



Kanawha County Courthouse

Emergency Evacuation Plan

August 8 2011

Emergency Evacuation Plan Kanawha County Courthouse

I. Purpose

For the protection and safety of all occupants, this plan provides instruction to be used during emergency evacuation of the Kanawha County Courthouse and/or Judicial Building.

II. Scope

This plan is designed for the procedural purposes of evacuating the Kanawha County Courthouse and/or Judicial Building in an emergency situation. It is subject to change, either by written or oral directive through the Kanawha County Commission when certain emergency conditions exist. The plan is to be utilized for emergency evacuation arising from:

- A. Fire Evacuation**
- B. Bomb Threat**
- C. Active Shooter/ Workplace Violence Situation**
- D. Natural Disasters**
- E. Shelter in Place**
- F. Emergency Wardens**

III. Procedures

Ultimately, the decision to evacuate will be made by the Kanawha County Commissioners, County Manager, Deputy County Manager or Emergency Service Personnel including Law Enforcement or Fire Personnel for the Courthouse.

The County Management will report any emergency situation to the Elected Officials. A clear line of communication will be held between the County Management and the Elected Officials.

The County Management will communicate with the Sheriff's Department during an emergency evacuation due to a bomb threat or any other threat of violence. The Sheriff's Department will assist in determining whether or not the building should be evacuated.

A. Fire Evacuation

1. Activate the fire alarm pull box (Red Square Box on wall, marked fire alarm)
2. Call 911 and report the following information
 - a) Department Name
 - b) Exact Location of Fire
 - c) Floor of Fire
3. Exit the building through the nearest exit. As you are exiting the offices, please make sure that all doors are closed. Evacuate through the shortest, safest route avoiding all hazards.
4. Proceed to designated meeting place (Courthouse will exit towards the Boulevard to the CACI Parking lot. A secondary designated meeting location will be at the Haddad Riverfront Park and proceed to the stage area). The Announcement System in the Courthouse will announce the meeting location for the evacuation.
5. Emergency wardens will take roll and account for all personnel in their charge and report any missing persons to incident commander.
6. Senior Staff and or Emergency Management will assume command at the corner of Court and Virginia St E.
7. Command and Fire Wardens will use the IRP radios on the Admin channel for communications. If one is not available, then a cell phone will be used as a last resort.

8. If no fire is present, Command will determine the time for re-entering the building. If there is a fire, the Fire Department Incident Command will make that determination.
9. **DO NOT USE THE ELEVATORS TO EXIT THE BUILDING.**

B. Bomb Threat

1. When a call is received:
 - a) Keep the caller on the line as long as possible. Ask the
 - b) While the caller is on the line, have another person in the office contact the Metro 911.
 - c) Obtain as much information from the caller as possible. caller to repeat the message. (Please use the attached Bomb Threat Form)
 - 1) Location of Bomb
 - 2) Time of detonation
 - 3) Outside appearance or description of bomb
 - 4) Reason for planting the bomb
 - d) At the conclusion of the call, **do not hang up the phone, keep the call line off the hook even after the person hangs up. This could assist Law Enforcement in tracking the call.** Immediately report the call to the County Manager (Courthouse). Have all written records or notes of the "bomb threat call" available for the County Manager.
 - e) The County Manager will report the incident to the Sheriff's Department and Commissioners. The Sheriff's Department will determine which of the following actions should be taken:
 - 1) No Action
 - 2) Evacuate Immediately
 - 3) Conduct a Search, then evacuate if warranted
 - f) If the building is evacuated, employees will be notified via the Public Announcement System. As you are exiting the building, look around your essential workspace and note any suspicious packages or items that were not previously located in your area. Report these items to your Emergency Warden. The Emergency Warden will be responsible for notifying Jerie Whitehead or Jennifer Elkins at the Designated Meeting Location. Jerie or Jennifer will report this information to County Management.
 - g) When exiting the building, report to the designated meeting place. The Courthouse will exit towards the Boulevard to the CASCI Parking lot. A secondary designated meeting location will be at the Haddad Riverfront Park and proceed to the stage area. Listen to the announcement made over the PA system to determine which meeting location you are to evacuate to.

