



MIDDLETON POLICE DEPARTMENT

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POLICY
13.1.1.05

SUBJECT: **Building/Facility Emergency Plan**

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MRR

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FACILITY EMERGENCY ACTION PLAN

Potential emergencies such as fire, explosion, severe weather, terrorist or bomb threats and all other emergencies may require employees to seek shelter or evacuate the Police Department and Municipal Court Building. An emergency action plan and adequate occupant familiarity with the building can minimize threats to life and property. This Facility Emergency Action Plan is intended to communicate the policies and procedures for employees to follow in an emergency situation to ensure the safety of all employees and building visitors.

General Guidelines

The following guidelines apply to this Facility Emergency Action Plan:

- Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by fire personnel or police officer.
- Any order to evacuate the building or a portion of the building shall be followed immediately and with due regard for the safety of all persons.
- In the event of an emergency, the ranking officer present shall assume responsibility for ensuring that the guidelines in this operating procedure are followed.
- No evacuated employee or citizen is permitted to re-enter the building until advised by the Fire Department or the Officer in Charge.

Alerting or Signaling Building Occupants in Case of Fire or Other Emergency

- A. Persons discovering a **fire, smoky condition, or explosion** should actuate the nearest fire alarm pull station and notify the communications center of the location and nature of the emergency.
- B. It may be necessary to activate additional fire alarm pull stations, or verbally announce the alarm, if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound.
- C. The Communication Center shall notify the OIC of the emergency and the OIC will determine if the building should be evacuated.
- D. Any employees or court personnel that are accompanying guests in the building shall ensure that any visitors are notified of the nature of the emergency and any request to evacuate.
- E. In cases of an emergency other than fire, the Communications Center shall utilize the building's public address system to notify occupants of the emergency and any instructions.

Fire Evacuation Procedures for Building Occupants

- A. When the fire alarm sounds or emergency notification is given, occupants should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment, close doors (DO NOT LOCK) and exit the building using the established evacuation routes.
- B. Occupants shall assist visitors, citizens and others who are not familiar with the plan to safely evacuate.
- C. All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, and exit locations are posted in the building.
- D. Building occupants must NOT use elevators as an escape route in the event of a fire.
- E. In the event of a fire in the building, any persons currently held in custody in the booking area shall be transported to the Dane County Jail for temporary holding

Notes and Precautions:

- Portable fire extinguishers can be used for small fires. However, an immediate readiness to evacuate is essential.
- Never enter a room that is smoke filled.
- Before opening doors, check to ensure it is not hot to the touch. If hot, do not open. If warm, open slowly to check room / hallway conditions.

Severe Weather – Thunderstorm or Tornado Watch

- A. The Communications Center shall notify the Officer in Charge in the event that a severe weather watch is issued. The OIC shall determine if any other immediate action is necessary.

- B. Typically the issuance of a severe weather watch does not necessitate evacuation or sheltering in the building. The Communications Center and other on-duty personnel should be aware of the potential for quickly changing weather conditions and be prepared to take action should severe weather become imminent.

Severe Weather – Tornado Warning or Imminent Severe Weather

- A. In the event that severe or potentially life threatening weather is imminent, or a tornado warning has been issued, the Communications Center shall notify the Officer in Charge and any other supervisors in the building.
- B. The Officer in Charge shall order that all non-essential personnel and guests be evacuated from the main floor of the building and be sheltered in the lower level. The most appropriate locations for sheltering are the EOC Room, interior hallways, and the fleet garage. If the OIC is not available, the order to “shelter in place” can originate from the Communications Center.
- C. Any employees or court personnel with visitors in the building shall immediately notify the Communications Center of the number of visitors and where they will be sheltered.
- D. The Communications Center shall allow admittance to the building to any citizen seeking shelter from severe weather. Any person entering the building will be directed to seek shelter in the lower level.
- E. Communications Center personnel may remain in the shelter of the Communications Center, however they should not leave the Communications Center until the threat has passed unless absolutely necessary.
- F. Any personnel or person held in custody in the booking area can be sheltered in place in the booking area, however they should not leave the booking area until the threat has passed.

Bomb Threats, Terrorist Threats, and Civil Unrest

- A. Upon receiving information of a bomb threat or terrorist threat to the facility, the Communications Center will immediately notify the OIC and any other command staff in the building.
- B. The OIC, senior command staff member, or senior officer present shall immediately make a determination as to the validity and immediacy of the threat based on the amount of information received, accuracy of the information received, and potential threat to any persons in or near the building.
- C. If it is determined that an immediate threat exists, the building should be evacuated as quickly and as safely as possible. The personal safety of any employee or citizen should not be jeopardized.
- D. In the event of a bomb or terrorist threat to the building, any persons currently held in custody in the booking area shall be transported to the Dane County Jail for temporary holding.
- E. No employee or civilian shall approach, touch or handle any suspicious package or suspected explosive device.
- F. In the event of civil unrest outside the building or in the building lobby, all personnel shall seek shelter in an interior room of the main floor or the lower level.

Disabled Occupants

Employees or visitors requiring assistance exiting or sheltering in the building shall be identified as quickly as possible and the information provided to the Communications Center. If assistance by department personnel is required, the Communication Center or the OIC shall assign department personnel to assist. Transporting of disabled individuals up or down stairwells should be avoided, if possible. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor. Shelter locations on the main floor include the communications center and the booking room.

Evacuation Plan Guidelines

- A. Evacuation plans shall be posted in all public areas of the building.
- B. The Office Manager shall be responsible for maintaining a printed document of all employees' contact information. This information will be kept in a location that is readily available to the officer in charge. In the event of a full evacuation of the building, the officer in charge shall be responsible for ensuring that the information is retrieved and taken from the building, if it can be done so safely.
- C. Prior to evacuating the Communications Center, the dispatcher(s) on duty shall ensure that the Communication Center Evacuation Plan is executed, if time permits.
- D. All employees that are ordered to evacuate from the building shall assemble near the front entrance to the Food Concepts, Inc. building, located immediately to the south. The officer in charge, or senior officer present, shall ensure that all employees are accounted for.
- E. No employee or citizen may return to the building or the parking lot until it is deemed safe to do so.