



## **BUILDING LOCKDOWN**

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Cancels: None • Reference: None

### **Definitions:**

**Lockdown** – the temporary closing of a single or multiple county buildings in response to a potential violent or dangerous situation in or surrounding the facility.

#### **1. Lockdown of County Buildings is Made in Response to Threats Where Physical Barriers May Provide Protection.**

Deciding to lockdown county buildings will be made when it is determined there is an eminent threat or potential for serious harm to employees, volunteers or citizens where a physical barrier can help provide protection.

An example of threat includes dangerous person(s) in or near county buildings or a situation where evacuation from the area would be more dangerous than lockdown.

Employees who believe such a threat exists shall notify their supervisor, an Incident Team member, or 911 if immediate danger exists. When notified, the Incident Team shall meet to review the situation, if possible. The Team and supervisor shall notify the Commissioners' Office.

#### **2. Responsibility for Lockdown Belongs to the Board of Whitman County Commissioners.**

The Board of County Commissioners designate lockdown status. If a reasonably timed vote of the Board is not possible, authority is designated in the following order:

1. Board of County Commissioners
2. Two Commissioners
3. One Commissioner
4. Sheriff
5. Prosecutor
6. Judge(s)

Once the decision to lockdown has been made, a set of steps will be followed. First, law enforcement will be notified. Employees will be notified of the “Lockdown” decision through the Incident Team, elected officials and department heads.

Upon notification to “Lockdown” employees shall enter the nearest office bringing with them any individual in the immediate area. Employees will lock doors, close windows, lower shades, turn out lights and stay off phones unless needed for an emergency. Employees will remain in the room until a message of “All Clear” is received.

Employees should not expect immediate information. Information will be provided as time permits depending on the level of the threat.

Employees should expect law enforcement personnel to sweep through and around the buildings. Stay out of sight and away from windows and doors.

**3. Employees Remain in a Secure Area until Notified “All Clear.”**

The “All Clear” notification will follow the same process as described in previous provision number two (2) .

**4. The Incident Team will Email a Report Describing the Incident.**

After the “All Clear” notice, the Incident Team will meet and create a report outlining the general facts of the incident. The report will be emailed to each department as soon as possible.