

DUNN COUNTY
Human Services Department
808 Main Street
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 Human Services Department.

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

In the event of severe weather, the Human Services Department shall be notified through their weather alert monitor.

Upon notification, the employees working at the front counter will immediately page the entire agency to initiate the Severe Weather Plan. One of the front counter staff will block the front door and check the conference room for other people. The other front counter staff will go, in person, to the Mental Health Clinic warden or alternate, and notify them of the warning since that area does not have paging. Floor wardens or designees shall immediately begin to notify each office they are accountable for. Employees shall remain alert for weather changes, and be prepared to institute procedures if observations are made.

Evacuation of each office to the predesignated area shall commence immediately upon notification by floor warden or designee. Notification by floor warden or designee to each office, either verbally or by phone, shall serve as sufficient warning to each office.

The floor warden or designee shall also warn normally unoccupied areas such as, bathrooms, storage rooms, etc. Warning will be satisfied by announcing in a loud voice and visually checking area if possible. Wardens shall assist visitors or employees in protective areas in the building.

Absolute care is to be exercised in staying away from areas that may contain flying glass, debris, etc. If time permits, an order by the Human Services Director or his/her designee shall be given to evacuate to the basement of the Government Center. Wardens shall assist visitors or employees who may need help. In all other cases, employees and visitors shall gather in areas offering a degree of safety using care to stay away from windows or glass areas.

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

Beata Haug has a battery powered radio that she will take with her to the designated area for information purposes in case of power outage.

Gathering points are as follows: All windowless offices on the west side of the building. In the event you can not travel to gathering area, seek shelter under a desk or other heavy piece of furniture. The bathrooms are a good place to consider.

ALL PERSONS SHALL STAY IN OFFICE GROUPS AND NOTIFY WARDENS OR DESIGNEE OF WHEREABOUTS OF ANY PERSONS UNACCOUNTED FOR, IF KNOWN.

FLOOR WARDENS

NW 1/4 OF BLDG.: Sarah Stabenow
SW 1/4 OF BLDG.: Annette Weiss
NE 1/4 OF BLDG.: Paula Goodell
SE 1/4 OF BLDG.: Kris Korpela

ALTERNATE: Michelle Drury
ALTERNATE: Jocelyn Larson
ALTERNATE: Vicki Holden
ALTERNATE: Kristi Bugs

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 8-911. If phones are not working, designate person(s) to travel to the Government Center to seek assistance.

Procedure: **FIRE EVACUATION PLAN**

Notification of a fire in the Human Services Department shall be made by several blasts from an air horn. Floor wardens shall make reasonable efforts to further notify persons in their designated area.

It is not recommended the employee fight the fire. The first duty shall be to warn others and get out. Fire fighting efforts are at the employee's own volition, and only after fire announcement/warning and fire department has been called.

When reporting a fire, dial 8-911 and calmly report the location and type of fire (i.e. hallway, closet, office, etc.).

Visitors in your office shall be directed by employees present to the designated exit for your office. Assist those who may need help in exiting the building.

Fire evacuation routes shall be posted in plain sight at all entrances/exits for employees and visitors to see.

Offices doors shall be open in fire evacuation. Fire fighters may need to gain access to offices to fight fire.

WARDENS SHALL ATTEMPT TO NOTIFY ALL AREAS IN THEIR SECTION ACCESSIBLE TO THEM AFTER WARNING HAS BEEN SOUNDED. EACH AREA SHALL ACHIEVE AN INDIVIDUAL PLAN TO ACCOUNT FOR ALL EMPLOYEES.

WARDENS

NW 1/4 OF BLDG.: Sarah Stabenow
SW 1/4 OF BLDG. Annette Weiss
NE 1/4 OF BLDG.: Paula Goodell
SE 1/4 OF BLDG.: Kris Korpela

ALTERNATE: Michelle Drury
ALTERNATE: Jocelyn Larson
ALTERNATE: Vicki Holden
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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.

Human Service employees and visitors shall gather at the Wilson Park bandshell. Wardens or designees shall report to the fire department commander any person(s) not accounted for.

All Human Service employees and visitors shall remain at the Wilson Park bandshell 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**

Human Service 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, 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:** _____