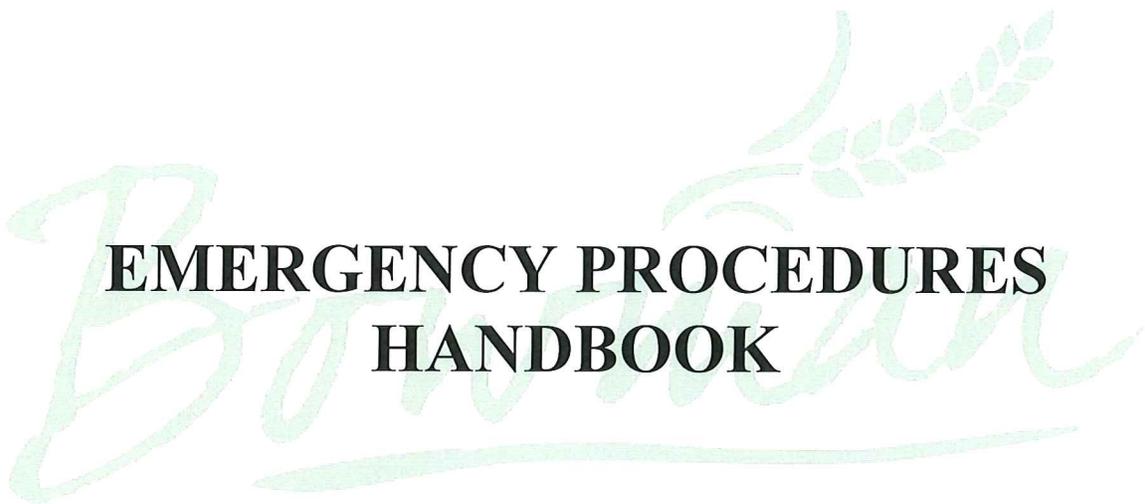


**BOWMAN COUNTY
COURTHOUSE
BOWMAN, NORTH DAKOTA**



**EMERGENCY PROCEDURES
HANDBOOK**

Updated December 2015

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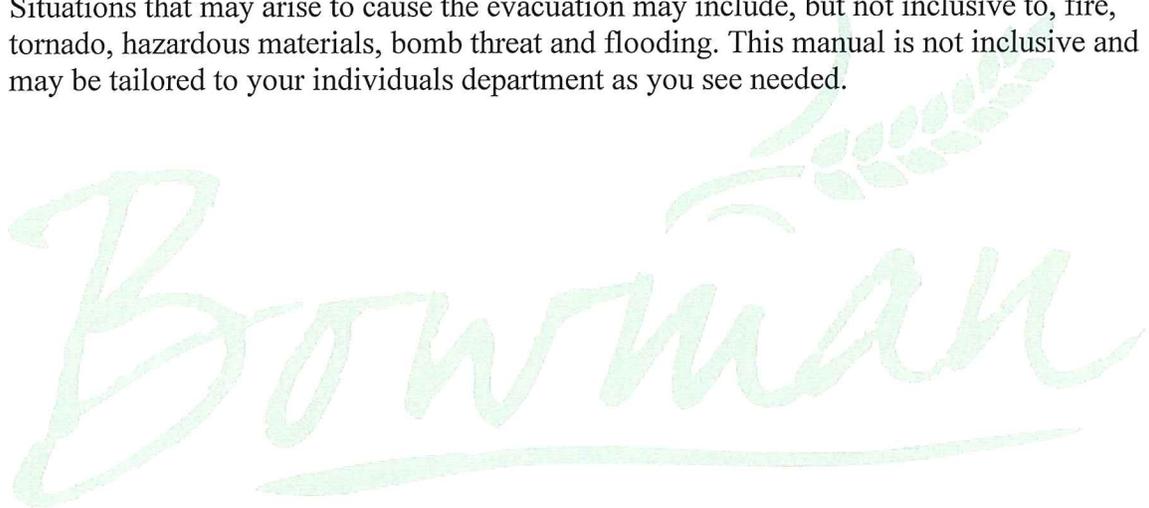
GENERAL STATEMENT

The Bowman County Commissioners strongly believe that the employees of the Bowman County Courthouse should be prepared for any emergency that should arise.

Emergency procedures are necessary to save lives and protect property. All employees should be aware that emergency procedures exist, and with the assistance of the department heads and employees, can be implemented quickly to minimize potential losses.

