

**FACILITY THREAT PLAN**

**Enter Facility Name**

**Completion date mm/dd/year**

|  |
| --- |
| **FACILITY THREAT PLAN**FACILITY THREAT COORDINATORINFORMATION SHEET |
| Department Name: Click here to enter text. |
| Facility Name: Click here to enter text. |
| Address: Click here to enter text. |
| E-mail Address: Click here to enter text. |
| Completed by: Click here to enter text. |
| E-mail Address: Click here to enter text. |
| **ALERTING PROCEDURES** ***In case of fire, explosion, toxic spill or other emergency notify the following:****POLICE/FIRE/EMS****9-911*** *from County office phone****911*** *from public or cell phone* **FACILITY THREAT COORDINATOR –FTC :** *(one per building)**Responsible for evaluating threats and making protective action decisions with public safety agencies; supervising implementation of protective actions by departments; disseminating information to departments regarding an emergency event; and maintaining the Facility Threat Plan.*  |
| Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. |
| 1st Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| 2nd Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| **INITIAL NOTIFICATION/COORDINATION PROCEDURES**Click here to enter text.**ALERTING AIDES**

|  |  |
| --- | --- |
| Name of Primary: | Contact Info: |
| Click here to enter text. | Click here to enter text. |
| 1st Alternate: | Contact Info: |
| Click here to enter text. | Click here to enter text. |

1. *FTC will develop initial message to include type of problem, action to be taken, that Internal Command Post is activated, method for contacting FTC, and to check-in on radio or telephone as appropriate.*
2. *FTC will direct Alerting Aides to call each Area Warden, starting with primary assignee and provide initial message from FTC*.

**INTERNAL COMMAND POST**Location: Click here to enter text.Facility Name: Click here to enter text.Address: Click here to enter text.Phone Number: Click here to enter text.**EXTERNAL COMMAND POST**Location: Click here to enter text.Facility Name: Click here to enter text.Address: Click here to enter text.Phone Number: Click here to enter text. |

|  |
| --- |
| **WARDEN ASSIGNMENTS FOR FACILITY AREAS CONTAINING DEPARTMENT STAFF** ***Responsible for communication with Facility Threat Coordinator and providing direction to Department Emergency Coordinators.*** |
| Floor/Area:Click here to enter text. | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:Click here to enter text. | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:Click here to enter text. | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:**Click here to enter text.** | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:Click here to enter text. | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:Click here to enter text. | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:Click here to enter text. | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:Click here to enter text. | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:**Click here to enter text.** | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:Click here to enter text. | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:Click here to enter text. | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:Click here to enter text. | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:Click here to enter text. | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:**Click here to enter text.** | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |
| Floor/Area:Click here to enter text. | Name of Primary:Click here to enter text. | Contact Info:Click here to enter text. | Alternate:Click here to enter text. | Contact Info:Click here to enter text. |

**Communications Plan**

**NOTIFICATION OF WARDENS**

*Facility’s Notification and Communication process:*

Click here to enter text.

**Assigned radio channel:** Click here to enter text. **Assigned radio group code:** Click here to enter text.

**NOTIFICATION OF EMPLOYEES**

When notified by the FTC, the Wardens will:

Click here to enter text.

**Turning the Radio ON**

* Push POWER for 1 second to turn the power on. The power ON indicator and Operating Channel number appear on the display.

**Adjusting the Volume**

1. Push and hold MODE for 1 second to open the SQUELCH. A BUSY indicator appears on the display while the squelch is open.
2. Adjust the audio to a suitable level using VOL.
3. Push and hold MODE for 1 second to close the squelch.

**Selecting the Operating Channel**

* Push UP or DOWN keys several times until the desired operating channel number appears on the display.

**Setting the Group Code**

The radio is equipped with 38 group codes. You will only receive calls from group members using the same group number even if everyone is on the same operating channel.

1. Push MODE to enter set mode. “---“(group mode OFF) appears on the display.
2. Push UP or DOWN to select the desired code number.
3. Push MODE to set the group code number.

**Cancel the Group Mode Operation**

1. Push MODE to enter set mode. Code number disappears on the display.
2. Push UP or DOWN to select “---“ (group mode OFF).
3. Push MODE to cancel the group mode.

**Setting the Key Lock Function**

This function electronically locks all keys and switches to prevent accidental channel changes and function access.

* Push and hold POWER for 2 seconds to turn the lock function ON and OFF. A small key appears on the display. When the lock function is ON, only the POWER and PTT (Push-to-Talk) buttons are functional.

**Setting Smart Ring Function**

The ring function has an Answer Back function. This allows you to confirm whether or not a call has reached the receiving party even if the operator is temporarily away from the radio.

