

*Kingman County
Kansas
Personnel Policy Manual*

Policy #35

Security: Bomb Threats, Take-cover,
Evacuations, Lockdown, Active Shooter.)

Commission Approved

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35 SECURITY: (Bomb Threats, Take-cover, Evacuations, Lockdown, Active Shooter.)

35.1 Kingman County is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees. All potentially dangerous situations will be analyzed and proper protocols will be in place as guidelines to follow since every situation will be different. The different situations addressed in this policy will be but not limited to: Bomb Threats, Take-cover (Tornado), Evacuations (Fire), Lock Down, and Active Shooter.

35.2 BOMB THREATS: Suspicious Packages Procedures

These guidelines are general in nature. Given the number of buildings in use by the County, the number of employees answering the phones and greeting the public – and the unlimited ways in which the County could be targeted – the procedure must be somewhat vague. While the County will, in every situation, protect its employees to the best of its ability, specifics related to any threat will dictate immediate actions. Employees are asked to be aware of these policies, to use common sense in an event and to be realistic in their expectations in the first few minutes following any threat. Concerned employees are urged to meet with their Department Head should they have any questions on what actions are to be taken in the event of a security threat.

Bombs - Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.

Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber. Remember, should there be a bomb threat in any County building, suspect anything that looks unusual. Let law enforcement determine what is or is not a bomb.

Security Against Bomb Incidents - Employees should be alert for people who act in a suspicious manner, as well as objects, items or parcels which look out of place or suspicious. Be aware of any potential hiding places (e.g., stairwells, rest rooms and any vacant office space) for unwanted individuals.

If you see someone or something that isn't right, you have the obligation to report it. If you do not feel comfortable calling 911, immediately report your concerns to your department head, the Sheriff's Office or someone else in an authority position.

Responding to Bomb Threats - Most offices are small enough that eventually everyone answers the phone. That means that each of us has the potential to receive a bomb threat.

A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb's location, components or method of initiation.

The bomb threat caller is the best source of information about the bomb. When a bomb threat is called in:

- Keep the caller on the line as long as possible. Ask him / her to repeat the message.
- Try to get the attention of another person in your department. He or she can call 911 while you stay on the line and try to get more information.
- Using the **Bomb Threat Checklist**, collect all the information you can from the caller.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask them for this information.
- Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- Pay particular attention to **background noises**, such as motors running, music playing and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, report the threat to 911, the Sheriff's Office, or to your Department Head.
- Do not hang up the phone – regardless of what the caller has done. It is important to leave the line open so that the call may be traced.
- If the call has not yet been reported, using another line or another phone, report the call immediately to 911. For threats in the Courthouse, notify the Clerk's Office. In another County building, notify an employee in a central position so that plans can start being made.
- Follow the instructions of your department head. You will want to remain available. Law enforcement will have questions that only you can answer.

When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks. These will prove essential in tracing the treat and identifying the writer.

While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific devise may occasionally be received. It should never be ignored.

Remember, it is important to take all threats seriously.

Decision Time - As soon as possible following a threat, law enforcement, working with County Administration, will make a determination on the most appropriate response. Each employee of the County has an obligation to remain calm and to work with our response team in making the right decisions.

It is probable, in an event, that each office in the effected building will be notified. This notification may be made by calling individual offices or by using an emergency page call feature on the phone system. The nature of the event will dictate the order in which offices are located. Depending upon the situation, you may not be provided any information other than the building is being evacuated and where to gather. While this may leave you with a number of unanswered questions, it is more important that provide for physical safety first. As much as possible, information will be provided after you are out of the building.

In the Courthouse, it is anticipated that the following will occur:

- The affected Department, after calling 911, will notify the Clerk's Office.
- 911 will notify law enforcement.
- Law enforcement will meet in affected office to determine course of action
- Offices will be notified. If possible, notifications will start with the Fourth Floor, then work downward.
- Once a building is evacuated, all other County buildings will be notified, along with the Commissioners.

Evacuation - If the building is evacuated, immediately collect your personal belongings (coat, purse, etc.) and leave the building. Meet in area designated in the evacuation notice. Once you leave the building, you will not be allowed to return until law enforcement has cleared the building. Calmly stay in that area until you are given further instructions.

