# SANGAMON COUNTY BUILDING

# EVACUATION PLAN



# TABLE OF CONTENTS

Introduction.....Page 1
Tornado.....Page 2
Fire and Other Building Emergencies.....Page 3
Outdoor Safe Area/Bomb Threat Safe Areas.....Page 4
Selection of Floor Wardens and Department Leaders....Page 5
Duties of Floor Wardens.....Page 6
Duties of Department Leaders.....Page 7
Bomb Threat Annex.....Pages 8-10
Bomb Threat Report Form.....Page 11
Diagram of the Sangamon County Building.....Last Page

# INTRODUCTION

This Evacuation Plan has been developed for your safety and the safety of others in the event of tornado, fire or other building emergencies at the Sangamon County Building. The term "other building emergencies" shall mean any circumstance which may occur at the Sangamon County Building which requires the evacuation of all persons out of the building, such as a bomb threat, vehicular explosion or other major transportation accident, etc.

Special participation at two levels by designated employees within the building will assure that all who work at or are visitors to the Sangamon County Building are shown to a safe place in the event of an emergency. These special employees are the floor wardens (2 per floor with alternates for each) and department leaders (at least 1 per department with alternates for each). A roster of floor wardens, department leaders and their alternates shall be maintained by the Auditor's Office.

The procedures outlined in this manual are to be followed by all workers and visitors within the Sangamon County Building unless otherwise directed by a floor warden, department leader, uniformed officer or fireman. It is imperative that all who work at the Sangamon County Building become familiar with these safety procedures so as to be of assistance to visitors in time of emergency.

Tornado, fire or other building emergencies will require evacuation of all work areas and court rooms. Unlike fire or other building emergencies which call for evacuation to safe areas outside the building, tornado warnings require evacuation to safe areas within the Sangamon County Building.

# TORNADO

A **TORNADO WARNING** means that a tornado has been detected in the area by radar or by trained individuals. When the City of Springfield is under a tornado warning an outdoor siren atop the City's Municipal Center West will sound. When you are notified of an approaching tornado:

1. Evacuate to an area of the floor you are on which is free of exterior window glass.
2. Any location from which you have a clear view of the outdoors is not acceptable as a tornado safe area because flying debris is your greatest hazard.
3. Small interior enclosed rooms in your work area or elsewhere on your floor provide the best safety, subject to their capacity limitations.
4. A non-enclosed interior space, such as a hallway, is acceptable as a tornado safe area provided that the location gives no clear view of the outdoors.
5. Do not use the elevators or attempt to change floors during a tornado warning.
6. If you have access to a battery operated radio, take it with you to your safe area to track the storm's progress.
7. Remain in your safe area until you are notified that the warning has expired or been cancelled.

A **TORNADO WATCH** means the weather conditions are favorable for a tornado to form. During a tornado watch, a tornado has not yet been sighted. If you become aware that a tornado watch exists, you should:

1. Review the procedures for a tornado warning and prepare your course of action.
2. Share evacuation information with visitors to the Sangamon County Building who you may come into contact with.

# FIRE AND OTHER BUILDING EMERGENCIES

Notification of a **FIRE** or another **BUILDING EMERGENCY** will be provided by the alarm notification system for the floor you are on. When you are notified of a fire or another building emergency:

1. Evacuate out of the Sangamon County Building using the stairways at the north and south ends of each floor or any first floor door.

2. Upon reaching the outdoors, building workers should go to the safe area designated for meeting with their department leader. Move clear of the building.

3. Building workers should convey to all visitors in their vicinity the need for evacuation and ask them to accompany you to a safe area.

4. Remain with your department leader in the safe area until you are notified to return to the building or given other instructions.

5. The following procedures should be followed when evacuation to outside of the Sangamon County Building is required:

   a. Persons on upper floors or in the basement should evacuate their floor via the stairway closest to their location when notification is received. (See Note)

   b. Use stairway handrails and keep to the right, moving in a single-file line.

   c. If more than one line is formed at a stairway entry point, take turns entering.

   d. Do not use the elevators for evacuation. Assist slower moving individuals who are able to use the stairways.

   e. Any persons not able to descend stairs should move into the the stairway when traffic from floors above has passed and await rescue by Springfield Fire Department personnel.

Note --- Building workers who are away from their department when the notification is received may wish to exit via the stairway used by the rest of their department provided that doing so does not put them or anyone else at greater risk.

