

RESOLUTION NO. 21-15

AMENDING RESOLUTION 87-05, REVISING MASON COUNTY
EMERGENCY EVACUATION PROCEDURES

WHEREAS, Mason County has recommended the Shelton Civic Center, Memorial Hall and the Evergreen Elementary School as assembly areas for Mason County employees in the event a Mason County downtown campus buildings need to be evacuated;

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

WHEREAS, the Courthouse Security Committee reviewed the Emergency Evacuation Procedures and made recommendations and corrections to the Procedures;


NOW, THEREFORE, BE IT RESOLVED by the Board of Mason County Commissioners to adopt the April 23, 2015 Mason County Emergency Evacuation Procedures (Downtown Campus) as outlined in Exhibit A.

Adopted this 12th day of May, 2015

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

ATTEST:


Julie Almanzor, Clerk of the Board


Randy Neatherlin, Chairperson


Terri Jefferys, Commissioner
Terri Jefferys

APPROVED AS TO FORM:


Tim Whitehead, Chief Deputy Prosecuting Attorney


Tim Sheldon, Commissioner



Mason County

Emergency Evacuation Procedures

(Downtown Campus)

Created
April 23, 2015

MASON COUNTY EMERGENCY EVACUATION PROCEDURES

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

From time to time, it is necessary that we evacuate downtown campus county government buildings for any number of emergency reasons: fire, earthquake, hazardous material spills/leaks, terrorist threat/workplace violence (active shooter, hostage situation, and bomb threats), etc. In recent years, bomb threats have become a method by many individuals to harass or devastate both private industry and government agencies. **No bomb threat should be overlooked or simply dismissed as a crank call. Each threat shall be treated as a valid threat to the safety of the people in the downtown campus.**

All Mason County departments are responsible for planning/training/exercising evacuation plans of their respective building/facility/work areas. The County Division of Emergency Management (DEM) can assist in developing your evacuation plan. The overall effort will be accomplished under the auspices of the County Safety Committee in order that evacuation assembly areas are coordinated among other county 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" checklist (Enclosure IV). 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 Office representative and remain available for debriefing.
3. Call or direct someone to call MACECOM (Dispatch) at 9-1-1 to notify them of the threat.
4. MACECOM (Dispatch) will notify the City of Shelton Police Department (Incident Commander), Mason County Sheriff's Office, Central Mason Fire District #5, County Division of Emergency Management (DEM), County Public Works Department, and the Board of County Commissioners (BOCC).
5. Following consultations with the BOCC, law enforcement and fire safety authorities the Incident Commander will request Emergency Management to initiate the County Alert Notification System to all separate County buildings and departments regarding any decision to evacuate and/or close offices (See Enclosure I and II). Once the Mason County Building #1 telephone receptionist is notified they will notify the following county Offices within the building:

- Commissioners Office ext 419
- Assessor ext 492
- Auditor ext 468
- Human Resources ext 268
- Support Services ext 419
- Treasurer ext 475

DEM will follow up the telephone alert notifications by sending a county wide e-mail message reference the evacuation.

6. Each elected official/appointed department head or their designated alternate representative is responsible for the orderly evacuation of their respective work areas including selecting the assemble area location to be used.
7. When requested by the Incident Commander (IC), the City of Shelton Public Works Department (with support from the County Public Works Department) will provide sufficient barricades and barrier ribbon to prevent motor vehicle and pedestrian traffic from entering the effected area(s).
8. The above procedures (minus paragraph 2 above) will be used during other emergency events (hostage situation, active shooter, earthquake, fire, etc.) affecting any county building/facility.

EVACUATION

Upon the receipt of a bomb threat to a specific building, the building will become a crime scene and be evacuated until Law Enforcement deems it safe for re-entry. Other emergencies requiring evacuations will be conducted under the direction of the elected official, department head or Fire Official. After being told to evacuate a building:

1. All employees and visitors will safely evacuate the effected building(s) to the instructed assemble area.
2. If time permits:
 - a. Turn off power to all machines (computers, printers, etc.).
 - b. Leave open doors to lessen damage in the event of a blast. Close doors in the event of fire.
 - c. Take your outer garments (coats, jackets, sweaters, etc.) and personal belongings (purses, backpacks, briefcases, etc.). Plan to not re-enter the building.
 - d. Do not touch or examine any unusual or suspicious packages, bags, or other items. Immediately report anything strange to your supervisor.

