



HAZARDOUS DEVICES, FIRE AND EVACUATION

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Res#062378, 062379, 062380,062381, 062382, 062383, 074416 •
Reference: None

Definitions:

Key Personnel – those persons designated by their department head or elected official to complete assigned vital functions prior to exiting the facility.

Vital Functions – important tasks specific to each department, such as closing vaults, files, cash drawers, etc.

Visitors – Any individual who is not an employee of Whitman County.

1. **Whitman County recognizes that hazardous device threats and fire could happen at any time. Additionally, these and other threats could require the evacuation of county buildings.**
2. **In the Case of Fire, Employees will Evacuate the Building if possible.**

In the case of fire, employees are expected to pull the nearest fire alarm and evacuate the building. Once at the evacuation site, call 911 for emergency services.

Fire extinguishers are located throughout the county buildings. If an employee chooses to use a fire extinguisher:

- Pull the fire alarm and instruct someone to call 911
- Use a fire extinguisher only if the fire can be observed.
- Do NOT use a fire extinguisher if the fire is larger than a wastebasket. Pull the fire alarm and evacuate the building.
- Use only ONE extinguisher before evacuating.

3. **Hazardous Device Threats may be Received by Phone, in Writing, in Person, or in the Form of Suspicious Packages.**

Phone Threats: If a threat is received by phone, remain calm and gather as much information as possible. Notify a supervisor, call 911 and follow the instructions of law enforcement. Once resolved, notify a member of the Incident Team.

Written Threats: If a written threat is received, notify the supervisor immediately. Call 911. Do not handle the note unnecessarily. Follow the directions of law enforcement and notify an Incident Team member.

Personally delivered Threats: Personal threats may come verbally or in the form of a written note. Remain calm and do what the offender asks. Do not attempt to apprehend the offender. If possible, trigger the emergency alarm F11 and F12 on your computer. Once the offender leaves call 911 immediately and follow the directions of law enforcement. (F11/F12 is not staffed 24/7, help may not be coming, dial 911 as soon as safely possible)

Suspicious Packages: If a suspicious package is found, DO NOT TOUCH IT. If possible, close off and evacuate the area. Call 911 and follow law enforcement instructions.

4. Evacuation may occur in the case of fire or as instructed by law enforcement.

Evacuation of Whitman County facilities must occur in a safe and orderly manner. All personnel must evacuate the building as quickly as possible, except "Key Personnel". If safe, "Key Personnel" should remain in the office to complete vital functions and then exit immediately.

Use the most direct and safest route for evacuation. If the primary route is blocked, follow the secondary route. Leave by the nearest exit. Use the stairways. Never, under any circumstances, use the elevators. Walk in an orderly fashion. Do not run to the exits.

If smoke is present, crawl on hands and knees. If closed doors block the exit route, feel each one with the palm of the hand. If they are hot do not open them. Turn off fans and air conditioners, seal up cracks and vents to the room, and signal at a window for rescue.

All employees on the Colfax campus are to evacuate to the First Baptist Church building unless otherwise directed by law enforcement. The Baptist Church is located at 200 N. Mill Street, Colfax, Washington 99111. Department Heads and Elected Officials are responsible for designating evacuation locations for facilities outside the Colfax campus.

Notify law enforcement immediately of any people known to be trapped in the building.

Employees are prohibited from leaving the assembly point until allowed to do so by law enforcement personnel.

5. The Accounting of Employees at the Evacuation Site.

Once at the evacuation site, department heads/elected officials or their designees will organize a roll call of each department's employees to make sure everyone evacuated arrived safely.

If someone is believed to be missing or need rescue, emergency personnel will be notified immediately.

Once a roll call has been taken, rosters should be presented to the Whitman County Incident Team.

6. Each Department is Responsible for Training its Employees on this Policy and Developing an Evacuation Plan.

Each department will provide training to new employees. It shall include but not be limited to:

- The provisions of this policy
- Exit locations and evacuation routes
- The location of smoke alarms
- Where to assemble after evacuation
- Key personnel assignments and duties

Each department shall maintain a visual illustration of escape routes. Illustrations will be posted on the primary doors of each department/location.

The department's evacuation plan will include security procedures for papers, cash and other material that are sensitive or confidential.

Visitors will be notified and evacuated in the same manner as employees.

The department plan should specify NOT to close doors or windows, NOT to walk by the danger area, and NOT to stop for personal belongings.