C. Active Shooter/ Workplace Violence Situation

1. In the event of an active shooter or violent person loose in the Courthouse, all employees, sworn and non-sworn alike, must act quickly to limit the loss of life or serious injury.
2. Any employee can call 911. The message should include the location of the suspect(s), direction of travel, physical description, and any weapons observed. The message may also include if any victims are known and their condition.
3. If the incident is in your location, dial 911 and leave the phone line open. This will assist with the location and other information that could be heard at METRO 911.
4. If you are in an area that has a panic alarm, activate the alarm so as to notify the Kanawha County Sheriff's Office.
5. Sworn members will move swiftly to the location of the shooter and isolate, contain, and/or neutralize the threat to limit the loss of life. Non-sworn employees will avoid the situation, deny access to their work areas by locking doors and barricading themselves in, or act to defend themselves when faced with an imminent deadly threat. Avoid the hallways as these will be danger areas while the shooter is being located. If possible, report the shooter's location by public address system or telephone to 911. If barricaded in an office, wait

until a sworn member comes to your location and informs you that the scene is safe or directs you to another location.

6. If possible, an incident command should be established outside the building on the east end of the County Courthouse. The senior staff member and or Emergency Manager present must take the initiative to get this done. The incident command will coordinate the response from outside units and direct the clearance of the building. Responding units must be positioned to fully contain the situation and safeguard fleeing victims.
7. Stay put until the all clear signal is broadcast on the public address system by senior staff member and or Emergency Manager. These persons will identify themselves during the message so employees will know the message is genuine.
8. Once the scene has been made safe, all employees will act to render aid to the injured and assist sworn members in the recovery.

D. Natural Disasters

1. In the event of a natural disaster or other threat to life or safety, all employees will follow the guidelines from the Sheriff or Chief Deputy's Office. An incident commander will be designated from the senior staff to coordinate all response or mitigation efforts.
2. Employees will be notified of all emergency procedures by public address system or telephone if operational. If the buildings completely lose power, runners will be designated to deliver information to all work sections.
3. If an evacuation is ordered, all employees will leave the building in an orderly fashion and make their way to their vehicles or to the designated rally point.
4. Follow the guidelines contained in the Kanawha County Emergency Plan.

E. Shelter in Place

1. Evacuation will be the preferred course of action in a chemical or radiation disaster. However, there will be times when it will be unsafe to do so. Therefore, all employees must be familiar with shelter in place procedures.
2. Employees may be notified of a shelter in place order either by a mass telephone notification from Metro Communications, television news agencies, radio, the internet, or by internal public address system.
3. Upon receiving the order to shelter in place, all employees will stay inside their respective buildings and ask any members of the public to stay inside as well. Employees will shut and lock the door to their sections and close operations for the day.
4. Employees familiar with the heating and ventilation system will turn off all systems to prevent the intake of outside air. Emergency wardens and sworn members must be familiar with this task in case maintenance personnel are not available.
5. Keep all doors and windows closed. Use tape and plastic sheeting or garbage bags to seal off gaps around doors and windows if possible. Seal off all air vents into your room if supplies are available.
6. A member of the KCSO senior staff will use the public address system to give out special instructions or notify personnel when it is safe to resume operations or leave the building.
7. All employees must be prepared to render aid to the injured and cooperate in the recovery following a shelter in place situation.

F. Emergency Wardens

1. Each department will assign Emergency Wardens to each shift and/or area. In case of any emergency evacuation, emergency wardens are responsible for ensuring that everyone in their area has exited the building and reports to the designated meeting place. The Emergency Wardens should have easy access to a current list of employees in their department along with cell phone numbers for these employees. If the building is evacuated, the list of employees should be retrieved and taken to the designated meeting place. Employees will report directly to their department's emergency warden at the designated meeting place, the emergency warden will check off the names of their employees that have arrived. If anyone is missing, the

emergency warden will notify Jerie Whitehead. If Jerie Whitehead is not at the meeting site, notify Jennifer Elkins of any missing employees. Jerie and/or Jennifer will notify the County Management via radio the persons who are missing and the departments in which they work.

IV. Handicapped Accessibility

- A. All departments need to be aware of any individual who is an employee or patron of the Courthouse that has a disability. It is necessary that assistance be given to these individuals during an emergency situation in exiting the buildings. Emergency Wardens will be responsible for assigning help for these individuals during an emergency.
- B. Those who cannot exit the building without assistance down the stairwells need to be placed in the stairwell which is fire proof. The Fire Warden will then report to Jerie Whitehead and/or Jennifer Elkins that these persons are in the stairwell and need assistance exiting the building. The Fire Warden will need to be able to tell Jerie and/or Elaine which Stairwell the persons are in. The stairwells will be lettered.

V. Conclusion

An emergency evacuation should be taken seriously at all times. The safety of the employees and patrons of the Courthouse should not be taken lightly. If the buildings are evacuated, please follow all procedures and report to the designated meeting place. Following procedures saves time and lives during an emergency. Remember to use common sense during an emergency and help those around you exit the building safely. Please make every effort in assisting the public in evacuating the buildings.