



COURTHOUSE EMERGENCY PROCEDURES

FIRE - POLICE - EMS – SHERIFF DIAL 9-9-1-1

Emergency Management Buildings & Safety Dial Extension 3200

Court Security Dial Extension 3533 or Extension 4495 (Dispatch)

Address

Courthouse	510 Broadway St./ 515 Oak St.	Baraboo
West Square Bldg.	505 Broadway St.	Baraboo
Reedsburg Human Services	425 6 th St.	Reedsburg
Heath Care Center	1051 Clark St.	Reedsburg

Nixle is being utilized to deliver emergency notifications within County buildings. To sign up on a cellphone, dial 888777 and enter “safe” in the message area and press send. Contact Emergency Management (3200) if you want to receive notifications via email.

INTRODUCTION

Sauk County believes its most important asset is you, its employee. We have developed plans to address dangers which could threaten your well-being. Your timely response to such circumstances is essential to the plan's success. To this end, preparation for emergencies is the key. Take some time with your department head, supervisor and fellow employees to:

- ❖ Read the quick reference information and procedures outlined in this booklet,
- ❖ Become familiar with the evacuation routes for your floor,
- ❖ Familiarize yourself with shelter areas within the building for situations when the need to seek shelter exists.

The instructions in this handbook are general and basic. They are only guidelines around which each department should develop specific instructions. It is very important that all department personnel are familiar with the handling of these emergency/disaster situations before they occur! More detailed instructions can be found in your "Safety Manual".

Common sense should dictate reaction to emergency situations. All situations cannot be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be of greatest concern.

Above all, stay calm and use good judgment in the event of an emergency. Follow established guidelines and the instructions of your department head and supervisors.

These plans will not work without a cooperative effort. By not following directions in an emergency situation, lives may be endangered; by working together, we may prevent a tragedy from occurring.

ACTIVE SHOOTER / WORKPLACE VIOLENCE

1. Remain calm.
2. Take immediate action to protect yourself in the event of a violent confrontation.
3. **Alert** – Use plain and specific language to *Alert others to the danger*. Call 911 and / or activate your duress button, if you have one. Notify staff in your area.
4. **Lockdown** - **Barricade the room. Prepare to Evacuate or Counter if needed.** If you cannot safely evacuate, **HIDE OUT** in your work area. Try to lock all interior doors and place any large items in front of the doors to barricade yourself and others inside. Hide in an area out of the shooter's view. Call 911 if it is safe for you to do so.
5. **Inform** - **Communicate the violent intruders location and direction in real time.** Inform is a continuation of Alert and uses any means necessary to pass on real-time information.
6. **Counter** - **Create Noise, Movement, Distance and Distraction with the intent of reducing the shooters ability to shoot accurately. Counter is NOT fighting.**
7. **Evacuate** - **When safe to do so, remove yourself from the danger zone.** Leave the building in a quick and calm manner. Leave personal belongings behind and follow any instructions given by law enforcement.
8. Staff / Guests in the West Square and Historic Courthouse building should go to the Baraboo Civic Center, 124 2nd St., 355-2760. Alternate location is the Baraboo City Hall, 135 4th St., 355-2700..Staff / Guests at the Reedsburg Human Services
9. Department Heads / Designee are responsible for staff / guest accountability. It is imperative that staff / guests are accounted for as soon as possible.
10. United Way 211 will assist in timely staff / guest accountability. After an initial count, Department Heads / Designees will use a phone to call 211. The following information will be given to the 211 representative; County name, department name, name of person calling, phone number, your location, names of staff / guests accounted for, names of staff / guests missing, and injury information.
11. Do not leave the area until directed by Administrative Coordinator / Emergency Management.

BOMB THREAT

Person receiving the threat:

By Phone Should:

- ✓ Follow/complete the Bomb Threat Caller Information Forms. (Next two pages)
- ✓ Notify 911 / EMBS @3200 / Supervisor (In this order)
- ✓ Follow Law Enforcement instructions / Evacuation Procedure
- ✓ No information regarding the threat should be given to any others without authorization
- ✓ Anticipate being directly involved with the police investigation

By/in written form:

- ✓ Do not erase or remove the note.
- ✓ Secure the area immediately. No one should have access to the area the note is in
- ✓ Notify 911 / EMBS @3200 / Supervisor (In this order)
- ✓ Follow Law Enforcement instructions / Evacuation Procedure
- ✓ No information regarding the threat should be given to any others without authorization
- ✓ Anticipate being directly involved with the police investigation

BOMB THREAT CALLER INFORMATION FORM

LISTEN! DO NOT INTERRUPT!

WRITE DOWN THE EXACT WORDING OF THREAT - DO NOT PUT THE CALLER ON HOLD

QUESTIONS TO ASK

When is the bomb going to explode? _____

Which building is the bomb in? _____

Where is the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Why are you doing this? _____

Who are you? _____

What is your name, address? _____

Where are you calling from? _____

What is your telephone? _____

Name

Department

Extension

CALL 9-9-1-1 IMMEDIATELY!!!

BOMB THREAT CALLER INFORMATION FORM

CHECK / FILL IN ANY GRAY AREAS THAT APPLY

If you have a Display on your phone what was displayed?	
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CALLER, VOICE AND OTHER CHARACTERISTICS					
Male	Calm	Loud	Stutter	Disguised	
Female	Angry	List	Rugged	High Pitched	
Young	Excited	Raspy	Accent	Whispering	
Middle Aged	Slow	Laughing	Cracking/crackling	Clearing Throat	
Older Adult	Rapid	Nasally	coughing	If voice sounded familiar, whom did it sound like?	
Race/Ethnic	Soft	Sleepy	Deep breathing		

THREAT - LANGUAGE					
Well-spoken / educated	Incoherent	Foul / abusive	Slang	Irrational	
Religious	Taped	Other			

BACKGROUND NOISES/SOUNDS					
Street/traffic	Factory/machinery	Construction	Water	Office machinery	
PA System	Animals	Static	Music	Voices	
House	Silence	Other			

Did it seem like the caller was familiar with the facility?	YES	NO	NOT SURE
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OTHER OBSERVATIONS:	

CHEMICAL SPILL AND FIRE

If a chemical spill occurs:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. Use a chemical shower if available.
2. If necessary, call 9-1-1 and Notify EMBS at 3200 or 4419. HCC call 7500 or page maintenance.
3. Notify your supervisor of the extent and location of the spill.
4. Do what you can to contain the spill, but do not endanger yourself or others.
5. If there is any possible danger, evacuate your area.

If a chemical fire occurs:

1. Alert coworkers.
2. Pull alarm **when** fire is discovered.
3. Call 9-1-1
4. Notify Emergency Management at 3200 or 4419. HCC call 7500 or page maintenance.
5. Evacuate the area if you are not trained in extinguishment, or are unable to put out the fire with a fire extinguisher. (See Employee Evacuation Procedure)

All chemical spills and fires, no matter how small, must be reported to the Emergency Management, Buildings & Safety Department at 3200 or 4419.

CIVIL DISORDER/THREAT TO **PERSONAL SAFETY**

In the event of a disturbance, good judgment and sound action will minimize the disturbance. Individual fear and emotion must be controlled and not communicated to those involved.

1. Take immediate action to protect yourself in the event of a violent confrontation.
2. If you have one, activate your duress button.
3. When the employee believes that he/she is in a situation which is becoming potentially threatening, conclude your business quickly with an attempt to avoid escalating the situation further. Retreat from the area if your life is in danger.
4. If a threatening individual is at large in the buildings, every effort will be made to give employees adequate time to take protective measures. When you are notified of this situation, please remain at your work station or other designated area until released by your department head or supervisor.
5. Maintain a calm helpful and businesslike attitude at all times.
6. If a coworker appears to be in a threatening situation, stand behind and to the right about three feet away as a support. DO NOT SPEAK unless you are specifically asked to take over the conversation
7. Employees are not expected to attempt to calm any disturbance that might place them in a situation where physical harm might occur unless this activity is a normal component of his/her job.

