

RESOLUTION NO. 87-05
AMENDING RESOLUTION 153-05, REVISING MASON COUNTY EMERGENCY
EVACUATION PROCEDURES

WHEREAS, Mason County has designated the Shelton Civic Center as the primary designated assembly area and Memorial Hall as the secondary assembly area for Mason County employees in the event Mason County buildings need to be evacuated;

WHEREAS, persons and property may be damaged unless standard procedures for response to an emergency are established;

NOW, THEREFORE, BE IT RESOLVED by the Board of Mason County Commissioners to adopt the revised Mason County Emergency Evacuation Procedures as outlined in Exhibit A.

Adopted this 27th day of September, 2005.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

ATTEST:



Rebecca S. Rogers, Clerk of the Board

APPROVED AS TO FORM:



CHIEF DPA
Deputy Prosecuting Attorney



Jayni L. Kamin, Chairperson



Lynda Ring Erickson, Commissioner

Absent

Tim Sheldon, Commissioner

C: All Departments
City of Shelton

MASON COUNTY
EMERGENCY EVACUATION PROCEDURES

The purpose of these procedures is to provide information necessary for the emergency notification and evacuation of Mason County employees during an emergency.

From time to time, it is necessary that we evacuate government buildings for any number of emergency reasons: fire, earthquake, hazardous material spills/leaks, bomb threats, etc. In recent years, bomb threats have become the method of choice by many factions to harass or disturb both private industry and government agencies. No bomb threat should be overlooked or simply dismissed as a crank call.

All departments are responsible for planning/coordinating orderly evacuation of their respective building/facility. This effort should preferably be accomplished under the auspices of the Safety Committee in order that assembly areas be coordinated among other departments.

ACTIONS TO BE TAKEN WHEN A BOMB THREAT IS RECEIVED!

1. REMAIN CALM
2. If possible, keep the caller talking. Use the attached "Bomb Threat" document (Enclosure III). Fill-in as much information as possible while receiving the call. Add relevant information later as you remember it. Give the document to a City of Shelton Police Department or Sheriff's Department representative and remain available for debriefing.
3. Call or direct someone to call SHELCOM (Dispatch) at 911 to notify them of the threat.
4. SHELCOM (Dispatch) will notify the City of Shelton Police Department, Mason County Sheriff's Office, and the respective city and county Departments of Emergency Management (DEM).
5. Following coordination with the Board of Commissioners and law enforcement authorities, Mason County DEM will activate a telephone pyramid alert to all separate County buildings/departments regarding any decision to evacuate and/or close offices (See Enclosure I & II). Each elected official/department head is responsible for the orderly evacuation of their respective areas.
6. When requested by law enforcement, the City of Shelton Public Works Department will provide sufficient barricades and barrier ribbon to prevent motor vehicle and pedestrian traffic from entering the effected area(s).

7. The Mason County telephone receptionist will notify the following County Offices within the Building I complex.

County DEM	427-7535
Commissioners	419
Auditor	471 / 468
Treasurer	484 / 478
Assessor	490 / 492 / 493
DCD	366 / 263
Human Resources	424 / 268
Budget	423
Maintenance	225

Each will see that their floor/area is evacuated in an orderly manner. Other buildings/departments will develop similar internal notification procedures as necessary.

EVACUATION

- A. Upon receipt of decision to evacuate:
1. All personnel and visitors will evacuate the effected building (s).
 2. Time permitting:
 - a. Turn off all power machines, typewriters, calculators, etc.
 - b. Open doors to lessen damage in the event of a blast. Close doors in the event of a fire.
 - c. Take your outer garments and personal belongings (Plan to not re-enter the building).
 - d. Do not touch or examine any unusual or suspicious containers or devices. Immediately, report anything strange to your supervisor.
 - e. Post signage on all building entrances indicating “Building Closed Due to Evacuation” (Enclosure IV).
 3. Employees are to walk to the stair exits. Do not use the elevators. Elevators are to be reserved for persons in wheel chairs or others having difficulty with the stairs.

4. Leave the building and proceed to the County's primary designated assembly area located at the Shelton Civic Center, 525 W Cota, Shelton, WA and wait for further instructions. In the event the Civic Center is not an option, proceed to our secondary assembly area located at Memorial Hall, 210 Franklin, Shelton, WA.
5. During evacuation, DO NOT attempt to move your car if it is parked in a government complex parking lot unless instructed to do so.
6. The Sheriff's Department will evacuate the County Jail if it is determined necessary.
7. After the building(s) has been searched, the employees will be advised as to when they may re-enter or to retrieve their vehicles to depart the area.
8. In the event barricades are up and streets have been blocked off, do not enter barricade area. Either contact the County switchboard at 427-9670 or report to the Civic Center located at 525 W Cota, Shelton for further instructions.

