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Emergency Response Plan

Date of Completion:

County: Lincoln

Contact Name:

Phone:

Email:

This Copy belongs to: Your Dept. here!

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**I. Purpose**:

Every person who is employed by or works in a Lincoln County Office is entitled to a safe and secure environment. An Emergency Response Plan establishes guidelines for county employees to report and respond to critical incidents (fire, severe weather, major medical emergencies, etc.).

**II. Authority:**

Provides that Lincoln County adopt and implement security and emergency preparedness plans for county buildings and offices.

**III. Definitions**: (To include any terms not commonly used)

A. **Department Heads**: Those Lincoln County personnel within each office facility designated by the County Commissioners as the head of the department.

B. **First Responders**: State and local law enforcement personnel, fire department personnel, and emergency medical personnel who will be deployed to bioterrorism attacks, terrorist attacks, catastrophic or natural disasters, and emergencies.

**C. Phone Tree**: A prearranged system for activating a group of people by telephone. Using the phone tree system can spread brief messages quickly and efficiently to a large number of people.

**D.** **All Clear**: A spoken or otherwise conveyed message from a First Responder or Court Facility Administrator that the facility is safe to reenter.

**E. Contact List**: A current list of contact information for those Lincoln County personnel defined as Department Heads. The list should be in “chain of command” order.

*Appropriate and deliberate action must be taken when an emergency occurs.*

*The following are instructions for reporting and responding to specific incidents.*

**A. Reporting an Emergency**

**Step 1**. Notify Sheriff’s Dispatch by activating TEAM ALERT, if this is not an option call 911. In most cases, such as fire or medical emergency, the appropriate number to call is 911. Use of TEAM ALERT is the preferred method of notifying dispatch, if it is an option.

**Step 2.** Department head Click or tap here to enter text.

**Step 3**. Notify other staff Click or tap here to enter text.

**B. Facility Evacuation Procedures**

An evacuation is required any time a condition exists which would require it, when the fire alarm sounds, when an evacuation announcement is made, or when ordered by a department head. (use the Emergency Evacuation Plan as a supplement)

The designated evacuation point is: Click or tap here to enter text.

*\*Designate an off-site evacuation point*

*\*Each Department head should maintain a list of employees’ home phone numbers and cell phones for contacting employees during and after emergencies.*

**C. Fire Alarm Procedures**

Or, when an evacuation is ordered.

**Step 1**. Remain Calm.

**Step 2.** Exit the room and: Take jackets or clothing necessary for protection from the

weather.

Close windows and doors, but do not lock doors as you leave.

Leave office lights on.

If you are away from the office when the alarm sounds you should exit the facility and proceed to the designated location.

**Step 3.** Notify others of the alarm if they did not hear it.

**Step 4**. Department heads must ensure that all staff evacuate.

**Step 5**. Exit the facility via the nearest safe exit route. Walk, do not run. Never open doors that feel hot to the touch or attempt to travel through smoke-filled or hazardous areas. Do not use elevators.

**Step 6.** Report to the designated evacuation point. Click or tap here to enter text.

**Step 7.** Wait at the evacuation point for instructions.

**Step 8.** Do not re-enter the facility until the “all clear” signal has been given by First Responders or County Facility Administration.

**Step 9.** If you become trapped due to smoke, heat, flames, or some other hazard:

Leave the office door closed.

Call 911 and let them know your location. Hang an article of clothing, large enough for First Responders to see, in or out the window if possible.

If smoke enters the room and there is a window that opens, open the window to let it out. Close the window if outside smoke enters. Stay close to the floor.

**D. Medical Emergency Procedures**

**Step 1.** Activate Team Alert or Call 911, or have someone call for you.

**Step 2**. If it is possible and safe to do so:

Protect the victim from further injury by removing any persistent threat to the victim. Do not move the victim unnecessarily. Do not delay in obtaining trained medical assistance.

Provide first aid until help arrives if you have appropriate training

and equipment.

Send someone outside to escort the First Responders to the location.

**Step 3.** Location of first aid kits: Click or tap here to enter text.

Location of the AED: Click or tap here to enter text.

