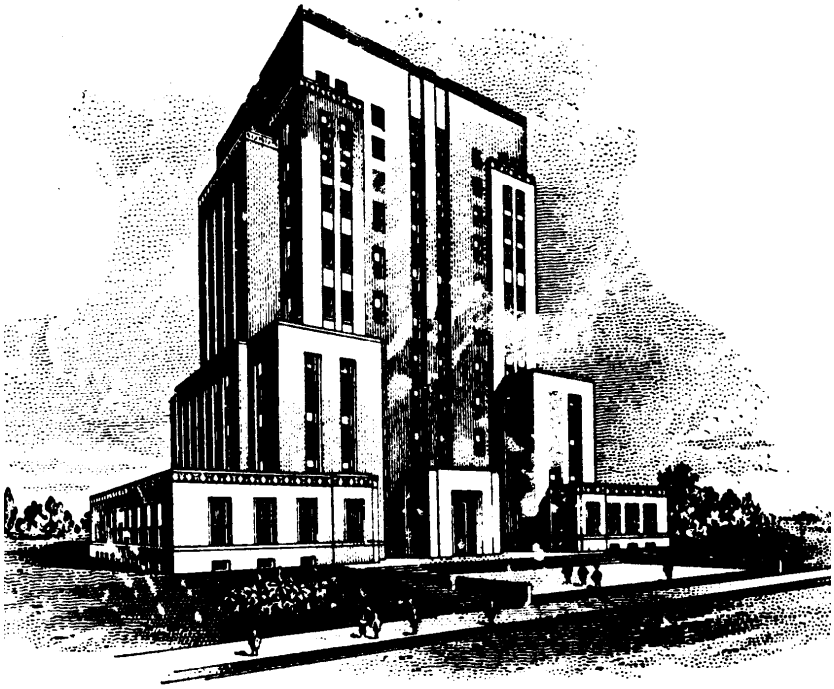
RACINE COUNTY COURTHOUSE
Emergency Response Plan



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INTRODUCTION

The Racine County Courthouse is the center of County Government. There are six courtrooms and many department offices in the Courthouse. The Courthouse is staffed Monday through Friday and general working hours are 8:00 AM to 5:00 PM. There are over 500 employees. In addition, there may be many visitors and members of the public on-site during normal business hours.

This manual has been designed to guide and assist those responsible for the safety of people and the building, and to minimize the danger to life and property. This plan has been developed by the Racine County Office of Emergency Management. It is intended to give a general overview of emergency response procedures. All situations cannot be neatly categorized and hard and fast guidelines cannot be drawn. Individual judgment must be exercised.

EMERGENCY RESPONSE TEAM ALERTING LIST

B. & F. SUPERINTENDENT:	**636-3104**
SHERIFF:	**886-2300**
CHIEF OF STAFF:	**636-3120**
CORPORATION COUNSEL:	**636-3115**
EMERGENCY MANAGEMENT COORDINATOR:	**636-3515**
COUNTY EXECUTIVE:	**636-3273**

ASSIGNMENT OF PERSONNEL

County Executive

The County Executive is responsible for all county buildings and facilities, except that the Sheriff has statutory responsibility for the jail. In the interests of safety and sound emergency response procedures, however, immediate emergency response authority in each county building or facility is delegated to a senior staff member regularly present at that site. That person will be designated as the Emergency Response Officer.

Emergency Response Officer (ERO)

The Emergency Response Officer shall maintain contact with the Office of the County Executive as feasible and appropriate, but shall nevertheless have emergency response authority, including authority to direct evacuation, over the building or facility to which he/she is assigned. In the courthouse, the Superintendent of Building & Facilities or his/her designee will serve as the Emergency Response Officer and will direct all emergency operations for the Racine County Courthouse until relieved by the County Executive or his/her designee.

Emergency Response Team (ERT)

The Emergency Response Team shall help the ERO implement the plan. One member of the Team will be designated to act as a liaison between the ERT and emergency responders.

Department Heads/ Division Managers/Supervisors

Department heads will remain in control and responsible for their employees and visitors within their individual departments.

County Employees

County employees have an obligation to assist the general public, in the event that this plan is implemented.