COMPUTER DATA PROBLEMS

What to do in the event of an information system failure / malfunction.

For all system failures notify the helpdesk either by phone (355-3555) or via email (helpdesk@co.sauk.wi.us) and advise of the malfunction. If you call in an emergency and there is no answer you will receive a message on how to call the on-call person.

Suspected email or file virus.

If you believe you have received a virus via email, do not open the email or attachments. Call the helpdesk for further instructions. If you believe you have an email virus do not use your email until MIS has been notified and has checked your PC for viruses.

If you believe you have stored files that may be infected with a virus write down the name of the file and the location the file is stored (drive letter, folder name(s)) and call or email the helpdesk with the information.

Unauthorized access or data theft:

If you believe that private or protected data has been accessed by unauthorized individuals; or have reason to believe someone has taken such information, contact the MIS Help Desk immediately at 3555 or 355-3555.

ELEVATOR EMERGENCY

1. Remain calm.
2. Do not force the elevator open.
3. Open intercom/phone door located on the wall in the elevator.
4. Use the intercom phone in the box. **It will automatically connect to 9-1-1 dispatch Center.** Verify the building and elevator in which you are located.
5. Dispatch will obtain assistance.

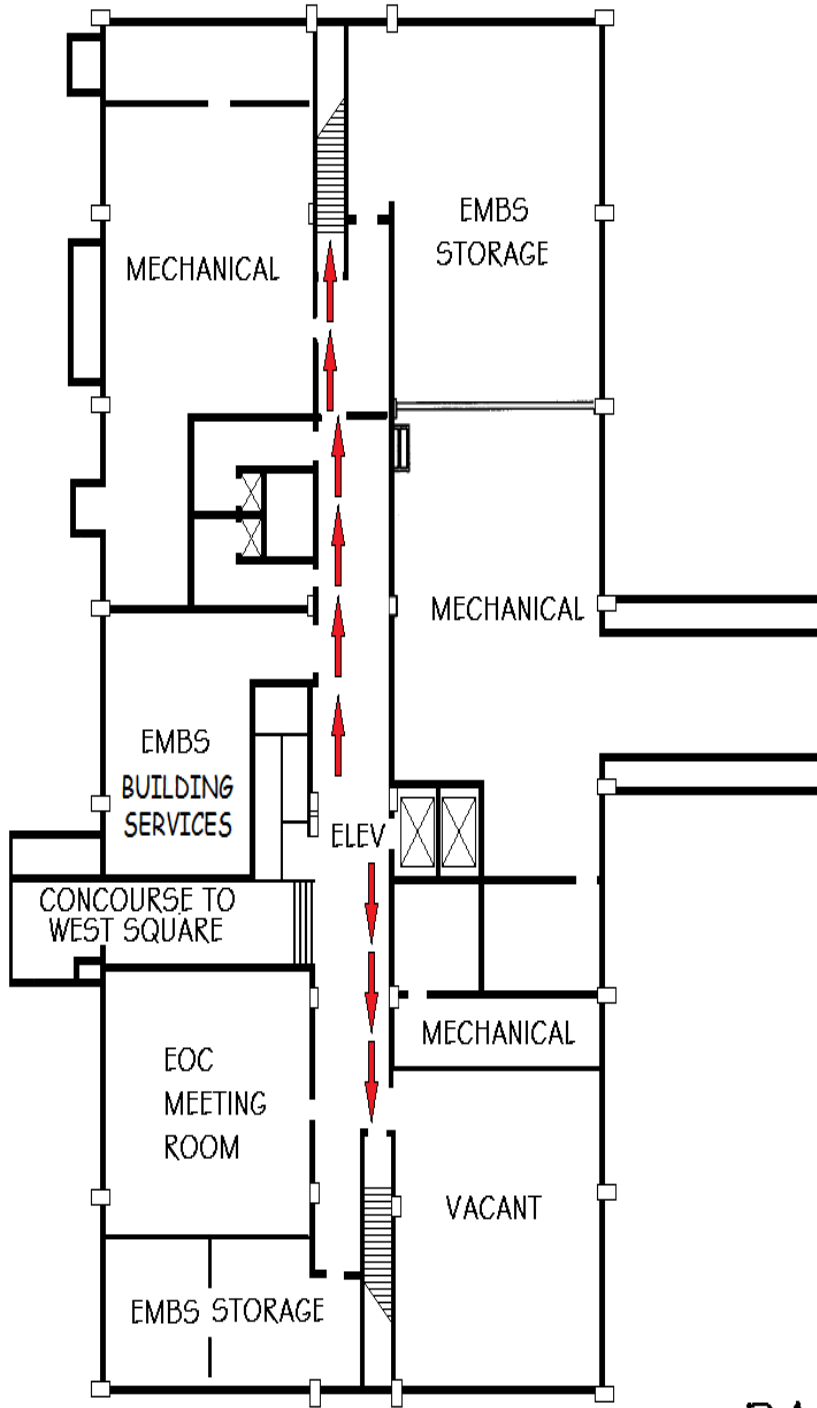
EMPLOYEE EVACUATION PROCEDURE


In advance, each staff person should:

1. Understand the evacuation plan.
2. Know at least two ways out of the building from your regular workplace.

When you are told to evacuate the building:

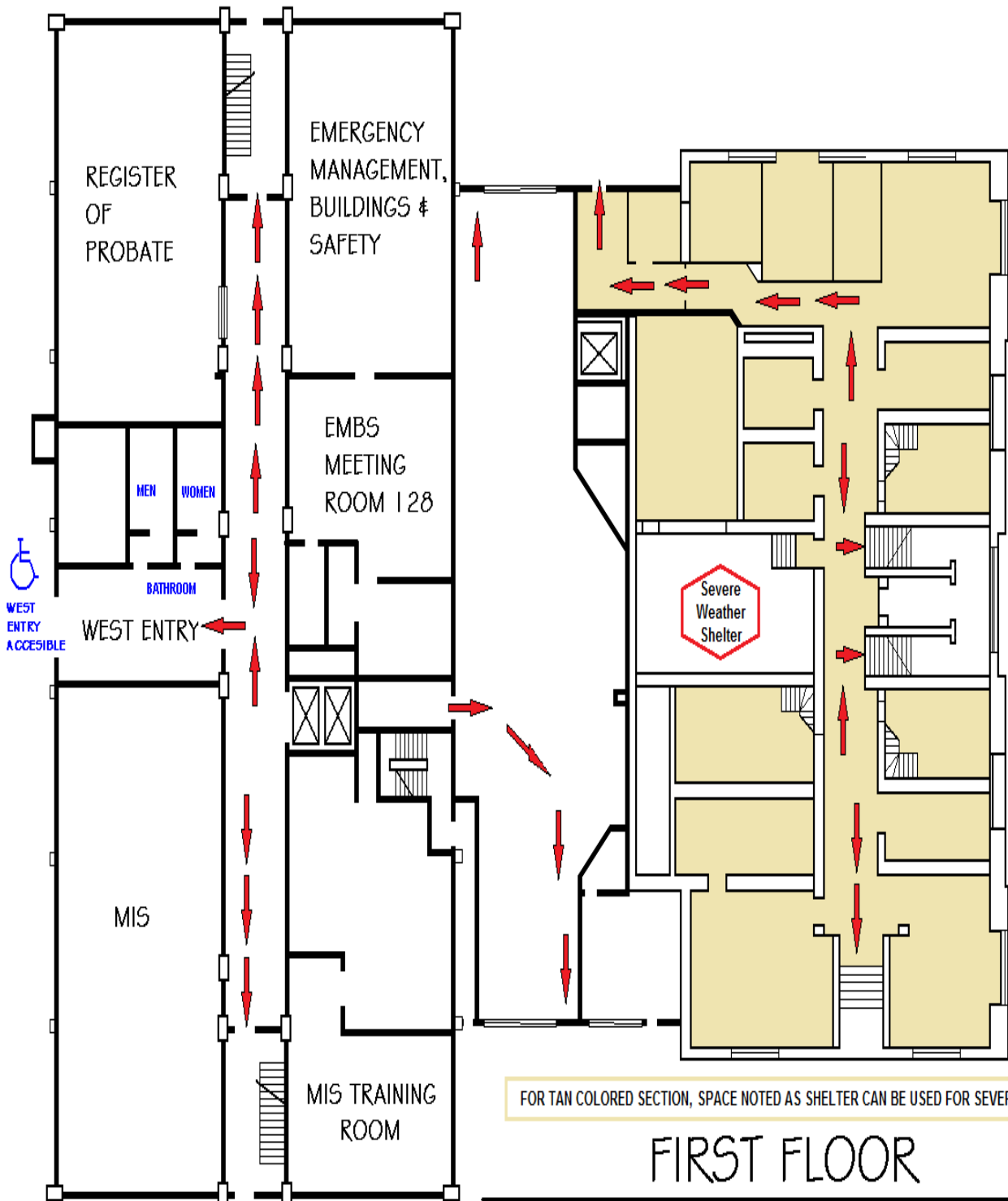
1. Remain calm.
2. Immediately shut down all hazardous operations.
3. Leave quickly. It is mandatory that you waste no time and leave immediately.
4. The highest ranking person who is physically present in each department is responsible for ensuring that all members of his/her department evacuate the area.
5. As you exit, quickly check nearby rest rooms, copier rooms, closets, etc. Accompany and help disabled personnel, visitors and any coworker who appears to need calm direction or assistance. If possible, lead them to the assembly area so that they may be accounted for.
6. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are **walking** on stairs.
7. Take with you: car keys, purse, briefcase, etc. Do not attempt to save possessions at the risk of personal injury.
8. Do not use elevators. Elevators can become inoperative during a fire. In addition, smoke and fire travel up elevator shafts.
9. Touch doors prior to opening them. A hot door indicates fire on the opposite side, and the door should not be opened.
10. Close all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.
11. If smoke is encountered, occupants should breathe through a handkerchief or piece of clothing to reduce smoke inhalation. If caught in heavy smoke, drop to your hands and knees and crawl. Hold your breath as much as possible.
12. If clothing catches fire, stop, drop and roll. Attempting to run will fan the flames and spread the fire.
13. If you become trapped in a room, close the door and cover the door sill with a towel or other object to limit smoke infiltration. Attempt to move to the perimeter area and signal for help from a window. Windows should not be broken out except as a last resort. If phones are working, contact 9-9-1-1 and advise the area in which you are trapped.
14. Report immediately to a designated area. West Square Building - West Square Parking lot; Historic Courthouse/Annex - North lawn, annex side, Reedsburg Human Services - 6th Street tree bank. All personnel must be accounted for promptly. Assist your department leader (highest ranking person who is present from each department) in taking a head count. The names and last known locations of personnel and members of the public not accounted for should be determined and given to the department leader. (Confusion in the assembly area can lead to unnecessary and dangerous search and rescue operations).
15. Do not return to your work area until instructed to do so by your department leader or Emergency Management.



Evacuation Routes 
 For FIRE exit building at First Floor Level
 For SEVERE WEATHER Shelter on this Level