When leaving the building, remember:

- Do not shut off computers, radios, lights, etc.
- Do not use the elevator.
- Do **not lock** your office door in order for the search team to have access.
- If you are working with cash, secure the money before you leave.
- When leaving, look around. You know your office best. Make a note if you see anything that is out of place or doesn't look right.

Note that if you have citizens in your office or if anyone is standing in the hall near your office, ask them to evacuate with you. Should the citizens not want to leave, notify any law enforcement or administrative personnel where the citizens are on your way out.

Should a building be evacuated, every effort will be made to reopen as soon as a determination is made that it is safe. You will be instructed on how and when to expect information about returning to work.

Department Heads, or another person designated in the event of a threat, must meet at the specified location to report that members of their office have been accounted for and have left the building.

Suspicious Objects Located - It is imperative that you report suspicious objects. Under no circumstances should you move, jar, or touch a suspicious object or anything attached to it. The removal or disarming of a bomb must be left to the professionals in explosive ordinance disposal. When a suspicious object is discovered, report the location and an accurate description of the object to law enforcement or to a member of the County's administrative staff. If employees are aware of any items in their department that may look suspicious to law enforcement, i.e. a shopping bag, box, or other item with unknown contents, that information should be provided to law enforcement.

Detecting Suspicious Packages/Letters

1. If delivered by carrier, inspect for lumps, bulges, or protrusions, without applying pressure.
2. If delivered by carrier do a balance check if lopsided or heavy sided.
3. Handwritten addresses or labels from companies are improper. Check to see if the company exists and if they sent a package or letter.

4. Packages wrapped in string are automatically suspicious. Modern packaging materials have eliminated the need for twine or string.
5. Excess postage on small packages or letters indicates that the object was not weighed by the Post Office.
6. No postage or non-canceled postage.
7. Any foreign writing, addresses, or postage.
8. Handwritten notes, such as: "To Be Opened in the Privacy of" - "CONFIDENTIAL" - "Your Lucky Day is Here" - "Prize Enclosed".
9. Improper spelling of common names, places, or titles.
10. Generic or incorrect titles.
11. Leaks, stains, or protruding wires, string, tape, etc.
12. Packages or letters dropped off or delivered for a friend.
13. No return address or nonsensical return address.
14. Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received.

35.3 FIRE EVACUATION PLAN

Upon the Fire Alarm or an Alert being given the designated Floor Leaders or their Alternates shall direct all public and personnel to the exits using the evacuation routes for their floor.

The Floor Leaders shall see that people with special needs have the assistance needed to safely exit the building.

The Elevator shall not be used for evacuation purposes.

The Floor Leaders shall do a final sweep of the floor to ensure everyone has exited the floor.

The Floor Leader shall close all doors when possible.

At no time shall the Floor Leaders jeopardize their own safe egress from the building to complete these tasks.

After exiting from the building personnel shall assemble themselves and the public in a safe area. This should be away from the building out of any smoke and fumes. If possible a head count should be taken at this time.

All Employees' should become familiar with and know this plan.

35.4 TORNADO WARNING PLAN

Under circumstances where severe weather is threatening it will most likely be tracked by responsible personnel and if a Tornado Warning has been issued by the National Weather Service and a strike on the Court House is likely to occur, the Emergency Manager, 911 personnel, City siren alarm, or Courthouse Administration can initiate the announcement over the intercom **"THE TORNADO SHELTER PLAN IS IN EFFECT"** and the following steps will occur.

The Floor Leaders or their Alternates will direct the public and personnel to the nearest designated sheltering place.

The Sheltering Places are Second floor: **The Vault in the County Clerk's Office, The Vault in the County Treasurer's Office.** First floor: **The Men's Rest Room, The Register of Deeds Vault.** (Upon the warning sounding a representative from the Register of Deed's Office will proceed to the first floor and make the Vault available.)

The Floor Leaders on floors with sheltering places shall help direct the public and personnel to these shelters. If one shelter should become full they should direct the overflow to another shelter. The Floor leaders on floors without shelters shall direct the public and personnel to the floors with shelters. After their floors are clear they should then proceed to the shelter themselves.

The Floor Leaders shall see that people with special needs have the assistance they need to safely make it to a shelter.

The Elevator shall not be used for evacuation purposes.

At no time shall Floor Leaders jeopardize their own safety to complete these tasks.

You should remain in the shelter until an all clear is given from a credible source.

