

# Evacuation, Lockout & Lockdown Action Plans

Site:	Office Building
Address:	1234 Way
Safety Officer:	John Doe
Revision Date:	9/21/2015

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## Table of Contents

<b>PREFACE</b> .....	II
<b>EMERGENCY RESONSE TEAM</b> .....	1
<b>EMERGENCY EVACUATION ACTION PLAN</b> .....	2
<b>EMERGENCY LOCKOUT ACTION PLAN</b> .....	5
<b>EMERGENCY LOCKDOWN ACTION PLAN</b> .....	7
<b>APPENDIX: Fire Extinguisher and First Aid Kit Locations</b> .....	10
<b>APPENDIX: Personnel Roster</b> .....	12
<b>APPENDIX: Other Emergency Scenarios</b> .....	13
<b>APPENDIX: Active Shooter Scenario</b> .....	13
<b>APPENDIX: Law Enforcement</b> .....	18

## PREFACE

The following emergency action plans have been commissioned and maintained by Tulare County's Risk Management division of County Counsel.

In consideration of potential law enforcement scenarios, any individual emergency action plan may be exercised independently or in conjunction with another emergency action plan, or all three emergency action plans concurrently.

As templates, the designated Safety Officer of each location or unit will:

1. Customize the emergency action plan fields for each facility (floor plans, layouts, etc.)
2. Maintain accurate records of personnel assigned to each site and alternate contact information for the personnel in the Appendix: Personnel Roster
3. Develop emergency evacuation routes
4. Develop locations for assembly points
5. Develop an emergency action plan training curriculum
6. Develop an emergency action plan exercise procedure and schedule

Floor plans and layouts can be acquired through your facilities representative. If your facilities representative does not have your building's floor plan and layout, you can contact:

Mr. Jim Doe  
Facilities Manager  
5678 Blvd  
Visalia, CA 93277  
[XXXX@co.tulare.ca.us](mailto:XXXX@co.tulare.ca.us)

Through the designated Safety Officer for each location or unit, employees will be trained on emergency action plan procedures for their respective worksites. It is critical that this training develops a demonstrable competency for safely and uniformly reacting to and responding to emergency situations.

Questions regarding this plan can be directed to:

Jane Doe  
Risk Manager  
2468 Way.  
Suite A  
Visalia, CA 93291  
[XXXX@co.tulare.ca.us](mailto:XXXX@co.tulare.ca.us)

Bob Doe  
Analyst  
2468 Way.  
Suite A  
Visalia, CA 93291  
[XXXX@co.tulare.ca.us](mailto:XXXX@co.tulare.ca.us)

KIM DOE  
Analyst  
2468 Way.  
Suite A  
Visalia, CA 93291  
[XXXX@co.tulare.ca.us](mailto:XXXX@co.tulare.ca.us)



## **EMERGENCY RESPONSE TEAM**

**In the event of an emergency or incident at the Office Building, a pre-designated group of staff will respond to the incident, while all other staff will follow Evacuation or Lockdown protocol. Approximately X employees have current First Aid/CPR certifications.**

### **Response Team:**

Director

Assistant Director

Personnel Services Officer II/Alternate Department Safety Officer

Personnel Services Officer I/Department Safety Officer

Program Manager

Program Manager

Administrative Services Officer II

Supervising Attorney

Sherriff Deputy (rotation every 6 months)

