RESOLUTION NO. 22-16

AMENDING RESOLUTION 21-15, REVISING MASON COUNTY EMERGENCY EVACUATION PROCEDURES

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

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 March 24, 2016 Mason County Emergency Evacuation Procedures (Downtown Campus) as outlined in Exhibit A.

Adopted this 12th day of April, 2016

BOARD OF COUNTY COMMISSIONERS MASON COUNTY, WASHINGTON

ATTEST:

Julie Almanzor, Clerk of the Board

Randy Neatherlin, Commissioner

APPROVED TO FORM:

Tim Sheldon, Commissioner

Tim Whitehead, Chief Deputy Prosecuting Attorney



Mason County Downtown Campus

Emergency Evacuation Procedures

Created and Approved on
April 23, 2015
By
Courthouse Security Committee
Revised 03-24-2016

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 III). Fill in as much information as possible while receiving the call. Add relevant information later as you remember it. Give the document to the responding law enforcement officer and remain available for debriefing.
- 3 Notify your supervisor of the threat.
- 4 Call or direct someone to call MACECOM (Dispatch) at 9-1-1 to notify them of the threat. MACECOM will make the initial notifications to responders and Mason County Emergency Management (DEM). See County Alert Notification System (Enclosure I).
- Once DEM is notified they will contact Building #1 telephone receptionist who will notify the following county Offices within the building:

• Commissioners Office ext 419

Human Resources / Risk Management ext 268

DEM will follow up the telephone alert notifications by sending a county wide e-mail message reference the evacuation. See County alert notification system (Enclosure I) and County Emergency Contact List (Enclosure II)

Once notified of the evacuation order, 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 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 credible bomb threat to a specific building, the building may become a crime scene and be evacuated until Law Enforcement deems it safe for reentry. A credible bomb threat or other emergency situation will be determined by the Incident Commander. After being instructed 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.). <u>Plan to not re-enter the building.</u>
 - 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 IV).
- 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, who then will go to the Mason County Sheriff's Office.
- 6. In accordance with the Mason County Continuity of Government plan the County Commissioners will evacuate their building immediately.

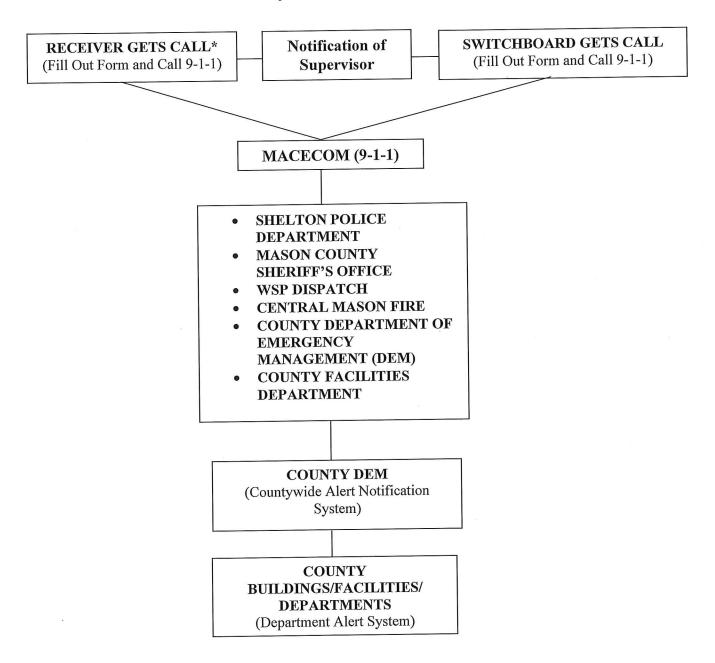
- 7. During an evacuation, **DO NOT** attempt to move your car (especially if it is parked in a county government parking lot) unless instructed to do so. The streets around the Downtown Campus will need to be kept open for first responder vehicles (fire engines, ambulances, etc.) and to assure personnel 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 from the involved building will designate one individual to assist the search team in answering questions and providing other relevant information regarding immediate work areas. That 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 if their employees are 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