Emergency Floor Marshals

Emergency Floor Marshals have been assigned to each floor. They will be responsible for implementing this plan on their respective floors, including assisting employees and the general public and conducting a search of the floor, including bathrooms. Their responsibilities in specific types of incidents are set forth more fully hereafter.

GENERAL EVACUATION PROCEDURES

General Evacuation Procedures apply to building evacuations for any emergency, including but not limited to fire alarms. They have been developed to conform to ADA requirements. **All employees and visitors are expected to evacuate the building during fire alarms.** Even if the audible alarm stops sounding, employees shall continue to evacuate and wait outside until verbal instructions are given. Reentry **will not** occur until specific verbal instructions have been given by the Emergency Response Team. The Emergency Response Team will not give specific verbal instructions until an all clear has been given by the Racine Fire Department.

Emergency Response Team

- In the event of inclement weather, the Emergency Response Team will establish operations in the Law Enforcement Center. One member of the ERT will be assigned to serve as a liaison between the ERT and emergency responders.

Department Heads/Supervisors

- All Department Heads/Supervisors shall compile and maintain a listing of employees who cannot use the stairs during a general evacuation of the Courthouse. These will be kept on file with the County Executive's Office, Corporation Counsel, Office of Emergency Management and the Sheriff's Department and shall also be provided to the Emergency Floor Marshals responsible for the floors on which such employees work.
- Department Heads/Supervisors shall assist disabled employees and visitors into the main (north) stairwell.
- Department Heads/Supervisors are responsible for making sure that courthouse employees and the general public move across the street. They are to account for members of their staff and to alert the Emergency Floor Marshal of any disabled persons left behind in the stairwell or anyone that may be missing.

Emergency Floor Marshals

- Emergency Floor Marshals shall assist other employees and members of the general public in effecting an orderly evacuation of the building.
- Emergency Floor Marshals shall conduct a search of the floor, including bathrooms, before leaving.
- Emergency Floor Marshals shall use the main (north) stairwell and report to the Law Enforcement Center entrance. They shall notify the ERT and the fire department of any disabled person left in the building.

All Employees

If you hear the fire alarm or are instructed to evacuate the Courthouse:

- Use common sense and try not to panic.
- End all phone calls.
- Take your coat, keys, valuables and a flashlight with you, if they are readily available. Do not return to your office for them.
- Shut and lock all office doors, shut all open windows and turn off office lights.
- Do not open a door if the knob is hot, or if you feel heat on the other side.
- Do not use elevators, unless told to do so by emergency officials.
- Assist the general public and fellow employees.
- Use the nearest, safe emergency exit or stairwell. Merge alternately with employees evacuating lower floors to keep all lines moving.
- If you are disabled and cannot take the stairs, wait in the main (north) stairwell until rescue workers arrive.
- Keep conversation to a minimum. Do not linger or carry beverages into stairwells
- **DO NOT** reenter the building until given an all clear.
- All Employees and visitors shall report outside the Law Enforcement Center West Entrance.

NOTE: DO NOT WAIT IN FRONT OF THE COURTHOUSE; THIS AREA MAY NEED TO BE ACCESSED BY EMERGENCY PERSONNEL.

FIRE

UPON DISCOVERY OF A FIRE:

- **PULL THE FIRE ALARM** closest to the scene.
- Dial 911 from a safe area**. (If using a county phone, dial 9-911.)** Provide the following information: Your name, building where the fire is located, floor and room where the fire is located and details of fire emergency.

Emergency Response Team

- If needed, the Emergency Response Team will establish operations in the Law Enforcement Center-Sheriff's Department Conference Room.
- One member of the ERT will be assigned to serve as a liaison between the ERT and emergency responders.
- The ERT will determine whether/when to give verbal instructions to return to the Courthouse.
- The ERT will not give specific verbal instructions to return to the Courthouse until an all clear has been given by the Racine Fire Department (***or it has been determined by Building & Facilities that it was a false alarm).***

Department Heads/Supervisors

- Department Heads/Supervisors shall assist disabled employees and visitors into the main (north) stairwell.
- Department Heads/Supervisors are responsible for making sure that courthouse employees and the general public move across the street. They are to account for members of their staff and to alert the Emergency Floor Marshal of any disabled persons left behind in the stairwell or anyone that may be missing.