### **AED/First Aide/CPR**

Administrative Services Officer II

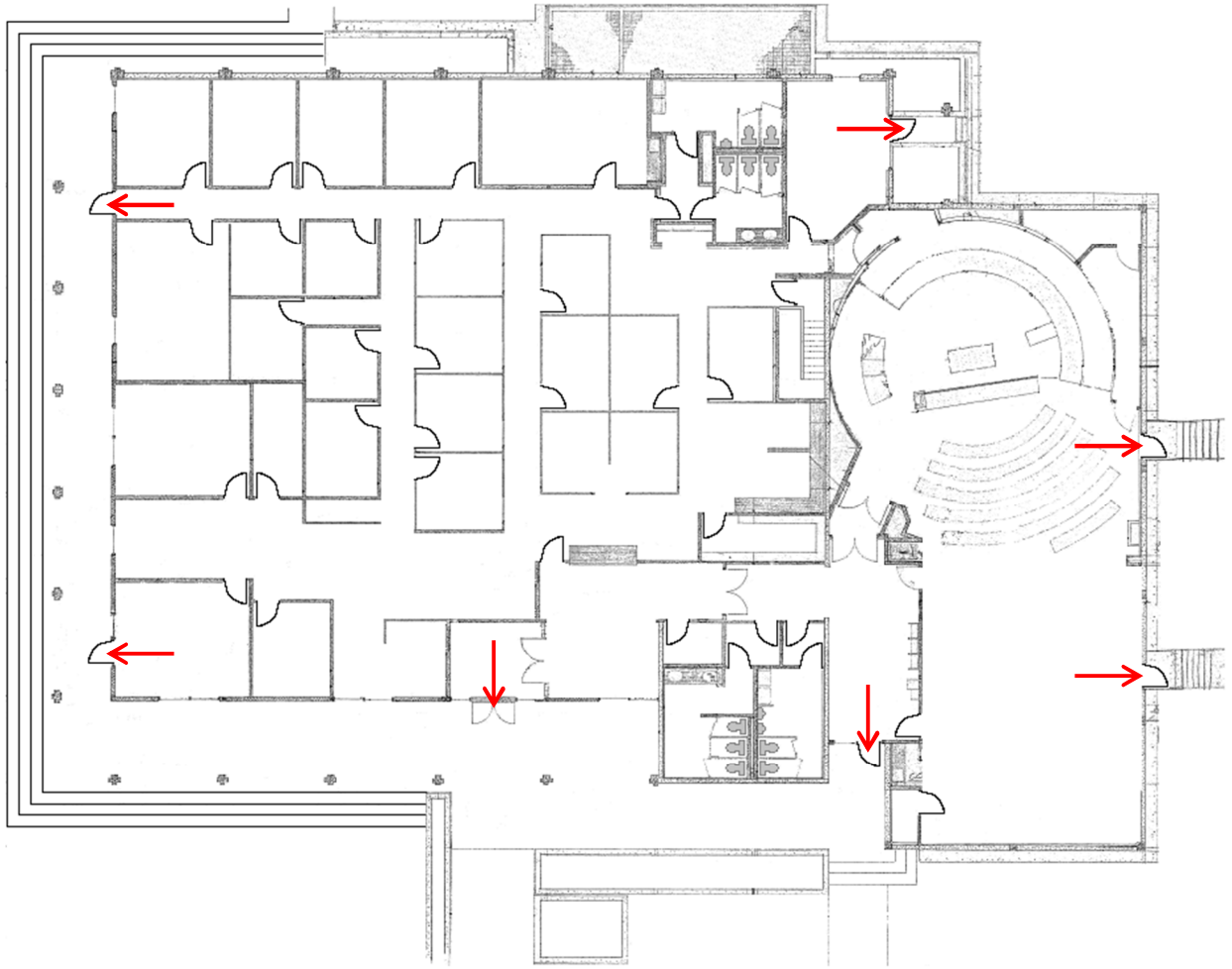
Staff Services Analyst III

Supervising Support Officer

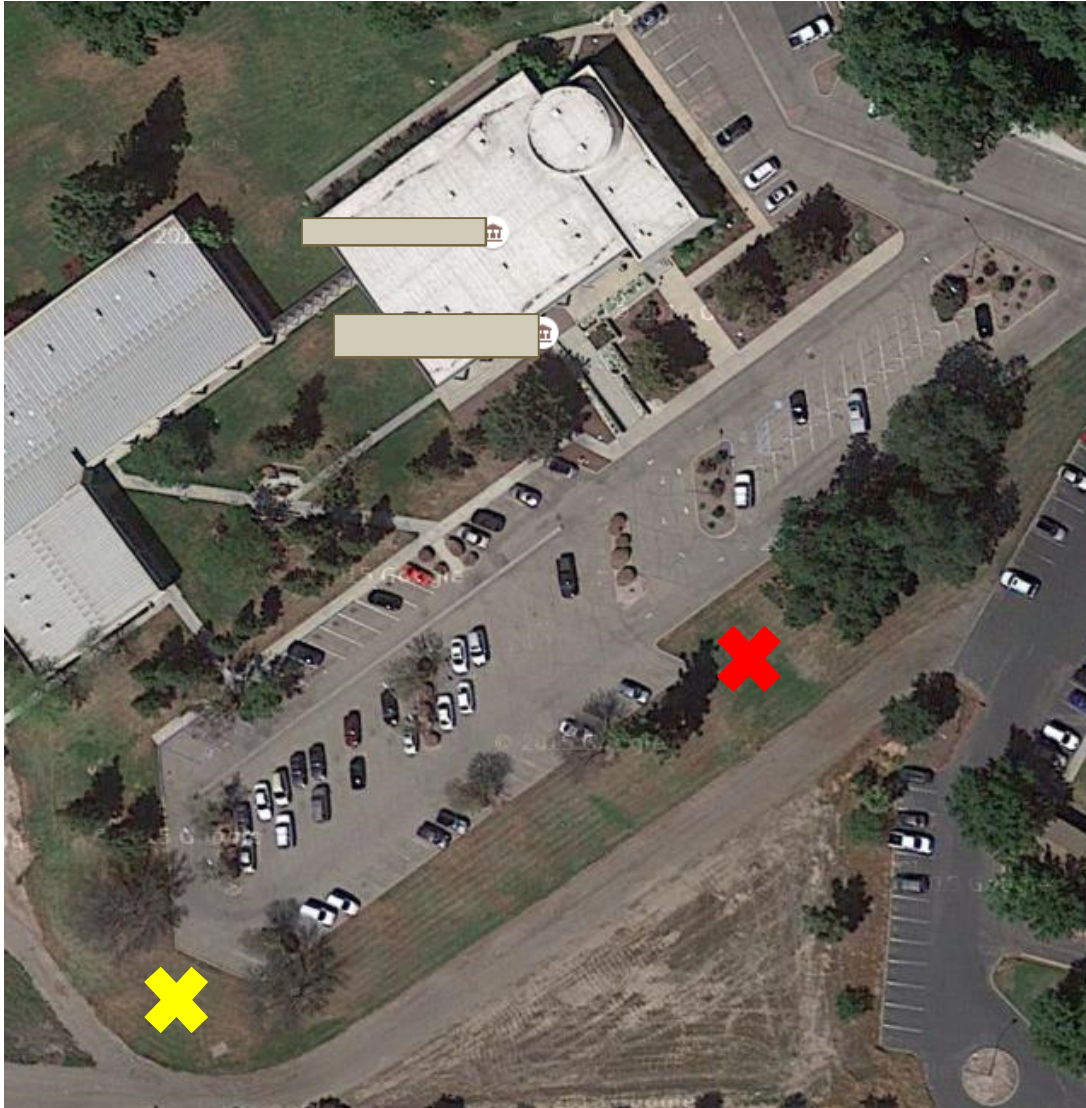
Sherriff Deputy (rotation every 6 months)

## EMERGENCY EVACUATION ACTION PLAN

This building will have multiple evacuation or exit (egress) points. Please see the floor plan below and determine efficient routes that you can take to exit the building.



