

**DUNN COUNTY
Government Center
800 Wilson Avenue
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 Government Center.

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

A copy of the severe weather evacuation route is posted in each wing of the Government Center in plain sight for employees and visitors to observe and follow.

In the event of severe weather, the Government Center shall be notified by the E-911 Center through the weather alert monitor located in the Administrative Coordinator's Office.

Upon notification, Administration shall immediately notify the Highway Department business office, and Government Center floor wardens to initiate the Severe Weather Plan. Floor wardens or designees shall immediately begin to notify each office they are accountable for. Employees will remain alert for weather changes and be prepared to institute procedures if observations are made.

Evacuation of each office to the Government Center basement shall commence immediately upon notification by floor warden or designee. Verbal notification to each office shall serve as sufficient warning to each office. Floor wardens or designees shall also warn normally unoccupied areas such as, restrooms, lunch room, etc. Warning will be satisfied by announcing in a loud voice, and visually checking area, as possible. Wardens or designees shall assist handicapped persons, who are unable to use the stairs, to a restroom or an inside hallway as far from windows as possible, before proceeding to the basement. Doors to offices may be locked during severe weather evacuation.

The elevator is not to be used in a severe weather evacuation since power can fail trapping those inside. Wilson Avenue stairways should not be used during evacuation due to large amount of glass area subject to breakage.

SEVERE WEATHER EVACUATION ROUTES

EAST STAIRWAY EXIT

First Floor:	County Clerk, County Treasurer
Second Floor:	Home Care Nurses, IT
Third Floor:	UW-Extension

WEST STAIRWAY EXIT

First Floor:	Register of Deeds
Second Floor:	Corp. Counsel, Home Care
Third Floor:	Veteran's Service, Facilities Dept.,

SOUTH STAIRWAY EXIT

First Floor:	Administration
Second Floor:	Not Applicable
Third Floor:	City Hall

All basement offices should evacuate to hallways in their respective wings.

WILSON AVENUE (NORTH) STAIRS ARE NOT TO BE USED.

All persons gathering in the basement shall stay in office groups and notify wardens or designee of whereabouts of any persons missing, if known. You are to remain in the basement until the Safety Coordinator gives the okay to return to work.

FLOOR WARDENS

Basement:	Nurse's Secretary	ALTERNATE:	-----
First Floor:	Lynn Ruth	ALTERNATE:	Julie Wathke
Second Floor:	D. Stafne	ALTERNATE:	J. Ogren/L. Bartz
Third Floor:	Ginger Hoff	ALTERNATE:	Michelle Giese
City Hall:	Pam Link	ALTERNATE:	JoAnn Kadinger

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 the E-911 Center. If phones are not working, designate person(s) to travel to the hospital to seek assistance.

Procedure: **FIRE EVACUATION PLAN**

Fire alarms are located throughout the Government Center. If the alarm goes off employees shall not attempt to fight the fire. Their first duty will be to warn others and get out of the building. The Facilities Department personnel will check the monitor in the equipment room on first floor to see where the fire is located and investigate. Once the alarm is pulled it automatically goes to Dunn County 911 Communications & Emergency Management and they call the Fire Dept.

Fire evacuation routes are posted in each hallway in plain sight for employees and visitors to see. All persons shall use the nearest fire exit available to them.

Office doors shall be left closed and unlocked in a fire evacuation. Fire fighters will need to gain access to offices to fight fire.

THE ELEVATOR SHOULD NOT BE USED AS A FIRE EXIT SINCE POWER MAY FAIL TRAPPING YOU IN THE ELEVATOR.

WARDENS SHALL ATTEMPT TO NOTIFY ALL AREAS ON THEIR FLOOR ACCESSIBLE TO THEM.

WARDENS

Basement:	Nurse's Secretary	ALTERNATE:	-----
First Floor:	Lynn Ruth	ALTERNATE:	Julie Wathke
Second Floor:	D. Stafne	ALTERNATE:	J. Ogren/L. Bartz
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Visitors in your office shall be directed by employees to the designated exit for your office and follow you out of the building. Proceed to the Wilson Park band shell and stay there. **ONCE OUTSIDE, EACH OFFICE SHALL ACCOUNT FOR ALL OF THEIR EMPLOYEES AND NOTIFY THE WARDEN OR ALTERNATE IF ANYONE IS MISSING, SO THEY CAN NOTIFY FIRE DEPARTMENT PERSONNEL.** All Government Center employees and visitors shall remain at the Wilson Park bandshell until such time they are advised by fire department personnel or the Dunn County Safety Coordinator that they can return to their office area or go home. **NOTE: If anyone is handicapped and cannot use the stairs, they should be directed to go to the north stairway and push the red "Rescue Assistance" button on the wall near the stairway door. When the red button flashes it means their message has been received, the fire department is in the building, is aware of their location and will rescue them.**

Procedure: **HAZARDOUS MATERIALS SPILL PLAN**

Government Center 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.

The Administrative Coordinator's Office shall notify all office wardens. Office wardens shall activate warning procedures on their floor.

Each incident may be different. Listen carefully to the instructions given by phone or to 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. 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 either in the basement or on an upper level, depending on the substance released. 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 attached sheet. **If a call is received, call 9-911 immediately.**

Upon receipt of a bomb threat, the building shall be evacuated until the all clear is given by the authority 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 was threat 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:** _____