BASEMENT LEVEL

SAUK COUNTY COURTHOUSE

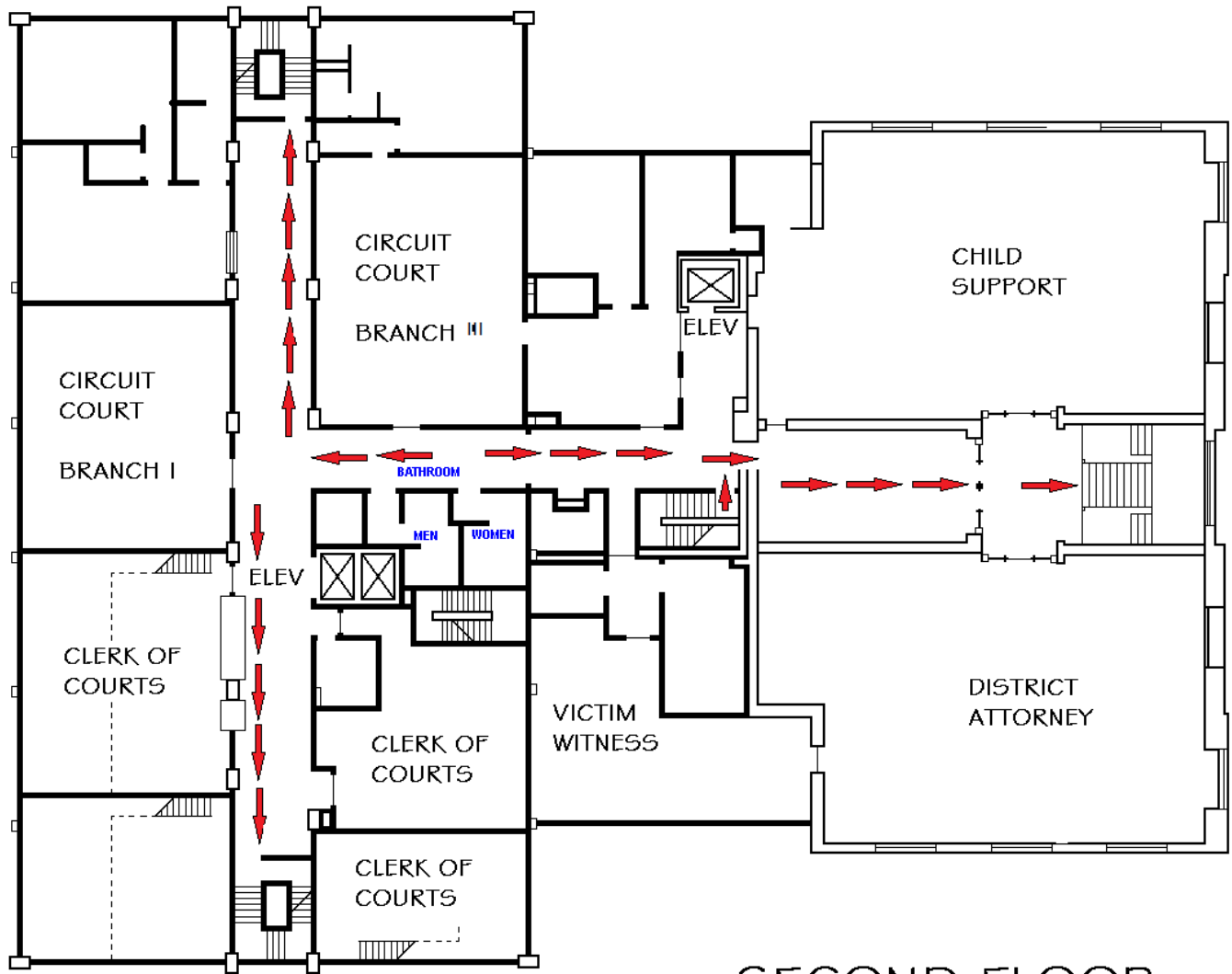



FOR TAN COLORED SECTION, SPACE NOTED AS SHELTER CAN BE USED FOR SEVERE WEATHER

FIRST FLOOR

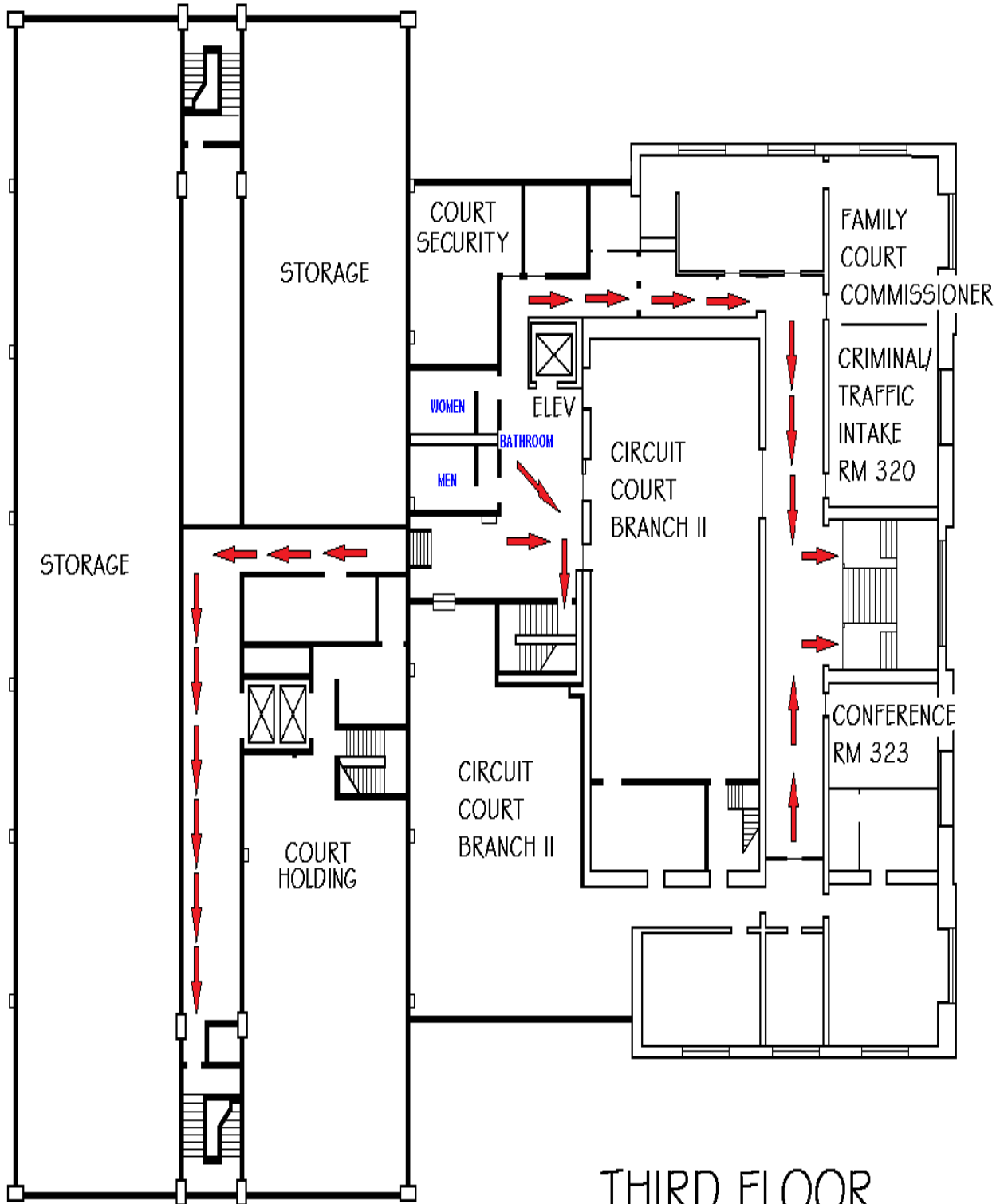
SAUK COUNTY COURTHOUSE

Evacuation Routes →
 For FIRE exit building at First Floor Level
 For SEVERE WEATHER Shelter in Basement Level



Evacuation Routes 
 For FIRE exit building at First Floor Level
 For SEVERE WEATHER Shelter in Basement Level