# OUTDOOR SAFE AREA/BOMB THREAT SAFE AREA (POST - EVACUATION)

All building workers shall be assigned to report to one of two designated outdoor safe areas when evacuation to outside of the Sangamon County Building is required. Alternate safe areas further from the Sangamon County Building are established for evacuation due to bomb threats.

1. Workers whose departments are on floors B thru 4 with entrances north of the elevator lobby shall report to their respective department leader in the County parking lot at 9th and Adams. For bomb threat evacuations this group shall report to their department leaders at the southeast entrance to the Prairie Capital Convention Center.

2. Workers whose departments are on floors B thru 4 with entrances south of the elevator lobby shall report to their respective department leader in the State Journal-Register parking lot at 9th and Monroe. For bomb threat evacuations this group shall report to their department leaders at the north side of Lincoln Library.

3. Workers from floors 5 thru 7 shall be assigned into either an Adams Group or a Monroe Group by the Circuit Courts Administrator and shall report to their respective co-department leader in the appropriate parking lot or alternative bomb threat safe area established above for each group.

4. All persons shall display great care while crossing streets. Do not attempt to cross outside the crosswalk or against the pedestrian signal.

5. Re-entry to the Sangamon County Building is subject to security screening. Those using the Adams lot (or Convention Center) shall re-enter via One Sheriff's Plaza. Those using the Monroe lot (or Lincoln Library) shall re-enter via 9th Street.

NOTE --- After the clear signal has been given, Sangamon County employees are to re-enter the building and proceed to their office before the General Public enters.

# SELECTION OF FLOOR WARDENS AND DEPARTMENT LEADERS

1. Each floor of the Sangamon County Building shall have at least 2 floor wardens with an alternate for each chosen by the County Board Chairman from among building workers on that floor, except as provided below.

2. In consideration of headcount, the County Board Chairman may elect to choose building workers from the first floor as floor wardens and/or alternates for the basement.

3. Each county department maintaining an office in the Sangamon County Building shall have at least one department leader with an alternate chosen by its department head or elected official, except as provided below.

4. The entire court area based on floors 5 thru 7 in the Sangamon County Building shall have at least 2 co-department leaders with an alternate for each chosen by the Circuit Courts Administrator who shall also assign each building worker from these floors into either of 2 groups.

# DUTIES OF FLOOR WARDENS

1. Floor wardens shall be issued a flashlight and have it in their possession as a means of identifying themselves during times of evacuation.

2. Floor wardens shall be responsible for verifying that evacuation procedures have been followed correctly on their floor.

3. Each of 2 floor wardens shall be responsible for half of their floor; one responsible for departments, court rooms, offices and restrooms with entrances north of the elevator lobby and the other for those with entrances south of the elevator lobby.

4. Floor wardens shall sweep their half floor specifically checking all areas for proper evacuation.

5. If, during a bomb threat evacuation, a floor warden detects a suspicious article or receives a report of such, this information shall be conveyed to the first uniformed officer that can be contacted.

6. A floor warden, upon discovering a person who is unable to descend stairs during a fire or other building emergency, shall direct that person to enter the nearest stairway when traffic from floors above has passed and await rescue by Springfield Fire Department personnel. If that person does not have an able bodied companion with them, the floor warden shall give assurances of their return and, upon completion of their sweep, shall return to accompany that person until rescued or the emergency is cancelled.

7. Floor wardens shall seek out a safe area for themselves upon completion of their sweep.

8. When floor wardens are able to reach their outdoor safe areas, post-evacuation, they are required to report to their respective department leaders.

9. Floor wardens shall review all their responsibilities with their alternates to the extent necessary to satisfy themselves and the County Board Chairman that the duties herein named

will be handled successfully in their absence.

# DUTIES OF DEPARTMENT LEADERS

1. Department leaders shall be the focal point outside of the Sangamon County Building, post-evacuation, for all building workers from their department.

2. Department leaders shall be responsible, on a daily basis and throughout the day, for identifying the staffing level of their department.

3. When evacuation to outside of the Sangamon County Building is required (i.e. all emergencies except tornado warning), each building worker shall report to their respective department leader and remain in close proximity to that department leader in a group, awaiting further instructions.

4. Department leaders shall identify anyone from their department from whom they expected contact, post-evacuation, that has failed to do so and report that person's name and description to a fireman or uniformed officer who is able to assist in a search for the person. (See Note)

5. Department leaders shall be contacted, post-evacuation, when for safety or convenience reasons it is desired to move building workers from a parking lot to the interior of another building and shall convey such message to their group.