RESPONSE

A. Responsible Agencies

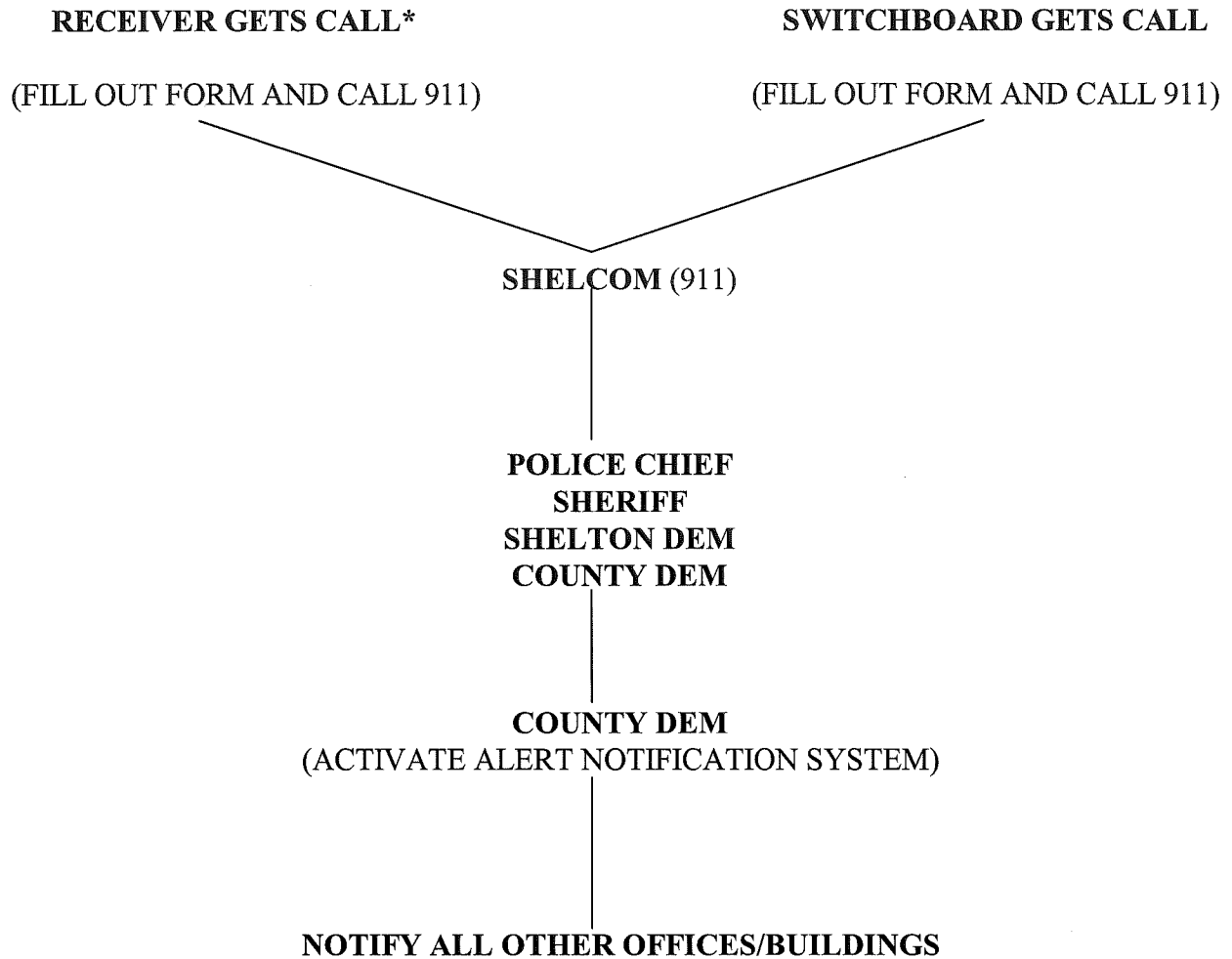
1. The Shelton Police Department and the Mason County Sheriff's Department are responsible for coordinating bomb identification/removal with the Washington State Patrol or other EOD (Explosive Ordinance Disposal) teams.
2. The City of Shelton Fire Department is responsible for conducting fire suppression and rescue operations.
3. Each department will designate one individual to assist the search team in answering questions and supplying other relevant information regarding immediate work area. The designee will remain outside the building until contacted by a search person.
4. The Department of Emergency Management will prepare for activation of the Mason County Emergency Operations Center (EOC) and possible reconstitution of essential government functions/services.

5. Should the EOC be activated, the designated department point of contact (primary and alternate) should report to the Emergency Operations Center to represent their respective department and field public queries that are called in.

6. **All media inquiries will be handled through City of Shelton Law Enforcement, Chief of Police @ 432-5145.**

ENCLOSURE I

NOTIFICATION MATRIX



*** THIS MAY BE ANY COUNTY EMPLOYEE**

*ENCLOSURE II***DEPARTMENT OF EMERGENCY MANAGEMENT CONTACT LIST**

MASON COUNTY FACILITIES/GROUNDS (PAGER)	540
MASON COUNTY SWITCHBOARD (BLDG. I)	419
MASON COUNTY CORONER (BLDG VI)	752
MASON COUNTY COURT HOUSE (MCSO)	313
MASON COUNTY SUPERIOR COURT	348
MASON COUNTY SUPERIOR COURT CLERK	346
MASON COUNTY DISTRICT COURT	278
MASON COUNTY PROBATION DEPT. (BLDG. VIII)	739
MASON COUNTY PERMIT ASST. CENTER (BLDG. III)	352
MASON COUNTY HEALTH DEPT. (BLDG. IV)	400
MASON COUNTY UTILITIES (BLDG. II)	566
MASON COUNTY PROSECUTORS OFFICE (BLDG. VII)	417
PUBLIC WORKS (BLDG.VIII)	450
AUDITOR-ACCOUNTING (BLDG. IX)	472
BELFAIR ANNEX	(360) 275-4232
MASON COUNTY FAIRGROUNDS	390
MASON COUNTY COOP	396
COUNTY SHOP	386
MCRA	535
MODULAR COURTROOM	597



MASON COUNTY
DEPARTMENT OF EMERGENCY MANAGEMENT

BOMB THREAT DATA

PLACE THIS CARD UNDER YOUR PHONE

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller _____ Race _____

Age _____ Length of call _____

Number at which call was received:

Time _____ Date _____

CALLER'S VOICE

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> Familiar |

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS

- | | |
|---|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Office equipment | <input type="checkbox"/> Other |

THREAT LANGUAGE

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Well spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by threat maker |

Remarks _____

Report call immediately to: _____

Phone _____ Date ____/____/____

Name _____

Position _____

Phone number _____

Building Closed
Due to Evacuation