building. After obtaining information to vacate the building, ventilate the building until any trace of substance is cleared.

Procedure: **THREAT INCIDENT PLAN**

In all cases when dealing with a threat, consider it to be authentic until proven otherwise.

If a call is received that informs you of a threat, (i.e. bomb, hostage taken, etc.) in the building, the person receiving the call should make every effort to get as much information from the caller as possible. Any answers to questions such as: where, who, deadlines, or the reason for the threat may be helpful in diffusing the incident and minimizing any injury or damage to property.

If possible, keep caller on the phone. Have fellow employee phone law enforcement. Try to get caller to answer as many questions as possible on the attached threat/security incident report.

If a call is received, contact 9-911 immediately.

The employee who notifies law enforcement of the threat should also contact the wardens to evacuate the building, if necessary. Wardens or designees shall immediately begin to notify employees they are accountable for. Employees will evacuate the building following the Fire Evacuation Plan. Employees are to help direct visitors to the designated exit and to assist those who may need help in exiting the building. Fire evacuation routes shall be posted in plain sight throughout the building for employees and visitors to observe and follow.

All DCJC employees and visitors shall gather and remain at the front entrance of the Chippewa Valley Technical College until an all clear is given by the person in charge.

All news media questions shall be referred to the authority in charge (i.e. Police Chief or Sheriff or their designee) for statements.

THREAT/SECURITY INCIDENT REPORT

When a threat is made or a security incident occurs:

- Immediately contact law enforcement and follow their instructions.
- Save all physical evidence related to the threat for law enforcement.
- Complete this report as soon as possible after the incident.
- Submit this report to law enforcement, the department head, and Administrative Coordinator

Describe the incident or the exact wording used in making the threat: (Do not paraphrase.)

Did the person indicate what you were supposed to do in response to the threat: (Do not paraphrase.)

BOMB THREAT – Questions to Ask (Try to ask these questions and write down the exact answer.)

When is the BOMB going to explode?

Where is the BOMB going to explode?

What does the BOMB look like?

What kind of BOMB is it?

What will make the BOMB explode?

Did you place the BOMB?

Who were you trying to call?

What is your name?

What is your address?

OTHER THREATS – Questions to Ask (Try to ask these questions and write down the exact answer.)

What is going to happen?

When is it going to happen?

Where is it going to happen?

Are you the one who is going to do it?

Why are you making this threat?

Who were you trying to call?

What is your name?

What is your address?

How threat was made?

Telephone In person By mail
 Other _____

Were any weapons used?

Time of Threat: _____ a.m./p.m. **Date of Threat:** _____

Who made the threat?

Male Adult Female Child

Who do you think the person was?

Telephone Threats - Caller's Voice

Calm Lisp Disguised
 Angry Nasal Slurred
 Excited Raspy Accent
 Slow Stutter
 Other _____

Threat Language:

Irrational Well Spoken Foul
 Incoherent Read Message Taped

Background Sounds:

Voices Music Hospital
 Street noise Office Restaurant
 Children Factory Other
 Animal noise PA System

Where did the threat/incident occur?

Phone number to which call was made: _____

Phone number at which call was taken: _____

Name of Person Completing Report: _____

Position: _____

Telephone Number: _____ **Date:** _____