- e. Designated individuals in effected buildings, when safe to do so, will post signage on their respective building entrances indicating “Building Closed Due to Evacuation” (Enclosure III).
3. All persons are to walk calmly to the nearest stair exits. Do not use the elevators. Elevators are to be used for persons in wheel chairs or others having difficulty using the stairs.
4. Employees working in the County Downtown Campus will leave their building and proceed to one of the County’s designated assembly areas, as directed by their supervisor or his/her designated alternate representative. Recommended assembly areas are located at:
 - City of Shelton Civic Center, 525 W. Cota Street, Shelton
 - Memorial Hall, 210 Franklin Street, Shelton
 - Evergreen Elementary School, 900 West Franklin Street, Shelton
5. Once at the assemble area employees will report to their supervisor or his/her designated alternate representative and wait for further instructions. Supervisors will furnish a “roll call” sheet for accountability to their department liaison at Mason County Sheriff’s Office.
6. In accordance with the Mason County Continuity of Government plan the County Commissioners will evacuate their building immediately.
7. During an evacuation, **DO NOT** attempt to move your car (especially if it is parked in a county government parking lot) unless instructed to do so. The streets around the Downtown Campus will need to be kept open for first responder vehicles (fire engines, ambulances, etc.) and to assure personnel accountability.
8. The County Sheriff’s Office will evacuate the County Jail if it is determined to be necessary.
9. For a bomb threat each department will designate one individual to assist the search team in answering questions and providing other relevant information regarding immediate work areas. The designee will go to the Mason County Sheriff’s Office and remain available until relieved by the Incident Commander.
10. After the building has been cleared of the emergency situation, county employees will be advised as to when they may re-enter the building or retrieve their vehicles to depart the area.
11. In the event you were away from the Downtown Campus when your building was evacuated and upon returning there are barricades up and streets have been blocked off, do not enter the barricaded area. Employees shall report to one of the

designated assembly areas for employee accountability and to receive further instructions.

12. If the building remains closed for the remainder of the work day each elected official/appointed department head or their designated alternate representative will determine employee release from duty.
13. If the emergency event causes a county building/facility to be closed for an extended period of time the affected department(s) will activate *their* Continuity of Operations Plan (COOP).