**E. Bomb Threat Procedures**

*If you receive a telephoned bomb threat:*

**Step 1.** Remain calm, listen carefully. Be polite and show interest.

**Step 2**. Using the attached Bomb Threat Checklist, obtain as much information

as possible. (Post a copy of the checklist where it is easily accessed)

*After the call:*

**Step 1**. Call 911 and issue a Team Alert

**Step 2.** Notify the Department head.

**Step 3.** If the facility must be evacuated, follow Facility Evacuation Procedures.

(SEE NEXT PAGE)

**Bomb Threat Checklist**

(Copy and place near all phones)

Exact time of call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number of caller (if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exact words of caller: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions to ask:**

When is the bomb going to explode? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where is the bomb? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What does it look like? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What will cause it to explode? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you place the bomb? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where are you calling from? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Characteristics:**

Caller’s Gender: \_\_\_\_\_\_ Caller’s Age: \_\_\_\_\_ Caller’s Accent: \_\_\_\_\_

(Circle) Calm Disguised Nasal Angry Broken Stutter Slow Sincere Lisp Rapid

Giggly Deep Crying Squeaky Excited Stressed Accent Loud Slurred Normal

Were there any background noises? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**F. Active Shooter Procedures**

*If you are involved in a situation where someone has entered the area and started*

*shooting, the following instructions should be followed*:

**Step 1**. **RUN**: If possible, exit the facility immediately. **CALL 911** Use of “Team Alert”

is not recommended unless there is not another option.

**Step 2**. **HIDE**: Lock doors, turn off lights, and remain quiet, move to a secure

location.

**Step 3**. **FIGHT:** As a last resort, use improvised weapons and attempt to disarm

the shooter.

**Provide the following information to law enforcement:**

a. Location of incident and your exact location

b. Number of shooters (if known)

c. Identification of shooters (if known) (description of shooters)

d. Number of people involved and/or injuries.

**G. Emergency Lockdown Procedures**

**Step 1**. Go to the nearest room or office.

**Step 2**. Close and lock the doors, barricade the doors.

**Step 3**. Cover the door windows.

**Step 4.** Stay calm and quiet and act as if no one is in the room.

**Step 5**. Do not answer the door.

**Step 6.** Call 911; provide the following information to the operator:

a. Your name

b. Location of incident and your exact location

c. Number of shooters

d. Physical description/Identification of shooters

e. Number of people involved and/or injuries.

**Step 7**. Wait for First Responders to assist you out of the facility.

**H. Hostage Situation Procedures**

*If you hear or see a hostage situation:*

**Step 1**. Immediately remove yourself from any danger.

**Step 2.** Call 911, if possible have someone else issue the Team Alert; provide the

following information to the operator.

a. Your name

b. Location of incident and your exact location

c. Number of hostage takers

d. Physical description/identification of hostage takers

e. Any weapons the hostage takers may have.

*If you are taken hostage*:

Remain calm, be polite and cooperate with your captors.

Do not attempt to escape unless there is an extremely good chance of survival.

It is safer to be submissive and obey your captors.

Do not complain, avoid being belligerent, and comply with all orders

Do not draw attention to yourself with sudden body movements, statements, comments, or hostile looks.

Observe the captors and try to memorize their physical traits, voice patterns, clothing, and other details that can help provide a description later.

*In a rescue situation*:

Do not run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.

Wait for instructions and obey all the instructions you are given.

Do not be upset, resist, or argue if a rescuer isn’t sure whether you are a

terrorist or a hostage.

Even if you are handcuffed and searched, do not resist. Just wait for the confusion

to clear.

**I. Suspicious Mail/Packages Procedures**

*Common Features of suspicious mail/packages:*

There may be liquid leaking from package.

They tend to have hand-applied postage.

They have excessive postage.

They are addressed to a position, not a person.

There may be no return address.

They are often handwritten or have a poorly typed address.

They tend not to be in business format envelopes.

There may be misspellings of common words.

They may have restrictive markings such as “confidential”, “personal”, etc.

They may have excessive weight and /or feel of a powdery or foreign substance.