Emergency Floor Marshals

- Emergency Floor Marshals shall assist other employees and members of the general public in effecting an orderly evacuation of the building.
- Emergency Floor Marshals shall use the main (north) stairwell and report to the Law Enforcement Center entrance. They shall notify the ERT and fire department of any disabled person left in the building.

All Employees

- Proceed to the nearest stairwell (DO NOT USE THE ELEVATOR) and follow the General Evacuation Procedures.
- If caught in heavy smoke, take short breaths: breathe through your nose. Stay low, crawl if necessary. (There will be less smoke near the floor).
- All employees are expected to evacuate the building during fire alarms.

SEVERE WEATHER

SEVERE THUNDERSTORM WATCH:
A Severe Thunderstorm **WATCH** is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm (damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater) is likely to develop.

SEVERE THUNDERSTORM WARNING:
A Thunderstorm **WARNING** is issued when thunderstorms produce torrential downpours, high winds and hail. Tornadoes can follow severe thunderstorms.

TORNADO WATCH:
A Tornado **WATCH** is issued when conditions become favorable for the development of severe weather.

TORNADO WARNING:
A Tornado **WARNING** is issued when a tornado or funnel cloud is actually sighted or detected on radar.

Emergency Response Officer

- Will ensure that all Severe Weather Watches and Warnings are disseminated over the public address system.
- Will give an ALL CLEAR if the need for sheltering has been cancelled.

Emergency Response Team

- Will monitor the situation and be prepared to respond in the event of injury or damage caused by severe weather.
- Will direct building evacuation if necessary.
- Will establish an off-site Command Center if the Courthouse is evacuated.

Emergency Floor Marshals

- Will assist with responses to damage and/or injury occurring on their floor.
- In the event of an evacuation, will perform normal evacuation assistance and monitoring as spelled out under General Evacuation Procedures.

All Employees

- During a declared **Severe Thunderstorm Watch/Warning or a TORNADO WATCH**, employees on the side of the building from which the storm is coming should watch out for funnel clouds or other severe weather. These reports should be made to the Sheriff's Department Dispatch Center at **886-2300** and to the Building & Facilities at **636-3104**.
- During a **TORNADO WATCH**, employees will maintain normal work patterns, but be alert to the possibility of changing weather conditions. Employees shall be prepared to move to shelter.

- When a **TORNADO WARNING** is issued for Racine County:

    a. Files and important documents, not in use, should be returned to their proper storage location for safe keeping.
    b. All employees and visitors will report to a **Windowless Interior Room, Hallway or Stairwell. All doors should be closed to prevent flying debris from injuring or killing employees and visitors.**
    c. Employees will remain in the shelter area until directed to return to work by the Emergency Response Officer.

BOMB THREAT

Sheriff's Department

- Will coordinate all searches.
- Will advise the ERT whether an evacuation of the Courthouse is necessary.
- Will notify Racine Fire Department in the event an actual bomb is discovered.

Emergency Response Officer/Team

- If a bomb threat is reported, but no specific location is given, an Emergency Floor Marshal on each floor will be notified by Building & Facilities.
- Building & Facilities, in conjunction with the Sheriff's Department, will decide whether to evacuate the courthouse.
- Notification of the direction to evacuate will be made by the most appropriate method.
- After the incident, the ERT will work through the Floor Marshals to provide an update to employees.
- The ERO will notify the County Executive and keep him apprised of the situation.

Department Head/Supervisor

- When informed by an employee of a bomb threat, the Department Head/Supervisor shall notify:

Sheriff's Department	**886-2300**
Building & Facilities (Emergency Response Officer)	**636-3104**

- If the bomb threat is for that floor, the department head/supervisor will also notify the Emergency Floor Marshal for that floor.
- The Emergency Floor Marshal, Supervisors and employees should make a visual check of their area for anything unusual or suspicious.
- **In the event that evacuation is ordered,**
  - If the stairwells are safe to use, assist disabled people who can not make it down the stairs into the north stairwell until rescue workers arrive. If the stairwells are not safe to use, listen for alternative instructions.
  - Supervisors and employees shall report across the street to the **Law Enforcement Center** and await further instructions.
  - Supervisors will take roll of their personnel upon arrival at the holding area and will notify the Emergency Floor Marshal of any disabled persons left behind in the stairwell or anyone missing.

