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**EMERGENCY ACTION PLAN**  
**Woodbury County, Iowa**

# EMERGENCY ACTION PLAN

## Woodbury County, Iowa

### Scope and Applicability:

This plan is applicable to all County, State, and City employees and contractors. This plan also contemplates the general safety of citizens while conducting business in a County facility.

### Purpose:

It is intended to outline safe procedures for fire protection, emergency weather operations, bomb threats, suspicious letters/packages and workplace violence.

### General:

In order to ensure a viable emergency and fire protection plan several elements must be considered. Each Woodbury County-owned structure must be considered a separate facility regardless of the divisions or operations house therein. This plan, coupled with the specific procedures outlined at each facility (facility plan), comprise the total plan. The facility plan is not viable until the conclusion of all applicable training and implementation. Each facility plan will be uniform in design and will include the following ten (10) elements.

1. **Emergency Escape Procedures and Escape Route Assignments** will be posted in each facility, on each floor and in a conspicuous place. The use of floor plans and general workplace maps will be used to clearly identify the escape routes. These postings will be color-coded and clearly identify the locations of fire extinguishers and emergency alarms. All employees will be made familiar with these postings.

### Rally Points are as follows:

Woodbury County Courthouse:

Weather – Basement of the Courthouse  
Fire – Lobby Area of the Law Enforcement Center  
Bomb Threat – Scottish Rite Temple Building

Law Enforcement Center:

Weather – First Floor Courtrooms  
Fire – Lobby Area of the Woodbury County Courthouse  
Bomb Threat – Scottish Right Temple Building

Trosper-Hoyt Building:

Weather – First Floor Interior Hallways  
Fire – Lobby Area of the Woodbury County Courthouse  
Bomb Threat – Scottish Right Temple Building

These rally points are to be used by employees of each building unless otherwise directed by a representative of the Woodbury County Sheriff's Office. All employees once to a rally point must stay in their office group for an accounting of employees from that office.

2. **Evacuation Procedures** to include the emergency evacuation of non-employees and the procedures for ensuring routes of egress are accessible.
3. **Specific Procedures** to be followed by employees who stay behind to operate specific equipment or critical operations.
4. **Employee Accountability** during and after evacuation procedures.
5. **Rescue and Medical Duties** as they are to be carried out by Woodbury County Employees and Services – and as they apply to City or other response elements.
6. **Emergency Reporting Procedures** to include fire, weather, bomb threats, suspicious letters/packages and potential workplace violence situations.
7. **Employee Alarms and Other Alarm Systems** shall be clearly outlined in these plans. It shall include the basic operating principals of these alarms and backup systems should the equipment fail.
8. **Training** shall be conducted for all affected employees in the following areas:
  - Escape Routes
  - Evacuation (to include a drill)
  - Stay Behind Procedures
  - Accountability
  - Rescue and Medical Duties
  - Reporting Procedures
  - Alarms
  - Floor Plans and Workplace Maps
  - Violence in the Workplace
  - Emergency Weather
  - Bomb Threats
  - Suspicious Letters/Packages
9. **Review** of these plans will occur whenever the plan is changed or modified and, at a minimum, semi-annually in conjunction with emergency evacuation drills.
10. **All Safety Concerns or Issues** will be put in writing and forwarded to your department head or elected official, who will then further the communication to the Safety Coordinator.

# **Woodbury County Courthouse Emergency Action Plan**

## **Woodbury County Courthouse Emergency Action Plan**

### **Scope and Applicability.**

This plan applies to all City, County, and State employees working in the [Landmark] County Courthouse Building and contractors. This plan also contemplates the general safety of citizens while conducting business in the Courthouse.

### **Purpose.**

It is intended to outline safety-related procedures for fire protection, emergency weather, bomb threats, suspicious letters/packages and workplace violence at the Courthouse building.

### **Emergency Escape Procedures and Escape Route Assignments.**

Floor plans and general workplace maps are posted conspicuously throughout the Courthouse building. These plans are clearly labeled as **Emergency Evacuation Routes** and the use of colors clearly denotes the primary and alternate routes of emergency evacuation. The postings clearly state to which rally point or to which area you will report once outside of the building. The locations of emergency alarms and fire extinguishers are also clearly labeled on the postings. For all practical purposes, the primary routes of emergency escape for the Courthouse building are the stairwells; and the alternate routes are either the north or south fire escapes at the east side of the building. The Emergency Evacuation Route postings further clarify which stairwell or fire escape that is to be utilized. Each individual employee should take it upon themselves to become thoroughly familiar with their specific Emergency Escape Route and the locations of the Emergency Escape Route postings throughout the Courthouse building. To ensure proper familiarization of the Emergency Escape Route procedures, Emergency Escape Route training will be conducted in conjunction with an emergency drill, at least annually.

### **Evacuation Procedures.**

The procedures for clearing the Courthouse building in the event of a time-sensitive emergency must include considerations for handicapped personnel, citizens at the Courthouse in the conduct of business, and sensitive information security. **Elevators will not be utilized in the event of an emergency evacuation.** The general procedures listed below are to be followed in the event of emergency evacuation.

You should:

- Sound Alarm, if not already sounded
- Call 911 and give name, location & nature of emergency
- Immediately leave your workstation
- Notify and assist others
- Calmly move to your primary route of evacuation
- Move to your alternate route of evacuation if your primary route is blocked
- Walk briskly down the evacuation route holding handrails
- Move to your assigned rally point

You should not:

- Worry about securing your wraps or valuables
- Wait to see if it is a drill
- Re-enter your workspace or re-enter the building
- Panic

Remember the acronym: **WAG**

- WARN** others, if the alarm is not already sounded – sound the alarm
- ASSIST** others, especially those handicapped or requiring physical assistance
- GO** to the primary Emergency Escape Route unless that route is clearly blocked

### **Specific Procedures.**

In some instances there may be specific assigned duties for individuals. Typically these duties entail a specific procedure and require additional training. Examples of these duties are as follows:

Stay Behind Procedures will be performed only by trained engineering personnel and will be addressed as an addendum to these plans.

Accountability and Reporting will be performed by supervisory personnel at the rally points once outside of the building. Specific training will be conducted for these personnel upon enactment of this plan, and annually thereafter.

Rescue and Medical Duties as well as security will be coordinated through the LEC – Law Enforcement Center – Woodbury County Courthouse employees will only have a limited medical role. Some (pre-designated) Courthouse employee will be required to assist handicapped personnel during the evacuation.

### **Employee Accountability.**

The process to insure everyone has evacuated the Courthouse building, and that no one has been left behind is critical to everyone's safety. Accountability goes beyond City, County, and State employees. Should a member of the general public be conducting business in County buildings at the time of an emergency evacuation, it also becomes necessary to evacuate and account for these personnel. This is not a highly regimented, step-by-step procedure, but instead requires the "heads up" cooperation of everyone. Accountability begins prior to the emergency and continues throughout the evacuation. The use of rally points and through a concerted effort amongst all employees will facilitate full accountability of personnel. Once again, each employee will have an assigned rally point to report to.

Upon arrival at the rally point, a primary and secondary person from each department is responsible to account for everyone from each department. The person responsible for the department will report to the person responsible for accountability of that particular rally point, who will report to the person designated in the sheriff's department.

**Rescue and Medical Duties.**

Local law enforcement and fire fighters will perform their primary functions as the situation dictates. Law Enforcement and fire agencies will be kept apprised of these evacuations, rescue and accountability procedures and the times and dates of specific training to be conducted. Copies of this plan will be furnished to all affected agencies. Coordination with law enforcement and fire will occur anytime there is a modification to this plan.

In the event of a medical or rescue emergency, immediately dial 911. Police safety resources will be dispatched.

The County Courthouse, due to its centralized location, does not have specific needs for personnel to perform primary duties as medical first responders. Under this plan, each floor of the County Courthouse building has a collateral duty of first responder as an additional duty for the purposes of emergency evacuation. This position is tied directly to the individuals selected to assist handicapped, and other personnel in emergency evacuation. These persons are trained.

A further consideration loosely tied to this area is that of sensitive information security. Upon an evacuation, and especially with regard to the procedure of securing the stairwell doors in the open (unlocked) position presents the potential for a breach of security and/or privacy. Drills and practices will take these potential breaches into consideration, but it must be emphasized that security in the event of an emergency is the responsibility of the Law Enforcement (Sheriff's Department) and is addressed outside of this plan.