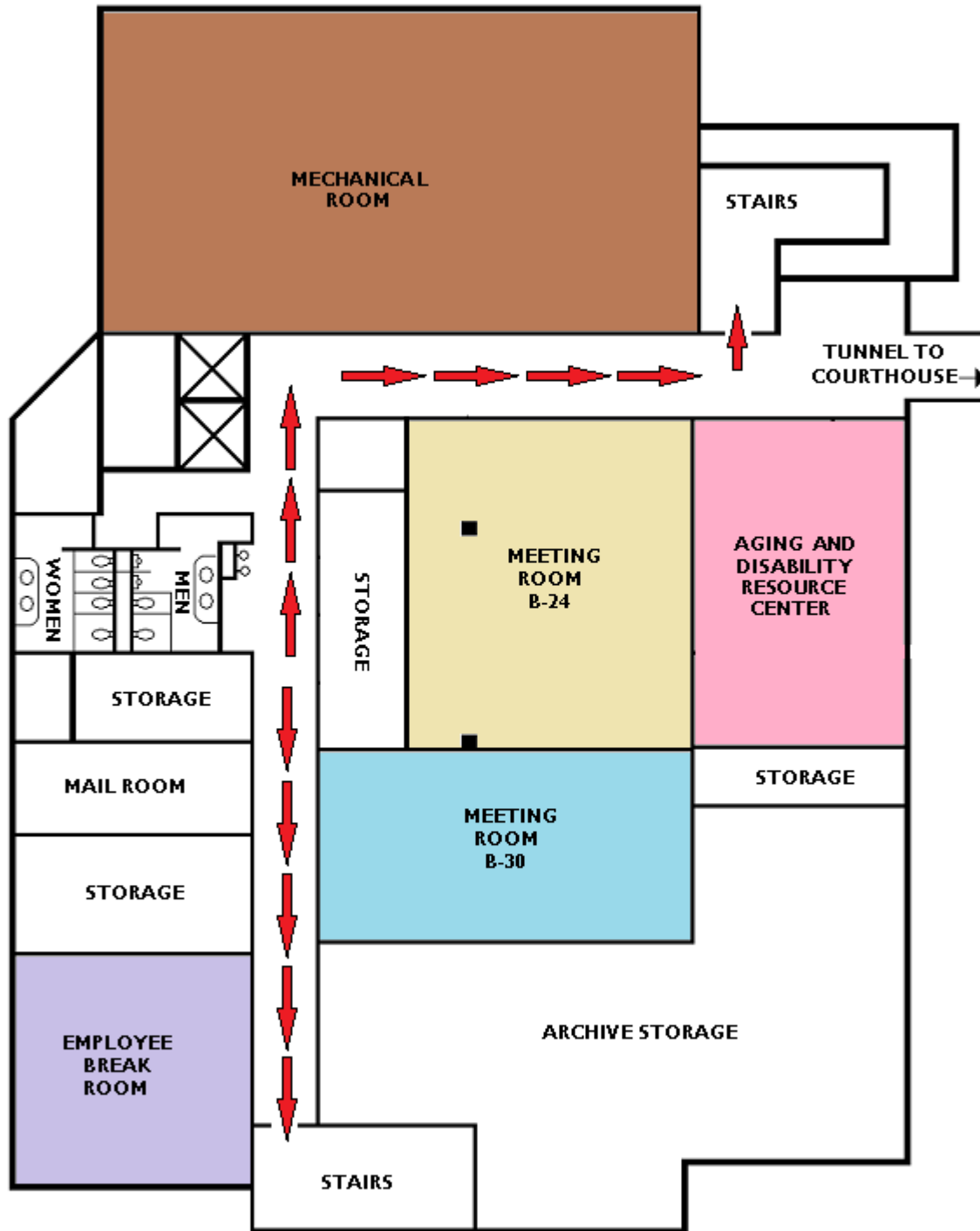
SECOND FLOOR
 SAUK COUNTY COURTHOUSE




THIRD FLOOR
 SAUK COUNTY COURTHOUSE

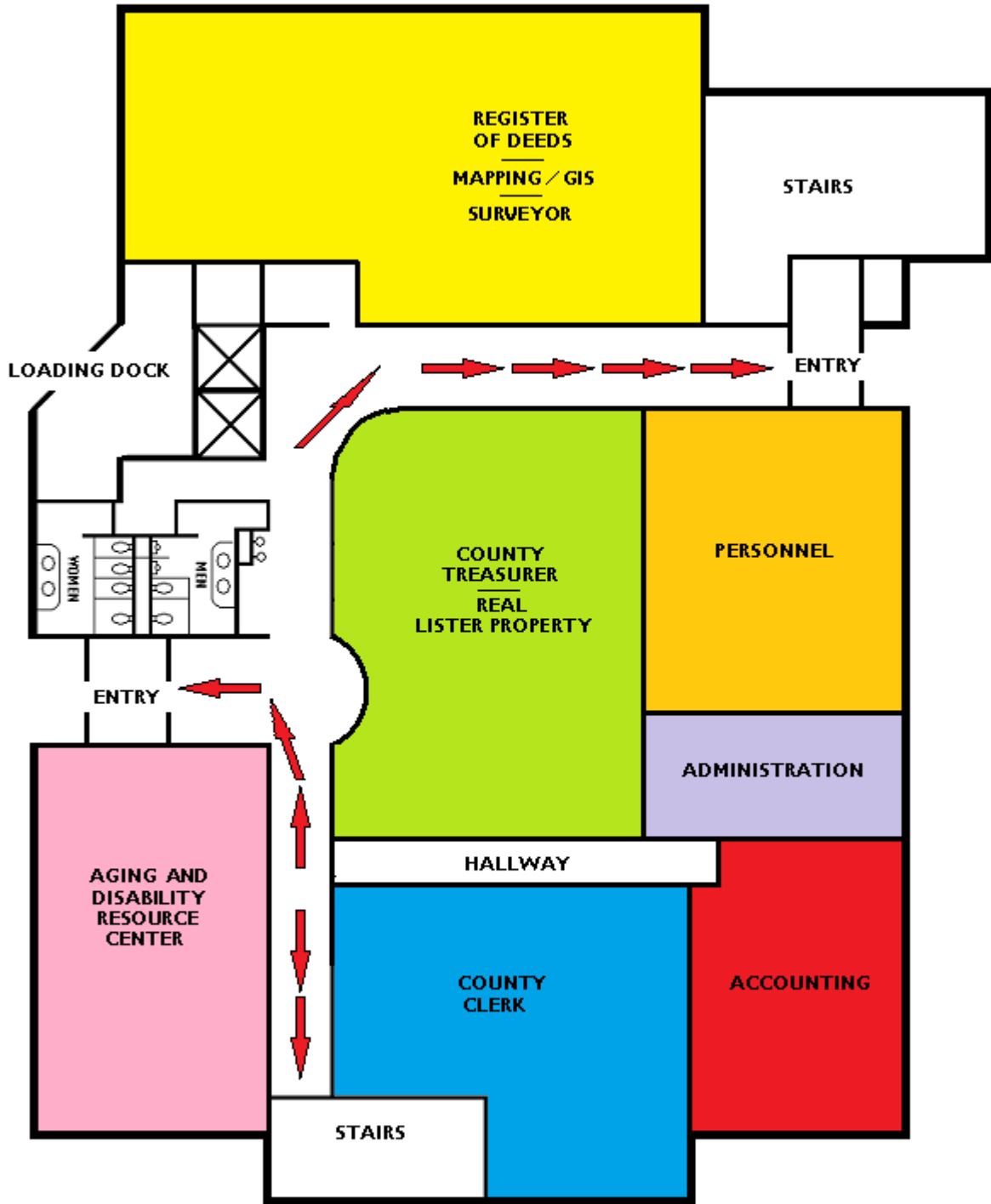
Evacuation Routes →
 For FIRE exit building at First Floor Level
 For SEVERE WEATHER Shelter in Basement Level


WEST SQUARE - BASEMENT



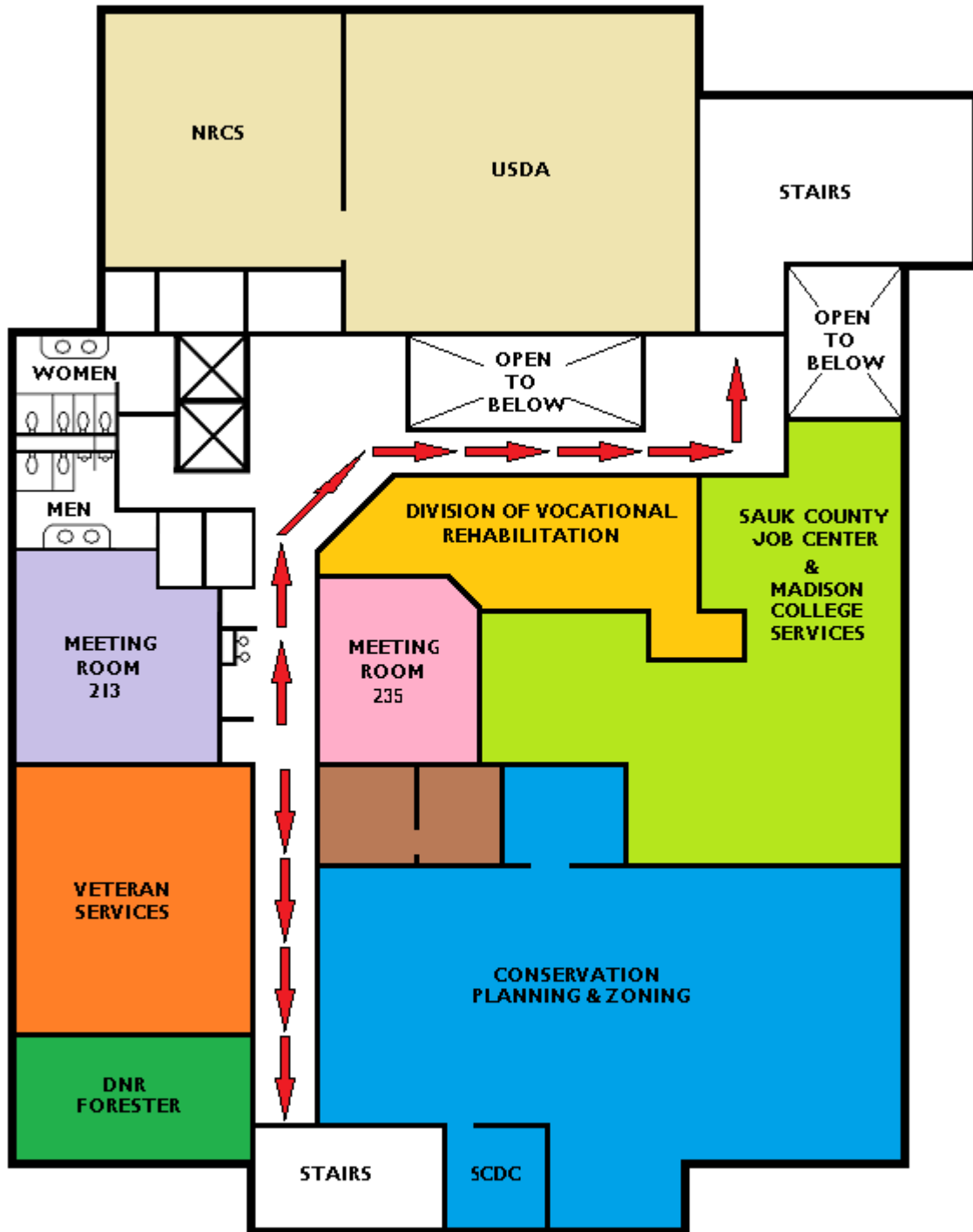
Evacuation Routes 
For FIRE exit building at First Floor Level
For SEVERE WEATHER Shelter on this Level


