



RECEIVED

October 24, 2013

OCT 28 2013

CASS COUNTY COMMISSION

Cass County Commission
211 9th Street South
Fargo, ND 58103

Re: Commission Policy 16.20

Dear Commissioners,

Upon completion of the new Courthouse addition, I coordinated a review of the above policy to identify revisions required. This review included input from the Sheriff's Office, County Administrator, and County Engineer. The discussion revealed that:

- The current policy is a public document available on the Cass County webpage. N.D.C.C. 44-04-24. Security system plan; exempts a security system plan kept by a public entity from the open records requirement. In this section, a "security system plan" includes portions of any such plan relating directly to the physical or electronic security of a public entity, threat response plans, and emergency evacuation plans." The Cass County Emergency Security Procedures plan should be considered a non-public document and exempt from the ND open records requirement.
- The County Highway Department facility has not been identified in the current plan and the County Engineer desires that it be included.
- The Cass County Jail has its own plan and the Sheriff desires it be retained as a "stand-alone" plan.

The review group concluded that policy 16.20 should be revised to identify the existence of the Emergency Security Procedures plan; identify the types of situations it addresses; establish a review and training process and identify how the plan will be made available to all employees (at each department and on the county intranet). I therefore request the commission adopt the revised commission policy 16.20.

Dave Rogness
Emergency Manger

Suggested Motion: *I move that Commission Policy 16.20 be revised as presented, the updated Facility Emergency Procedures Plan be designated as a non-public security system plan, and the plan be implemented by department heads and posted on the county intranet.*

Attachments: Commission policy 16.20 proposed revision
NDCC 44-04-24. Security system plan – Exemption.
Revised Cass County Facility Emergency Security Procedures Handbook

Current Policy

SUBJECT: DISASTER SITUATIONS

ADOPTED DATE: AUGUST 15, 2005

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Cass County
Emergency Evacuation Procedures Handbook

- I. Introduction
- II. Fire
- III. Tornado / Severe Thunderstorm
- IV. Shelter in Place
- V. Biologic Agent
- VI. Bomb Threat
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- VIII. Addendum - Shelter In Place Checklists

Introduction

Cass County Government strongly believes that the employees of the Cass County Courthouse and Annex should be prepared for any emergency that may arise.

Emergency procedures are necessary to save lives and protect property. All employees should be aware that emergency procedures exist, and with the assistance of department heads and employees, can be implemented quickly to minimize potential losses.

This handbook has been created to provide assistance to Cass County employees and other members of the public occupying the building in the event of an emergency in the Cass County Courthouse and/or Annex.

Situations that may arise to cause the evacuation include, but are not limited to, **fire, tornado, hazardous materials and bomb threat**. This handbook is not inclusive and may be tailored to individual departments as needed.

FIRE

The following building evacuation procedures will be activated by occupants of the Cass County Courthouse / Annex in case of a fire alarm.

Before a Fire

1. Know the location of all fire alarm stations in your work area.
2. Know the location of all fire extinguishers in your work area.
3. Know the location of all evacuation exits.
4. If an employee has special needs due to a disability, the employee should notify the department head so evacuation plans can be made to meet the needs of the employee.

Discovering a Fire

1. Sound the alarm immediately.
2. Activate the alarm station.
3. Vacate the building by the nearest accessible exit.

Hearing the Fire Alarm Sound

1. Vacate your work area.
2. Leave the building by the nearest accessible exit.

Do Not Use Elevators

1. If power fails, elevators may stop and occupants would be trapped.

After Vacating the Building

1. Call 911 from cell phone to update the response personnel of fire situation.
2. Listen to instructions from emergency personnel.
3. Only re-enter the building after the "all-clear" is given.

TORNADO / SEVERE THUNDERSTORM

In Fargo, the outdoor warning sirens are tested on the first Wednesday of each month at 1:00 p.m. between the months of April and October.

Before a Tornado

1. Know the location of the nearest shelter area. In the Cass County Courthouse and the Annex, the basement is the safest area.
2. Know the easiest and safest route to get to the basement.

Hearing the Tornado Alarm or Being Notified of a Tornado

1. Listen to a NOAA weather radio or local radio station for weather information.
2. Do not go outside.
3. Evacuate as quickly as possible to the basement.