The following assembly points have been designated as the primary assembly point(s) and the alternate assembly point(s) where you must gather after evacuating the building.



Primary Assembly – X    Alternate Assembly – X

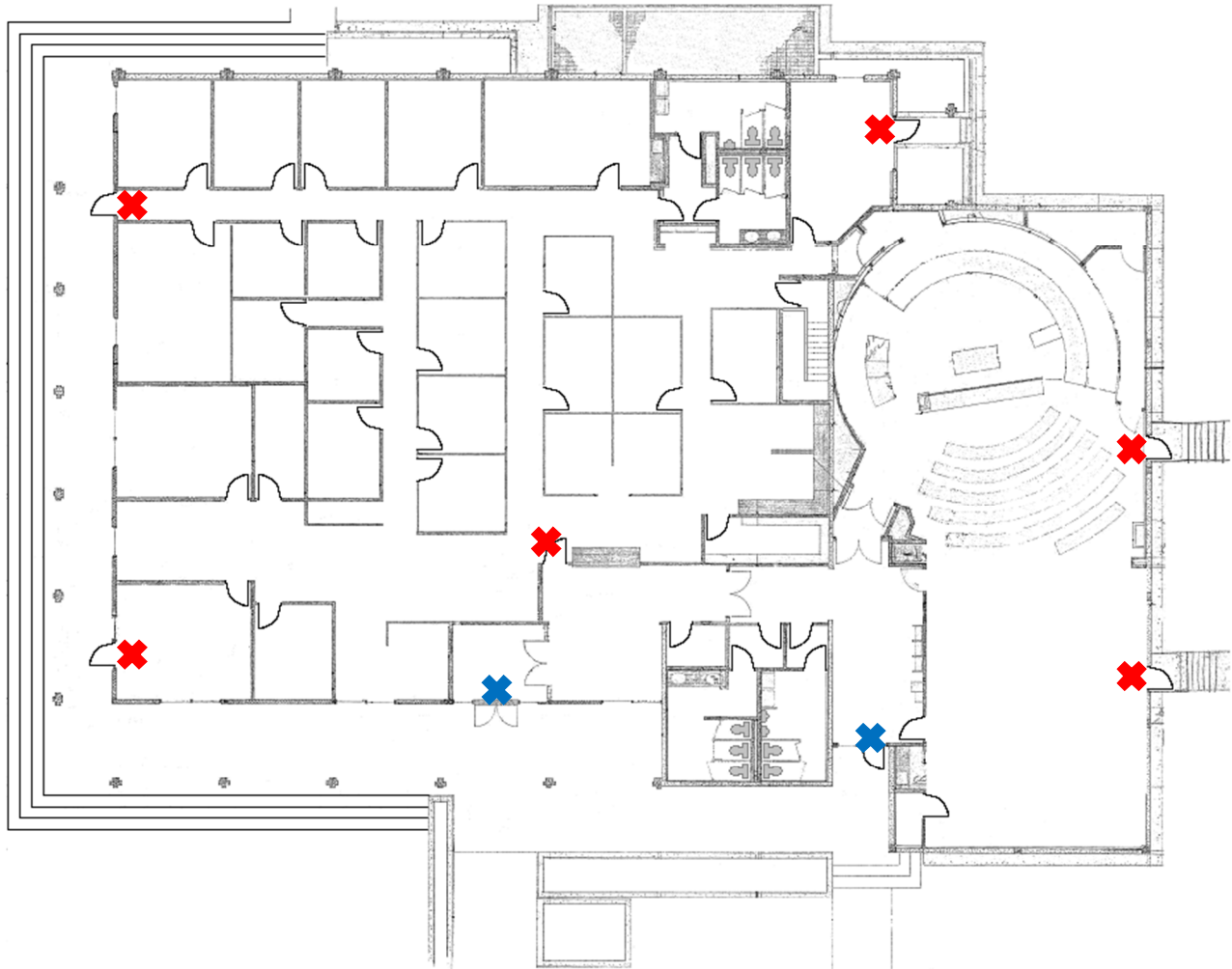
In the event of an emergency evacuation:

- ☐ You will be notified by an emergency alarm, telephone page (Informacast), or by a supervisor
- ☐ Remain calm
- ☐ Evacuate in an orderly fashion along the quickest or shortest route to the nearest exit if safe to do so
- ☐ Consider unconventional escape routes (i.e. ground-floor windows) if evacuation routes are inaccessible
- ☐ Evacuate regardless of whether others agree to follow
- ☐ Be prepared to leave your belongings behind
- ☐ Do not attempt to move the injured
- ☐ Help others evacuate, if possible
- ☐ Prevent others, except for first responders, from entering an evacuated area
- ☐ Evacuate to the primary assembly point
- ☐ If the primary assembly point is unsafe, gather at the alternate assembly point
- ☐ Present to your Safety Officer for roll call
- ☐ Call 9-1-1 when safe
- ☐ Refer to Appendix: Law Enforcement

## EMERGENCY LOCKOUT ACTION PLAN

A “Lockout” is a temporary sheltering technique (i.e. up to several hours), utilized to limit personnel exposure in consideration of law enforcement scenarios that requires isolation within a building to maintain safety and preserve life against an external threat (e.g. “Active Shooter” or similar) during a potentially lethal threat situation.