WEST SQUARE - 1ST FLOOR



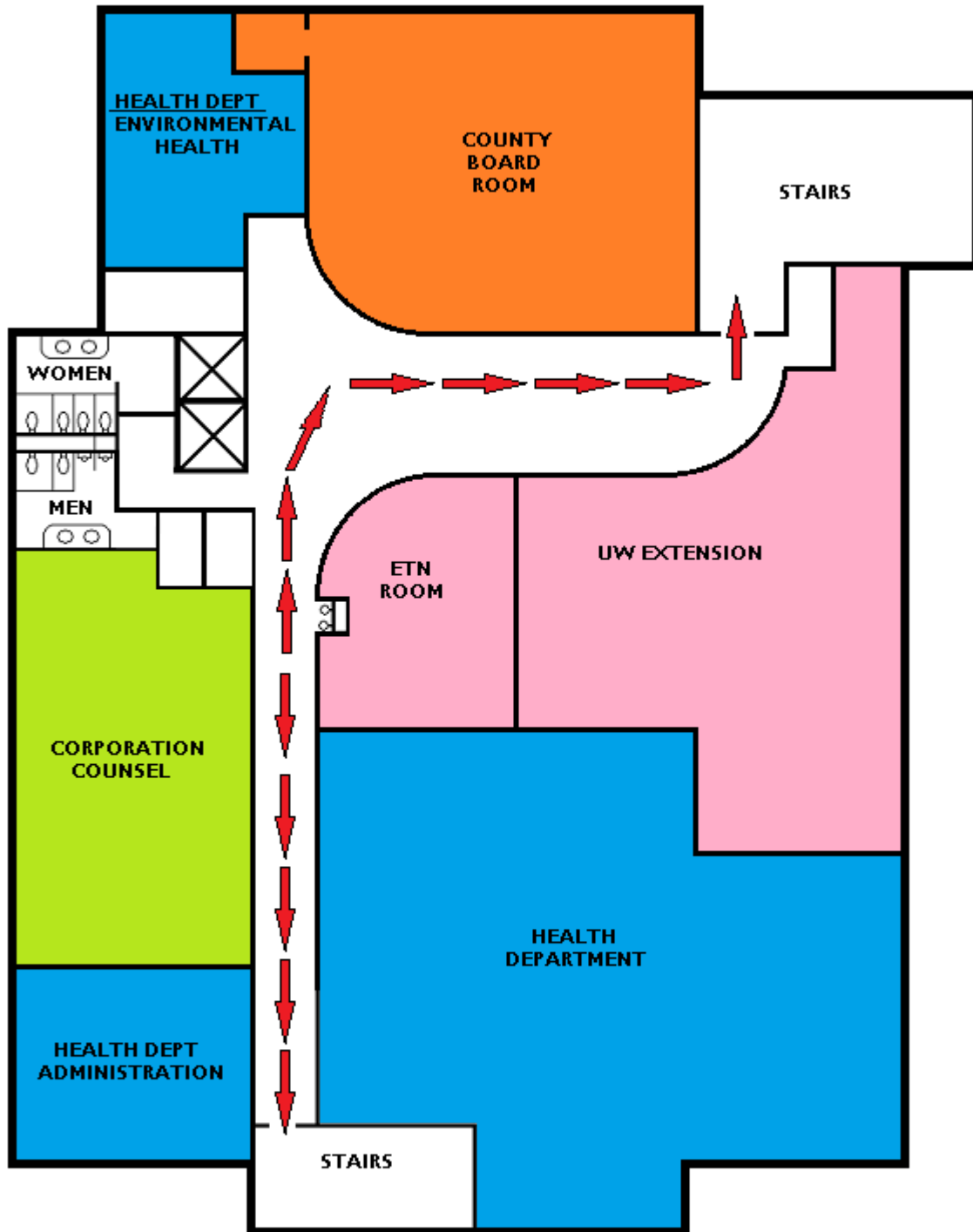
Evacuation Routes 
For FIRE exit building at First Floor Level
For SEVERE WEATHER Shelter in Basement Level


WEST SQUARE - 2ND FLOOR



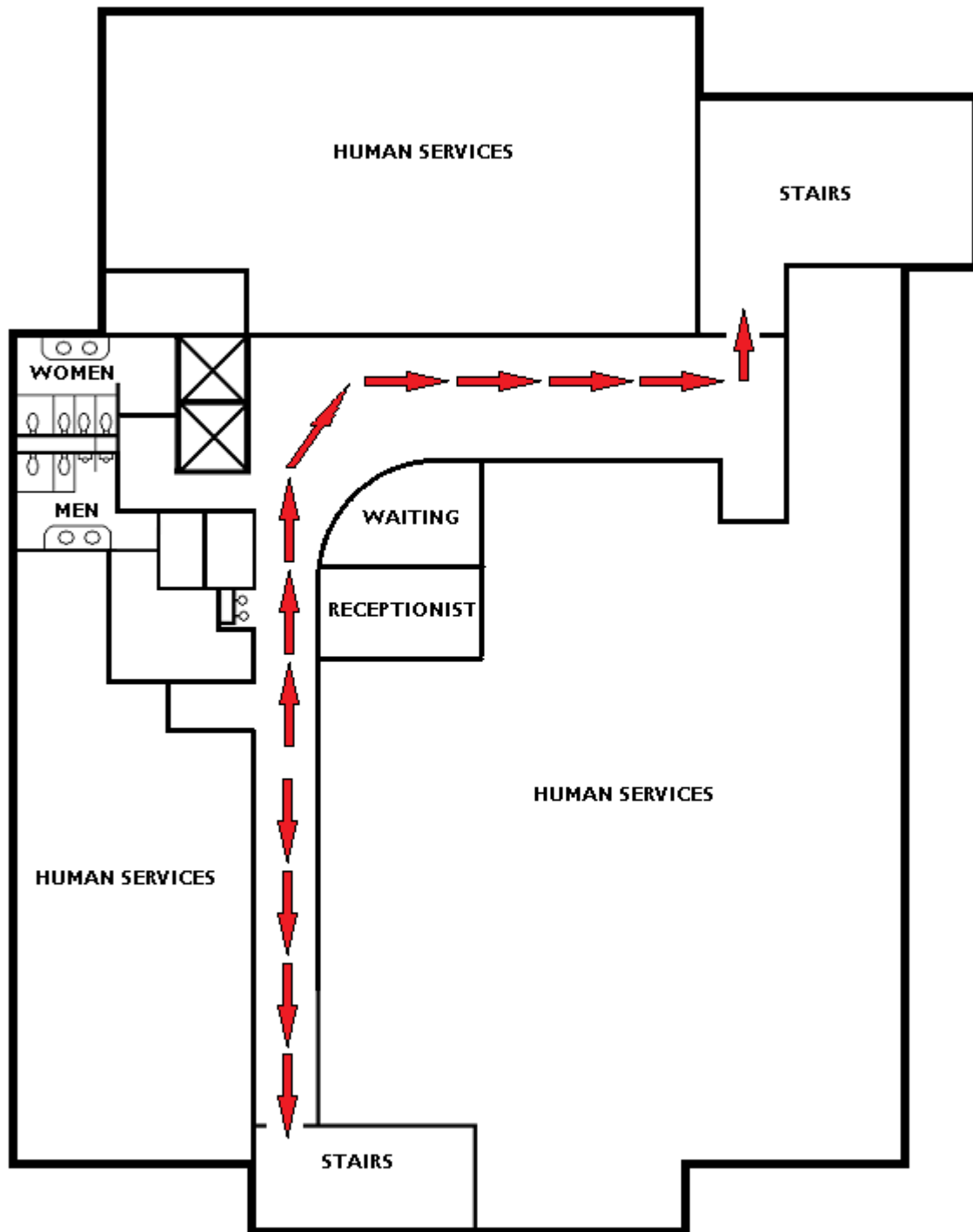
Evacuation Routes 
For FIRE exit building at First Floor Level
For SEVERE WEATHER Shelter in Basement Level