Do Not Use Elevators

1. If power fails, elevators may stop and occupants would be trapped.
2. Walk at a safe speed and use nearest accessible exit.

After Vacating to the Basement

1. Listen for instructions from emergency personnel.
2. Stay away from any exterior windows or doorways.
3. Remain in basement until given the "all clear".

During a Severe Thunderstorm

1. Local outdoor warning sirens will activate for severe thunderstorms.
2. Listen to a NOAA weather radio or local radio station for weather information.
3. Evacuate immediately to the basement when told to take shelter.
4. Do not return to work area or leave building until given the "all clear."

HAZARDOUS MATERIAL

Hazardous material events can take two forms. The threat can come from either inside or outside the Courthouse and Annex.

Hazardous Materials Release / Toxic Fumes Inside Building - Evacuate

1. DO NOT USE any electrical equipment, including the elevator, if you smell natural gas.
2. Clear the work area immediately or evacuate the building if not localized.
3. Try not to inhale gases, fumes or smoke. Take shallow breaths through a cloth or towel.
4. Follow the building evacuation plan.

Hazardous Materials Release Outside Building - Shelter in Place

There may be a time when an emergency takes place in the community due to a hazardous materials release. Outside air quality may be affected to the point that it isn't safe to be outside or to evacuate. In a case like this it is usually safer to shelter-in-place until the outside air has been determined to be safe.

Notification

1. If there is an emergency that is a risk, the outdoor warning siren will sound.
2. Listen to your local radio station for detailed information.
3. There may be times when there has been no notice, but you still need to take action.
Take immediate action if you:
 - See a vapor cloud.
 - Hear a strange sound like an explosion

Basic Steps

1. Shut and lock all windows and doors.
2. Turn off air-handling equipment (heating, ventilation, air conditioning).
3. Go to a predetermined shelter-in-place room.*
4. Seal any windows and or vents with plastic sheets and duct tape.
5. Seal doors with duct tape around the top and sides; place a wet towel or cloth at the bottom of the door.

6. Turn on a TV or radio and listen for further instructions.
7. When the "all clear" is announced, open windows and doors, turn on ventilation systems and go outside until the building air has been exchanged with clean outdoor air.

Additional Steps

1. No one can be forced to shelter-in-place. It is important to develop a plan with employees that maximizes cooperation.
2. Develop an accountability system. Know who is in your building and where they are if an emergency develops.
3. Visitors should be made aware of the decision to shelter in place.
4. Duties described above should be designated to specific employees. Backups should be identified.

***Shelter-In-Place Room**

1. The designated shelter room for the Cass County Courthouse is the basement lunch room.
2. The designated shelter room for the Cass County Annex is the basement training room.
3. Supplies for sheltering should be stored in a closet or other storage area in the shelter room.
4. The shelter room has a phone for emergency use (911).
5. Supplies should include:
 - Plastic sheeting - pre-cut plastic sheeting to fit over any windows or vents in the sheltering area.
 - Duct tape - rolls of duct tape to be used to secure plastic over windows and to seal doors.
 - Battery operated radio to hear the "all clear" when the emergency is over.
 - Flashlight
 - Towels/cloth to block the bottoms of each door in the room.
 - Bottled water to wet the towels
 - First-aid kit

BIOLOGIC AGENT

Biological agents may be introduced into Cass County Government buildings through a variety of means, including mail and explosive device.

Suspicious Mail/Package

1. Do not handle any mail or package suspected of contamination.
2. Notify your supervisor who will immediately contact _____.
3. Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off.
4. Ensure that all persons who have touched the mail or package wash their hands with soap and water.
5. Designated officials will collect the mail, assess the threat situation and coordinate the appropriate response.

BOMB THREAT

A bomb threat may come via either a telephone threat or through the mail.