**Emergency Reporting Procedures and Employee Alarms.**

The County Courthouse structure is equipped with a fully functioning smoke detector system which will automatically sound the "fire" alarm and initiate emergency evacuation procedures. The second early warning system is a manual alarm system that is launched by pulling down the handle of one of the many remote fire boxes located throughout the building. In some areas of the building, an automatic extinguisher system has been installed. However, no mechanical or electrical system is infallible, and to have a totally reliable notification procedure – a tertiary; backup manual system should be trained. Whether an alarm has sounded or if the alarm has been rendered inoperable, all personnel will alert others.

**Training.**

Many facets of this plan must be trained to facilitate the smoother conduct of emergency action.

Employee training is conducted annually.

The employee training includes familiarization with Emergency Escape Route postings; fire extinguisher locations; fire alarm locations; fire escape procedures; primary and alternate escape routes in their work areas; accountability procedures; floor plans and workplace maps, drills; verbal alarm; rally point locations; and all sections of this plan.



**Emergency Weather Operations.**

In the event of a Tornado Warning issued by the National Weather Service, affecting the Sioux City metro area, all City, County, and State employees will immediately proceed to the designated Tornado Safe area. Do not leave the area until the warning has expired or has been cancelled and an "All Clear" is given. Each floor is equipped with a weather radio.

**Bomb Threat.**

In the event of a bomb threat it may be necessary to evacuate a building as a precautionary measure. Anyone encountering a bomb threat either by mail or telephonically must report the threat immediately to the Law Enforcement (Sheriff's Office). The Law Enforcement (Sheriff's Office) will make the decision for emergency evacuation. If the threat is telephonic, use your Bomb Threat Check List. (See Attachment)

NOTE: Understandably, not all information will be readily given by the caller. Asking some questions may assist authorities in apprehending the individual responsible for the threat.

**Violence in the Workplace.**

A key to avoiding violence in the workplace is to avoid hostile confrontations with the public and make your supervisor aware of any potential violent situations. Violence in the Workplace Training will be conducted for all City, County, and State personnel. (See Attachment)

**Review.**

The Woodbury County Safety Committee will review this plan at least annually. Copies of this plan and updates will be distributed to the Board of Supervisors, all County Elected Officials, Department Heads, City Fire Marshall, and Law Enforcement Operations (Sheriff's Department). All departments and all City, County, and State employees located within the County buildings will receive a copy. A master copy will be maintained in the Woodbury County Safety Office.

This plan is not intended to address every emergency concern. However, specific concerns or issues will be addressed independently as they arise.

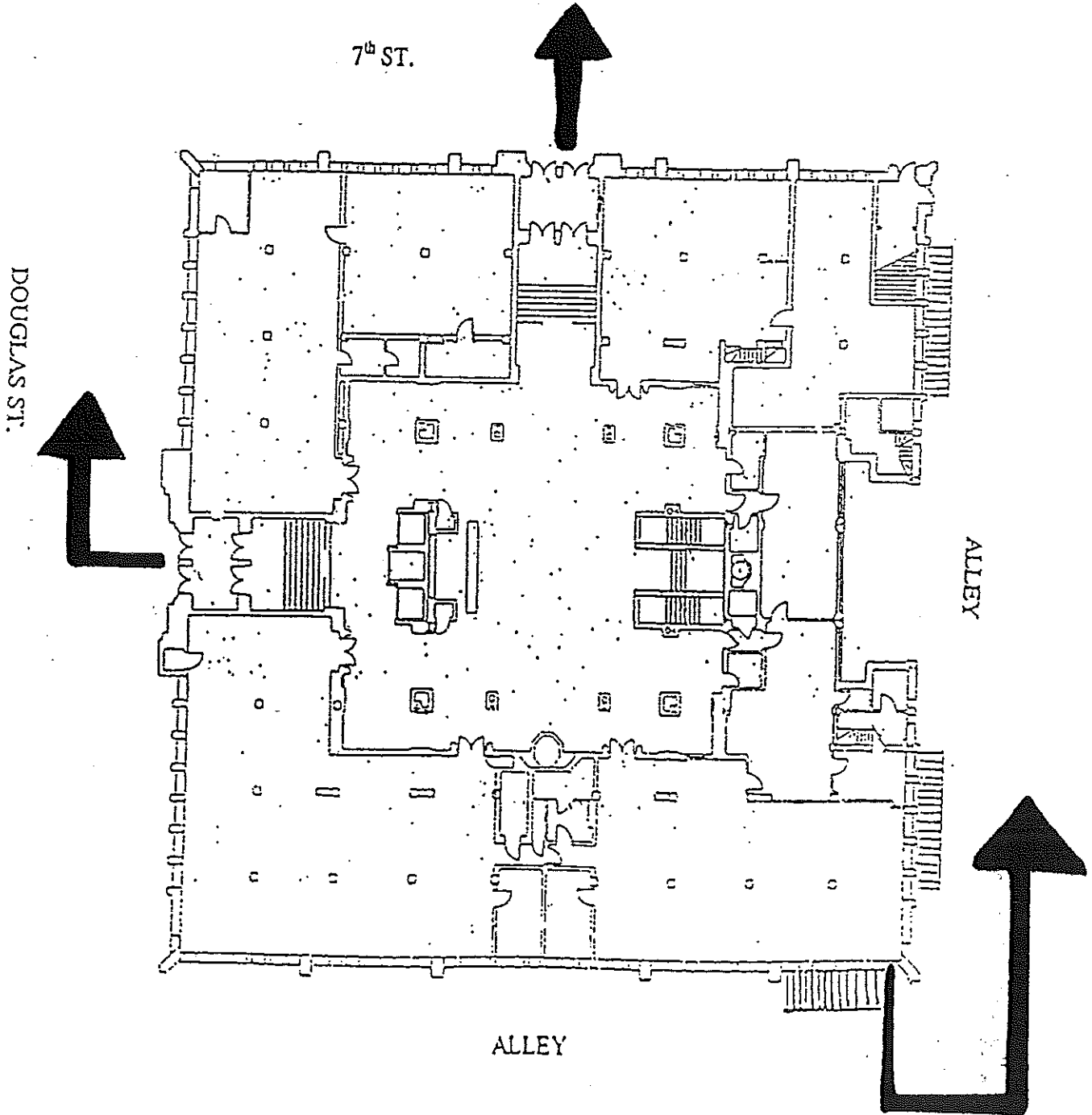
# **Woodbury County Courthouse Rally Points**

Woodbury County Courthouse Emergency Rally Point

Rally Point--Law Enforcement Center

Courthouse basement, first, second, third, fourth, fifth, sixth, seventh, and eighth floor employees go to the Law Enforcement Center Lobby.

LAW ENFORCEMENT CENTER LOBBY  
Rally Point



**Woodbury County  
Law Enforcement Center  
Emergency Action Plan**

## **Woodbury County Law Enforcement Center Emergency Action Plan**

### **Scope and Applicability.**

This plan applies to all City, County, and State employees working in the County Law Enforcement Center, contractors and those individuals incarcerated. This plan also contemplates the general safety of citizens while conducting business in the Law Enforcement Center (LEC).

### **Purpose.**

It is intended to outline safety-related procedures for fire protection, emergency weather, bomb threats, suspicious letters/packages and workplace violence at the LEC building.

### **Emergency Escape Procedures and Escape Route Assignments.**

Floor plans and general workplace maps are posted conspicuously throughout the LEC building. These plans are clearly labeled as **Emergency Evacuation Routes** and the use of colors clearly denotes the primary and alternate routes of emergency evacuation. The postings clearly state to which rally point or to which area you will report once outside of the building. The locations of emergency alarms and fire extinguishers are also clearly labeled on the postings. For all practical purposes, the primary routes of emergency escape for the LEC building are the entryways at the center south and east and west sides of the building, depending on your location in the building. The alternate routes are either the loading dock or main entrance, once again, depending on your location within the building. The Emergency Evacuation Route postings further clarify which stairwell or doorway that is to be utilized. Each individual employee should take it upon themselves to become thoroughly familiar with their specific emergency escape route and the locations of the Emergency Escape Route postings throughout the building. To ensure proper familiarization of the Emergency Escape Route procedures, Emergency Escape Route training will be conducted in conjunction with an emergency drill, at least annually.

### **Evacuation Procedures.**

The procedures for clearing the LEC building in the event of a time-sensitive emergency must include considerations for handicapped personnel, citizens at the LEC in the conduct of business, and sensitive information security. **Elevators will not be utilized in the event of an emergency evacuation.** The general procedures listed below are to be followed in the event of emergency evacuation.