1. All radios of the group must be set to the same channel and group code for this function to work.
2. While pushing PTT push UP key. A “beep” is emitted and a small figure of a radio blinks on the display. Release the PTT button.
3. When a member of your group answers your call, the transceiver emits “beep” sounds for 10 seconds and the radio figure blinks on the display. When no answer comeback, the radio emits 3 short, faint “beep” tones. Push PTT button to answer and to stop the “beeps” and flashing.

**FACILITY THREAT PLAN**

FACILITY THREAT COORDINATOR/WARDEN DUTIES

IN CASE OF FIRE

**Response Objectives:**

In the event of a report of a fire in the facility, the primary objectives of the FTC and Wardens are to make notifications, assess the fire and extinguish the fire if appropriate, and determine the need to evacuate the facility.

**Notification:**

***FTC will:***

1. Ensure Fire Department has been called using 9-9-1-1.
2. Notify Wardens by radio or telephone.
3. Move to Internal Command Post with Alerting Aides.
4. Direct Wardens to assess fire and report conditions.
5. Direct Wardens to prevent entry into the building.

***Wardens will:***

1. Contact the FTC by telephone or radio.
2. Notify departments on their floor to evacuate the facility.

**Assessment:**

***Wardens will:***

1. Assess the floor for evidence and location of smoke or fire.
2. Obtain Warden Kit Bag and a fire extinguisher. Search the floor with an Assistant Warden or other person. If possible, extinguish the fire.
3. Report evidence or status of smoke/fire to the FTC via radio. Report “All Clear” as appropriate.

**Evacuation*:***

***FTC will:***

1. Upon evacuation, direct the Wardens to station themselves at the facility entrances and prevent entry by unauthorized persons.
2. From the External Command Post, coordinate activities with Fire Department and the CAO’s office.

**EVACUATION**

**Response Objectives:**

 The primary objectives are to ensure evacuation is initiated properly, prevent entry to the facility, ensure all areas are cleared, and monitor the movement of personnel to the Assembly Area.

**Notification:**

***FTC will:***

1. Notify Wardens to evacuate their floors.

***Wardens will:***

1. Notify senior person in each department of need to evacuate.
2. Ask that one person per floor be assigned to assist injured or handicapped persons.
3. Direct persons in common areas, lobbies, restrooms to evacuate.
4. Post themselves near elevators to prevent use and determine if anyone is trapped in elevator.

**Prevent Entry:**

***Wardens will:***

1. Prevent entry to building; ensuring and doors are cleared for security lines.

**Ensure Floors are Clear:**

***Wardens will:***

1. Check floor to ensure evacuation has taken place. Use bullhorn as necessary (if available).
2. Note the number and location of persons needing assistance. Ensure they are moved to the appropriate stairwell for assistance. Notify the FTC of this information.
3. Evacuate themselves using appropriate stairwells. Report status to the FTC.

**Monitor Movement:**

***Assistant Wardens will:***

1. Monitor movement of personnel to the Assembly Areas. Pay particular attention to intersections where staff will be crossing streets.
2. Take initiative to correct safety concerns en route to Assembly Areas.
3. Inform FTC when all employees are located in the Assembly Areas.

**Evacuation Routes and Exits:**

**First Floor:** Click here to enter text.

**Second Floor:** Click here to enter text.

**Third Floor:** Click here to enter text.

**Fourth Floor:** Click here to enter text.

**Fifth Floor:** Click here to enter text.

**Sixth Floor:** Click here to enter text.

**EVACUATION**

**Assembly Area for Physically Challenged Persons**

Each facility will designate an alternate assembly area for use by staff with physical challenges. An Area Warden or Alternate will be assigned to assist staff as this assembly area and report attendance to the FTC.

|  |  |
| --- | --- |
| Assembly area: Click here to enter text. | Area Warden: Click here to enter text. |
| Assembly area: Click here to enter text. | Area Warden: Click here to enter text. |
| Assembly area: Click here to enter text. | Area Warden: Click here to enter text. |
| Assembly area: Click here to enter text. | Area Warden: Click here to enter text. |

|  |
| --- |
| Enter Department Name  |
| PHYSICALLY CHALLENGED EMPLOYEES |

|  |  |  |
| --- | --- | --- |
| NAME: | DEPARTMENT/FLOOR |  PRESENT |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |
| Click here to enter text. | Click here to enter text. |   |

**WARDEN EVACUATION CHECK LIST *Responsible for communication with Facility Threat Coordinator and providing direction to Department Emergency Coordinators.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Warden/Area:** | **Notified:** | **Details/Threats:** | **Status:****(All Clear, Shelter, Evacuate)** | **Reported Results:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**FACILITY THREAT PLAN**

FACILITY THREAT COORDINATOR/WARDEN DUTIES

IN CASE OF SHELTER IN PLACE

**Response Objectives:**

The primary objectives during a Shelter-in-Place are notifying all persons to shelter, prevent entry of the threat, remain in contact with persons in the area of responsibility, communicate with public safety agencies, and evacuating once the threat has been cleared.

