

Emergency Response Plan

1. Emergency Fire Procedures

General Evacuation Procedure:

1. All employees are expected to immediately evacuate the Courthouse/Annex according to the emergency evacuation plan.
2. All doors should be pulled closed and unlocked if possible. Do not return for personal items.
3. Assist disabled persons exiting buildings.
4. Proceed to the designated gathering area.

If you discover smoke and or fire:

1. Activate the nearest fire alarm pull station.
2. Notify another person nearby.
3. Dial 911 to report the fire.
4. Help evacuate the building's occupants.
5. If safe to do so, use a fire extinguisher to put out a small contained fire.

2. Evacuation Plan

Building Exit:

1. Exit the building via the nearest marked exit to your location.
2. If exiting the courthouse, proceed to the Breeze Way area of the Annex.
3. If exiting the Annex, proceed to the parking area main entrance of the Sheriff Department.
4. Account for all persons in your area.
5. Report unaccounted persons to emergency personnel.

Shelter in Place:

- 1. In the event of a reported tornado, all personnel and visitors in the main courthouse should move to the first floor and seek shelter in the breakroom, bathrooms or the district clerk record room.**
- 2. In the event of a reported tornado, all personnel and visitors in the annex should move to the records room in the county clerks' office.**
- 3. Make sure that all doors are closed and secured.**
- 4. Remain until an all clear is given by emergency personnel, either in person or by intercom.**

Employee Fire Extinguisher Policy

Fire extinguishers are a good first attempt device to extinguish a small contained fire. If a fire extinguisher is used properly, it can successfully reduce damage, prevent loss of property and potentially save lives. Employees are not required or asked to use a fire extinguisher.

Procedure if a fire is discovered:

1. Pull a fire alarm box
2. Evacuate the building'
3. Call 911

1. Placement and Maintenance

1. Repairs/replacements and installation of fire extinguishers in the proper locations will be coordinated by facilities maintenance of the courthouse and annex.
2. Required annual certification/inspection and required hydrostatic and maintenance testing will be conducted by a third party fire safety contractor. This service will be coordinated by facilities maintenance of the courthouse and annex.
3. Fire extinguishers will be located in easy to reach locations, usually located and mounted on walls near the entry/exit doors, at the top of stairwells or along corridor walls. Extinguishers will be clearly visible and marked with standard fire extinguisher labels/stickers.
4. Portable extinguishers will be maintained in a fully charged condition. When extinguishers are removed for charging or maintenance, a fully charged unit will be provided in its place.

2. Fire Safety Tips: Be Prepared

1. How fast could you find a pull station if you saw/smelled smoke or a fire?
2. Where are fire extinguishers located in your area?
3. All employees should review and know the locations of Fire alarm pull stations and fire extinguishers to be prepared in the event of an emergency.

Deciding to use a fire extinguisher to put out or control a small fire is a voluntary activity and is not expected of employees or visitors.

You may use a fire extinguisher if:

1. The fire is small and generally contained.
2. You have a clear path out of the building.

Guidance on Provision of Fire Warden

1. Introduction

Fire Wardens, aka floor wardens, should be provided in each office of the Court House and Annex. The role is voluntary but nominees should be obtained where volunteers are not forthcoming.

2. What is the role of a Fire Warden?

A fire Warden will effectively have two roles: a day-to-day role and one for when the fire alarm sounds.

2.1 Day-to-day role:

Be aware of the general fire safety of the area the warden has been allocated or assigned.

Be aware of corridors and hallways to ensure there is no open storage.

Monitor escape routes to see they are kept free of obstructions.

Check that exit doors are not obstructed.

Check that fire extinguishers are where they should be and no obvious misuse or defect has occurred.

During scheduled fire alarm tests, check that the alarm can be heard in all rooms and parts of their assigned area.

2.2 Role when the fire alarm sounds:

Sweep through the assigned area, closing doors/windows but not delaying their own escape, while encouraging people to leave via the nearest escape route. The Warden should normally be the last person to leave the assigned area.

Check all accessible rooms including toilets and offices to make sure people are beginning their evacuation.

Check any refuge in the area in the event someone is waiting for assistance to escape.

Report to the person in charge of accountability at the assigned meeting place, to advise that their area is clear (or report anyone who can't or won't leave the building) and confirm that there is fire/smoke or no fire/smoke in their area.

To assist with crowd control, verbally encouraging people toward the assembly area.

Take part in any post-alarm de-briefing to identify any shortcomings in the evacuation procedures.

3. Who is responsible for providing fire wardens?

The elected official or person in charge of the office shall be responsible for the fire warden in that area and a progressive assignment in the event that an appointed warden is not present in the office in an emergency event.