The Health Department, Public Works Department, and Noxious Weed Department will be notified at the same time a take shelter warning is given to the Courthouse by those initiating to take shelter. These departments will evacuate as determined by their Department Head.

All Employees' should become familiar with and know this plan.

35.5 LOCKDOWN PLAN

A lockdown of a building or group of buildings (notify Health Department if the event is in the Courthouse) is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry / exit and movement within a facility, the emergency personnel and law enforcement are better able to contain and handle any threats.

A notification to occupants to lockdown may be sent by any employee or department. Notify 911 as soon as announcement is communicated. It is essential for the safety of occupants that individuals comply with the following instructions:

- If you hear "**ATTENTION: THE COURTHOUSE IS IN LOCKDOWN**" over the intercom or you are notified by your office phone of the same message, then you are to stay where you are.
- Quickly lock your door.
- Lower or close any blinds.

- Turn out lights and computer monitors.
- Stay quiet and take cover out of sight.
- If customers are present then instruct them to do the same.
- Stay in your safe area until directed by law enforcement officers or by a building authority to move or evacuate.
- Never open doors during a lockdown, even in the event of a fire alarm.
- An administrator will announce to all personnel if the lockdown has been lifted.
- If arriving from outside the building and law enforcement has it surrounded, do not enter the building and leave the area until your department head calls you to inform that it is all clear to reenter the building.

35.6 ACTIVE SHOOTER OR VIOLENT SITUATIONS: County Response Protocol

If an active shooter or other violent situation occurs in or near your department or building, **take immediate action.** Go into survival mental mode and do not panic. Do not go into denial and end up not taking action. The following is to be followed:

1. **Access the situation** – Determine the most reasonable way to protect your own life. Customers are most likely to follow the lead of County associates and management during an active shooter situation. Do not endanger your safety or the safety of others.
2. **React** – Determine the location of the shooter (inside or outside the building). Based on your assessment, react to the situation at hand in the method safest possible for you and those around you. The shooter may be moving through hallways, back corridors, entrances, or out to the parking areas. There may be danger from the gunfire of the attacker, and responding police officers. You must choose which action to take:
 - **Evacuate** – If the shooter is in the building, and it is safe to do so, evacuate the building as quickly as possible. Have an escape route and plan in mind and leave your belongings behind. Keep hands visible so it is clear to first responders that you are not armed. Run away from the sound of shooting, putting as much distance between you and the shooter as possible.
 - **Hide Out / Shelter-in-Place**- Stay hidden if possible and away from windows and exterior doors.
 - **Keep Safe** – Stay inside your building unless instructed to do otherwise by the police officials or other local authorities. Do not open the door for anyone that cannot provide you with appropriate first responder / security identification and /or show you a badge.
 - **Take Action** – As a last resort and only when your life is in imminent danger. Act with physical aggression and throw items at the active shooter and try to take them down.
 - **Lock Up** – If it is safe to do so, lock all department doors and turn out the lights and close or lower blinds if you have them.
3. **Communicate** – When it is safe to do so, call out and describe the situation.
 - **Inform customers and associates** – State over the Public Announcement System that a person is in the building with a weapon. Sample announcement:
 - **“Attention we have a threatening situation occurring please move to a secure or safe area immediately.”** Repeat 3 times.

- Call 911 – Be prepared to provide as much information about the shooter as possible.
 - Number of shooters, if more than one.
 - Physical description of shooter/s.
 - Location of the active shooter/s.
 - Number and type of weapons held by the shooter/s.
 - Number of potential victims at the location.
 - What floor and building you are located in.
4. **Get Out** – Follow all instructions given to you by authorities. You may be requested to exit your areas with your hands above your head and be told to leave all belongings in the building. Remain calm, and follow law enforcement instructions.
5. **How should I react when law enforcement arrives:**
- Remain calm, and follow officer's instructions.
 - Immediately raise hands and spread fingers.
 - Keep hands visible at all times.
 - Avoid making quick movements toward officers such as attempting to hold on to them for safety.
 - Avoid pointing, screaming and / or yelling.
 - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
6. **After the Event** – Establish an area outside the building for all associates and department heads to evacuate to after the situation is resolved. Set up a Building Command Center and this would be the County's central communication post. Ensure someone is always stationed at the Command Center to take and give information as needed.