

**Clark County, Wisconsin**  
**Title: Courthouse Emergency Response**

<b>Title:</b> Courthouse Emergency Response	<b>Effective Date:</b> January 1, 2020
	<b>Adoption/Revision Date:</b> January 1, 2020
<b>Custodian:</b> Sheriff or Chief Deputy	<b>Approving Body:</b> Public Property Committee

**1. Authority**

- a. Wis. Stat. 59.02, 59.03, and 59.27; and Wis. SCR 68
- b. Clark County Governing Bodies – Roles and Structures

**2. References**

- a. Adopting Resolution/Ordinance/Motion: Safety and Security Committee minutes October 28, 2019; Public Property Committee minutes November 20, 2019

**3. Purpose**

- a. To establish a process for the safe and efficient response to an emergency at the Clark County Courthouse.

**4. Scope**

- a. This policy applies to all Clark County personnel and departments/offices of Clark County Courthouse. In the event any policy violates federal or state law or is held invalid by a court of competent jurisdiction, the affected policy shall be deemed to have been severed from this policy to the extent of its invalidity.

**5. Policy Overview**

- a. This policy defines the steps and factors that should be taken in an employee’s response to the following emergency situations at the Clark County Courthouse:
  - i. Fire
  - ii. Medical Emergency
  - iii. Threat of Violence/Destruction
  - iv. Lockdown
  - v. Lockout
  - vi. Active Shooter
  - vii. Tornado
- b. When calling 911, dial 9-911 if calling using Clark County’s internal phone system.
- c. All emergencies must be taken seriously.

**6. Policy Performance**

- a. All Clark County personnel and Clark County departments/offices shall respond to emergencies according to the steps set forth in this policy.

**7. Definitions**

- a. The terms below have the following meanings:
  - i. Courthouse means Clark County Courthouse located at 517 Court Street in Neillsville, WI 54456.
  - ii. Lockdown means that all Courthouse exterior entrances will be locked and no one will be allowed to leave or enter the Courthouse unless authorized by law enforcement.
  - iii. Lockout means that all Courthouse exterior entrances will be locked with employees or the public being allowed to leave the Courthouse but no one will be allowed to enter the Courthouse unless authorized by law enforcement.
  - iv. Situational awareness means identifying and evaluating what is happening around you to make decisions on how to act or respond to a situation.

**8. Emergency Situations**

- a. **Fire**
  - i. If an employee observes or is aware of a fire in the Courthouse, the employee shall

do the following:

1. Activate the fire alarm system (i.e. pull the nearest fire alarm).
2. Upon hearing or observing the fire alarm, evacuate the Courthouse as quickly as possible to the designated areas set forth in Exhibit A (Fire/Threat Designated Areas).
  - a. Per Exhibit A, individuals on the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors should evacuate to the far northeast parking lot along 6<sup>th</sup> street. Individuals on the 4<sup>th</sup> and 5<sup>th</sup> floors should evacuate to the east vacant county-owned lot along 5<sup>th</sup> street.
3. During evacuation, do the following:
  - a. Leave your personal belongings behind.
  - b. Assist other employees and the public if possible.
  - c. Employees shall provide direction to the public as to where the nearest exit is located.
4. Close all doors and place an indicator on the door indicating the room/office is vacant (i.e. placing white magnet on door frame).
5. Department Head or designee(s) shall ensure their respective department is clear and secure before evacuating.
  - a. Department Head or designee(s) shall inspect nearby restrooms, storage rooms, and conference rooms to ensure the rooms are vacant.
6. Upon leaving the Courthouse, employees shall proceed immediately to the designated areas set forth in Exhibit A.
7. Employees shall check-in with their respective Department Head or designee(s) upon arrival at the designated area.
8. Department Head or designee(s) shall verify all employees within their respective departments are accounted for. Department Head or designee(s) shall report any missing employees to law enforcement.
9. Employees shall follow any orders from law enforcement and shall remain at the designated area until released or instructed otherwise by law enforcement.