Emergency Floor Marshals

- The Emergency Floor Marshal will notify, as they deem necessary, the people on their floor to conduct a search of the area.
- The Emergency Floor Marshal, Supervisors and employees should make a visual check of their area for anything unusual or suspicious.

- The Emergency Floor Marshal shall notify law enforcement officials on the scene and the ERT, if anything unusual or suspicious is found.
- **In the event that evacuation is ordered,** Emergency Floor Marshals will report to the Law Enforcement Center West Entrance and notify the ERT/Fire Department of any disabled persons left behind or anyone reported missing.

All Employees

- Any person receiving a bomb threat should remain calm and obtain as much information as possible, including:
  a) Where is the bomb?
  b) When will it go off?
  c) What does the bomb look like?
  d) Why was the bomb put there?
  e) How did the bomb get there?
- Listen for any possible background noises; e.g., music, train, machinery, or other identifiable sounds.
- Write down the exact words of the caller and characteristics of the caller's voice and speech. Note the time.
- The employee will notify his or her Department Head/Supervisor.
- If a local area search is directed, employees should make a visual check of their area for anything unusual or suspicious. **DO NOT TOUCH** or move anything unusual or suspicious.
- If a suspicious package is discovered, do not turn on/off lights use a cell phone or other electronic devices. Clear the building immediately and notify all of the following:

Sheriff's Department	**886-2300**
Building & Facilities (Emergency Response Officer)	**636-3104**

- **In the event that evacuation is ordered,**
  - Employees shall obey all instructions given over the public address system.
  - If the stairwells are safe to use, assist disabled people who can not make it down the stairs into the stairwell until rescue workers arrive. If the stairwells are not safe to use, listen for alternative instructions.
  - Employees shall report across the street to the **Law Enforcement Center** and await further instructions.

Note: The Sheriff's Department is not equipped to detect or neutralize a bomb. Without the assistance of employees familiar with the area, the Sheriff's Department has no way of knowing what is unusual or suspicious. Therefore, it is essential that employees inform law enforcement, either directly or through their floor marshals, of anything unusual or suspicious in their work areas.

Procedure Form
Recording Bomb Threats or Other Anonymous Phone Calls

NAME:		**DATE:**		**TIME:**	
DEPARTMENT:		**PHONE #:**			

QUESTIONS TO ASK?	***Write Down Exact Words***
1. When is the bomb going to explode?	
2. Where is it now?	
3. What does it look like?	
4. What kind of bomb is it?	
5. What will cause it to explode?	
6. Did you place the bomb?	
7. Why did you place the bomb?	
8. What is your address? Where are you?	
9. What is your name?	

Did the caller appear familiar with the office or building by his description of the bomb location?	**Y**	**N**

Sex of caller:	**M**	**F**	**Age:**		**Race:**		**Length of Call:**

Caller's voice

Calm		Laughing		Lisp		Disguised	
Angry		Crying		Raspy		Accent	
Excited		Normal		Deep		Stutter	
Slow		Distinct		Ragged		Rapid	
Slurred		Nasal		Loud		Soft	
Clearing Throat		Cracking Voice		Deep Breathing		Incoherent	
Well Spoken		Foul		Familiar* (Specify)			
Message Taped		Message Read					

Background Noises

Street Noises		House Noises		PA System		Animals	
Airport Noises		Motor		Long Distance		Music	
Voices		Office Machinery		Clear		Other (specify)	
Static		Factory Machinery		Local			

REMARKS

EVACUATION/BOMB SEARCH CHART

Building: _____ **Date:**_____

Floor/Area	**Time**		**Remarks**
	Evacuated	Searched	

Note: This chart provides a useful tool for reviewing the effectiveness of an evacuation and/or search. Remarks may include who searched the floor or area, where people were relocated, and any unusual circumstances encountered.

WORKPLACE THREATS
(Civil Disturbances)

All Employees

Pre-Incident

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- Identify potential hiding places and escape routes.