You should:

- Sound Alarm, if not already sounded
- Call 911 and give name, location & nature of emergency
- Immediately leave your workstation
- Notify and assist others
- Calmly move to your primary route of evacuation
- Move to your alternate route of evacuation if your primary route is blocked
- Walk briskly down the evacuation route holding handrails
- Move to your assigned rally point

You should not:

- Worry about securing your wraps or valuables
- Wait to see if it is a drill
- Re-enter your workspace or re-enter the building
- Panic

Remember the acronym: **WAG**

- WARN** others, if the alarm is not already sounded – sound the alarm
- ASSIST** others, especially those handicapped or requiring physical assistance
- GO** to the primary emergency escape route unless that route is clearly blocked

### **Specific Procedures.**

In some instances there may be specific assigned duties for individuals. Typically these duties entail a specific procedure and require additional training. Examples of these duties are as follows:

Stay Behind Procedures will be performed only by trained engineering personnel and will be addressed as an addendum to these plans.

Accountability and Reporting will be performed by supervisory personnel at the rally points once outside of the building. Specific training will be conducted for these personnel upon enactment of this plan, and annually thereafter.

Rescue and Medical Duties as well as security will be coordinated through the LEC – Law Enforcement Center – Woodbury County LEC employees will only have a limited medical role. Some (pre-designated) LEC employee will be required to assist handicapped personnel during the evacuation.

In the event of a medical or rescue emergency, immediately dial 911. Police safety resources will be dispatched.

The County LEC, due to its centralized location, does not have specific needs for personnel to perform primary duties as medical first responders. Under this plan, each floor of the County LEC building has a collateral duty of first responder as an additional duty for the purposes of emergency evacuation. This position is tied directly to the individuals selected to assist handicapped, and other personnel in an emergency evacuation. These persons are trained.

A further consideration loosely tied to this area is that of sensitive information security. Upon an evacuation, and especially with regard to the procedure of securing the stairwell doors in the open (unlocked) position presents the potential for a breach of security and/or privacy. Drills and practices will take these potential breaches into consideration, but it must be emphasized that security in the event of an emergency is the responsibility of the Law Enforcement (Sheriff's Department) and is addressed outside of this plan.

**Employee Accountability.**

The process to ensure that everyone has evacuated the LEC building, and that no one has been left behind is critical to everyone's safety. Accountability goes beyond County employees. Should a member of the general public be conducting business in the LEC building at the time of an emergency evacuation, it also become necessary to evacuate and account for the personnel. This is not a highly regimented, step-by-step procedure, but instead requires the "heads up" cooperation of everyone working in the LEC building. Accountability begins prior to the emergency and continues throughout the evacuation. The use of rally points once outside of the building, and through a concerted effort amongst all employees, will facilitate full accountability of the personnel. Once again, each employee will have an assigned area to report once outside of the building and these rally points are clearly designated on the Emergency Escape Route postings.

Upon arrival at the rally point, a primary and a secondary person from each area are responsible to account for everyone from that area. The person responsible for that area will report to the person responsible for accountability of that particular rally point, who will report to the person responsible for the LEC building. The safety of those incarcerated is also a concern. The exiting plan for evacuation of the inmates will not be discussed in this plan, but dovetails to this written plan for the emergency evacuation of others in the LEC building.

**Rescue and Medical Duties.**

The LEC building has specially trained personnel to perform primary duties as medical first responders. Under this plan, selected individuals aid in the emergency evacuation. These individuals assist handicapped, and other personnel in emergency evacuation. These persons are trained. Local police and fire fighters will perform their primary functions as the situation dictates. Police and fire agencies will be kept apprised of the evacuation, rescue and accountability procedures and the times and dates of specific training to be conducted. Copies of this plan will be furnished to all affected agencies. Off line coordination with police and fire will occur any time there is a modification to this plan.

A further consideration loosely tied to this area is that of sensitive information security. Upon evacuation, and especially with regard to the procedure of secured corridors presents the potential for a breach of security and/or privacy. Drills and practices will take these potential breaches into consideration, but it may be emphasized that security in the event of an emergency is the responsibility of the Sheriff's Department and is addressed outside of this plan.

**Emergency Reporting Procedures and Employee Alarms.**

The County LEC building is equipped with a fully functioning smoke detector system which will automatically sound the "fire" alarm and initiate emergency evacuation procedures. The second early warning system is a manual alarm system that is launched by pulling down the handle of one of the many remote fire boxes located throughout the building. In some areas of the building, an automatic extinguisher system has been installed. However, no mechanical or electrical system is infallible, and to have a totally reliable notification procedure – a tertiary, backup manual system should be trained. Whether an alarm has sounded or if the alarm has been rendered inoperable, all personnel will alert others.

**Training.**

Many facets of this plan must be trained to facilitate the smoother conduct of an emergency action.

Employee training is conducted annually.

The employee training includes familiarization with Emergency Escape Route postings; fire extinguisher locations; fire alarm locations; fire escape procedures; primary and alternate escape routes in their work areas; accountability procedures; floor plans and workplace maps, drills; verbal alarm; rally point locations; and all sections of this plan.

**Emergency Weather Operations.**

In the event of a Tornado Warning issued by the National Weather Service, affecting the Sioux City metro area, all City, County, and State employees will immediately proceed to the designated Tornado Safe area of the LEC building which is located in the hallways of the basement. Do not use the elevator. Do not leave the area until the warning has expired or has been cancelled and an "All Clear" is given. Each floor is equipped with a weather radio.

**Bomb Threat.**

In the event of a bomb threat it may be necessary to evacuate a building as a precautionary measure. Anyone encountering a bomb threat either by mail or telephonically must report the threat immediately to the Law Enforcement (Sheriff's Office). The Law Enforcement (Sheriff's Office) will make the decision for an emergency evacuation. If the threat is telephonic use your Bomb Threat Check List. (See Attachment)

NOTE: Understandably, not all information will be readily given by the caller. Asking some questions may assist authorities in apprehending the individual responsible for the threat.

**Violence in the Workplace.**

A key to avoiding violence in the workplace is to avoid hostile confrontations with the public and make your supervisor aware of any potential violent situations. Violence in the Workplace Training will be conducted for all City, County, and State personnel. (See Attachment)

**Review.**

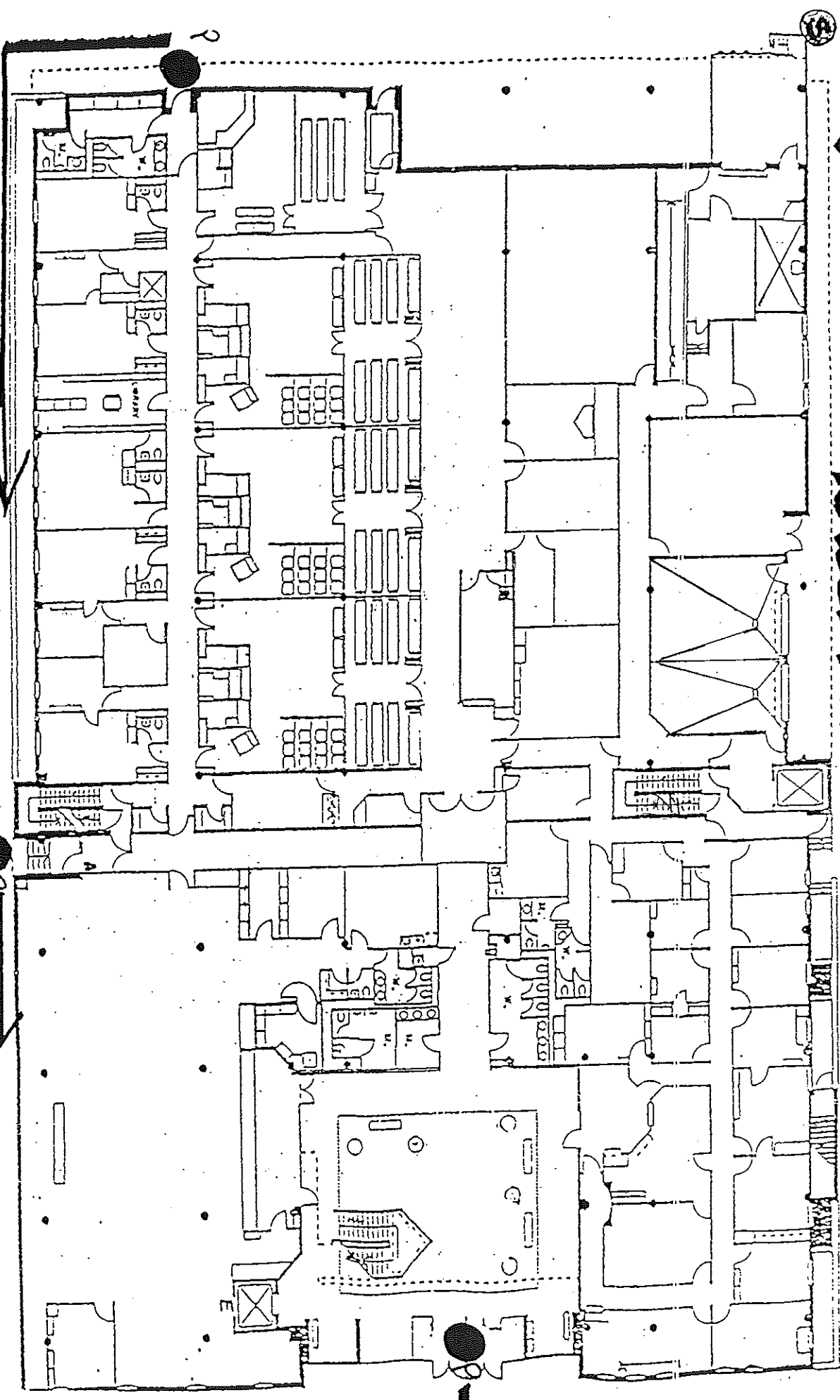
The Woodbury County Safety Committee will review this plan at least annually. Copies of this plan and updates will be distributed to the Board of Supervisors, all County Elected Officials, Department Heads, City Fire Marshall, and Law Enforcement Operations. All departments and all City, County, and State employees located within the County buildings will receive a copy. A master copy will be maintained in the Woodbury County Safety Office.