- 1. 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) if needed. The EOC is located in the Public Works building, 100 W. Public Works Drive, Shelton.
- 2. Should the County EOC be activated, designated department EOC workers will be contacted and should report to the EOC to represent their respective department and to perform EOC staff positions.
- 3. All media inquiries will be coordinated through the designated 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

Dunanie	111110		
Assessor	Auditor	Commissioners Office	
ext 492	ext 468	ext 419	
Treasurer	Support Services		
ext 475	ext 419		

Building #2 – 410 N. 4th Street

Public Defender Ext 598

Building #3 - 426 W. Cedar Street

Banang "5" 120 111 Comment		
Juvenile Probation Services	Coroner	Juvenile Court
ext 337	Ext 752	1

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 or 418

Building #8 - 615 W Alder Street

Building #8 – 013 W. Alder Street		
Public Health	Environmental Health	
ext 400	ext 400	

Building #8 (floor 2) – 615 W. Alder Street

Building #6 (11001 2)	
Building Department	Planning Department
ext 352	ext 352

Building #9 – 423 N. 5th Street

Board of Equalization	Human Resources	Risk Management	
Ext 397	Ext 268	Ext 422	

COUNTY EMERGENCY CONTACT LIST

County Downtown Campus, Shelton

Courthouse – 419 N. 4th Street

Committee			
Civil Services	County Clerk	District Court	Superior Court
ext 422	ext 246	ext 278 or ext 339	ext 348 or ext 206

Facilities & Grounds – 305 First Street, ext 519

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 I done it one I done	200	
County Public Works	Utilities/Waste	Division of Emergency
,	Management	Management (DEM)
ext 450	ext 207	360-427-7535
County Emergency	ER & R	
Operations Center (EOC)		
ext 811	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

ENCLOSURE III

	nt of the Treasury ol, Tobacco & Firearms	DG6	Slurred	Whispered
	EAT CHECKLIST	300	Ragged	Clearing Throat
 When is the bomb going 	ng to explode?		Deep Breathing	Cracking Voice
2. Where is the bomb right now?		Disguised	Accent	
3. What does the bomb l	ook like?			e is familiar, who did it sound
4. What kind of bomb is	it?		like?)	
5. What will cause the b	omb to explode?		BACKGROUND SOUNDS:	
6. Did you place the bon	ıb?		Street noises	Factory machinery
7. Why?			☐ Voices	Crockery
8. What is address?			Animal noises	☐ Clear
9. What is your name?			PA System	Static
EXACT WORDING	OF BOMB THREAT:		☐ Music	House noises
			Long distance	Local
			☐ Motor	Office machinery
			Booth	Other (Please specify)
				— ii io. 022.
			вомн	THREAT LANGUAGE:
			☐ Well spoken (ed	lucation) 🗌 Incoherent
Sex of caller: B			Foul	Message read by
	ength of call:		_	threat maker
Telephone number at which	h call is received:	_	☐ Taped	Irrational
Time call received:			REMARKS:	
Date call received:				
CALI	LER'S VOICE		Your name:	
☐ Calm	Nasal Nasal		Your position:	
☐ Soft	Angry			
Stutter	☐ Loud		Your telephone nu	mber:
☐ Excited	☐ Lisp		D. 1 1 18:1	-1.6.3.
☐ Laughter	Slow		Date checkhat com	rpleted:
Rasp	Crying			
Rapid	□ Deep			
☐ Normal	☐ Distinct		,	
ATF F 1613.1 (Formerly ATF F 1730.				ATF F 1613.1 (Formerly ATF F 1730.1) (6-97)

BUILDING CLOSED DUE TO EVACUATION

CONTACT OPERATOR AT 360-427-9670 FOR MORE INFORMATION

Courthouse Security Committee Members 2016

Judge Amber Finlay

Judge Toni Sheldon

Judge Victoria Meadows

Judge Daniel Goodell

Court Commissioner Robert Sauerlender

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 Sergojan

BOCC Randy Neatherlin

Juvenile Court Administrator James Madsen

Sheriff Casey Salisbury

Undersheriff Jim Barrett

Chief Theresia Ehrich

Chief Tom Haugen

Lt. Cindy Kasten

Chief Darren Moody (Shelton PD)

Kelly Frazier

Ross McDowell