This building will have multiple entry (ingress) points. Please see the floor plan below and determine how to be lock/secured those entry points.



Remains Locked During Business Hours – X

Locks With Key - X

In the event of an emergency lockdown:

- ☐ Emergency alarms will not be observed
- ☐ The first indicators of the need to activate the emergency lockdown action plan will likely be an external disturbance (i.e. violence, gunshots)

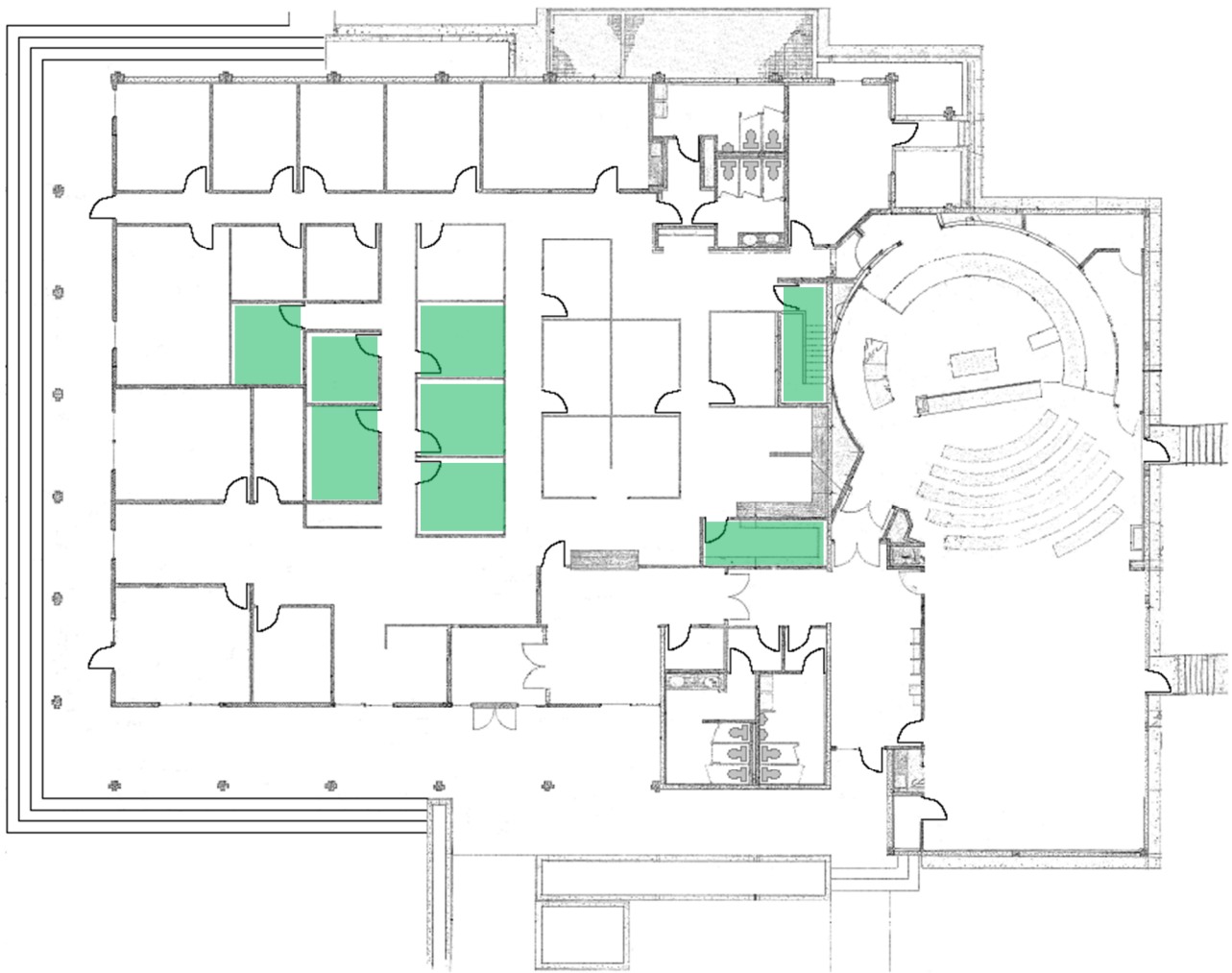
<b>DO NOT ACTIVATE FIRE ALARMS</b>
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- ☐ Remain calm
- ☐ If there is no immediate threat, lock/secure the entry point(s) closest to you
  - Locking doors may require security keys provided to all staff
  - Securing entry points may require barricading by pushing/stacking furniture against the opening
- ☐ Turn off all lights
- ☐ Help others secure entry points, if possible
- ☐ Be prepared to lockdown inner offices
- ☐ Occupants should be seated below window level, toward the middle of a room away from windows and doors
- ☐ Turn off devices that emit sound
- ☐ Remain silent
- ☐ Stay out of view
- ☐ If possible, call 9-1-1 to report the event and/or provide intelligence
- ☐ Await “All-clear” notification from law enforcement agencies
- ☐ Refer to Appendix: Law Enforcement
- ☐ Present to your Safety Officer for roll call