This plan is not intended to address every emergency concern. However, specific concerns or issues will be addressed independently as they arise.



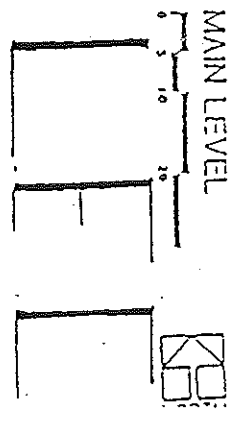
**Woodbury County  
Law Enforcement Center  
(LEC)  
Rally Points**

# RAILY POINT



## MAIN FLOOR LEB RAILY POINT IN COURTHOUSE LOBBY

- P = Primary Escape Route
- S = Secondary Escape Route
- A = Manual Fire Alarm
- E = Portable Fire Extinguisher
- FH = Fire Hose



**Woodbury County  
Trosper Hoyt  
Emergency Action Plan**

## **Woodbury County Trosper Hoyt Emergency Action Plan**

### **Scope and Applicability.**

This plan applies to all City, County, and State employees working in the County Trosper Hoyt building and contractors. This plan also contemplates the general safety of citizens while conducting business in the Trosper Hoyt building.

### **Purpose.**

It is intended to outline safety-related procedures for fire protection, emergency weather, bomb threats, suspicious letters/packages and workplace violence at the Trosper Hoyt building.

### **Emergency Escape Procedures and Escape Route Assignments.**

Floor plans and general workplace maps are posted conspicuously throughout the Trosper Hoyt building. These plans are clearly labeled as **Emergency Evacuation Routes** and the use of colors clearly denotes the primary and alternate routes of emergency evacuation. The postings clearly state to which rally point or to which area you will report once outside of the building. The locations of emergency alarms and fire extinguishers are also clearly labeled on the postings. For all practical purposes, the primary routes of emergency escape for the Trosper Hoyt building are the stairwells, which exit into the entry foyer. The alternate route is the stairwell exiting to the south side of the building. The Emergency Evacuation Route postings further clarify which stairwell that is to be utilized. Each individual employee should take it upon themselves to become thoroughly familiar with their specific Emergency Escape Route and the locations of the Emergency Escape Route postings throughout the building. To ensure proper familiarization of the Emergency Escape Route procedures, Emergency Escape Route training will be conducted in conjunction with an emergency drill, at least annually.

### **Evacuation Procedures.**

The procedures for clearing the Trosper Hoyt building in the event of a time-sensitive emergency must include considerations for handicapped personnel, citizens at the Trosper Hoyt building in the conduct of business, Juvenile Detainees, and sensitive information security. **Elevators will not be utilized in the event of an emergency evacuation.** The general procedures listed below are to be followed in the event of emergency evacuation.

You should:

- Sound Alarm, if not already sounded
- Call 911 and give name, location & nature of emergency
- Immediately leave your workstation
- Notify and assist others
- Calmly move to your primary route of evacuation
- Move to your alternate route of evacuation if your primary route is blocked
- Walk briskly down the evacuation route holding handrails
- Move to your assigned rally point

You should not:

- Worry about securing your wraps or valuables
- Wait to see if it is a drill
- Re-enter your workspace or re-enter the building
- Panic

Remember the acronym: **WAG**

- WARN** others, if the alarm is not already sounded – sound the alarm
- ASSIST** others, especially those handicapped or requiring physical assistance
- GO** to the primary Emergency Escape Route unless that route is clearly blocked

### **Specific Procedures.**

In some instances there may be specific assigned duties for individuals. Typically these duties entail a specific procedure and require additional training. Examples of these duties are as follows:

Stay Behind Procedures will be performed only by trained engineering personnel and will be addressed as an addendum to these plans.

Accountability and Reporting will be performed by supervisory personnel at the rally points once outside of the building. Specific training will be conducted for these personnel upon enactment of this plan, and annually thereafter.

Rescue and Medical Duties as well as security will be coordinated through the LEC – Law Enforcement Center – Woodbury County employees will only have a limited medical role. Some (pre-designated) Courthouse employee will be required to assist handicapped personnel during the evacuation.

### **Employee Accountability.**

The process to insure that everyone has evacuated the building, and that no one has been left behind is critical to everyone's safety. Accountability goes beyond City, County, State employees and Juvenile Detainees. Should a member of the general public be conducting business in County buildings at the time of an emergency evacuation, it also becomes necessary to evacuate and account for these personnel. This is not a highly regimented, step-by-step procedure, but instead requires the "heads up" cooperation of everyone. Accountability begins prior to the emergency and continues throughout the evacuation. The use of rally points and through a concerted effort amongst all employees will facilitate full accountability of personnel. Once again, each employee will have an assigned rally point to report to once outside of the building and these rally points are clearly designated on the Emergency Evacuation Route postings.

Upon arrival at the rally point, a primary and secondary person from each floor is responsible to account for everyone from each floor. The person responsible for the floor will report to the person responsible for accountability of that particular rally point, who will report to the person designated in the sheriff's department.

**Rescue and Medical Duties.**

The Trosper Hoyt building, due to its centralized location, does not have specific needs for personnel to perform primary duties as medical first responders. Under this plan, each floor of the building has a collateral duty first responder as an additional duty for the purposes of emergency evacuation. This position is tied directly to the individuals selected to assist handicapped, and other personnel in emergency evacuation. These persons are trained.

Local law enforcement and fire fighters will perform their primary functions as the situation dictates. Law Enforcement and fire agencies will be kept apprised of these evacuations, rescue and accountability procedures and the times and dates of specific training to be conducted. Copies of this plan will be furnished to all affected agencies. Coordination with law enforcement and fire will occur anytime there is a modification to this plan.

A further consideration loosely tied to this area is that of sensitive information security. Upon evacuation, and especially with regard to juvenile records, presents the potential for a breach of security and/or privacy. Drills and practices will take these potential breaches into consideration, but it must be emphasized that security is second only to personnel safety in an emergency situation. The building security in the event of an emergency is the responsibility of the Law Enforcement (Sheriff's Department) and is addressed outside of this plan.

**Emergency Reporting Procedures and Employee Alarms.**

The County Trosper Hoyt structure is equipped with a fully functioning smoke detector system which will automatically sound the "fire" alarm and initiate emergency evacuation procedures. The second early warning system is a manual alarm system that is launched by pulling down the handle of one of the many remote fire boxes located throughout the building. In some areas of the building, an automatic extinguisher system has been installed. However, no mechanical or electrical system is infallible, and to have a totally reliable notification procedure – a tertiary, backup manual system should be trained. Whether an alarm has sounded or if the alarm has been rendered inoperable, all personnel will alert others.

**Training.**

Many facets of this plan must be trained to facilitate the smoother conduct of emergency action.

Employee training is conducted annually.