*If you believe you have received suspicious mail/package:*

**Step 1.** Do not open it, notify your department head.

**Step 2**. Call 911 or have someone call for you, activate the Team Alert if possible.

**Step 3**. Remain at the location until First Responders arrive.

*If you do open suspicious mail/package:*

**Step 1**. Immediately set the item down at the location where it was opened.

**Step 2**. Call 911 or have someone call for you, activate the Team Alert if possible.

**Step 3**. Do not leave the area and do not allow others into the area.

**Step 4.** Wait for instructions from First Responders.

*You should not do the following*:

Pass the mail/package to others to look at.

Disturb any contents inside by handling the suspicious mail/package.

Ignore the threat; it must be treated as real until determined otherwise.

**Concerns for explosive devices:**

Common features of suspicious mail/package containing explosive devices:

They may have bumps, wires, or pieces of metal exposed.

They may be heavier than normal.

They may have an excessive amount of securing material, such as tape, string, etc.

If you suspect that suspicious mail/package contains an explosive device:

**Step 1**. Do not move or open the mail/package, notify a department head.

**Step 2**. Do not let other people inspect or handle the mail/package.

**Step 3**. Immediately evacuate the area.

**Step 4**. Call 911 and issue a Team Alert.

**Q. After Hours Emergency Procedures**

There is a significant chance an emergency may occur outside normal business hours. While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources and manpower until proper officials can be notified.

**Step 1.** An updated phone contact list of Department heads should be provided to the alarm company (if applicable), local police, sheriffs, and fire departments.

**Step 2**. Department Heads should respond to the facility as soon as possible to assess the situation and determine course of action.

**L. Earthquake Procedures**

*WHEN SHAKING OCCURS*

**Step 1.** If indoors, drop, cover, and hold. Protect yourself from falling objects such as light fixtures, books, and shelves.

**Step 2**. Stay away from windows. Do not stand in the doorway.

**Step 3**. If possible, get next to a desk or table.

**Step 4**. During the shaking do not run for exits or attempt to leave the facility. Do not use elevators.

**Step 5.** If outside, move away from structures, power lines, or other hazards.

*WHEN SHAKING STOPS*

**Step 1.** Check for injuries to people in your area. Do not attempt to move seriously

injured people unless they are in immediate danger.

**Step 2.** Check the area for safety hazards such as facility damage, fire, or gas leak.

**Step 3**. Evacuate the facility following the Facility Evacuation Procedures.

**Step 4**. Call 911 or have someone call for you, activate the Team Alert if possible.

**Step 5.** Once you have exited the facility, do not reenter until the “all clear” has been

given by First Responder

**The following are guidelines for generic suspicious activities that should be reported:**

**Anonymous tips, phone calls, or notes indicating threatening events:** Use the bomb threat question list to obtain as much information as possible.

**People watching officials or offices**: Contact Law Enforcement, describe the person, their clothing, their location and behavior.

**Unidentified or unattended packages**: Contact Law Enforcement describe the package, the location and when it arrived or you first observed it.

**Requests for plans, blueprints, or specifications for facilities by people who have no reason for this information**: Attempt to identify the person, capture the phone number if it’s by phone, note the time, date and description of the person.

**People in places where they do not belong**: Contact Law Enforcement, describe the person, their clothing, their location and behavior.

**Packages or heavy mail which have a peculiar odor or appearance**: Notify your Department head and Law Enforcement.

**Confrontations with angry, aggressively belligerent or threatening people**: Remain Calm and use the Team Alert emergency notification system or have someone else call 911 for Law Enforcement. Be prepared to describe the person, their clothing, their location and behavior. Provide the name of the person if you know it.

**Extremely threatening or violent behavior by co-workers who indicate they may resort to revenge or more violence**: Remain Calm and use the Team Alert emergency notification system or have someone else call 911 for Law Enforcement. Be prepared to describe the person, their clothing, their location and behavior. Provide the name of the person if you know it and the specific threat or threats.

**\*In all of the above situations notify your Department Head as soon as possible.**

**\* Always notify law enforcement first in the case of an immediate threat. (911)**

**The Non-Emergency Dispatch number is 406-293-4112 Ext 5**

**\*Consider using a cell phone to take photos of any suspicious person.**