1. Phone threat - attempt to keep the caller on the phone and gain as much information as possible to assist emergency response units.
 - Caller identification (age, sex, accent)
 - Location of item
 - Description of item
 - When set to go off
 - Why (motivation)
2. Mail threat - secure the envelope and contents. Don't handle unnecessarily.
3. Call Emergency 911.
4. Inspect work area for unusual objects, following **BOMB SEARCH PROCEDURES**.*
5. If room is clear, report this to the command post as determined by law enforcement.
6. If there is a suspicious object in the room, **DON'T TOUCH IT**. Report the object to the command center, describing it and giving its exact location.
7. Evacuate the room or building as directed.
8. Lock the department doors.
9. Upon reaching marshaling area, take roll.
10. Account for all employees and visitors.
11. Keep track of all employees and visitors until they are released or allowed to return to work.

*** BOMB SEARCH PROCEDURES**

When notified of a bomb threat, supervisors will **conduct an inspection of the area**:

- Make a quick, but methodical sweep of the room with your eyes.
- If time permits, make a more thorough inspection.
- Note unattended backpacks, boxes, or packages.
- Visually inspect window ledges, ventilation units, undersides of desks, around file cabinets, in corners and nooks and crannies.
- If your department is **clear**, report the results to the responding law enforcement unit.
- If you see a **suspicious object**, **DON'T TOUCH IT**. Report it to law enforcement. Clearly describe its appearance and location in the room.
- After reporting the object, evacuate the room immediately. Proceed to the location directed by the command post or department head. Close and lock the doors.

INTRUDER

Government office buildings may be confronted by an armed or violent intruder. In these situations, the first priority is the safety of staff and members of the public.

Each county department is responsible for conducting an assessment to evaluate the potential risk, assess office space characteristics, and develop internal department response protocols. This assessment can be done with the assistance of staff from the Cass County Sheriff's Department.

General Rules

1. Call the security desk and inform the security officer of the situation.
2. The security officer will call 911 for law enforcement assistance.
3. The security officer will notify the Sheriff's Department, who will provide a "lock-down" notice to each department in the building.
4. Courthouse visitors will be escorted into interior work spaces.
5. When employees and visitors are safely inside the rooms, close and lock all windows and doors.
6. Close blinds.
7. Direct employees and visitors to stay away from doors and windows, use furniture for protection, stay low, and remain quiet.
8. Do not open the door until directed to do so by law enforcement personnel or other known emergency personnel.

SHELTER IN PLACE CHECKLIST

All Employees

_____ Primary Responsible Employee

_____ Alternate Responsible Employee

When a shelter in place advisory is issued, each employee will:

- Upon hearing the shelter in place announcement, make sure all office windows are closed and locked. Close your office door when you leave. Immediately go to the shelter-in-place room and escort any visitors to that room.
- Remain in the shelter-in-place room until the "All Clear" is announced. Immediately go outside to the pre-arranged meeting area and check-in with a supervisor. Make sure any visitors are escorted to the meeting area as well.
- After the building is thoroughly ventilated and upon instruction from a supervisor, you may return to your office.

SHELTER IN PLACE CHECKLIST

Area Receptionist

_____ Primary Responsible Employee

_____ Alternate Responsible Employee

When a shelter-in-place advisory is issued, the area receptionist will:

- Announce “All employees and visitors - a shelter-in-place advisory has been issued. All employees and visitors should leave your current area and proceed to the first floor shelter-in-place room. Employees should make sure office windows and doors are closed before leaving.”
- Determine from sign-in sheets whether all employees and visitors are accounted for. All employees and visitors should be in the shelter-in-place room within 3 minutes. If all persons are not in the shelter room within 3 minutes, notify the supervisor.
- When the “All Clear” is issued, take the sign-in sheets and leave the shelter room. Proceed to the pre-arranged meeting area outside the building.
- Account for employees and visitors using sign-in sheets. Report any discrepancies to the Supervisor.
- When the building has been ventilated, return to the building.

SHELTER IN PLACE CHECKLIST

Maintenance Staff

_____ Primary Responsible Employee

_____ Alternate Responsible Employee

When a shelter in place advisory is issued, maintenance staff will:

- Immediately proceed to the mechanical rooms and turn off all air handling equipment (HVAC).
- Proceed to the shelter-in-place room for the remainder of the shelter in place. You should be in the room within 3 minutes of the announcement.
- At the "All Clear," leave the shelter-in-place room and proceed to the mechanical rooms. Turn all ventilation equipment on.
- Leave the building and go to the pre-arranged meeting area outside. Check in with a supervisor.