**Notification:**

***FTC will:***

1. Remain in place or move to Internal Command Post.
2. Contact public safety agencies regarding nature of threat.

***Alerting Aides:***

1. Notify Wardens to shelter-in-place.
2. Inform Wardens of nature of threat, location of FTC, and to report once shelter is complete.

***Wardens will:***

1. Direct departments to shelter-in-place.
2. Direct persons in common areas to shelter in department.
3. Shelter in one of the departments.

**Prevent entry**

***FTC/Wardens will:***

1. Attempt to secure doors of the facility to prevent outside physical threat.
2. Shut down HVAC system if the threat is a hazardous material.

**Remain in Contact with Departments:**

***Wardens will:***

1. Once sheltered, attempt to contact other groups by all possible means.
2. Advise groups to remain calm and implement shelter procedures in accordance with departmental plans.

**Communicate with Public Safety Agencies:**

***FTC will:***

1. Maintain contact with public safety agencies and Wardens regarding the nature of the threat and conditions on each floor.

***Wardens will:***

1. Attempt to coordinate information between FTC and departments.
2. If unable to contact FTC, contact public safety agencies using the 9-9-1-1 system.

**Evacuate the Facility:**

***FTC will:***

1. Order the evacuation of the facility once given “All Clear” from a public safety agency.
2. Gather employee head-count information from Department Emergency Coordinators (DEC) at Assembly Area.

**FACILITY THREAT PLAN**

FACILITY THREAT COORDINATOR/WARDEN DUTIES

IN CASE OF AN ACTIVE SHOOTER EVENT

***Due to the nature of these incidents there will likely be little to no guidance from the Facility Threat Coordinator, or Area Wardens.***

**CALL 9-1-1 WHEN SAFE TO DO SO**

**Response Objectives:**

The primary objective during an active shooter event is for County employees to be able to assess the situation with little or no notice or guidance from FTC, area wardens, or direct management, and proceed with safest possible action; whether it is an evacuation, shelter in place/hide, or as a last resort, fight. Incidents involving active shooters can occur in any facility at any time. The perpetrator may be a client, random person, or even a co-worker. It is incumbent upon all personnel to maintain vigilance for this type of incident and take actions as listed below in the safest and most calm demeanor possible.

**How to respond to an active shooter:**

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

1. Know the exits and have an escape plan in mind.
2. Evacuate regardless of whether others agree to follow.
3. Leave belongings behind.
4. Help others escape, if possible.
5. Prevent others from entering the area where an active shooter may be.
6. Keep your hands visible.
7. Follow the instructions of law enforcement.
8. Do not attempt to move wounded people.
9. Call 9-1-1 when you are safe.
10. **Go to your assembly area if it is safe to do so.**

**Hide:** – *If you can’t run, find a place to hide where the active shooter is less likely to find you, your hiding place should:*

1. Be out of the shooter’s view.
2. Provide protection if shots are fired in your direction. (office with a closed and locked door)
3. 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 furniture.
* Lock the door.
* **Silence your cell phone and/or pager.**
* Turn off any sound source. (radios, television)
* Hide behind large objects. (cabinets, desks)
* Remain quiet.

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

1. Acting aggressively against the shooter.
2. Throwing items and improvising weapons.
3. Yelling.
4. Committing to your actions.

**How to respond when law enforcement arrives:**

Law enforcement’s purpose is to stop the active shooter as soon as possible. The first officers

on-scene will not stop to help the injured; that is the job of follow-up medical/rescue teams.

**What to expect from law Enforcement:**

1. Officers usually arrive in teams of 2-4.
2. Officers may regular patrol uniforms or tactical gear including helmets and vests.
3. Officers may be armed with rifles, shotguns, and handguns.
4. Officers may use pepper spray or tear gas to control the situation.
5. Officers may shout commands, and may push people to the ground for their safety.

**How to respond to law enforcement:**

1. Remain calm; follow instructions.
2. Put down items you may have in your hands.
3. Immediately raise hands and spread fingers.
4. Keep hands visible.
5. Avoid quick movements toward officers.
6. Avoid pointing, yelling, screaming.
7. Do not ask officers for help or direction; proceed in the direction from which the officers arrived.

**Best practices for an active shooter incident:**

1. Be aware of your environment and possible dangers.
2. Take note of the two nearest exits in any facility you visit.
3. If you are in an office, stay there and secure the door.
4. If you are in a hallway, get into a room and secure the door.
5. As a last resort, attempt to take the shooter down.
	1. If shooter is at close range, and you cannot flee, your best chance of survival is to incapacitate him/her.