WEST SQUARE - 3RD FLOOR

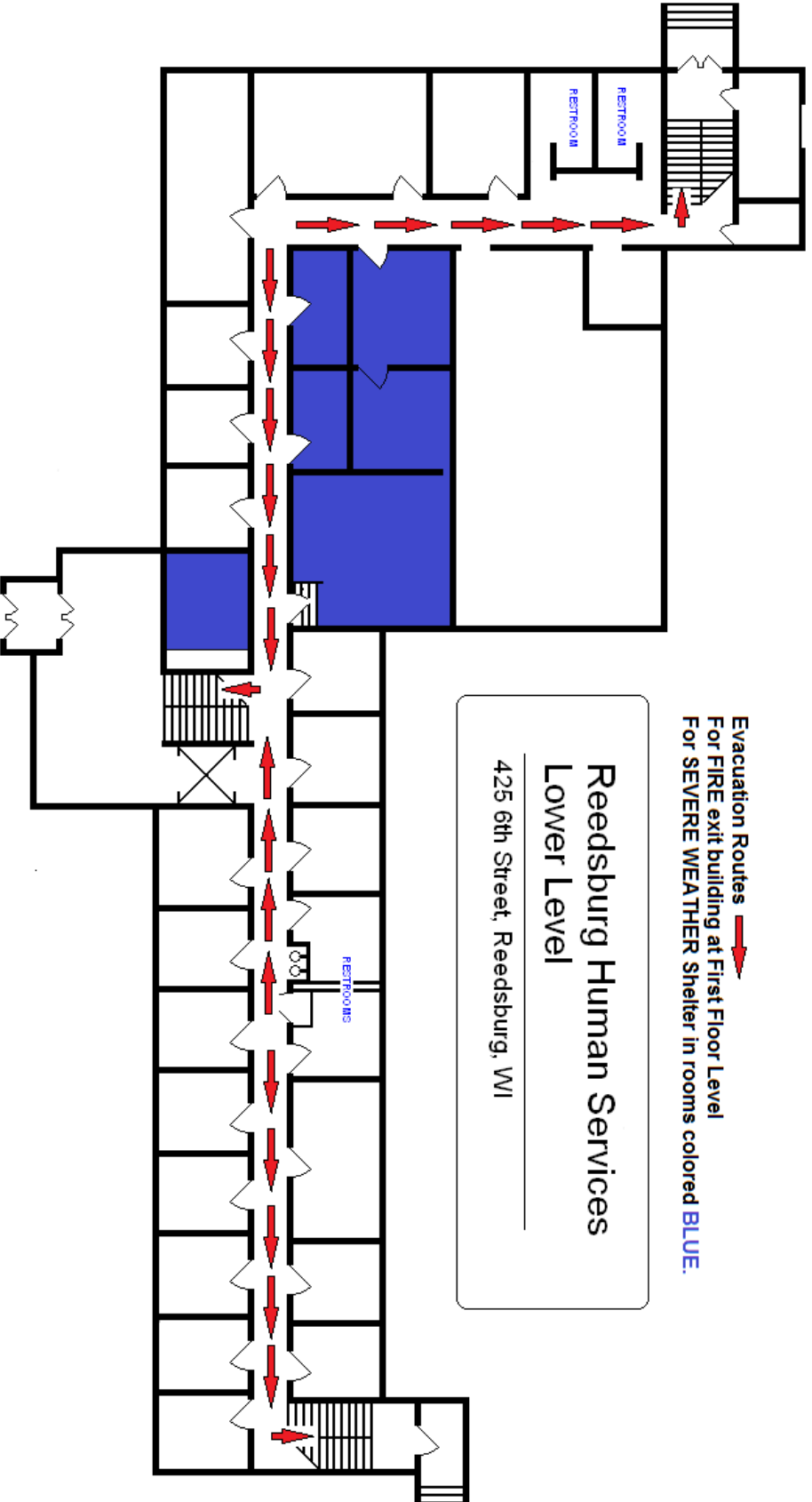


Evacuation Routes 
For FIRE exit building at First Floor Level
For SEVERE WEATHER Shelter in Basement Level

WEST SQUARE - 4TH FLOOR



Evacuation Routes 
For FIRE exit building at First Floor Level
For SEVERE WEATHER Shelter in Basement Level

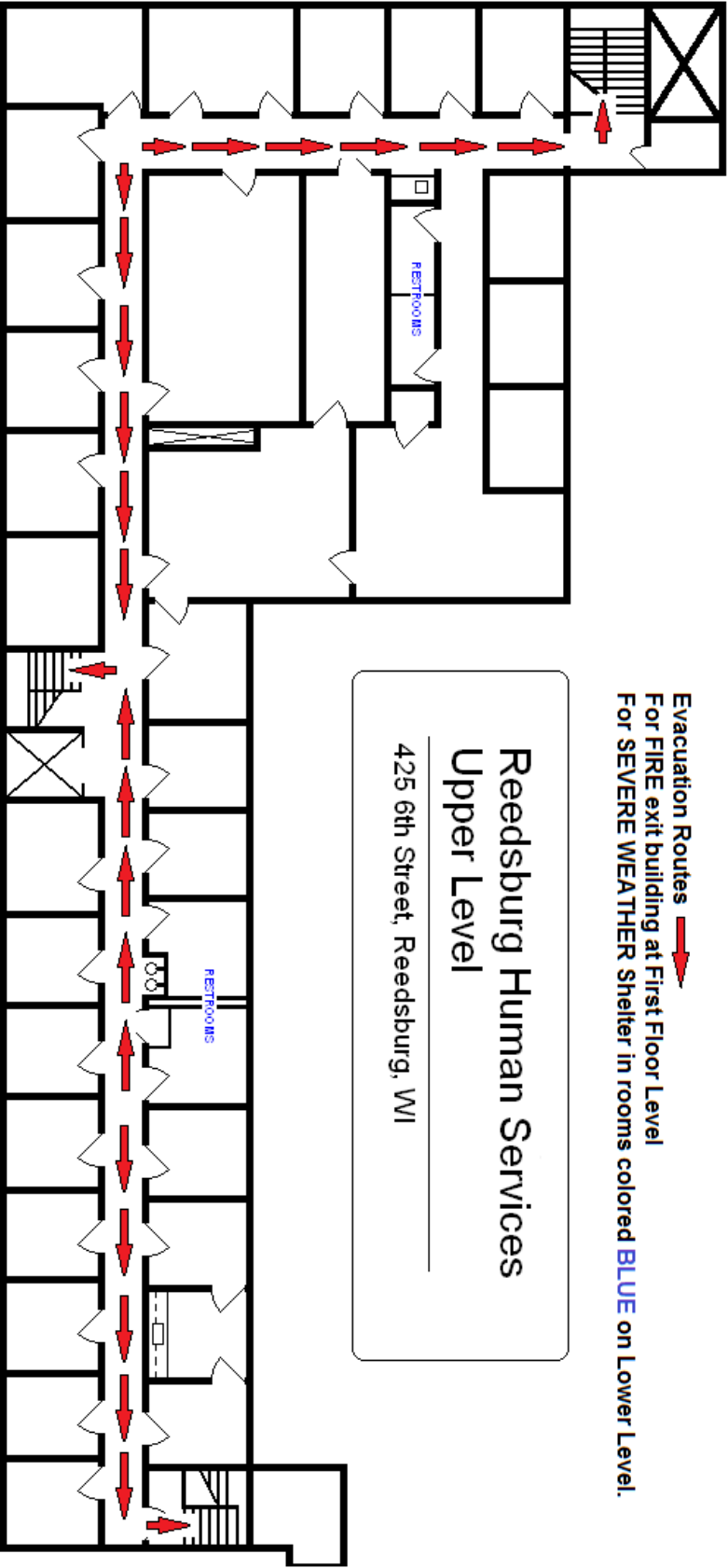


Evacuation Routes →
For FIRE exit building at First Floor Level
For SEVERE WEATHER Shelter in rooms colored BLUE.