SHELTER IN PLACE CHECKLIST

Security Officer

_____ Primary Responsible Employee

_____ Alternate Responsible Employee

When a shelter-in-place advisory is issued, the security officer at the building entry point will:

- Collect the "Shelter-In-Place in Effect - NO ENTRY" sign and go to the entry door(s) of the building.
- After 3 minutes have passed, place the sign on the outside of the door, lock it and proceed to the shelter-in-place room.
- Remain in the shelter-in-place room until the "All Clear" is announced.
- Unlock front door, take sign down, prop the door open, and go to the pre-arranged meeting area outside. Check in with a supervisor.
- Return to your station when the building has been completely ventilated and the supervisor has instructed employees to return to work. Upon returning to the building, close the front door and put the NO ENTRY sign back in its storage place.

SHELTER IN PLACE CHECKLIST

Floor Monitor

_____ Primary Responsible Employee

_____ Alternate Responsible Employee

When a shelter-in-place advisory is issued, the floor monitor will:

- Make sure all employees and visitors on the floor have proceeded to the shelter-in-place room.
- Check all offices and common areas to make sure windows are closed and locked. Close any open office doors. Make sure any fire doors are closed.
- Go to the shelter-in-place room for the duration of the shelter in place.
- When the "All Clear" is announced, return to your floor, open any operable windows and office doors, prop open fire doors.
- Go outside to the pre-arranged meeting area and check in with a supervisor.
- When the building is thoroughly ventilated and you are instructed to return to the building by a supervisor, close fire doors and windows in the common areas.

SHELTER IN PLACE CHECKLIST

Door Sealing Crew

_____ Primary Responsible Employee

_____ Alternate Responsible Employee

When a shelter-in-place advisory is issued, the door sealing crew will:

- Close and lock office window and close door on the way to the shelter-in-place room.
- Remove duct tape from shelter kit.
- Check with receptionist to assure that all employees have entered the shelter-in-place room (approximately 3 minutes after the announcement). Lock door to shelter-in-place room and seal edges with long strips of duct tape. Be sure the tape securely overlaps all edges of the door. Place wet towels at the bottom of the door.
- When the "All Clear" is announced, immediately remove the tape from the door.
- Go outside to the pre-arranged meeting area and check in with a supervisor.
- When the building is thoroughly ventilated and you are instructed to return by the supervisor, return to the shelter-in-place room and return the duct tape rolls to the shelter kit. Also, make sure the battery-operated radio has been returned to the shelter kit.

HISTORICAL REFERENCE DATE: APRIL 15, 1986
AUGUST 15, 2005

Proposed Policy

CASS COUNTY
COMMISSION POLICY MANUAL

16.20

SUBJECT: COUNTY FACILITY EMERGENCY/SECURITY PROCEDURES PLAN

ADOPTED DATE:

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Introduction

Cass County Government strongly believes that the employees of the Cass County Courthouse and Annex should be prepared for any emergency that may arise within any Cass County Government facility.

Emergency procedures are necessary to save lives and protect property. All employees should be aware that emergency procedures exist, and with the assistance of department heads and employees, can be implemented quickly to minimize potential losses.

A Cass County Facility Emergency/Security Procedures Handbook has been created to identify procedures for building evacuation, shelter and safety/security during events including fire, tornado/severe thunderstorms, HAZMAT, biologic agent, bomb threat and intruder situations. The handbook addresses safety and security issues for employees and members of the public while in Cass County government facilities.

This handbook is maintained by the Cass County Emergency Manager in coordination with all department heads. The handbook will be reviewed on an annual basis and training and testing of the procedures will be done on a regular basis. The handbook will be maintained within each department and available on the Cass County Intranet.

Each department head is responsible to insure that all employees are knowledgeable of the provisions of the handbook and to develop individual department policies tailored to their unique circumstance.

HISTORICAL REFERENCE DATE: APRIL 15, 1986
AUGUST 15, 2005



Cass County

Facility Emergency Security Procedures Handbook

2013

- * Courthouse, Addition & Annex
- * Highway Department

Emergency Security Procedures Handbook

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Cass County Government strongly believes that employees should be prepared for any emergency that should arise.