**Things to Remember:**

1. Evacuation or shelter-in-place is likely to be an individual decision.
2. Take accountability at the Assembly Area; this is vital information for First Responders and management.
3. Ensure this scenario is included in safety briefings and training
4. Foster a respectful workplace.
5. Be aware of indications of workplace violence and address these issues as early as possible.

**FACILITY THREAT PLAN**

FACILITY THREAT COORDINATOR/WARDEN DUTIES

IN CASE OF BOMB THREAT

**Response Objectives:**

The primary objectives during a bomb/unknown substance threat are to notify the departments and public safety agencies of the threat, gather information from the departments regarding their search efforts, and determine what protective actions to take.

**Notification:**

***FTC will:***

1. Ensure Police Department is notified using the 9-9-1-1 system.
2. Move to the Internal Command Post.
3. Direct Alerting Aides to notify Wardens of the threat and to initiate a search of the areas. Notify Wardens to use the telephone, not the radios.

***Wardens will:***

1. Post an Alternate Warden at designated telephone to remain in contact with FTC.
2. Notify senior member of each department of the situation and request they initiate a search of the area for suspicious articles/objects
3. Search common areas for suspicious articles/objects.
4. Search stairwells up and down to the next floor entrance.
5. Gather reports by walking the area or using telephones. Do not use radios or cellular phones.
6. Report search results to the FTC.
7. Remain at telephone to receive further instructions.

**Gather Information:**

***FTC will:***

1. Contact the person who received the threat and that person’s supervisor. Request they report to the Internal Command Post with any notes regarding the threat.
2. Attend law enforcement interview of threat recipient.
3. Receive Warden reports regarding credibility of threat.

**Determine Protective Actions:**

***FTC will:***

1. Make determination of further actions to be taken.
2. Notify Wardens, by telephone, of actions to be taken.

**FACILITY THREAT PLAN**

FACILITY THREAT COORDINATOR/WARDEN DUTIES

IN CASE OF BIO-TERROR THREAT

**Response Objectives:**

The primary objectives of the Facility Threat Coordinator and Area Wardens are to determine if there is an article/substance in the facility connected to a bio-terror threat, isolate persons/objects that come into contact with such an article, prevent spread of substances, and assist public safety and health agencies in determining the credibility of the threat.

**Locate and Notify :**

***FTC will:***

1. Notify public safety agency that a bio-terror has been received at the facility.
2. Notify Wardens of the possible threat.

**Isolate and Prevent Spread :**

***FTC will:***

1. Notify Wardens to isolate persons and property which may be exposed.
2. Direct Building Engineer to shut-down HVAC system.

***Wardens will:***

1. Isolate persons or property which may be exposed.

**Assist Public Safety and Health:**

***FTC will:***

1. Direct Wardens and other persons to assist Public Health and other agencies in the gathering of information.
2. Provide information and instructions to senior personnel in the facility.

**FACILITY THREAT PLAN**

FACILITY THREAT COORDINATOR/WARDEN DUTIES

IN CASE OF ENERGY CRISIS

**Response Objectives:**

The primary objectives of the Facility Threat Coordinator and Area Wardens are to minimize energy use in the facility upon notification by the Facilities Management Division and to evaluate the habitability of the facility in the event of loss of electrical power or natural gas supply.

**Minimize Power Use:**

***FTC will:***

1. Contact Wardens and have them notify departments to initiate energy reduction plans.
2. Monitor the situation with Facilities Management and PG&E.

**Evaluate the Impact:**

***FTC will:***

1. Direct Wardens to monitor habitability of the indoor environment.
2. Assist departments in implementation of energy reduction if requested.
3. Receive information from Facilities Management and

PG&E regarding duration of energy loss.

1. Keep departments informed using the Warden system.

**FACILITY THREAT PLAN**

FACILITY THREAT COORDINATOR/WARDEN DUTIES

IN CASE OF EARTHQUAKE

**Response Objectives:**

The primary objectives of the Facility Threat Coordinator and Area Wardens are to assess the condition of the facility, assess the situation of the surrounding area to determine if it is safe to remain in the facility or order and evacuation; and report to the Office of Emergency Services.

**Assess Condition of Facility:**

***FTC will:***

1. Move to the Internal Command Post with Alerting Aide.

***Wardens will:***

1. Conduct assessment on each floor to determine injuries, accountability, and damage to facility.
2. Contact FTC and report assessment results.
3. Monitor elevators to prevent use.
4. Wait for instructions from FTC.

**Assess Surrounding Area:**

***FTC will:***

1. Post Alerting Aide to the Internal Command Post to receive reports.
2. Direct Assistant Wardens to prevent entry to the facility until Warden’s assessment is complete.

**Report to Office of Emergency Services:**

***FTC will:***

1. Report condition of facility and personnel to OES at 209- 953-6200.
2. Notify CAO at 209-468-8203.