## EMERGENCY LOCKDOWN ACTION PLAN

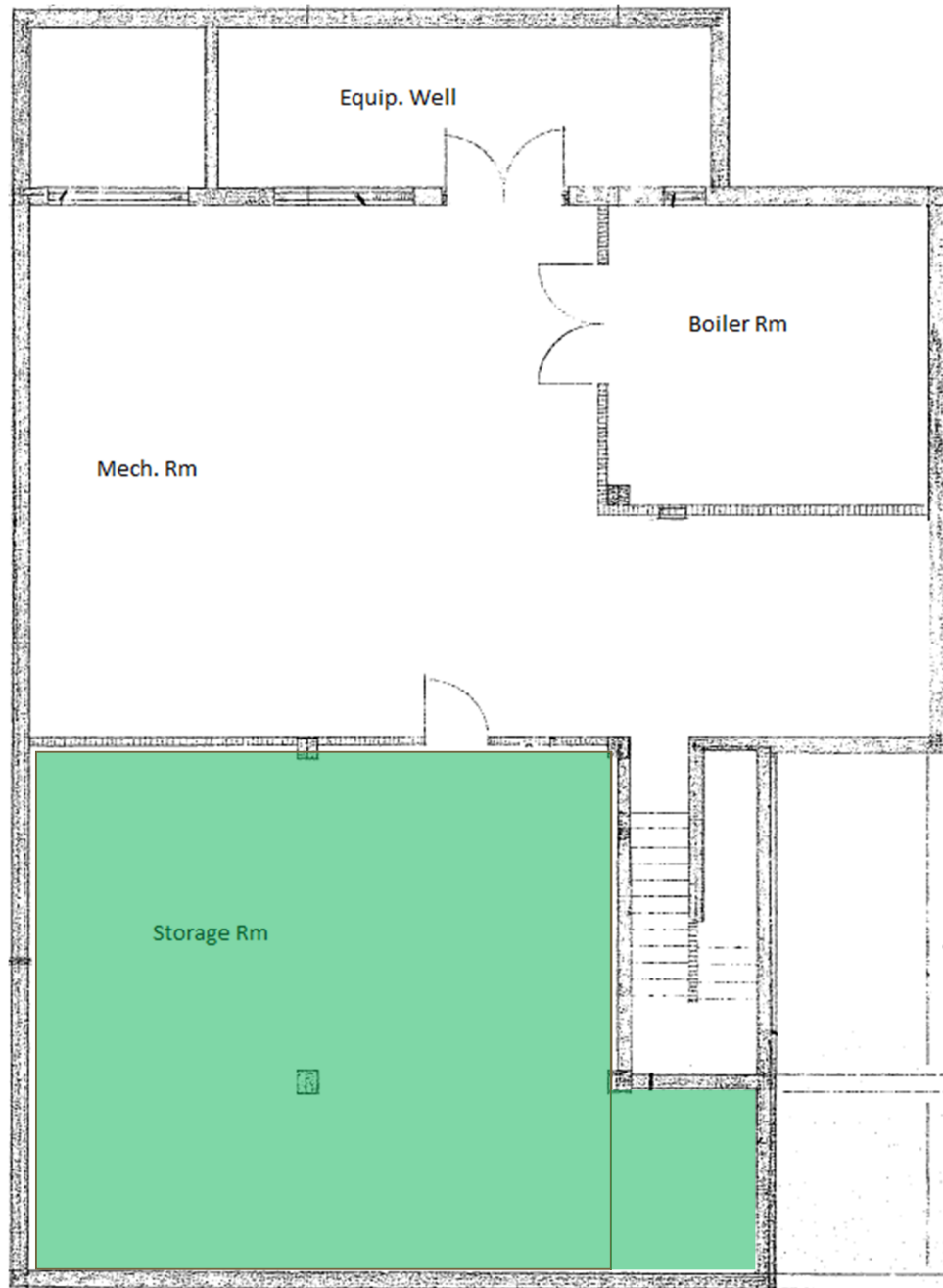
A “Lockdown” is a temporary sheltering technique (i.e. up to several hours), utilized to limit personnel exposure in consideration of law enforcement scenarios that requires isolation within a building or room to maintain safety and preserve life against an internal threat (e.g. “Workplace Violence”, “Active Shooter”, or similar), and/or allow personnel other survivable options such as evacuation or hiding during a potentially lethal threat situation.

Your first option, if safe to do so, is to evacuate. If evacuation is not possible, your building will have multiple rooms where you can take shelter from an internal threat. Please see the floor plan below and determine how to best lock/secure those rooms.





## Basement Safe Room Location





In the event of an emergency lockdown:

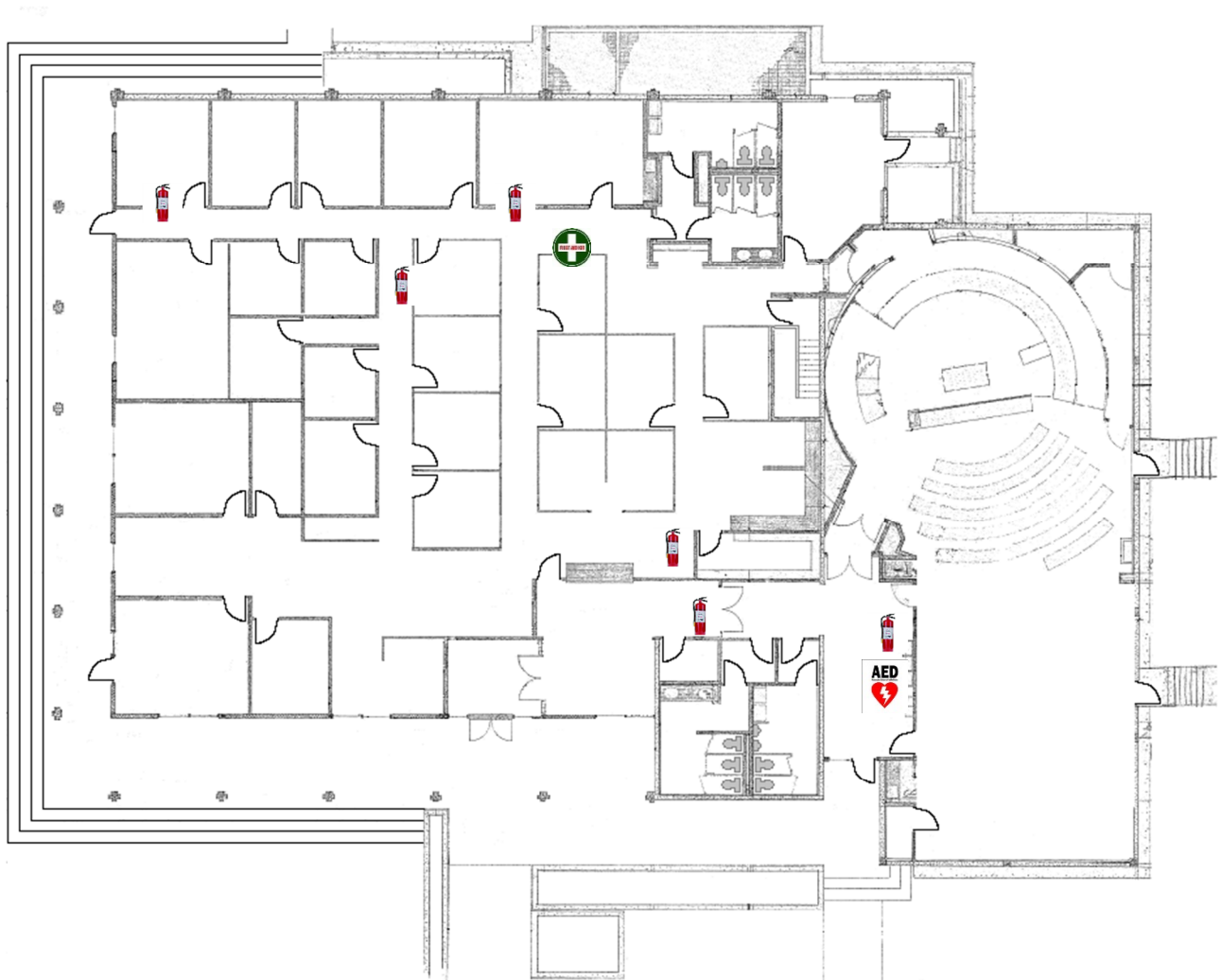
- ☐ Emergency alarms will likely not be activated
- ☐ The first indicators of the need to activate the emergency lockdown action plan will be an internal disturbance (i.e. gunshots)