Emergency security procedures are necessary to save lives and protect property. All employees should be aware that emergency security procedures exist, and with the assistance of all staff, can be implemented quickly to minimize potential loss. This handbook has been created to provide assistance to Cass County Employees occupying county buildings in the event of an emergency.

Situations that may arise to cause shelter or evacuation include, but are not limited to, **fire, tornado, hazardous materials, and bomb threat**. This handbook is not inclusive and may be tailored to individual departments as needed. Each department should develop their own procedures to implement the guidance from this handbook.

This Emergency Security Procedures Handbook is exempt from the provisions of NDCC 44-04-18 and section 6 of the Constitution of N.D. and shall not be released to the public under any circumstances (NDCC 44-04-24).

Dave Rogness
Emergency Manager

Fire

Before a Fire

- Know the location of all fire alarm stations in your work area.
- Know the location of all fire extinguishers in your work area.
- Know the location of all evacuation exits.
- Vacate the building by the nearest accessible exit.
- Each department head shall determine a rally point outside the building that shall be used if an evacuation is needed.

Discovering a Fire/Hearing the Alarm

- Sound the alarm immediately and activate the alarm station.
- Don't attempt to extinguish the fire unless controllable.
- Vacate the building by the nearest exit.

Do Not Use Elevators

- If power fails, they may stop and occupants would be trapped

After Vacating the Building

- Listen to instructions from Security personnel.
- Only re-enter the building after all-clear given.

TORNADO

A TORNADO WATCH IS ISSUED WHEN CONDITIONS ARE FAVORABLE.

A TORNADO WARNING IS ISSUED WHEN A TORNADO HAS BEEN SPOTTED.

Before a Tornado

- Know the location of the nearest shelter area. In the Court-house and addition, the underground parking garage is the safest area. For the Annex, use the basement. At the Highway Department use the storage vault area.
- Know the easiest and safest route to get to the shelter.

Hearing the siren or being notified of a Tornado

- Listen to a NOAA weather radio or local radio station for weather information.
- Do not go outside.
- Move as quickly as possible to the identified shelter space.
- Do not use elevators.

At the Tornado Shelter Space

- Listen for instructions from Security personnel.
- Stay away from exterior windows or doorways.
- Remain in the shelter until given the "all clear".

Hazardous Materials

Hazardous material threats can come from either inside or outside the Courthouse and Annex.

Hazardous Materials Release / Toxic Fumes INSIDE Building - Evacuate

- DO NOT USE any electrical equipment including the elevator if you smell natural gas.
- Clear the work area immediately or evacuate the building if not localized.
- Try not to inhale gases, fumes or smoke. Take shallow breaths through a cloth or towel.
- Follow the building evacuation plan.

Hazardous Materials Release OUTSIDE Building - Shelter in Place

There may be a time when an emergency takes place in the community due to a hazardous materials release. Outside air quality may be affected to the point that it isn't safe to be outside or to evacuate. In a case like this it is safer to shelter-in-place until the outside air has been determined to be safe.

Notification

- If there is an emergency that is a risk, the outdoor warning siren will sound.
- Listen to your local radio station for detailed information.
- There may be times when there has been no notice, but you still need to take action. Take immediate action if you:
 - See a vapor cloud
 - Hear a strange sound like an explosion

Hazardous Materials (cont.)

Basic Steps

- Shut and lock all windows and doors.
- Turn off air-handling equipment (heating, ventilation, air conditioning).
- Go to a predetermined shelter-in-place room.*
- Seal any windows and or vents with plastic sheets and duct tape.
- Seal doors with duct tape around the top and sides; place a wet towel or cloth at the bottom of the door.
- Turn on a TV or radio and listen for further instructions.

When the "all clear" is announced, open windows and doors, turn on ventilation systems and go outside until the building air has been exchanged with clean outdoor air.

Additional Steps

- No one can be forced to shelter-in-place. It is important to develop a plan with employees that maximizes cooperation.
- Develop an accountability system. Know who is in your building and where they are if an Security develops.
- Visitors should be made aware of the decision to shelter in place.

Duties described above should be designated to specific employees. Backups should be identified.

