

KEWAUNEE COUNTY

OCCUPANT EMERGENCY EVACUATION PLAN

FIRE EVACUATION PLAN

I. POLICY

In situations of fire, and/or dense smoke, the orderly and safe evacuation of the buildings is critical.

II. PROCEDURE

A. When a fire or dense smoke has been detected in the building, employees should do the following:

1. Pull the nearest fire alarm, if one hasn't been pulled. **Call 911** with information.
2. Assist all people in your office to the outside halls, and to the nearest exit. Lock the office door once you are sure everyone has exited.
3. Exit the building immediately according to the designated evacuation route.
4. **DO NOT USE THE ELEVATORS.**
5. Go across the street from the building as quickly as possible to allow fire fighters and rescue workers easy access into the building.
6. If you exited by a different door, other than the exit you are designated to, immediately go to the area where you would have been with fellow workers. This will allow for quicker accountability.
7. **DO NOT** return to the building until advised by the Fire Dept. that the building is safe.

B. Fire Evacuation Route Plan

1. Each office shall post in a prominent place a copy of the Evacuation Route Plan for the office
2. The Evacuation Route Plan shall provide the following information
 - a. On each floor there will be a floor plan which is designed for evacuation for that particular area. This route is designated with a red line with arrows, indicating the direction to exit.
 - b. The Fire Alarm Pull Stations will be indicated by a blue triangle.
 - c. The locations of all fire extinguishers will be indicated by a green dot.
3. By utilizing a planned route the congestion in the halls and stairways will be minimized.
4. **DO NOT RUN**, please try and remain calm.
5. Stay close to the people you are with, so as not to lose anyone.

THREATS AND/OR ACTIONS AGAINST COUNTY OCCUPANTS SAFETY

(By phone, mail, in person, or as a suspicious object or package)

I. POLICY

It is possible that any County employee may receive a threatening phone call, a letter, a verbal threat in person, receive a suspicious package in the mail, or discover a suspicious package or item in the building or on the premises. It is Kewaunee County's policy that no employee shall be required to compromise the personal safety of themselves or the general public in any dangerous situation. All threats are to be taken seriously and must be reported.

II. PROCEDURE

A. TELEPHONE THREATS

1. Remain calm.
2. Listen carefully. At the same time take careful notes.
3. Keep the caller on the phone as long as possible to get as much information as possible. Attempt to have the caller identify himself.
4. Pay attention to background noise.
5. Listen for voice and speech characteristics.
6. Notify your supervisor or department head immediately.
7. Department heads should notify the following:
 - a. Sheriffs Department ext. 108
 - b. County Administrator ext. 111
 - c. Building Maintenance Supervisor ext. 155
8. If ordered to evacuate the building, follow the evacuation plan immediately.
 - a. When instructed to evacuate the building, use the same route that you use for a fire.
 - b. When possible, bring your coat, purse, or briefcase, however, if you are not exiting from your office, do not go back to your office to obtain these items.
 - c. Once out of the courthouse, go to the designated area Holy Rosary Church.
9. During the evacuation **DO NOT TOUCH, GO NEAR, OR MOVE ANY PACKAGES , BOXES OR OBJECTS.**
10. After the evacuation, when it is safe to come back the proper authorities will give the all clear to return to your office.
11. Complete the Threat/Security Incident Report as soon as possible to the proper authorities. (See Copy)

B. WRITTEN MESSAGE OR SUSPICIOUS PACKAGE

1. If you receive a written message, call the Sheriffs Department at 911 or ext. 108 and follow their instructions.
2. Do not panic. Write down everything you remember about the letter and retain the envelope which contained the message. Do not touch the written document any more than necessary. Fingerprints may have to be taken from the document.
3. If a suspicious object is received or found, do not handle it, or go near it. Do not let anyone else either.
4. If ordered to evacuate, follow the evacuation plan immediately.
5. Do not return to the courthouse until you receive the all clear from the proper authorities.
6. Complete a Threat/Security Incident Report as soon as possible. Turn over to proper authorities.

C. CIVIL DISORDER THREAT TO PERSONAL SAFETY

In the event of a disturbance, good judgement and sound action will help minimize the situation. Maintaining your own emotions will help minimize oneself of personal harm.

1. If you believe a situation is escalating, end your business as quickly as possible, with the intent to disengage the situation.
2. If the physical threat is imminent, remove yourself form the situation immediately.
3. Take immediate action to protect yourself in the event of a violent confrontation.
4. CALL 911. Do not try to resolve yourself.
5. If a threatening group or organization is in the building, every effort will be made to notify employees. When notified of such a situation, follow any instructions given and go to a secure area, until released by the person in charge.
6. Employees are not expected to attempt to calm any disturbance that would place them in a harmful situation, worsen the situation.
7. If ordered to evacuate, follow the evacuation plan.
8. Employees are requested to remain in the safe area until the proper authorities signal the all clear. Employees leaving the safe area before being authorized to do so, only put themselves in possible danger, and the other people working with them.
9. Complete a Threat/Security Incident Report as soon as possible after the incident.

III FORMS

1. SEE ATTACHMENTS

KEWAUNEE COUNTY SEVERE WEATHER EVACUATION PLAN

I. POLICY

In the event that a severe weather warning was issued by the Kewaunee County Sheriff's Department, the Court Security Officer should notify the County Administrator's office with the details. At this point a decision will be made. An announcement will be made over the PA system of the incident. The following procedure shall apply.

II. PROCEDURE

- A. Try and remain calm.
- B. Inform any members of the public in your office that there is an emergency situation and that they must follow staff to safety.
- C. DO NOT RUN.
- D. Use the predetermined routes, as posted, and proceed to the basement of the building. STAY AWAY FROM ENTRANCES.
- E. DO NOT USE ELEVATORS.
- F. Do not leave the building.
- G. Remain in the basement until the "all clear" has been given by the County Administrator, or second in command, if the administrator is not available.

**KEWAUNEE COUNTY MUSEUM
SEVERE WEATHER EVACUATION PLAN**

I. POLICY

In the event that a severe weather warning was issued by the Kewaunee County Sheriff's Department the following procedures shall apply:.

II. PROCEDURES

- A. Try and remain calm.
- B. Inform any member of the public in the museum that there is an emergency situation and that they must follow staff to safety.
- C. Direct staff and visitors to the basement.
- D. DO NOT RUN.
- E. If no visitors are in the building at the time of the warning, staff shall proceed to the basement.
- F. Remain in the basement until the " all clear " is given by the Administrator or whoever is in command.