6. Department leaders shall maintain extra copies of this manual to distribute to new building workers or those who misplace their original copy, checking for such periodically.

7. Department leaders shall review all their responsibilities with their alternates to the extent necessary to satisfy themselves and those who appointed them that the duties herein named will be handled successfully in their absence.

Note - Such notification assures that any handicapped person and their companion or floor warden who remain in a stairway of the Sangamon County Building will be sought for rescue.

# BOMB THREAT ANNEX TO SANGAMON COUNTY BUILDING EVACUATION PLAN

Whether or not a bomb threat against the Sangamon County Building results in implementation of this Evacuation Plan shall be determined by the Sangamon County Sheriff's Office. Immediate evacuation whenever a bomb threat is received is often not the most desired response.

All who work at or are visitors to the Sangamon County Building must be willing to trust the judgment of the Sheriff's Office in bomb threat matters. The Sheriff's Office may choose to search the building prior to ordering an evacuation. Post-evacuation for a bomb threat, the building will always be searched.

Workers in the Sangamon County Building are asked to be alert for any suspicious articles they may observe upon being notified of a bomb threat evacuation. Suspicious articles should be reported to a floor warden. All workers are asked to cooperate with the Sheriff's Office if a search is being conducted prior to any evacuation order being given.

Anyone working in the building could be the recipient of a bomb threat. A Bomb Threat Report Form follows to allow you to record information that a telephone caller may provide. If you receive such a threat, before the caller hangs up tell them: "I am not authorized to take this call. To report a bomb you must hang up and dial 9-1-1."

If you receive a bomb threat for Sangamon County Building notify the Dispatch Center immediately by dialing 9-9-1-1. Complete the Bomb Threat Report Form at the back of this manual and deliver it to a Court Security Officer. As the call taker, your name will be identified on the form and the Sheriff's Office will want to be able to interview you.

The Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms has developed a pamphlet entitled Bomb Threats and Physical Security Planning. Excerpts of this publication are reprinted with their permission to more fully describe bomb threats.

## 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, when searching for a bomb, suspect anything that looks unusual. Let the trained bomb technician determine what is or is not a bomb.

## BOMB THREATS

Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target.

Whatever the reason for the report, there will certainly be a reaction to it. Through proper planning, the wide variety of potentially uncontrollable reactions can be greatly reduced.

## WHY PREPARE?

Proper planning can also reduce the threat of panic, the most contagious of all human emotions. Panic is sudden, excessive, unreasoning, infectious terror. Once a state of panic has been reached, the potential for injury and property damage is greatly increased. In the context of a bomb threat, panic is the ultimate achievement of the caller.

# RESPONDING TO BOMB THREATS

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. Record every word spoken by the person.

- If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.

- Inform the caller that the building is occupied and 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 the person designated by management to receive such information.

- Remain available, as law enforcement personnel will want to interview you.

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 threat and identifying the writer.

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

be ignored.

# BOMB THREAT REPORT FORM

**INSTRUCTIONS:** Be calm and courteous. **LISTEN**-Do **NOT** interrupt the caller.

**DATE**_____ **CALL TAKER'S NAME**_____

**TIME**_____ **PHONE # RECEIVING THE THREAT**_____

Exact words of the caller_____

_____

_____

Questions to ask:

1. Where is the bomb located?_____

2. When will the bomb explode?_____

3. What does the bomb look like?_____

4. How is it to be activated?_____

5. How big is the bomb?_____

6. Why is the call being made?_____

Try to determine the following: (Circle as appropriate)

Caller's identity: Male Female Adult Juvenile Age_____Years

Voice: Loud Soft High Pitch Deep Raspy Pleasant Intoxicated
Other_____

Accent: Local Not Local Foreign Regional_____

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

Language: Excellent Good Fair Poor Foul Other_____

Manner: Calm Angry Rational Irrational Coherent Incoherent
Deliberate Emotional Righteous Laughing Intoxicated

Background Noises: Office machines - Factory machines - Bedlam – Trains
Animals - Music - Quiet - Voices - Mixed – Airplanes
Street traffic - Party atmosphere - Other_____

**ADDITIONAL INFORMATION:**_____

_____

**BEFORE CALLER HANGS UP TELL THEM: "*I AM NOT AUTHORIZED TO TAKE THIS CALL.***

***TO REPORT A BOMB YOU MUST HANG UP AND DIAL 9-1-1."***

**IMMEDIATELY AFTER THE CALL NOTIFY THE DISPATCH CENTER BY DIALING 9-9-1-1.**