



Second Judicial District Court

EMERGENCY PROCEDURES

March 2018

REMEMBER in any situation involving an emergency call 911 (9-911). The time to become familiar with Emergency Procedures and First Aid is before an emergency occurs.

REMEMBER the Second Judicial District Court implemented a District Court Employee Emergency Hotline so that all employees are notified and kept updated regarding the status of any emergency or impact to Court operations. The number is **328-3535**.

EVACUATION

Some emergencies may require evacuation of the building. While an emergency may require a full evacuation, other emergencies may only require a partial evacuation. Please listen carefully to the instructions given. If a partial evacuation is ordered and you are not in an area that is instructed to evacuate, you may still evacuate if you feel it is necessary.

Employees have the responsibility to give instructions to the general public about the evacuation, close the doors, and provide other required safety measures unless otherwise directed by emergency personnel.

Evacuation plans are posted next to the public elevators on every floor. In the event of an evacuation:

- An announcement and/or fire alarms will be used to sound evacuation.
- Remain calm and orderly. Walk quickly but **do not run** to the nearest exit stairwell.
- Do not use elevators.
- Follow instructions of emergency personnel (i.e., court security officers, firefighters, police and other emergency personnel).
- Seek out and give needed assistance to any disabled individuals in the area.
- Close all open doors.
- After exiting the building, proceed to the designated safe area and check-in with your assigned evacuation monitor.
- Keep roadways clear for emergency vehicles.
- Do not re-enter the building until told to do so by emergency personnel.

Evacuation Check-in Procedures

- All court employees should proceed to the evacuation point and immediately check-in with their designated monitors. Evacuation monitors should report to Court Administration when they have accounted for all employees for whom they are responsible. If an employee cannot be accounted for, a report should be made to Court Administration at the earliest possible time. Court Administration will notify emergency personnel if any employees cannot be accounted for.
- Do not leave the evacuation point until given permission to do so.

- Employees should utilize the Employee Hotline (775-328-3535) to determine when it is safe to return to the building. The Employee Hotline will be updated every 15 minutes until there are no additional updates to provide. Employees should remain within the general vicinity of District Court facilities and ready to return to work unless and until the Employee Hotline is updated with permission to go home.
- Employees should not attempt to reenter the buildings until emergency personnel have indicated it is safe.

Jurors

In the event of a jury trial, the bailiff assigned to the trial will take charge of the jury at the direction of the judge. District Court employees should avoid contact with jurors during the evacuation process.

Judges

In accordance with established procedure, judges will evacuate if District Court staff is evacuated. Court Administration will be in communication with the District Court judges and inform emergency personnel if any judge is unaccounted for.