Reedsburg Human Services
Lower Level
425 6th Street, Reedsburg, WI

Evacuation Routes →
For FIRE exit building at First Floor Level
For SEVERE WEATHER Shelter in rooms colored BLUE on Lower Level.

Reedsburg Human Services
Upper Level
425 6th Street, Reedsburg, WI



EXPLOSION

1. Remain calm.
2. Be prepared for possible further explosion.
3. Crawl under a table or desk.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. If evacuation is ordered, follow Evacuation Procedure outlined above and go to the following designated area: West Square parking lot, Historic Annex north lawn, Reedsburg 6th Street tree bank.
6. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.)
7. Open doors carefully. Watch for falling objects.
8. Do not use elevators. Elevators can become inoperative during these situations. In addition, smoke and fire travel up elevator shafts.
9. Do not use matches or lighters.
10. Avoid using telephones.

FIRE & FIRE EXTINGUISHER USAGE

In advance, each staff person should:

1. Understand the fire and evacuation procedures in your safety handbook.
2. Become familiar with the locations of pull stations in their areas.

If a fire occurs in your area:

1. Alert coworkers and call 9-9-1-1.
2. Pull alarm when a fire is discovered.
3. Notify EMBS at 3200
4. Evacuate the area if you are unable to put out the fire with a fire extinguisher. (See Employee Evacuation Procedure)

FIRE EXTINGUISHER USAGE

In advance, trained staff personnel should:

1. Become familiar with the location of fire extinguishers in their areas.

If a fire extinguisher is used:

1. Ensure the extinguisher being used is proper for the type of fire encounters. Each extinguisher is labeled indicating the type of fire it is capable of extinguishing.

<u>Extinguisher Class</u>	<u>Use</u>
A	Ordinary combustibles (paper, cloth, wood)
B	Flammable liquids (gasoline, grease, paints)
C	Energized electrical equipment

Many extinguishers are multipurpose and can be used for more than one type of fire.

2. Follow the four-step process, known as the "PASS" procedure:
 - **P**ull the pin. This unlocks the control lever: tabs may also be used.
 - **A**im low. Point nozzle or hose at base of fire.
 - **S**queeze the lever. Starts discharge.
 - **S**weep from side to side. Continue this motion until flames dissipate.

3. If the fire is not extinguished quickly, cease and evacuate immediately.

NOTE: Use of portable fire extinguishers should only be considered when:

- Notification measures have been completed.
- Evacuation has been initiated by pulling the alarm.
- The fire is confined to a small area and is not spreading quickly.**
- The person using the extinguisher has an unobstructed escape route which will not be blocked if fire grows.
- The person is properly trained in the usage of portable fire extinguishers.

All fires, no matter how small, must be reported to Emergency Management, Buildings & Safety @ 3200 or 4419

FLOODING AND WATER DAMAGE

Serious water damage can occur from many sources: burst pipes, clogged drains, broken windows or construction oversights.

If a water leak occurs:

1. Remain calm.
2. Contact EMBS at extension 3200. Advise the person answering your call, the exact location and severity of the leak. Maintenance will take appropriate measures to stop the leak.
3. Notify your supervisor of the extent and the location of the leak, if possible.
4. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
5. If you know the source of the water and **are confident of your ability to stop it** (unclog the drain, turn off the water, etc.) do so cautiously.

Take only those steps needed to avoid or reduce immediate water damage. If possible, carefully move small or light objects out of harm's way.

6. Fill out a Triple I report and note all damages. Forward the Triple I and all relevant receipts to the Safety/Risk Manager so an insurance claim can be filed. Triple I forms can be access on the Sauk county Intra-net.

MAIL THREAT AND SUSPICIOUS OBJECT

It is possible that any staff member might someday receive a threatening letter or suspicious parcel in the mail, or discover a suspicious object somewhere on the premises.

If you receive a written threat or a suspicious parcel or if you find a suspicious object anywhere on the premises:

1. Keep all staff and public from handling it or going near it. The object may be potentially dangerous. In addition, its' preservation is important as evidence for law enforcement.
2. Contact Court Security at 3533 and EMBS at 3200 or 4419 and follow their instructions.
3. Promptly write down everything you can remember about receiving the letter or parcel, or finding the object. This information will be needed by police interviewers.
4. Remain calm. Do not discuss the threat with other staff members.
5. If evacuation is ordered, follow the employee evacuation procedure in this booklet.

PHONE / VOICEMAIL THREAT

It is possible that any employee of Sauk County could receive a threatening telephone call.

If you receive a telephone threat:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking, so that you can gather more information.
3. Write down as many details as you can remember. This information will be needed by police interviewers.
4. Contact Court Security at 3533 and follow their instructions.
5. Call Emergency Management, Buildings & Safety at 3200 or 4419. Give them the extension you were at and the time when you received the call. They will make an attempt to pull the callers number from the records.
6. Do not discuss the threat with other staff.
7. If evacuation is ordered, follow the Employee Evacuation Procedure.

Obscene/Threatening voice mail

If you receive a threatening/obscene voice mail contact your supervisor immediately and Tim Stieve, EMBS Administrator at extension 4419 or 3200. Do not delete the voice mail call, once you delete them and leave voice mail there is no way to recover those voice mails.

Unauthorized access or other phone and voice mail issues or concerns.

If you believe that there is potential abuse or other problems with the phone system or voice mail contact Tim Stieve, EMBS Administrator at extension 4419 or 3200.

POWER OUTAGE

(Please note: as long as the generator operates, there will be minimal lighting in most areas to ensure safety.)

If power outage occurs:

1. Remain calm
2. Provide assistance to visitors and staff in your immediate area.
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
4. If you are in an elevator, stay calm. Use the intercom phone in the box, **it will automatically connect through to 9-1-1**. Indicate the building and elevator in which you are located.

TORNADO

Terms or weather definitions to know:

1. **Tornado watch:** Issued to alert you to the possibility of a tornado developing in a specific area for a specific period of time. All Departments have a NOAA Weather Radio. When a watch is sounded, the person monitoring the radio should advise all personnel in the department, including those in the field, that a watch has been issued.
2. **Tornado warning:** Issued when a tornado has actually been sighted or indicated by radar. The warning will indicate the location of the tornado, direction of travel, and period of time movement through a specific area. If a warning is issued for the area, the person monitoring the radio will notify everyone in the department. **All personnel and clients will take shelter immediately.**

What to do:

1. If a **Tornado watch** is announced, you should:
 - a. Carry on with regular business, however, listen to the radio or television for weather advisory information. Be aware of outside conditions.
 - b. If your job takes you out in the field, be aware of weather changes.
2. If a **Tornado warning** is announced, you should:
 - a. Move to your shelter area immediately (see Evacuation Maps for Shelter Areas). If possible, lock your office door(s) to secure confidential information.
 - DO NOT USE ELEVATORS
 - DO NOT LEAVE THE BUILDING
 - ESCORT THE PUBLIC TO SHELTER AREAS
 - ALERT OTHER OFFICES WHO MAY NOT HAVE HEARD THE WARNING
 - b. In the event you CAN NOT make it to the shelter area, move to an interior hallway or room, staying away from all windows.
 - c. DO NOT leave the shelter area until advised to return to work by Emergency Management Staff.