The employee training includes familiarization with Emergency Escape Route postings; fire extinguisher locations; fire alarm locations; fire escape procedures; primary and alternate escape routes in their work areas; accountability procedures; floor plans and workplace maps, drills; verbal alarm; rally point locations; and all sections of this plan.

**Emergency Weather Operations.**

For the Trosper Hoyt County building, the decision to evacuate in extreme weather conditions will be made by the Director of Juvenile Detention. This evacuation will be conducted in the same manner as a fire emergency evacuation. The exception will be the procedures for handling juvenile detainees. In the event of a Tornado Warning issued by the National Weather Service, affecting the Sioux City metro area, all City, County, and State employees will immediately proceed to the designated Tornado Safe area in the basement. Do not leave the area until the warning has expired or has been cancelled and an "All Clear" is given. Each floor is equipped with a weather radio.

**Bomb Threat.**

In the event of a bomb threat it may be necessary to evacuate a building as a precautionary measure. Anyone encountering a bomb threat either by mail or telephonically must report the threat immediately to the Law Enforcement (Sheriff's Office). The Law Enforcement (Sheriff's Office) will make the decision for emergency evacuation. If the threat is telephonic use your Bomb Threat Check List. (See Attachment)

NOTE: Understandably, not all information will be readily given by the caller. Asking some questions may assist authorities in apprehending the individual responsible for the threat.

**Violence in the Workplace.**

A key to avoiding violence in the workplace is to avoid hostile confrontations with the public and make your supervisor aware of any potential violent situations. Violence in the Workplace Training will be conducted for all City, County, and State personnel. (See Attachment)

**Review.**

The Woodbury County Safety Committee will review this plan at least annually. Copies of this plan and updates will be distributed to the Board of Supervisors, all County Elected Officials, Department Heads, City Fire Marshall, and Law Enforcement Operations. All departments and all City, County, and State employees located within the County buildings will receive a copy. A master copy will be maintained in the Woodbury County Safety Office.

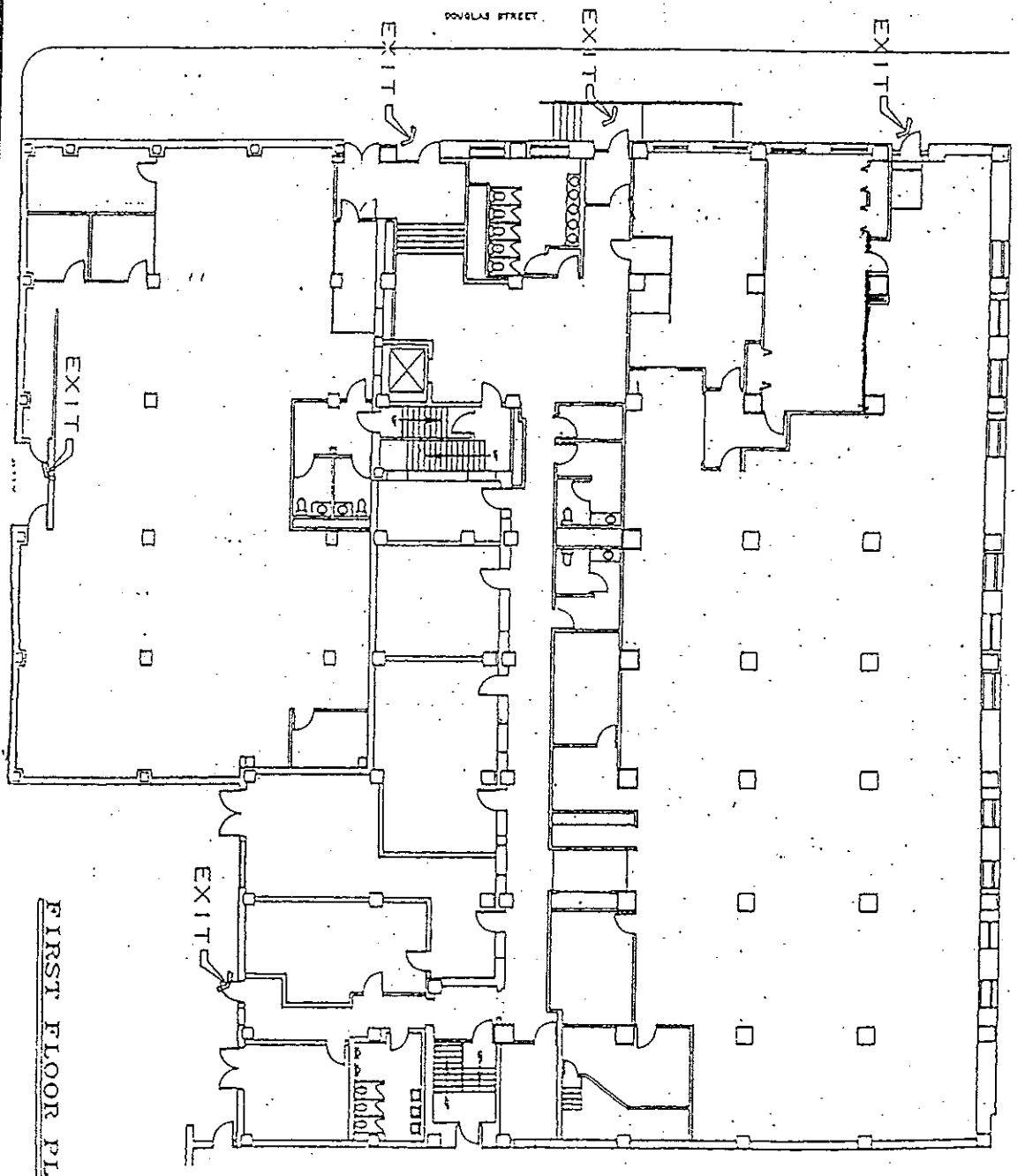
This plan is not intended to address every emergency concern. However, specific concerns or issues will be addressed independently as they arise.

**Woodbury County  
Trosper Hoyt  
Rally Points**



# Rally Point

1  
N



FIRST FLOOR PLAN

PROSPER HOYT COUNTY SERVICES BUILDING

RALLY POINT  
←



# Watches & Warnings

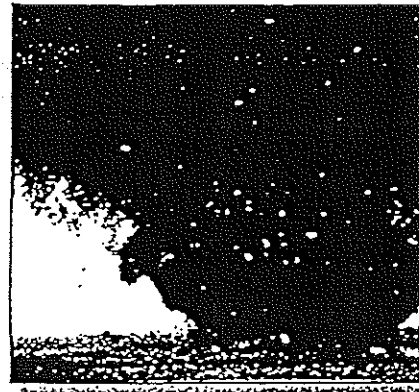
Throughout the spring and summer, the National Weather Service uses specific terminology to help relay the weather threat to the public. Everyone needs to understand the difference between watches and warnings to be properly prepared!

- **TORNADO WATCH:**

Conditions are favorable for tornadoes to develop. You should continue to stay abreast of the weather by monitoring NOAA Weather radio or commercial radio. Keep an eye on the sky as sometimes tornadoes can occur without warning!

- **TORNADO WARNING:**

A tornado has been sighted or detected on radar. Seek shelter immediately!



- **SEVERE THUNDERSTORM WATCH:**

Conditions are favorable for severe thunderstorms. What is a severe thunderstorm? A storm that produces at least 58 and/or 3/4 inch hail.

- **SEVERE THUNDERSTORM WARNING:**

A severe thunderstorm has been detected by radar or other reliable source, such as a spotter!

- **FLASH FLOOD WATCH:** Issued when heavy rain may result in flash flooding in a specified area. Be prepared for possible evacuation!

- **FLASH FLOOD WARNING:** Flash flooding is occurring or imminent! Take necessary precautions or actions immediately!





# Tornado Safety



Tornadoes can develop rapidly and sometimes without warning, so it is essential to know what to do *before* a tornado is approaching. This section will briefly explain what everyone needs to know about tornado safety.



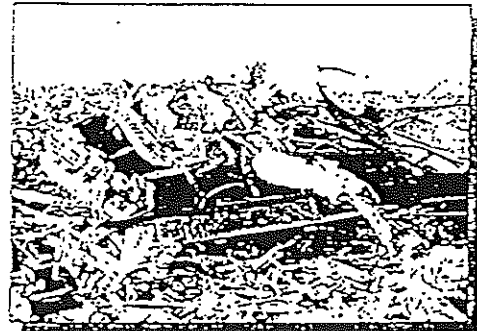
Bill Bunting

## IN HOMES:

- Go to the basement or an interior small room or hallway on the lowest level possible.
- Get under something sturdy, such as the staircase. **AVOID** the corners!
- Stay **AWAY** from the windows! **DO NOT** open the windows, better utilize that time by getting yourself to safety!