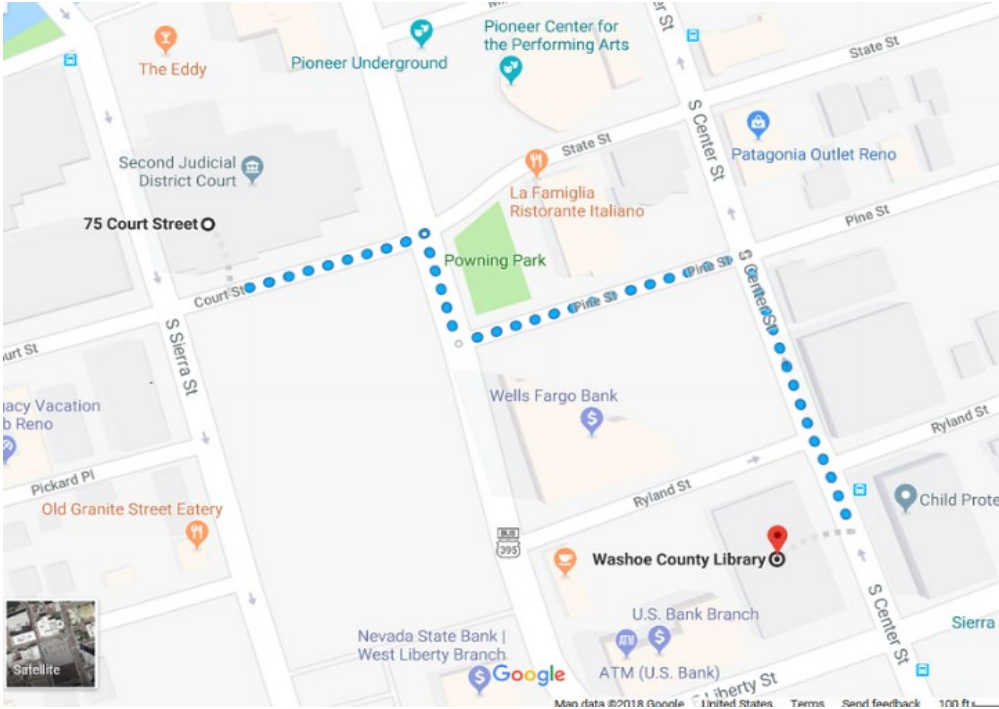
Other Communications

If possible, division managers who have staff working at off-site locations should notify off-site staff that an evacuation is in progress.

EVACUATION MAP FROM COURT COMPLEX

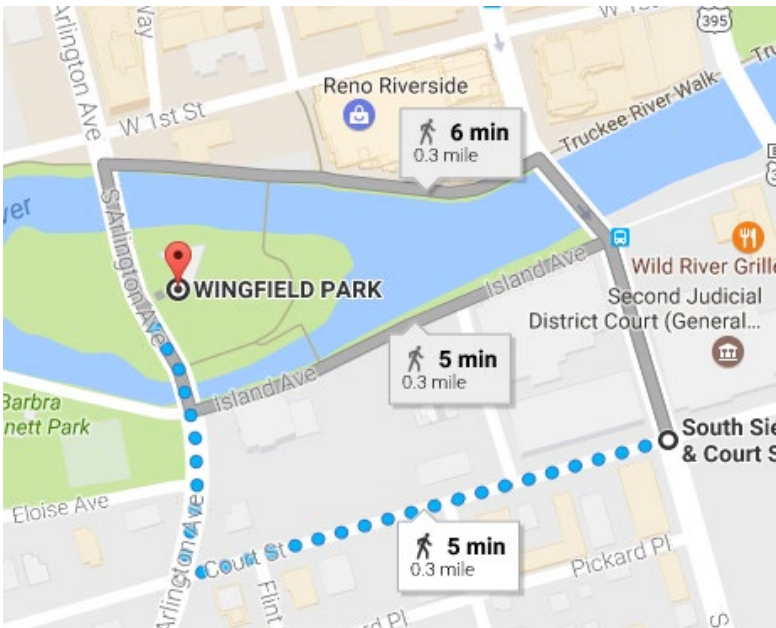
Primary Evacuation Point

In the event of an order to evacuate the building, all court employees should proceed to the County Library at 301 S. Center St.



Secondary Evacuation Point

In the event the primary evacuation point is not deemed safe, the secondary evacuation point will be Wingfield Park at the intersection of Island Street and South Arlington.



SHELTER-IN-PLACE

- Sheltering in-place is necessary when there is a threat outdoors that an individual may be exposed to upon leaving the building.
- Examples of circumstances in which a shelter-in-place is necessary include the release of some kind of chemical agent, a flash flood, or an armed individual entering the premises.
- Shelter-in-place may also be necessary when it is not possible to evacuate a disabled individual from the building.
- If direction is given to shelter-in-place by area supervisors or emergency personnel **AND IT IS SAFE TO DO SO**, follow these procedures:
 - Collect all individuals, including members of the public, on your floor in designated room(s).
 - 75 Court Street
 - First Floor: Courtroom B (Probate), Law Library breakroom and CLC Jury Room
 - Second Floor: IT Offices
 - Third Floor: Department 6 Courtroom
 - Fourth Floor: Department 3 Courtroom
 - 1 South Sierra Street
 - First Floor: Hearing Room C and POHC Back office
 - Third Floor: Department 5 Courtroom
 - Once everyone has gathered in the designated shelter-in-place room, the following actions should be taken:
 - Lock doors to prevent access from the outside;
 - Block all windows
 - Silence all electronic devices
 - Turn off lights; and
 - Locate Emergency Shelter in Place Manual, first aid and emergency food and water in black supply kit.
 - Phones in the shelter-in-place location should be used only for emergencies, do not call Court Control after overhead announcements have started. If you need further emergency services call 9-911
 - Remain in your shelter-in-place location until emergency personnel tell you it is safe to leave.