Shelter-In-Place Room

- The designated shelter room for the Cass County Courthouse and Addition is the courthouse basement lunch room. The SIP kit is in the mailroom.
- The designated shelter room for the Cass County Annex is the annex basement training room. The SIP kit is in the lunchroom.

Hazardous Materials (cont.)

- The designated shelter room for the Cass County Highway Department is the storage vault.

SIP Kits include:

- ◊ Duct tape - rolls of duct tape to be used to seal doors and vents.
 - ◊ Battery operated radio to hear the "all clear" when the Security is over.
 - ◊ Flashlight & batteries
 - ◊ Towels / cloth to block the bottoms of each door in the room.
 - ◊ Bottled water to wet the towels
 - ◊ First aid kit
- Each room has a phone for Security use (911).

Biologic Agent

Biological agents may be introduced into Cass County Government buildings through a variety of means including mail and explosive device.

Suspicious Mail / Package

- Do not handle any mail or package suspected of contamination.
- Notify your supervisor who will immediately contact the security desk. (911 for the highway department bldg.)
- Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off.
- Ensure that all persons who have touched the mail or package wash their hands with soap and water.
- Designated officials will collect the item, assess the threat situation and coordinate the appropriate response.
- List names of employees and public who may have come in contact with suspicious substance.

Bomb Threat

A bomb threat may come via either a telephone threat or through the mail.

- Phone threat - attempt to keep the caller on the phone and record as much information as possible to assist Security response units. **See Addendum "Bomb Threat Checklist"**
- Mail threat - secure the envelope and contents. Don't handle unnecessarily.
- Call 241-5778 (Courthouse) or 241-5779 (Annex).
- Inspect work area for unusual objects, following **BOMB SEARCH PROCEDURES. ***
- If there is a suspicious object in the room, DON'T TOUCH IT. Report the object to the responding law enforcement unit. **Do not use cell phones as they may trigger a device.**
- Evacuate the room or building, as directed.
- Upon reaching marshaling area, take roll.
- Supervisors account for all employees and visitors.
- Supervisors keep track of all employees and visitors until they are released or allowed to return to work.

Bomb Threat (cont.)

BOMB SEARCH PROCEDURES

When notified of a bomb threat supervisors will **conduct an inspection of the area:**

- Instruct all persons to turn off all cellphones.
- Make a quick, but methodical visual sweep of the room.
- If time permits, make a more thorough inspection.
- Note unattended backpacks, boxes, or packages.
- Visually inspect window ledges, ventilation units, undersides of desks, around file cabinets, in corners and nooks and crannies.
- If the area is **clear**, post the "ALL CLEAR" sign on the office door, including the name of the person who searched the office and a contact phone #.
- If a **suspicious object is observed**, DON'T TOUCH IT. Report it to law enforcement. Clearly describe its appearance and location in the room.
- After reporting the object, evacuate the room immediately. Leave lights in same position.
- Proceed to the west Island Park parking lot and check in with your supervisor.

Intruder

Government office buildings may be confronted by an armed or violent intruder. In these situations, the first priority is the safety of staff and members of the public.

Each county department is responsible for conducting an assessment to evaluate the potential risks, assess office space characteristics, and develop internal department response protocols. This assessment can be done with the assistance of staff from the Cass County Sheriff's Department.

General Rules

- Call Security 241-5800 and inform them of an intruder and the location along with any observed weapons.
- The Sheriff's Department will provide a "lock-down" notice to each department in the building.
- Courthouse visitors will be escorted into interior work spaces.
- When employees and visitors are safely inside the rooms, close and lock all windows and doors.
- Close blinds.
- Direct employees and visitors to stay away from doors and windows, use furniture for protection, stay low, and remain quiet.
- Do not open the door until directed to do so by law enforcement personnel or other known Security personnel.

BOMB THREAT CHECKLIST TELEPHONE PROCEDURES

Date: _____

Time Received: _____

Time Concluded: _____

Remain calm, listen and do not interrupt the caller

If possible, get attention of another person and give a note saying "Call 911 – Bomb Threat"

Write down exact words of the caller, threat, and the number of the incoming call if available.

Notify supervisor and do not hang up the phone.