## IN VEHICLES:

- Do not try to outrun the tornado!
- Abandon the vehicle immediately! Lie flat in a ditch or some other type of depression and remember to cover your head with your hands!



NOAA



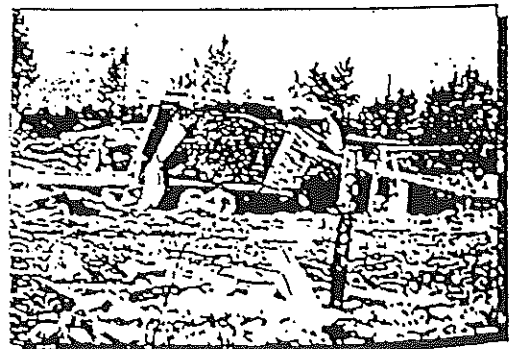
Todd Heitkamp

## IN SCHOOLS, MALLS, OR OTHER PUBLIC BUILDINGS:

- Go to the pre-designated shelter. Interior hallways or bathrooms are best. Look for a tornado shelter sign.
- Stay away from large windows and glassed areas.
- Avoid large rooms, such as gyms and dining halls.

## IN MOBILE HOMES:

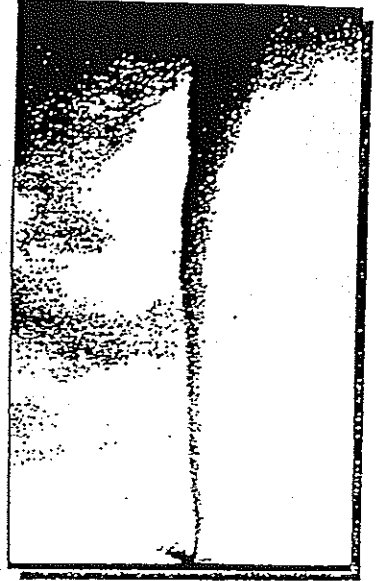
- Leave it immediately and go to a substantial shelter. If there isn't a shelter available, lie flat in a ditch, ravine, or culvert and cover your head with your hands.



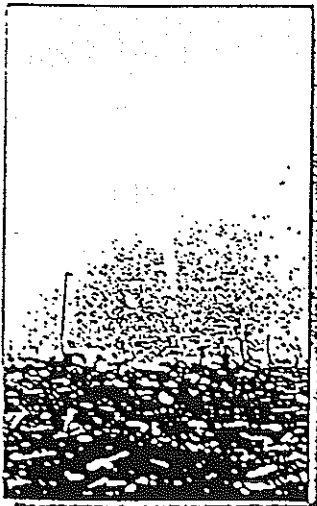


# Tornado Facts!

- A tornado is defined as a violently rotating column of air in contact with the ground.
- On average, over 800 tornadoes occur each year in the U.S. resulting in 80 deaths and 1,500 injuries.
- They have occurred in every month. In the Tri-State area, tornadoes are most common May through July.
- The most violent tornadoes are capable of tremendous destruction with wind speeds exceeding 250 mph.
- The strongest tornado in U.S. history occurred on May 3rd, 1999 in Oklahoma City. Winds exceeded 300 mph.



Greg Stumpf

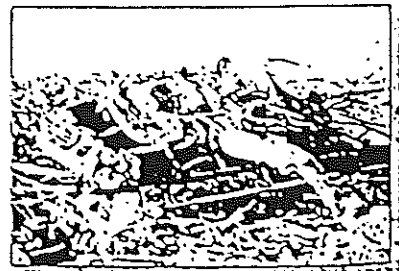


NOAA

- Some tornadoes may appear nearly transparent until dust and debris are picked up.
- Occasionally, two or more tornadoes may occur at the same time.
- Most tornadoes travel from the southwest to the northeast, but tornadoes have been known to move in any direction.

## Recent Violent Tornadoes in the Tri-State Area

- Spencer, SD May 30, 1998
- Comfrey, MN March 30, 1998
- Chandler/Lake Wilson, MN June 16, 1992

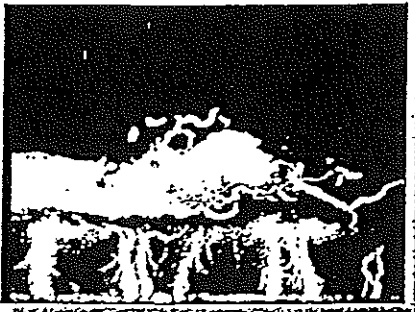




# Lightning Safety



Lightning injures and kills more people every year, but it one weather phenomena that people do not take seriously. The National Weather Service does not issue warnings for lightning as it is very difficult to forecast where lightning will occur. That's why it's up to you to know how to protect yourself from lightning!



Richard Keen

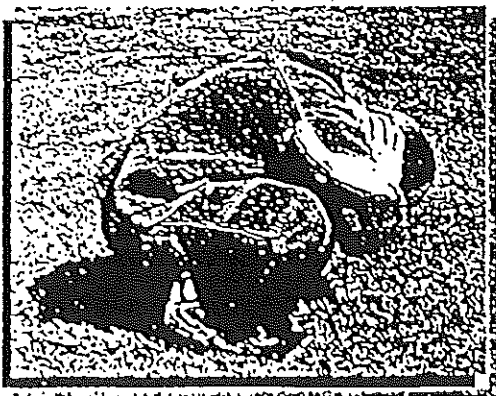
- ⤴ Watch for environmental clues, such as sounds of thunder, skies becoming dark, and static on AM radio stations.
- ⤴ Unplug all unnecessary appliances BEFORE the storm approaches. This includes TV's and computers!
- ⤴ Get out of boats and stay away from water.

- ⤴ When outdoors, get inside a sturdy structure before the storm approaches!
- ⤴ If lightning is occurring and a sturdy structure is not available, get inside a hard-topped vehicle. The rubber tires DO NOT protect you, it's the vehicle's roof!
- ⤴ Avoid being the tallest object, as lightning will usually strike the tallest object first.
- ⤴ Do not take a bath or shower during a thunderstorm!
- ⤴ DO NOT use a telephone during a storm, unless it's an emergency!
- ⤴ Avoid standing by windows, doors, or patios during a thunderstorm.



"Thunderdome" - Bruce Challengren

**REMEMBER:** If you can hear thunder, you are close enough to the storm to be struck by lightning!



Todd Heitkamp

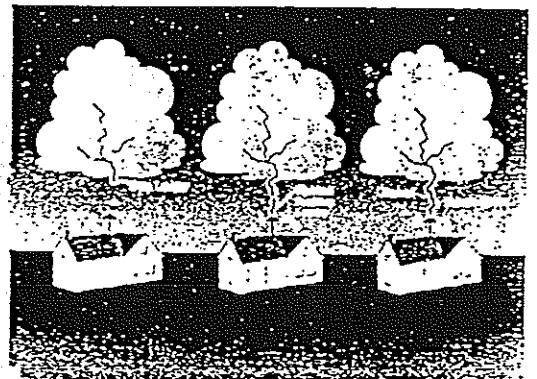
If you feel your skin tingle or if your hair stands on end, squat low to the ground on the balls of your feet. Place your hands over your ears with your head between your knees. Make yourself the smallest target possible!



# Lightning Facts!

Although hurricanes and tornadoes receive most of the recognition, lightning occurs most often in the United States. Over 40 million lightning strikes occur every year, which results in nearly 100 deaths. This number is an underestimate of the actual number of deaths because of the underreporting of suspected lightning deaths and injuries.

- ✦ The action of rising and descending air within a thunderstorm separates positive and negative charges. Water and ice particles also affect the distribution of the electrical charge.
- ✦ Lightning results from the buildup and discharge of electrical energy between the positively and negatively charged area.



NOAA



Johany Autery

- ✦ Lightning takes the shortest path. So, it usually hits the tallest objects, such as trees!



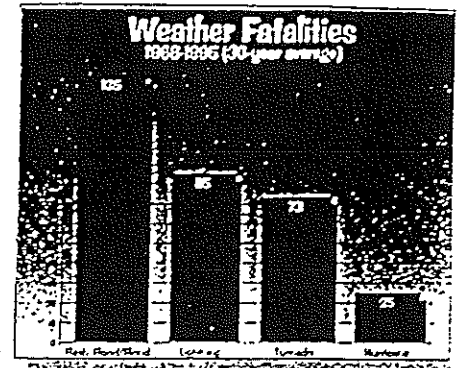
NOAA

- ✦ An average flash could illuminate a 100 watt bulb for more than three months!
- ✦ The air near a lightning strike is heated to 50,000 °F, which is hotter than the surface of the sun. The rapid heating and cooling of the air near the lightning channel causes a shock wave that we know as thunder.
- ✦ Most lightning casualties occur during the afternoon and early evening hours of the summer.