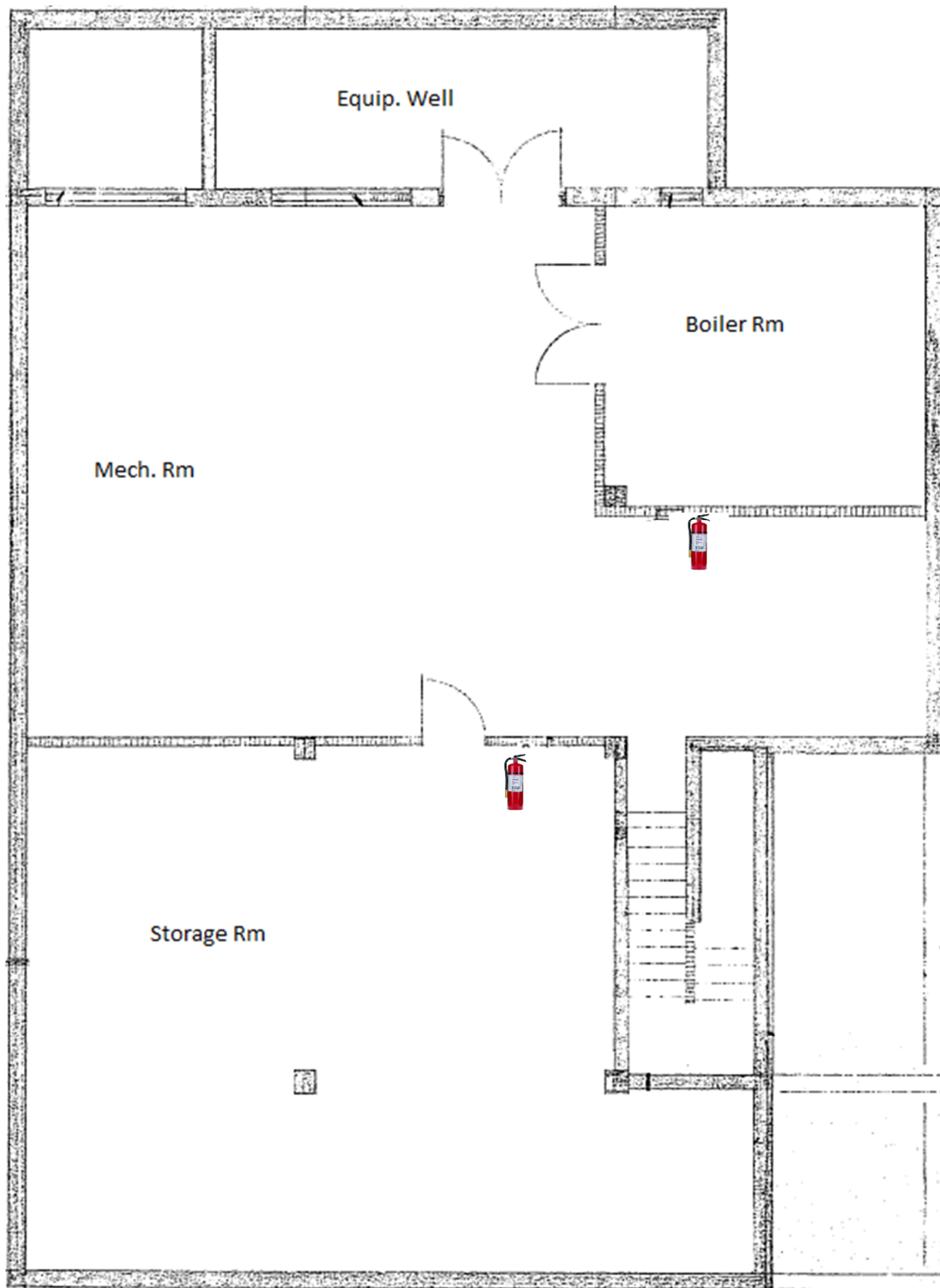
**DO NOT ACTIVATE FIRE ALARMS**

- ☐ Remain calm
- ☐ Evacuate in a direction away from the disturbance or threat, if safe and if possible
  - Prevent others, except for law enforcement, from entering an evacuated area
  - Evacuate to the primary assembly point
  - If the primary assembly point is unsafe, gather at an alternate assembly point
  - Present to your Choose an item. for roll call
- ☐ If you are unable to evacuate and if safe to do so, lock/secure the entry point(s) closest to you
  - Locking doors may require security keys provided to provided to:
    - All staff
  - Securing entry points may require barricading by pushing/stacking furniture against the opening
- ☐ Turn off all lights
- ☐ Occupants should be seated below window level, toward the middle of a room away from windows and doors
- ☐ Turn off devices that emit sound (i.e. silence cell phone ringers)
- ☐ Remain silent
- ☐ Stay out of view
- ☐ If possible, call 9-1-1 to report the event and/or provide intelligence
- ☐ Await “All-clear” notification from law enforcement agencies
- ☐ Refer to Appendix: Law Enforcement
- ☐ Present to your Safety Officer for roll call

## APPENDIX: Fire Extinguisher and First Aid Kit Locations

Fire extinguishers and first aid kits can be located in the following areas:





## APPENDIX: Personnel Roster

[illegible]

## **APPENDIX: OTHER EMERGENCY SCENARIOS**

**Tulare County Office Building has created a Safety Plan that addresses the most likely scenarios that may occur. However, as a matter of practical necessity, it is important to address other scenarios for which evacuation or “holding in place” may be needed. Tulare County Administrative Office will address these scenarios here:**

### **Earthquake**

In the event of an earthquake follow the recommendations of federal, state and local emergency management experts and other official preparedness organizations. These organizations believe the “Drop, Cover, and Hold On” plan is the appropriate action to reduce injury and death during earthquakes. This protocol is as follows:

DROP to the ground (before the earthquake drops you)

Take COVER by getting under a sturdy desk or table, and

HOLD ON to it until the shaking stops

The main point of this protocol is to not try to move but to immediately protect oneself as best as possible. Staff will also be instructed on what not to do.

What NOT to do:

Do NOT get in a doorway. Doorways do not protect from flying or falling objects.

Do NOT run outside. Trying to run outside during an earthquake is dangerous as glass, bricks or other building materials may be falling.

At the point that the earthquake has subsided, managers at the scene will ascertain if any injuries have been sustained by staff and will notify emergency services if necessary. Managers will also ascertain if any damage has been sustained to the building and will notify Resource Management. If the damage is severe to the degree that it poses a risk to staff and the working environment, managers will notify Risk Management.

### **Bomb Threat/Suspicious Package**

Staff will utilize a Telephone Bomb Threat Procedures. This checklist incorporates if a bomb threat is received by phone, by handwritten note, by email, and/or if a suspicious package is seen. This checklist is attached to the Safety Plan.

In the event that a threat is received in one or more of the above manner, staff will immediately submit this to a manager. The manager will then forward this information to Law Enforcement and Risk Management.

## **Civil Disturbance**

If the disturbance is related to a strike or a protest, managers will speak with staff on the following protocol:

Do not engage the participants of the strike or protest.

Do not accept any material or literature from participants of the disturbance.

If participants of the disturbance do not allow you access to the building, do not try and force your way into the building. Return to your vehicle and contact your supervisor or other manager immediately.

## **Stuck Elevator:**

If you are in an elevator that becomes stuck in a County Facility follow this procedure:

- Remain calm
- Use the emergency phone or a cell phone and call the **Facilities Help Desk at XXX-XXXX** for assistance
- Wait for help
- Do not try to exit through maintenance hatches unless instructed to do so by a designated authority
- If facilities is unavailable or if a direct life safety threat is evident to the occupants of the elevator dial 9-1-1

In the event of an emergency which requires a building evacuation, **do not** use the elevator.