De-escalation – If an individual is acting in a suspicious or hostile aggressive manner **(distraught, harassing, or abusively angry person)**, even if that person is not violent and no immediate threat is present, employees should:

- Notify your supervisor.
- Attempt to prevent the situation from escalating:
  1) Stay Centered. It's not about you. Take a deep breath and remain calm, collected and professional.
  2) Maintain an open but not vulnerable body language. Show that you are giving them attention but do not allow yourself to be trapped or cornered. Do not engage in a debate or argument with them.
  3) Act in a courteous manner and try to calm the person down. There may be situations where you can use your customer service skills, best judgment and experience to help defuse the situation.
  4) To the best of your ability and following procedures, help this person obtain what they seek. A flat out refusal or denial of support or services may invoke greater anger.
  5) If you are not able to provide exactly what the individual demands (meeting with a manager now), offer an alternative solution such as speaking to someone else, taking a message or setting an appointment.
  6) Establish a collaborative spirit – "How can we solve this problem?" Focus on solving the situation or problem at hand.
  7) Listen! Allow them a reasonable amount of time to explain, complain and even vent.
  8) Show them that you are listening, stop what you are doing, keep eye contact and pay attention. When you reply, recount what their main issues are and identify their feelings.
- Keep distance between yourself and the individual. Keep at least 6-8 feet from the aggressor. Use barriers to keep individual from coming close to you. Do not allow them to block your exit or escape. Do not turn your back on them.

Escalation: If the situation escalates and you believe that an individual is acting in a manner that poses an immediate threat to you or others:

- Seek safety by leaving the area if possible. Close and lock all doors behind you.
- Summon Law Enforcement by phone (9-911) or by activating emergency alarms when available.

- When reporting an emergency event to Dispatch, employees should tell the dispatcher their name and location, report the specifics of the event in a clear and concise manner and be prepared to stay on the line and answer any questions the dispatcher may have (unless doing so would put you in danger).
- Make no attempt to control a violent individual.

If you witness an act of workplace violence that does not involve you, use your discretion. In some cases, your involvement may help a co-worker; other times it may be better to just dial 911 from a safe area. (If using a county phone, dial 9-911.)

Department Head/Supervisor

- If possible, when notified of a situation, attempt to safely defuse the situation.
- If unable to defuse the situation, the Department Head/Supervisor shall notify

Sheriff's Department	**886-2300**
Building & Facilities (Emergency Response Officer)	**636-3104**

- Supervisors receiving employee reports of workplace violence, or who have knowledge or information of internal or non-emergency situations which may affect the security of Racine County and its assets, must report such incidents to their department head.
- The department head must complete a confidential memorandum and submit it to the Human Resources Director. The memorandum should include:
  - A detailed description of what happened, where it happened and when it happened;
  - The identity of the person(s) committing the threat or violent behavior;
  - The identity of the person(s) against whom the threat was made or violent behavior directed;
  - The identity of the person(s) reporting or witnessing the threat or violent behavior;
  - Observations that support the contention that the individual intends to follow through on a threat;
  - How the matter was resolved or suggestions for minimizing the risk of a violent act based on the information available.
- Should it appear that the incident requires immediate attention, a verbal report shall be made to the Human Resources Director or his/her designee followed by with a confidential written memorandum.

Emergency Response Officer/Team

- In the event that officials know about the situation in advance (Public Demonstration, for example), the Emergency Response Team may assemble in an available conference room and assess the situation to determine its gravity and its effects on the safety of employees and visitors before taking action.
- The team will work closely with the Sheriff's Department to mitigate any threat or danger posed by a civil disturbance.
- The ERO will notify the County Executive and keep him apprised of the situation.

Things to Say For Handling Aggressive Encounters

Calming the Tension/ Noticing their needs:

- "I see that you are in a hurry, we will get through this process as quickly as possible and get you on your way."
- "Sir, I realize that this is your third time here. I will do what I can to make sure we get this taken care of today."
- "I know it is pretty hectic here today. Thank you for being patient during the wait."

Reflective Listening:

- "So let me see if I understand you right. You have/tried/feel (repeat back the main points that they have stated)."
- "You must be feeling… (frustrated, treated unfairly, anxious, concerned, etc.)"
- "I would be feeling (appropriate emotion) too."
- "So your main concern is ……)."