Try to keep the caller on the phone and talking by asking the following questions:

When will it explode? At what time? _____

Where is it located? What floor? Room? _____

What does it look like? _____

What kind of bomb is it? _____

What will set it off? _____

Why are you doing this? _____

Who are you? _____

Description of caller: Sex: Male Female Unknown **Approximate Age:**

Voice	Speech	Language	Behavior	Background Noise	
<input type="checkbox"/> Clean	<input type="checkbox"/> Accented	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport	<input type="checkbox"/> Quiet
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals	<input type="checkbox"/> Restau- rant
<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby	<input type="checkbox"/> Talking
<input type="checkbox"/> Muffled	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds	<input type="checkbox"/> Tavern/ Bar
<input type="checkbox"/> Nasal	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Fearful	<input type="checkbox"/> General Noise	<input type="checkbox"/> TV
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Laughing	<input type="checkbox"/> Guns	<input type="checkbox"/> Traffic
<input type="checkbox"/> Raspy	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Nervous	<input type="checkbox"/> Gymnasi- um	<input type="checkbox"/> Train
<input type="checkbox"/> Soft	<input type="checkbox"/> Slurred	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machinery	<input type="checkbox"/> Typing
<input type="checkbox"/> Squeaky	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Other	<input type="checkbox"/> Music	<input type="checkbox"/> Water/ Wind
<input type="checkbox"/> Pitch-High Med Low	<input type="checkbox"/> Accent?	<input type="checkbox"/> Foreign?		<input type="checkbox"/> Party	<input type="checkbox"/> Other:

SHELTER IN PLACE (SIP) CHECKLIST

ALL EMPLOYEES

<input type="checkbox"/> Close windows & doors	<input type="checkbox"/> Go to SIP room	<input type="checkbox"/> Escort public to SIP room
<input type="checkbox"/> Remain until "all clear"	<input type="checkbox"/> Go outside to pre-arranged meeting area	<input type="checkbox"/> Escort visitors to area as well
<input type="checkbox"/> When given "all clear" return to your office		

AREA RECEPTIONIST

<input type="checkbox"/> Announce to employees and visitors "an SIP advisory"	<input type="checkbox"/> All employees & visitors proceed to SIP room	<input type="checkbox"/> Verify employees & visitors in SIP room
<input type="checkbox"/> When given "all clear" proceed to prearranged location outside	<input type="checkbox"/> Account for employees and visitors	<input type="checkbox"/> Report discrepancies to supervisor
<input type="checkbox"/> After ventilated return to building		

MAINTENANCE STAFF

<input type="checkbox"/> Turn off all HVAC equip	<input type="checkbox"/> Proceed to SIP room	<input type="checkbox"/> When "all clear" turn on all HVAC equipment
<input type="checkbox"/> Leave building and go to outside meeting area	<input type="checkbox"/> Check with supervisor	

SECURITY OFFICER

<input type="checkbox"/> Place "SIP in Effect – No Entry" sign at entry door	<input type="checkbox"/> After 3 minutes lock doors	<input type="checkbox"/> Proceed to SIP room
<input type="checkbox"/> When given "all clear" go to duty station	<input type="checkbox"/> Unlock front door, remove sign, prop open door	<input type="checkbox"/> Go to pre-arranged meeting location outside and check with supervisor
<input type="checkbox"/> Return to workstation after building ventilated	<input type="checkbox"/> Close front door and store no entry sign	

DEPARTMENT FLOOR MONITOR

<input type="checkbox"/> Insure all have left department area	<input type="checkbox"/> Close and lock all windows and doors	<input type="checkbox"/> Go to SIP room until "all clear" given
<input type="checkbox"/> Return to area, open windows and doors	<input type="checkbox"/> Go to pre-arranged meeting location outside and check with supervisor	<input type="checkbox"/> Return to department after building ventilated

DOOR SEALING CREW

<input type="checkbox"/> Proceed to SIP room	<input type="checkbox"/> After all employees have arrived, place duct tape from kit on any door and window edges.	<input type="checkbox"/> Place wet towels at bottom of doors.
<input type="checkbox"/> After building ventilated, return to SIP room	<input type="checkbox"/> Remove duct tape	<input type="checkbox"/> Replace all items in SIP kit