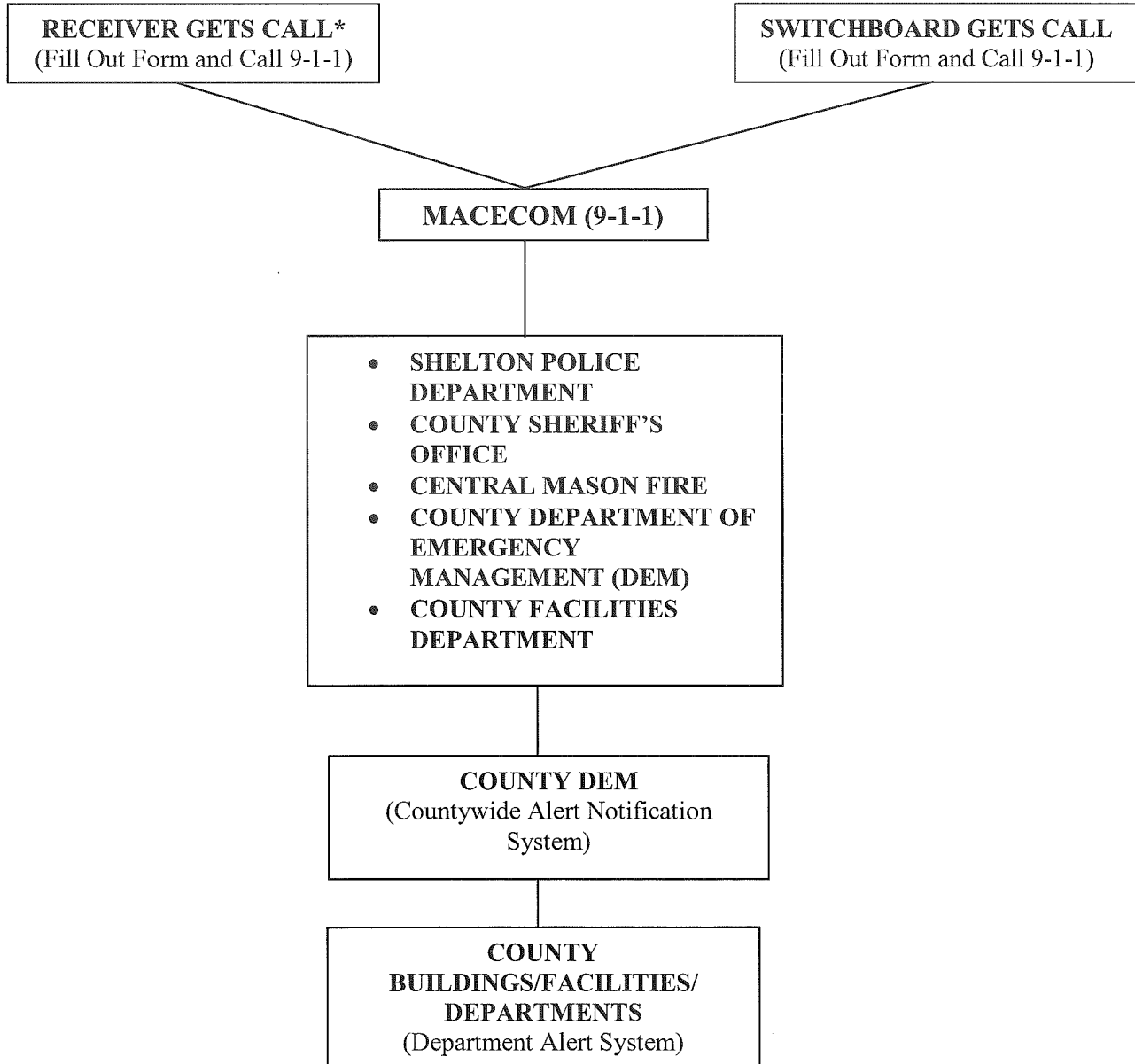
RESPONSE

Mason County and City of Shelton responsibilities during an evacuation:

1. The Shelton Police Department is the lead response agency (Incident Command) for emergency situations affecting any of the buildings in the County Downtown Campus. The County Sheriff's Office is responsible for emergency situations in the County Jail or other county buildings/facilities outside the city limits.
2. The Shelton Police Department and the County Sheriff's Office are responsible for coordinating bomb identification/removal with the Washington State Patrol or other Explosive Ordinance Disposal (EOD) teams.
3. Central Mason Fire & EMS is responsible for conducting fire suppression and rescue operations for the County Downtown Campus.
4. Mason County Transportation Authority (MTA) will be responsible for providing buses to evacuate county employees from evacuation assembly areas to designated "safe facilities" during emergency situations. "Safe Facilities" include other county buildings that are not within the containment areas.
5. The County Division of Emergency Management (DEM) will activate the County Alert Notification System and will prepare for the activation of the County Emergency Operations Center (EOC). The EOC is located in the Public Works building, 100 W. Public Works Drive, Shelton.
6. Should the County EOC be activated, designated department point-of-contact's (primary or alternate) should report to the EOC to represent their respective department and to answer queries that are called in.
7. All media inquiries will be coordinated through the Incident Commander and the assigned County Public Information Officer (PIO).

