

**DUNN COUNTY
Judicial Center
615 Stokke Parkway
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 Judicial Center.

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

Copies of the Severe Weather Evacuation Plan must be posted in plain sight for employees and visitors to observe and follow.

In the event of severe weather, the Clerk of Court's Office shall be notified via their weather alert monitor.

NOTE: The emergency sirens are used only for warnings. Listen to your weather alert monitor as it will report where in Dunn County the storm is located. Then tune into your radio or log into www.nws.noaa.gov/ & type in Wisconsin & it will list active alerts by county and you can see exactly what is happening in our immediate area.

Upon notification, the Clerk of Court's warden/alternate shall immediately notify the warden/alternate in the District Attorney's Office, Child Support Office personnel and Sheriff's Department warden/alternate or whoever answers the telephone in those offices, to initiate the Severe Weather Evacuation Plan.

The District Attorney's Office warden/alternate shall immediately notify the Probate Office and the Judge's Secretary to initiate the Severe Weather Evacuation Plan.

The Sheriff's Department warden/alternate shall immediately notify the Menomonie Police Department warden/alternate and the secretary in 911 Emergency Management.

Evacuation of each office to the lower level of the Judicial Center shall commence immediately upon notification. Verbal or telephone notification shall serve as sufficient warning to each office. The Clerk of Court's Office warden/alternate will notify normally unoccupied areas such as, restrooms, storage rooms, etc. in the east half of the first floor. The District Attorney's Office warden/alternate will notify normally unoccupied areas such as, restrooms, storage rooms, etc. in the west half of the first floor. Warning will be satisfied by announcing in a loud voice, and visually checking areas if possible. Wardens or designees shall assist handicapped persons, **who are unable to use the stairs**, to one of the attorney conference rooms by the courtrooms before proceeding to the lower level employee's lunch room.

*Doors to offices shall be locked during severe weather evacuation.

The elevator is not to be used in severe weather evacuation since power can fail trapping those inside.

SEVERE WEATHER EVACUATION ROUTES

GROUND LEVEL:

Clerk of Court's Office, Child Support Agency, District Attorney's Office, & Probate Office should all use stairs in center of building to evacuate to lower level lunch room. Circuit Judge's, their staff, jury, bailiffs, etc. evacuate to lower level area outside Police Dept. counter/window. This window should be closed.

LOWER LEVEL:

Menomonie Police Dept., Sheriff's Dept., Facilities Dept., 911 Emergency Management Secretary & First Responder staff should seek shelter in employees lunch room.

FLOOR WARDENS

GROUND LEVEL:	Ellen Anderson (Clerk Court)	ALTERNATE:	Barb Vadnais (Clerk Court)
	Child Support (232-1671)		whomever answers the telephone
	Pam Rudie (DA)	ALTERNATE:	Marcia Finder (DA)
SHERIFF'S DEPT.:	Marie Marty	ALTERNATE:	Gary Ridings
POLICE DEPT.:	Chief's Secretary	ALTERNATE:	Roxie Rude

If damage is experienced, render aid to those who are injured. After storm has passed, take steps to notify authorities. Determine extent of injuries and report to Emergency Center.

Procedure: **FIRE EVACUATION PLAN**

If you have a fire in your area, and the fire alarm has not gone off, please pull one of the fire alarms located in the vestibule at the upper level east entrance, or the upper level hallway by the west entrance, to the Judicial Center, or in the lower level by one of the west entrances, in the vestibule of the east entrance or one of the north entrances. **NOTE: You will be notified by the fire dept. when you can return to the building.**

All employees are to become familiar with the location and operation of fire alarms.

It is not recommended that employees 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 the fire alarm has been pulled and E-911 has been called.

Fire evacuation routes shall be posted in plain sight for employees and visitors to see. At the Judicial Center they are located by the fire extinguishers in the hallways. All persons shall use the nearest fire exit available to them. When using the alternate fire evacuation route, please note that there are propane tanks on the west side of the building and you should get as far from the tanks as possible. Employees in the first floor should meet at the flag pole in the south parking lot. Employees in the lower level should meet at the Dunn County Judicial Center sign just east of the bike rack near the east driveway entrance.

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

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

Visitors or clients in your office should be directed by employees to the designated exit for your office. Assist those who may need help in exiting the building. **ONCE OUTSIDE, EACH INDIVIDUAL OFFICE SHALL ACCOUNT FOR ALL OF THEIR EMPLOYEES, AND NOTIFY FIRE DEPARTMENT PERSONNEL, IF ANYONE IS MISSING.** All Judicial Center employees and visitors shall remain in the parking lot until such time as they are advised by fire department personnel that they can return to their office area or go home.

Procedure: **HAZARDOUS MATERIALS SPILL PLAN**

Judicial Center employees and visitors shall be notified if they are in a vulnerable or dangerous area due to a release of a toxic or hazardous substance by phone or personal contact by an emergency worker.

The E-911 Center 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 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 lower level or on the ground floor, depending on the substance released. After obtaining information to vacate the building, the Facilities Department will ventilate the building, & you will be notified when any trace of the 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 contact law enforcement. Try to get caller to answer as many questions as possible on attached sheet. **If a call is received, call 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 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:** _____