Setting Limits:

- "If we are going to continue to work together, I have to insist that you stop using that language."
- "In order for us to continue, I am going to ask that you show me the respect that I have been showing you."
- "I realize that you are mad but I do not deserve to be spoken to in that manner."
- "If we are going to continue, we have to do so in a respectful and dignified manner."

Suspicious Person Worksheet

Sex	Est. Age	Est. Height	Est. Weight
Race	Hair Color	Eye Color	Facial Hair?
Scars/Marks	Tattoos	Face/Complexion	Nose
Hat	Eyewear	Piercing	Jewelry
Shirt/Dress	Pants	Bags	Footwear
Other			

Suspicious Vehicle Worksheet

Body Type		**Color**
Sedan	Truck	**Make**
Van	SUV	**Model**
License Plate – Number and State		Other Information

Description of Observed Activities

Identify, as thoroughly as possible, what was suspicious about the observed activities.

ACTIVE SHOOTER

Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Information To Provide To Law Enforcement Or 911 Operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

Hide Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm

- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take Action Against The Active Shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Note: *Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.*

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.
- Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Medical Emergency Response Plan

All Employees

- In a medical emergency, dial 911 **(If using a county phone, dial 9-911)** or instruct a bystander to dial 911. Sheriff Personnel will bring the AED and a First Aid Kit.
- Provide the following information:
  - **Your Name**
  - **Building name and address: Racine County Courthouse, 730 Wisconsin Avenue, Racine**
  - **Location of the emergency including floor and specific office and/or room number.**
  - **Any available details of accident or illness**
- Do not hang up until told to do so in case additional information is needed. (unless staying on the line would put you in harm's way)
- Do not move injured or ill person unless it is necessary to avoid further injury (such as a fire or tornado).
- Reassure the accident victim or ill person that emergency assistance is on the way.
- If trained, begin CPR if necessary.
- Have someone meet the rescue personnel outside the building and direct them to the location of the victim.
- If a County Employee was injured, that employee must complete (if they are able) the Employee Injury Report form and submit it to his/her supervisor or designee:

http://racinecounty.com/Home/ShowDocument?id=1939

- If a member of the public or non-county employee was injured, **immediately** complete Non-Employee Injury Report form and submit it to the **Corporation Counsel's Office**.

http://racinecounty.com/Home/ShowDocument?id=1951

Medical Emergency Response Team

- Start CPR on the victim, if necessary.
- Employees that are trained in CPR/AED (Medical Emergency Response Team) should bring the Automated External Defibrillator (AED) and report to the emergency location to assist.

AEDs are located:

- **1st Floor in the County Clerk/Treasurers Office**
- **8th Floor lobby on the wall**
- The Emergency Response Team is to assist with CPR and/or AED until an ambulance arrives.
- Emergency personnel will take the AED to St. Mary's to download information into a database and return it once download is completed.
- Notify Human Resources immediately that the AED was used.

Division Managers/Supervisors

- In the event an employee cannot fill out the Employee Injury Report, the supervisor or designee will fill out the Employee Injury Report.

- The supervisor or designee will investigate the incident to determine if the facts included in the Employee Injury Report are complete and correct. The supervisor will complete the Supervisor's Report and forward both employee and supervisor forms to Human Resources Employee Benefits Manager within 24 hours of the incident.

SHELTER-IN-PLACE

In the event of a hazardous chemical release occurring outside of the building, the Fire Department may recommend that you "Shelter-In-Place." Shelter-In-Place is a precaution intended to keep you safe while remaining inside the building. In some situations, it is safer to remain in the building than risk exposure by attempting to evacuate. With air-handling and ventilation systems shut down, the building should provide a good barrier against air-borne chemical contaminants. Shelter-In-Place is a short term precaution and should only last several hours or less.

Emergency Response Officer/Team

- Upon notification by the Fire Department that employees and visitors should Shelter-In-Place, the Emergency Response Officer/Team shall:
  - **Close** the building and bring **everyone inside**.
  - **Lock** outside doors, **close** windows and air vents.
  - **Turn off** fans, air conditioning, elevators and forced air heating systems.
  - Make an announcement over the PA that employees/visitors in the basement and First Floor take the stairs to a higher floor and that all employees should report to an interior windowless room.