## **Power Outage**

Managers will be shown where the fuse boxes are to the building. In the event of a power outage, Southern California Edison will be contacted as to when power may be restored. Staff will be notified as to the time estimate for power to be restored. Managers may then instruct staff to continue working “in the field” if possible.

## TELEPHONE BOMB THREAT PROCEDURES

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP the phone even if the caller does.
2. Try to keep the caller talking.
3. Listen carefully to the caller, show interest.
4. If possible, write a note to a co-worker to call the authorities, if not as soon as the caller hangs up immediately notify the authorities yourself but DO NOT HANG UP THE PHONE.
5. If your phone displays the callers information copy the information down as it appears.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try and remember the exact words.

### If a bomb threat is received by mail:

1. Call local law enforcement or Sheriff Department.
2. DO NOT DELETE the message.

### Signs of a suspicious package:

- No return address
- Poorly handwritten
- Strange odor/sounds
- Incorrect titles
- Foreign postage
- Restrictive notes
- Incorrect titles
- Excessive postage
- Stains

### If a bomb threat is received by handwritten note:

1. Call local law enforcement or Sheriff's department.
2. Handle note as least as possible.

### DO NOT:

1. DO NOT Touch or move a suspicious package.
2. DO NOT Activate the fire alarm.
3. DO NOT Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
4. DO NOT Evacuate the building until the authorities have arrived and evaluated the threat.

### WHO TO CONTACT

- 911
- Dinuba Police Department (DPD) 591-5911
- Exeter Police Department (EPD) 592-3103
- Farmersville Police Department (FPD) 747-0321
- Lindsay Police Department (LPD) 562-2511
- Porterville Police Department (PPD) 782-7400
- Tulare County Sheriff (TCSO) 733-6218
- Tulare Police Department (TPD) 634-3454
- Visalia Police Department (VPD) 734-8116
- Woodlake Police Department (WPD) 564-3325

## CHECKLIST FOR A BOMB THREAT

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Time Caller Ended call: \_\_\_\_\_

Phone number where call was received: \_\_\_\_\_

Exact words of threat:

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### Information about the caller:

Where is the caller located? (Background and noise level) \_\_\_\_\_

Is the voice familiar? Who does it sound like? \_\_\_\_\_

Estimated age: \_\_\_\_\_

Other information: \_\_\_\_\_

### Other Information:

Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep voice
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Female
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Male
- ☐ Nasal
- ☐ Normal
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds:

- ☐ Animal Noises
- ☐ Conversation
- ☐ Factory Machinery
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Local Noises
- ☐ Long Distance
- ☐ Music
- ☐ Motor
- ☐ Office Machinery
- ☐ PA System
- ☐ Static Noises
- ☐ Street Noises
- ☐ Other: \_\_\_\_\_

Threat Language:

- ☐ Incoherent
- ☐ Irrational
- ☐ Message read
- ☐ Profane
- ☐ Message Read
- ☐ Well-Spoken

Other Information: \_\_\_\_\_

Based on the Department of Homeland Security Bomb Threat Checklist

[http://emilms.fema.gov/is906/assets/ocso-bomb\\_threat\\_samepage-brochure.pdf](http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf)

## APPENDIX: Active Shooter Scenario

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area: in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Your first warnings may be the sound of gunshots and not the sound of alarms or other alerts.

Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### Active Shooter Response

Quickly determine the most reasonable way to protect your own life. Remember that visitors are likely to follow the lead of employees and managers during an active shooter situation.

#### 1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if safe and if possible
- Call 9-1-1, if safe and if possible, and stay on the line until otherwise instructed by the dispatcher
- Prevent anyone, except law enforcement, from entering an area where the active shooter may be
- Follow the instructions of any police officers
- Keep your hands visible
- Do not attempt to move wounded people

#### 2. Hide

If evacuation is not possible, use the lockdown action plan and find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Concealed: Be out of the active shooter's view
- Cover: Provide protection if shots are fired in your direction (e.g. an office with a closed and locked door, filing cabinets)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:



- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Call 9-1-1, if safe and if possible, and stay on the line until otherwise instructed by the dispatcher
- Lock the door
- Silence your mobile phone's ringer
- Turn off any source of noise
- Hide behind large items (e.g. cabinets, desks)
- Remain quiet

If evacuation and hiding are not possible:

- Remain calm
- Dial 9-1-1, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open to allow the dispatcher to listen

### **3. Take action**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the active shooter
- Improvising weapons and throwing items
- Committing to aggressive actions

## APPENDIX: Law Enforcement

The objective of law enforcement is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment, or may be in plain clothes with a visible badge
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain clam, and follow the officers' instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements towards officers such as attempting to hold onto them for safety
- Avoid pointing, screaming, and/or yelling
- Do not ask officers for help when evacuating – just proceed in the direction from which officers are entering the premises

Information to provide law enforcement and/or 9-1-1 operator:

- Location of active shooter
- Number of active shooters
- Physical description of shooter(s)
- Number and types of weapons
- Number of potential victims at the locations

The first officers to arrive on scene will not stop to assist casualties. Additional officers will arrive to secure the scene along with medical personnel, and the officers will allow the medical personnel to respond as soon as it is safe to do so.

You may be called upon to assist the medical personnel if needed.

Once you are advised that the situation has been resolved and an “All Clear” is declared, proceed to an assembly point or safe location. You will likely be kept in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the assembly point or safe location until law enforcement has instructed you to do so.