**b. Medical Emergency**

- i. If an employee observes or is notified that an employee or a member of the public is experiencing a medical emergency, the employee may render medical assistance depending on the type of emergency and to the extent of the employee's training and abilities. The employee may also request another nearby person to render medical assistance.
  1. If possible, the employee shall call or direct someone to call 911 immediately.
  2. Such medical assistance may include, but is not limited to, providing: 1) first aid; 2) cardio pulmonary resuscitation; and/or 3) automated external defibrillator (AED).
  3. Locations of publically available first aid kits and AED can be found at the following locations (specific departments may have such items available upon request):
    - a. **AED**
      - i. 5<sup>th</sup> floor outside Board Room (Room 500)
      - ii. 3<sup>rd</sup> floor outside Treasurer's Department (Room 302)
      - iii. 1<sup>st</sup> floor outside Land Conservation Department (Room 102)

**b. First aid kits**

- i. 5<sup>th</sup> floor outside Child Support Agency (Room 504)
  - ii. 3<sup>rd</sup> floor in printer room by County Clerk (Room 301)
  - iii. 2<sup>nd</sup> floor outside Planning, Zoning, and Land Information Department (Room 204)
- ii. Employees rendering medical assistance shall continue to provide such assistance (if possible) until they are either relieved by another employee or until medical personnel arrive and assume responsibility for the individual.
  - iii. Employees rendering medical assistance shall complete the incident form set forth in Exhibit B (Incident Report Form) as soon as possible after the incident.
    1. Such form shall be submitted to the Department Head and may be provided to law enforcement upon request.

**a. Threat of Violence/Destruction**

i. Threat by phone/person

1. If an employee receives or becomes aware of a threat of violence or destruction (i.e. bomb threat) through a phone call or in-person, the employee shall do the following:
  - a. Remain calm.
  - b. Obtain as much information as possible about the threat to keep the caller/person engaged as long as possible.
    - i. Such information includes: 1) name of caller/person; 2) type of threat; 3) location of threat; 4) details of threatened item or action (i.e. color, size, type, scope, etc.) 5) date/time of threat; 6) location of caller; 7) detailed plans of threat; and 8) contact information for caller/person.
    - ii. Take note of the caller/person's gender, tone, and any background noise that may be evident.
    - iii. Record the call/conversation if possible and note the time the call/conversation started and stopped.
  - c. Contact 911 immediately or direct another employee to do so and provide as much information that is available.
  - d. Contact the Department Head immediately.
  - e. Organize nearby employees and public to prepare for evacuation upon law enforcement order. Evacuate if ordered.
  - f. Complete the incident form set forth in Exhibit B (Incident Report Form) as soon as possible after the incident.
    - i. Such form shall be submitted to the Department Head and may be provided to law enforcement upon request.

ii. Threat by message

1. If an employee receives or becomes aware of a threat of violence or destruction (i.e. bomb threat) through a message, the employee shall do the following:
  - a. Remain calm.
  - b. Do not handle the message to limit any damage to evidence. Retain all materials including envelopes and packaging.
  - c. Contact 911 immediately or direct another employee to do so and provide as much information that is available.
  - d. Contact the Department Head immediately.
  - e. Organize nearby employees and public to prepare for evacuation