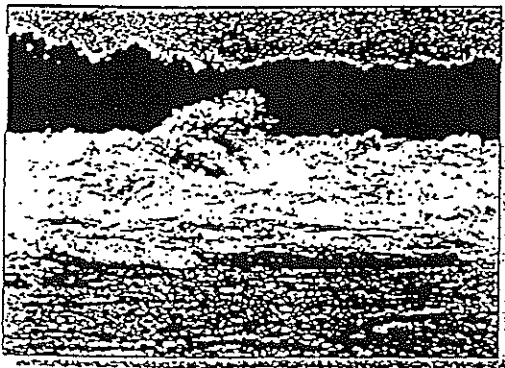


# Flash Flood Facts!

Nationally, flash floods are responsible for more deaths than any other weather phenomena. Flash flooding is usually a result of sudden, very heavy rain that occurs in a localized area, which may cause small innocent streams to turn violent.



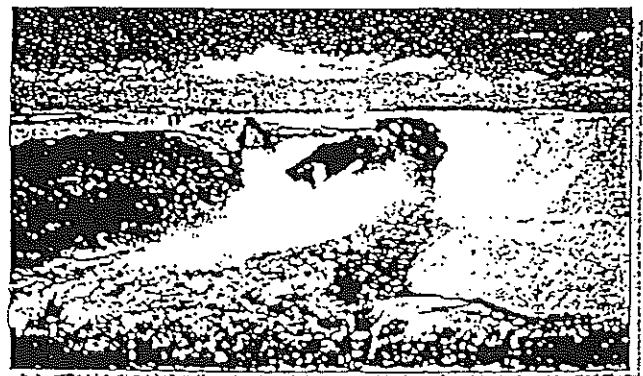
NOAA



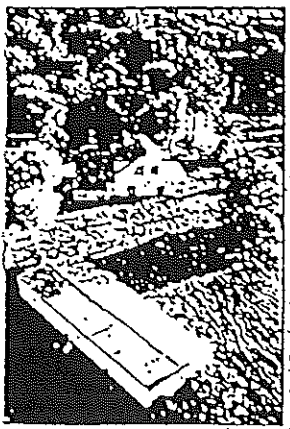
NOAA

- Flash floods become raging torrents of water that are capable of causing tremendous amounts of damage. This is why they are often called "The Awesome Power!"
- The closest major flash flood to the Tri-State area occurred in Rapid City on June 9, 1972.

- Flash flooding can also occur as dams break. This is most common with earthen dams.



NOAA



- Many times in the spring we experience floods as rivers and streams swell above their banks due to melting snow or ice jams.
- The difference between floods and flash floods is the time of onset. Flash floods happen quicker!

# FACT SHEET

## \* THUNDERSTORMS AND LIGHTNING \*

Some thunderstorms can be seen approaching, while others hit without warning. It is important to learn and recognize the danger signs and to plan ahead.

### HOW TO BE PREPARED

- **Learn the thunderstorm danger signs**
  - Dark, towering, or threatening clouds • Distant lightning and thunder
- **Have disaster supplies on hand**
  - Flashlight with extra batteries • Portable, battery-operated radio and extra batteries • First aid kit and manual • Emergency food and water • Non-electric can opener • Essential medicines • Cash and credit cards • Sturdy shoes
- **Check for hazards in the yard**
  - Dead or rotting trees and branches can fall during a severe thunderstorm and cause injury and damage.
- **Make sure that all family members know how to respond after a thunderstorm**
  - Teach family members how and when to turn off gas, electricity, and water. Teach children how and when to call 9-1-1, police, fire department, and which radio station to tune to for emergency information.
- **Severe Thunderstorm Watches and Warnings**
  - 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. This is the time to locate a safe place in the home and tell family members to watch the sky and listen to the radio or television for more information.
  - A severe thunderstorm warning is issued when a severe thunderstorm has been sighted or indicated by weather radar. At this point, the danger is very serious and everyone should go to a safe place, turn on a battery-operated radio or television, and wait for the "all clear" by the authorities.
- **Learn how to respond to a tornado and flash flood**
  - Tornadoes are spawned by thunderstorms and flash flooding can occur with thunderstorms. When a "severe thunderstorm warning" is issued, review what actions to take under a "tornado warning" or a "flash flood warning."
- **Develop an emergency communication plan.**
  - In case family members are separated from one another during a thunderstorm (a real possibility during the day when adults are at work and children are at school), have a plan for getting back together. Ask an out-of-state relative or friend to serve as the "family contact." After a disaster, it's often easier to call long distance. Make sure everyone knows the name, address, and phone number of the contact person.



## SAFETY DURING THE STORM

- **If indoors**
  - Secure outdoor objects such as lawn furniture that could blow away or cause damage or injury. Take light objects inside. • Shutter windows securely and brace outside doors. • Listen to a battery-operated radio or television for the latest storm information. • Do not handle any electrical equipment or telephones because lightning could follow the wire. Television sets are particularly dangerous at this time. • Avoid bathtubs, water faucets, and sinks because metal pipes can transmit electricity.
- **If outdoors**
  - Attempt to get into a building or car. • If no structure is available, get to an open space and squat low to the ground as quickly as possible. (If in the woods, find an area protected by a low clump of trees--never stand underneath a single large tree in the open.) Be aware of the potential for flooding in low-lying areas. • Crouch with hands on knees. • Avoid tall structures such as towers, tall trees, fences, telephone lines, or power lines. • Stay away from natural lightning rods such as golf clubs, tractors, fishing rods, bicycles, or camping equipment. • Stay away from rivers, lakes, or other bodies of water. • If you are isolated in a level field or prairie and you feel your hair stand on end (which indicates that lightning is about to strike), bend forward, putting your hands on your knees. A position with feet together and crouching while removing all metal objects is recommended. Do not lie flat on the ground.
- **If in a car**
  - Pull safely onto the shoulder of the road away from any trees that could fall on the vehicle. • Stay in the car and turn on the emergency flashers until the heavy rains subside. • Avoid flooded roadways.
- **Estimating the Distance from a Thunderstorm**

Because light travels much faster than sound, lightning flashes can be seen long before the resulting thunder is heard. Estimate the number of miles you are from a thunderstorm by counting the number of seconds between a flash of lightning and the next clap of thunder. Divide this number by five.

**Important:** You are in danger from lightning if you can hear thunder. Knowing how far away a storm is does not mean that you're in danger only when the storm is overhead.
- **Hail**

Hail is produced by many strong thunderstorms. Hail can be smaller than a pea or as large as a softball and can be very destructive to plants and crops. In a hailstorm, take cover immediately. Pets and livestock are particularly vulnerable to hail, so bring animals into a shelter.

## FOLLOWING THE STORM

- **Check for injuries.**

A person who has been struck by lightning does not carry an electrical charge that can shock other people. If the victim is burned, provide first aid and call emergency medical assistance immediately. Look for burns where lightning entered and exited the body. If the strike caused the victim's heart and breathing to stop, give cardiopulmonary resuscitation (CPR) until medical professionals arrive and take over. Remember to help your neighbors who may require special assistance--infants, elderly people, and people with disabilities. Report downed utility wires. Drive only if necessary. Debris and washed-out roads may make driving dangerous.



# NOAA Weather Radio



The most comprehensive weather information can be obtained by listening to NOAA Weather Radio. Weather Radio is operated by the National Weather Service across the entire Nation.

The broadcast consists of frequently updated weather information, such as current weather conditions, climatological data, as well as the current forecast. During threatening weather, immediate broadcasts are made of all winter and summer time watches and warnings.

Examples of these include severe thunderstorm and tornado warnings in the summer and blizzard warnings in the winter. Specially built receivers can be set to audibly alarm when a warning message is broadcast. The tone-alert NOAA Weather Radio can be purchased at many electronic stores for a reasonable price.