ENCLOSURE I

County Alert Notification System



*This may be any County employee

ENCLOSURE II

COUNTY EMERGENCY CONTACT LIST

County Downtown Campus, Shelton

Building #1 – 411 N. 5th Street

Assessor ext 492	Auditor ext 468	Risk Management ext 422	Human Resources ext 268
Treasurer ext 475	Support Services ext 419	Commissioners Office ext 419	

Building #2 – 410 N. 4th Street

Public Defense Administrator Ext 598

Building #3 - 426 W. Cedar Street

Building Department ext 352	Planning Department ext 352	Coroner ext 752
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Building #4 – 303 N. 4th Street

WSU Extension ext 680

Building #5 – 521 W. Alder Street

Information Services ext 558

Building #6 – 414 N. 5th Street

Modular Courtroom ext 597

Building #7 – 521 N. 4th Street

Prosecutor ext 417	Family Support Division ext 418
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Building #8 – 415 N. 6th Street

County Public Health ext 400	Environmental Health ext 400	Family & Community Health ext 400
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Building #8 – 615 W. Alder Street

Juvenile Probation Services ext 337
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COUNTY EMERGENCY CONTACT LIST

County Downtown Campus, Shelton

Building #9 – 423 N. 5th Street

Board of Equalization ext 419	Facilities & Grounds ext 540
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Courthouse – 419 N. 4th Street

Civil Services ext 422	County Clerk ext 246	District Court ext 278 or ext 339	Superior Court ext 348 or ext 206
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Juvenile Detention Center – 317 N. 5th Street, ext 739

County Jail – 411 N. 4th Street, ext 372

County Sheriff's Office – 322 N. 3rd Street, ext 313

Other County Buildings/Facilities

County Public Works Facility – 100 W. Public Works Drive, Shelton

County Public Works ext 450	Utilities/Waste Management ext 207	Division of Emergency Management (DEM) 360-427-7535
County Emergency Operations Center (EOC) ext 811	ER & R ext 384	

Parks and Trails – East 2100 Johns Prairie Road, ext 669

Central Mason County Fire & EMS – 110 W. Franklin Street, 360-426-3348

City of Shelton

Civic Center – 525 W. Cota Street, 360-426-4491

Police Department – 525 W. Cota Street, 360-426-4441

City Public Works – 525 W. Cota Street, 360-426-9731

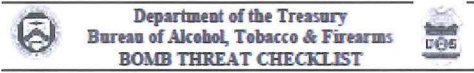
**BUILDING CLOSED DUE
TO EVACUATION**

**CONTACT OPERATOR AT 360-427-9670
FOR MORE INFORMATION**

Enclosure III

ENCLOSURE IV

BOMB THREAT CHECKLIST



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

EXACT WORDING OF BOMB THREAT:

Sex of caller: _____ Race: _____
 Age: _____ Length of call: _____
 Telephone number at which call is received: _____
 Time call received: _____
 Date call received: _____

CALLER'S VOICE

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Rasp | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct |

- | | |
|--|--|
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Familiar (If voice is familiar, who did it sound like?) _____ | |

BACKGROUND SOUNDS:

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

BOMB THREAT LANGUAGE:

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

REMARKS:

Your name: _____

Your position: _____

Your telephone number: _____

Date checklist completed: _____

Courthouse Security Committee Members 2015

Judge Amber Finlay
Judge Toni Sheldon
Judge Victoria Meadows
Judge Daniel Goodell
Court Commissioner Robert Sauerlender
Harris Haertel
Robyn Lockwood
Patsy Robinson
Clerk Ginger Brooks
Chief Deputy Clerk Vicki Rodgers
Prosecutor Michael Dorcy
Chief Deputy Prosecutor Tim Whitehead
Darci Ward
Public Defender Susan Sergiojan
BOCC Randy Neatherlin
BOCC Terri Jefferys
Juvenile Court Administrator James Madsen
Sheriff Casey Salisbury
Undersheriff Jim Barrett
Chief Theresia Ehrich
Chief Tom Haugen
Lt. Cindy Kasten
Sgt. Randy Newell
Deputy Rubin Castillo
Chief Darren Moody (Shelton PD)
Lt. Les Watson (Shelton PD)
John Keates
Kelly Frazier
Travis Owens
Ross McDowell
Henry Cervantes
Diane Zoren