- upon law enforcement order. Evacuate if ordered.
- f. Complete the incident form set forth in Exhibit B (Incident Report Form) as soon as possible after the incident.
  - i. Such form shall be submitted to the Department Head and may be provided to law enforcement upon request.
- iii. Suspicious package/container
  - 1. An employee shall consider the following factors when determining whether a package/container is suspicious and may pose a threat:
    - a. Package without a return label or poorly typed or handwritten address with unusual markings on package.
    - b. Package that is thick and not uniform.
    - c. Packages with stains, tampered seals, open edges, strong odors, and/or sounds coming from the package.
    - d. Packages with excessive tape or cords.
    - e. Packages that are isolated and unattended in an area where a package/container is typically not located.
  - 2. If an employee receives or becomes aware of a suspicious package/container, the employee shall do the following:
    - a. Remain calm.
    - b. Do not touch, handle, or open the package/container to limit any damage to evidence. Retain all materials including envelopes and packaging.
    - c. Contact 911 immediately or direct another employee to do so and provide as much information that is available including any pictures of the package/container.
    - d. Contact the Department Head immediately.
    - e. Organize nearby employees and public to evacuate the building upon law enforcement order.
    - f. Complete the incident form set forth in Exhibit B (Incident Report Form) as soon as possible after the incident.
      - i. Such form shall be submitted to the Department Head and may be provided to law enforcement upon request.
- iv. Evacuation
  - 1. Employees and the public shall not evacuate the courthouse until ordered by law enforcement.
    - a. The law enforcement order may be provided through the county's paging system, email, phone call, or any other type of communication.
  - 2. Once ordered to evacuate, employees and the public shall walk, not run, to the nearest available exit. Employees may assist disabled or handicapped employees or public if the employee is able to do so.
    - a. Employees shall provide direction to the public as to where the nearest exit is located.
    - b. Do not use elevators unless physically necessary.
  - 3. Employees shall safely shutdown electronics if possible.
  - 4. Employees shall secure all valuables and take purses, backpacks, and/or briefcases if possible.
  - 5. Employees shall close all doors and place an indicator on the door indicating the room/office is vacant (i.e. placing white magnet on door frame).

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6. Department Head or designee(s) shall ensure their respective department is clear and secure before evacuating.
  - a. Department Head or designee(s) shall inspect nearby restrooms, storage rooms, and conference rooms to ensure the rooms are vacant.
7. Upon leaving the courthouse, employees shall proceed immediately to the designated areas set forth in Exhibit A (Fire/Threat Designated Areas).
8. Employees shall check-in with their respective Department Head upon arriving at the designated area.
9. Department Head or designee(s) shall verify all employees within their respective departments are accounted for. Department Head or designee(s) shall report any missing employees to law enforcement immediately.
10. Employees shall follow any orders from law enforcement and shall remain at the designated area until released or instructed otherwise by law enforcement.

**b. Lockdown/Lockout**

- i. If an employee has knowledge of a situation that may require the courthouse to have ingress or egress restricted (i.e. active shooter in nearby area outside courthouse), the employee shall do the following:
  1. Remain calm.
  2. Contact 911 immediately or direct another employee to do so and provide as much information that is available.
  3. Contact the Department Head immediately.
  4. Follow any orders from law enforcement.
- ii. Upon law enforcement investigating the situation and determining that ingress or egress needs to be restricted, law enforcement will announce, through the county's paging system, whether the courthouse is locked down or locked out.
  1. Upon the law enforcement's address, employees shall not contact 911 unless someone is injured or a separate and independent emergency arises.
- iii. Upon law enforcement ordering a lockdown, the following steps shall occur:
  1. Maintenance personnel or designee(s) shall lock all exterior doors with the doors closest to the threat being locked first.
    - a. No individuals (employees or the public) will be allowed to leave or enter the courthouse without law enforcement's consent.
  2. Employees shall shut and lock office doors.
  3. Employees and the public, with the employees' assistance, shall convene and remain silent in an area away from office doors and windows. Employees and the public shall attempt to find an area out of public view.
    - a. After a lockdown has been announced, do not respond to the fire alarm and exit the building unless ordered otherwise by law enforcement.
  4. Employees shall remain in hiding until law enforcement provides an "All Clear!" address in-person or through the county's paging system.
- iv. Upon law enforcement ordering a lockdown due to a chemical-related incident, the following steps shall occur:
  1. Maintenance personnel or designee(s) shall lock all exterior doors with the doors closest to the threat being locked first.
    - a. No individuals (employees or the public) will be allowed to leave or enter the courthouse without law enforcement's consent.
  2. Maintenance personnel or designee(s) shall turn off any HVAC or air