All Employees

- Remain calm.
- If you are in the basement or First Floor, go to an upper floor. If you are on the second Floor or above, you can remain where you are. Most chemicals are heavier than air and will seek out low lying areas.
- Do not use the elevators.
- **Go into an interior room**, such as a break room or conference room, with few windows, if possible.
- When inside, close the door. If possible, **seal** all windows, doors and air vents.
- Be prepared to **improvise** and use what you have on hand to **seal gaps** so that you create a barrier between yourself and any contamination.
- Await further instructions from the ERT or other emergency authorities.

OFFICIAL RACINE COUNTY MAIL PROCEDURE ADVISORY

Identifying Suspicious Packages And Envelopes

Some characteristics of suspicious packages and envelopes include the following:

Inappropriate or unusual labeling

- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
- Marked with any threatening language
- Postmarked from a city or state that does not match the return address

Appearance

- Powdery substance felt through or appearing on the package or envelope
- Oily stains, discolorations, or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape, string, etc.

Other suspicious signs

- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

IF A PACKAGE OR ENVELOPE APPEARS SUSPICIOUS, DO NOT OPEN IT.

Handling of Suspicious Packages or Envelopes

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- Notify your Department Head/Supervisor. The Department Head/Supervisor shall notify:

Sheriff's Department	**886-2300**
Building & Facilities (Emergency Response Officer)	**636-3104**
County Executive's Office	**636-3273**

Note: When calling the Sheriff's Department, let them know what building you are in, including the floor and office area location.

- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and law enforcement officials.

This procedure was modified by Racine County from information submitted by the Centers for Disease Control & Prevention (CDC).

UNITED STATES POSTAL SERVICE

SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:

1 Handle with care. Don't shake or bump.

2 Isolate it immediately

3 Don't open, smell, touch or taste.

4 Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb:
Evacuate Immediately
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Radiological:
Limit Exposure - Don't Handle
Evacuate Area
Shield Yourself From Object
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:
Isolate - Don't Handle
Evacuate Immediate Area
Wash Your Hands With Soap and Warm Water
Call Police
Contact Postal Inspectors
Call Local Fire Department/HAZMAT Unit

EMERGENCY FLOOR MARSHALS

FLOOR	NAME	EXTENSION
BASEMENT:	Kim Keleske (Finance)	x3769
	Duane McKinney (Print Shop)	x3772
1ST FLOOR:	Tracy Nagy-Feichtner (Reg. of Deeds)	x3849
	Marilou Hipper (Treasurers)	x3240
	Wendy Christensen (County Clerk)	x3482
	Joanne Smith (County Clerk)	x3482
2ND FLOOR:	Latonia Lewis (Victim Witness)	x3439
3RD FLOOR:	Diane Hansen (Courts)	x3158
	Cheri Cape (Courts)	x3159
4TH FLOOR:	Jennifer Bell (Courts)	x3131
	June VanPinsker (Finance)	x3129
5TH FLOOR:	Michele Sorenson (Family-North)	x3139
	Linda Gonzalez (Family-South)	x3854 or x x3162
	Anisa Dunn (Family-South)	x3780
6TH FLOOR:	Lori Ballewske (Courts)	x3137
	Taryn Brown (Courts)	x3867
7TH FLOOR:	Bev Westphal (Courts)	x3134
	Kim Parsons (Human Resources)	x3980
8TH FLOOR:	Brian Graziano (Courts)	x3112
	Rachel Wieczorek (Courts)	x3773
9TH FLOOR:	Shari Scharping (DA)	x3883
	Michelle Hoffman (DA)	X3464
10TH FLOOR:	Nicole Jurgens (North Corp Counsel)	x3525
	Dawn Hendrickson (County Exec)	x3273
11TH FLOOR:	Mike Wendling (Information Technology)	x3684
	John Barrett (Information Technology)	x3776

Revisions

10/31/01	09/02/03	06/17/10	08/08/14
12/13/04	09/10/03	08/11/11	08/22/14
11/01/01	03/09/04	04/12/12	01/16/15
12/03/01	10/04/06	08/17/12	07/31/15
04/12/02	10/20/06	08/29/12	01/27/16
04/15/02	03/13/07	08/30/12	07/19/16
03/12/03	11/09/07	04/24/13	10/03/16
04/28/03	01/13/09	08/27/13	11/11/16
06/04/03	11/30/09	04/15/14	