## Weather Radio Broadcast Frequencies

Pierre/Presho	162.400 MHz	Sioux City, IA	162.475 MHz
Sioux Falls	162.400 MHz	Norfolk, NE	162.550 MHz
Huron/Wessington	162.550 MHz	Mitchell	162.450 MHz
Pickstown	162.425 MHz	Brookings	162.525 MHz
Yankton	162.500 MHz	Spirit Lake, IA	162.550 MHz
Russell, MN	162.500 MHz	Jeffers, MN	162.450 MHz

## County Warning Services

To receive the warning alarm tone for your county, please tune your radio to the appropriate transmitter. Use the listing below for your county to find the "home" transmitter.

Sioux Falls: Lincoln (SD), Lyon (IA), McCook, Minnehaha, Moody, Nobles (MN), Pipestone (MN), Rock (MN), Sioux (IA), and Turner.

Huron: Beadle, Buffalo, Hand, Hyde, Jerauld, and southern Spink.

Mitchell: Aurora, Davison, Douglas, Hanson, Hutchinson, McCook, Miner, and Sanborn.

Sioux City, IA: Cherokee, Dakota (NE), Dixon (NE), Monona, O'Brien, Plymouth, Sioux, Thurston, and Woodbury.

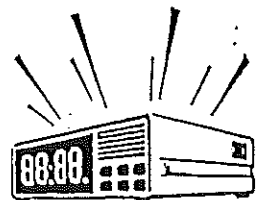
Yankton: Bon Homme, Cedar (NE), Clay, Hutchinson, Knox (NE), Turner, and Yankton.

Pickstown: Boyd (NE), Charles Mix, Douglas, and Gregory.

Brookings: Brookings, Kingsbury, Lake, and Lincoln (MN).

If you have SAME capable Weather Radio receiver and are in need of the County FIPS codes, please refer to our homepage. The address is:

[www.crh.noaa.gov/fsd/noaa.htm](http://www.crh.noaa.gov/fsd/noaa.htm)



# WOODBURY COUNTY SHERIFF'S OFFICE

## BOMB THREAT CHECKLIST

Exact time of call \_\_\_\_\_

Exact words of caller \_\_\_\_\_

### Questions to ask:

1. When is the bomb going to explode? \_\_\_\_\_

2. Where is the bomb? \_\_\_\_\_

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? \_\_\_\_\_

8. Where are you calling from? \_\_\_\_\_

9. What is your address? \_\_\_\_\_

10. What is your name? \_\_\_\_\_

11. What is your age? \_\_\_\_\_

### CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Norman

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_ Reported Call Immediately to: \_\_\_\_\_

Reporting Person: \_\_\_\_\_

## Letter Bomb/"Suspicious" Letter or Package

Some characteristics of suspicious packages and letters include the following things to look for:

1. Foreign mail, Airmail, Special delivery
2. Mail marked "Confidential" or "Personal"
3. Excessive postage
4. Poorly hand written addresses or poorly typed packages
5. Incorrect Titles
6. No name, just title
7. Misspelled common words or name
8. Oil stains – discoloration or odor
9. No return address
10. Excessive weight
11. Rigid envelope
12. Lopsided/uneven packages
13. Protruding wires/tin foil
14. Excessive security material such as masking tape, string, etc.
15. Visual distractions (pornography)
16. Ticking sound
17. Shows a city or state in the postmark that does not match the return address

### DO NOT OPEN – CALL LAW ENFORCEMENT-

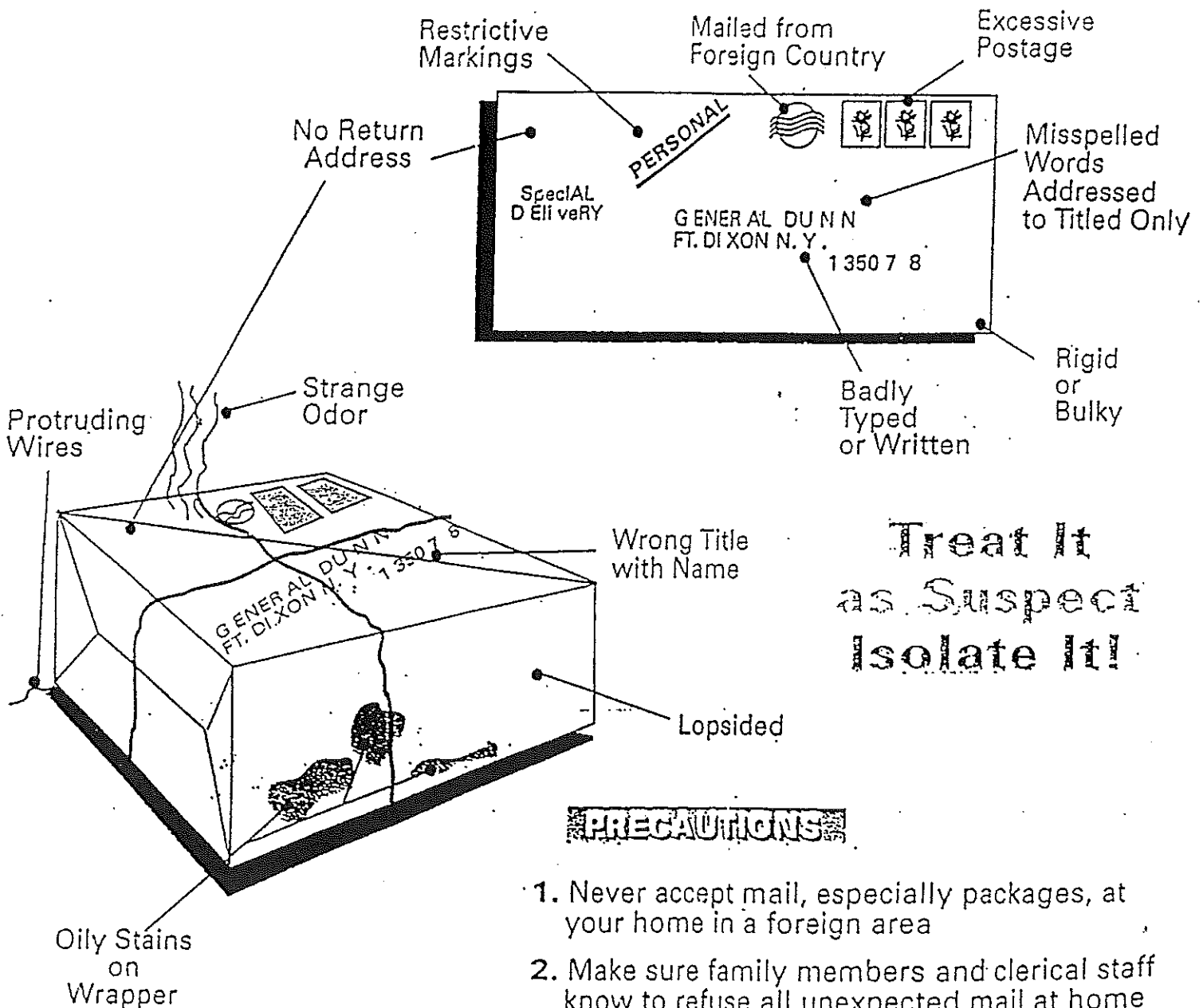
#### The Woodbury County Sheriff's Department

Steps to be taken in response to a "suspicious" letter or package with powder and powder spills out onto a surface:

1. Immediately set suspected package/container down, do not handle it more than necessary. Minimize the number of handlers.
2. Do not try to clean up the powder. Cover the spilled contents immediately with anything and do not remove the cover.
3. Notify the Woodbury County Sheriff's Department immediately, if not already present, and complete the checklist. The Sheriff's Department will contact Building Services, to shut down the air handling systems, and the HAZMAT Team.
4. Secure the room or area. Avoid spreading possible contamination to other locations. Close the door and prevent others from entering.
5. Move everyone in the immediate area of the suspect package/container/substance to the nearest secure room.
6. At minimum, have the individual(s) wash possible exposed area(s) with warm water and soap at the nearest sink.
7. For more extensive possible exposure, have the individual remove clothing, place in clear plastic bag, seal bag, and shower at nearest location.
8. Obtain further direction from local law enforcement.
9. If possible, list all people who were in the room or area, especially those who had actual contact with the powder.. Give this list to the immediate supervisor and to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials, the Woodbury County Sheriff's Department, for further investigation.

# WARNING!

## Letter and Package Bomb Indicators



**Treat It  
as Suspect  
Isolate It!**

### PRECAUTIONS

1. Never accept mail, especially packages, at your home in a foreign area
2. Make sure family members and clerical staff know to refuse all unexpected mail at home or office
3. Remember - It May Be A Bomb - Treat It as Suspect

## LETTER AND PARCEL BOMB RECOGNITION POINTS