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- circulation systems and, if practical, cover doors, windows, vents, and/or any other items that open to the outside of the building.
3. Employees shall mask their mouths and/or nose or filter air for breathing.
  4. Employees and the public, with the employees' assistance, shall convene and remain silent in an area away from office doors and windows. Employees and the public shall attempt to find an area out of public view.
    - a. After a lockdown has been announced, do not respond to the fire alarm and exit the building unless ordered otherwise by law enforcement.
  5. Employees shall remain in hiding until law enforcement provides an "All Clear!" address in-person or through the county's paging system.
- v. Upon law enforcement ordering a lockout, the following steps shall occur:
1. Maintenance personnel or designee(s) shall lock all exterior doors with the doors closest to the threat being locked first.
    - a. Individuals (employees and the public) may leave courthouse but no individual may enter the courthouse without law enforcement's consent.
  2. Employees and operations shall continue as normal unless otherwise ordered by law enforcement.
  3. Employees shall contact 911 immediately if the employee has knowledge of a threat, emergency, or suspicious activity during a lockout.
  4. Maintenance personnel or designee(s) shall post notice on all doors directing all individuals to the 5<sup>th</sup> floor entrance.
    - a. Law enforcement shall be present at the 5<sup>th</sup> floor entrance to secure such entrance.
  5. The lockout shall continue until law enforcement provides an "All Clear!" address in-person or through the county's paging system.
- c. **Active Shooter**
- i. If an employee becomes aware of an active shooter in the courthouse, the employee shall do the following:
    1. If possible and time allows, contact 911 immediately or direct another employee to do so and provide as much information that is available.
    2. Based on situational awareness, use one or multiple of these three (3) options: 1) Run; 2) Hide; and 3) Fight.
    3. Assist the public if possible.
  - ii. If an employee chooses the "Run" option to evacuate from the courthouse, the employee shall do the following:
    1. Determine the closest and safest route to evacuate along with a plan.
    2. Evacuate the courthouse as quickly as possible.
      - a. Leave your personal belongings behind.
      - b. Assist other employees and the public if possible.
    3. Communicate to other employees or public to stay away from area you evacuated from and the reason for evacuation.
    4. Do not attempt to move or assist wounded individuals.
    5. Keep hands visible.
    6. Contact 911 immediately if safe to do so and if you have not already.
    7. Employees shall follow any orders from law enforcement and to stay away from the courthouse until law enforcement orders otherwise.
    8. When safe to do so, employee shall contact their respective Department

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Head.

9. When safe to do so, Department Head or designee(s) shall verify all employees within their respective departments are accounted for. Department Head or designee(s) shall report any missing employees to law enforcement.
- iii. If an employee chooses the “Hide” option to shelter in place to hide from the active shooter, the employee shall do the following:
  1. Determine a location to hide that is out of the active shooter’s view; provides protection if shots are fired; and does not restrict you options for movement.
  2. Lock all doors.
  3. Turn off lights.
  4. Turn off any source of noise (i.e. cell phone, radio).
  5. Hide behind large, heavy items.
  6. Block door with large, heavy items if possible.
  7. Remain quiet.
  8. Remain hidden until law enforcement provides an “All Clear!” address in-person or through the county’s paging system.
- iv. If an employee chooses the “Fight” option as the last resort to disrupt and/or incapacitate the active shooter, the employee shall do the following:
  1. Commit to your actions to neutralize the threat.
  2. Act aggressively against the active shooter.
  3. Use any item available as a weapon.
  4. Make loud noises.
- v. Regardless of what option the employee chooses, the employee shall remain calm, keep hands visible, and follow law enforcement’s orders when approached by law enforcement.

**d. Tornado**

- i. If the courthouse is subject to a tornado warning, law enforcement or Emergency Management shall make an announcement of such warning through the county’s paging system, email, phone call, or any other type of communication.
- ii. Upon receiving notice of the tornado warning, employees shall do the following:
  1. Evacuate to the following designated shelter areas:
    - a. **Individuals on the 5<sup>th</sup> floor and 1<sup>st</sup> floor** – 1<sup>st</sup> floor in Forestry and Parks Department (Room 103) and/or Land Conservation Department (Room 102) with overflow (if needed) in hallway adjacent to Public Health Department (Room 105)
    - b. **Individuals on the 4<sup>th</sup> floor, 3<sup>rd</sup> floor, and 2<sup>nd</sup> floor** – 2<sup>nd</sup> floor in ADRC (Room 201), Planning, Zoning, and Land Information Department (Room 204), and/or Maintenance Department with overflow (if needed) in hallway adjacent to coffee shop/breakroom
  2. During evacuation, do the following:
    - a. Assist the public and other employees to such areas if possible.
    - b. If employee cannot evacuate to designated shelter area, employee shall seek shelter under a desk or heavy, large furniture away from glass doors and windows.
    - c. Do not use elevators unless physically necessary.
  3. Stay away from glass doors and windows if possible.
  4. Close all doors and place an indicator on the door indicating the room/office is vacant (i.e. placing white magnet on door frame).

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- 5. Department Head or designee(s) shall ensure their respective department is clear and secure before evacuating.
  - a. Department Head or designee shall inspect nearby restrooms, storage rooms, and conference rooms are vacant.
- 6. Upon leaving the courthouse, employees shall proceed immediately to the designated areas set forth in Exhibit A (Map of Designated Areas).
- 7. Employees shall check-in with their respective Department Head upon arriving at designated area.
- 8. Department Head or designee(s) shall verify all employees within their respective departments are accounted for. Department Head or designee(s) shall report any missing employees to law enforcement immediately.
- 9. Employees shall follow any orders from law enforcement and shall remain at the designated areas until released or instructed otherwise by law enforcement.

**9. General Emergency Response**

- a. After an emergency has occurred, the county shall take the following steps:
  - i. If appropriate, EAP services shall be made available to employees. Additional counseling services may also be made available depending on need.
  - ii. Contact county’s liability and property insurer.
  - iii. Debrief the emergency and response.
  - iv. Review county safety and security plans and procedures.
  - v. Review county safety and security resources such as alarms and access controls.

**10. Inspection/Training**

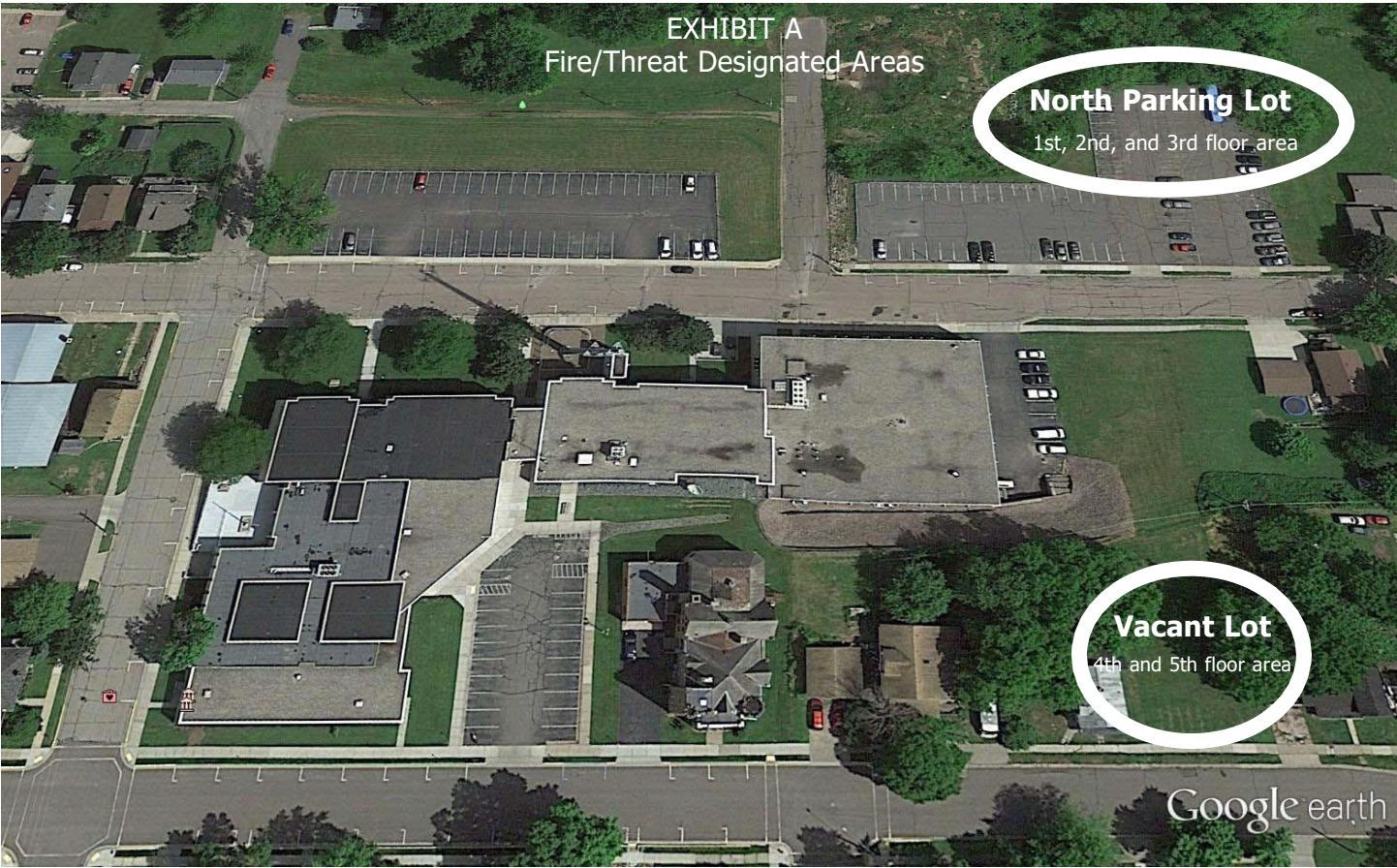
- a. The Maintenance Department or designee shall inspect county safety and security resources on annual basis, at a minimum. Such inspection includes confirming operation of alarms, security lights, and county’s paging system.
- b. The Personnel Department shall ensure new employees are trained on this policy.
- c. Employees shall be retrained on this policy at least annually.
- d. Debriefing shall occur after training exercises.

**11. Attachments**

- a. Exhibit A - Fire/Threat Designated Areas
- b. Exhibit B – Incident Report Form

<b>Revision History</b>		
<b>Adoption/Revision Date</b>	<b>Overview of Adoption/Revision</b>	<b>Adoption/Revision Reference</b>
November 20, 2019	New policy	Public Property meeting minutes from November 20, 2019





Google earth



Clark County  
 Incident Report Form

PERSONAL INFORMATION	
Person Completing Form	
Address	
Telephone	
Email	

INCIDENT INFORMATION			
Incident Date		Incident Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
Type of Incident (check one)	<input type="checkbox"/> Medical Emergency <input type="checkbox"/> Threat <input type="checkbox"/> Suspicious Package <input type="checkbox"/> Fire <input type="checkbox"/> Other: _		
Location of Incident (specify details)			
Witness(es) to Incident			
Law Enforcement Contacted?	<input type="checkbox"/> No <input type="checkbox"/> Yes; if yes, when? _		
Details of Incident (attached additional sheets if needed)			

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Date Received		Date Reviewed	
Reviewed By			