This handbook has been created to provide guidance for the Bowman County Employees and other members of the public in the building in the event of an evacuation or shelter within the Bowman County Courthouse.

Situations that may arise to cause the evacuation may include, but not inclusive to, fire, tornado, hazardous materials, bomb threat and flooding. This manual is not inclusive and may be tailored to your individuals department as you see needed.



The following building evacuation procedures will be implemented by employees of the Bowman County Courthouse.

FIRE

Before a Fire

1. Know the location of all fire alarm stations. (see map)
2. Know the location of all fire extinguishers. (see map)
3. Know the evacuation plan for your office. (see page 6)
4. If an employee has special needs due to a disability, the employee should notify the department head so those special evacuation plans can be made in case of an emergency.

Discovering a Fire

1. Sound the alarm immediately.
2. Dial 9-1-1
3. Shut all doors and windows, if time allows.
4. Vacate the building following the evacuation plan. (see page 6) DO NOT use the elevator.

Hearing the Fire Alarm Sound

1. Open curtains.
2. Close all windows tightly, if time allows.
3. Vacate the room and close the door.
4. Begin accounting for employees and check public areas assigned to your department.
5. Vacate the building following the evacuation plan. (see page 6) DO NOT use the elevator.

After Vacating the Building

1. All employees report to the Assembly Point.
2. Department heads (or designated person) account for all department employees; turn form into Accountability Officer.
3. Listen for instructions from emergency personnel.

TORNADO

Before a Tornado

1. Know the location of the shelter area; in the Bowman County Courthouse, the Emergency Operations Center (or EOC) is the safest area, but each office should designate another location in the event you are unable to get to the EOC.
2. Know the designated public spaces your department is responsible to evacuate and know your evacuation route to the EOC.

Hearing the Tornado Warning via Weather Radio

1. Department heads (or designated person) account for all employees; inform all customers they also need to go to the EOC or leave the building.
2. If an employee or customer refuses to go to the EOC, document on the department form they left and tell them they **MUST** leave the building.
3. Do not go outside.
4. Close all doors and windows. (if time is allows)
5. Follow your department evacuation route to the EOC. **DO NOT** use the elevator.

After re-locating to the EOC

1. Department heads (or designated person) turn in department form to Accountability Officer.
2. Listen for instructions from emergency personnel.
3. Stay in the EOC until released by authorities.

SEVERE THUNDERSTORM

During a Severe Thunderstorm

1. Do not go outside.
2. Keep monitoring the weather for rapidly changing conditions.
4. Avoid using water since metal pipes and water conduct electricity.
5. Evacuate using Tornado instructions above if notified.

INTRUDER IN THE BOWMAN COUNTY COURTHOUSE

If you have an unruly customer and need assistance page the sheriff via phone system.

If you hear or witness an unruly customer with another employee/office, report it to the Sheriff's Office.

In a case where you feel threatened or if you hear or witness a situation and you feel employees and customers are in danger, press your PANIC BUTTON and alert courthouse staff by paging all offices and state the issue ie: "There is a shooter in the upper level hallway" etc....

1. Escape if you can.
2. If you do not feel you can safely escape:
 - Lock all doors and windows in your department and close shades.
 - Take refuge in your predesignated "safe place"
 - Silence your cell phone and remain quiet.
 - Remain in locked office until emergency personnel states it is safe to evacuate.

SUSPICION OF TOXIC FUMES IN BUILDING

- DO NOT USE any electric equipment, including the elevator, if you smell natural gas.
- Follow the plan to evacuate the building to the assembly point, USDA Service Center, if necessary. Try not to inhale gases, fumes, or smoke. If gas or vapors have entered the building, take shallow breaths through a cloth or towel.

POWER FAILURE

*In the case of power failure, the first concern of the staff is for the safety of people in the courthouse. If the power failure is prolonged, standard evacuation procedures should be followed once deemed necessary by administration and emergency personnel. Elevators, bathrooms, and stairwells should be checked for stranded persons.

OTHER EMERGENCIES

*You will be notified by the Accountability Officer with further information to decide if it warrants an indoor or outdoor evacuation.

EVACUATION

Evacuation of a building can be ordered for a number of reasons. Bowman County requires that all occupants evacuate the courthouse when the fire alarm sounds. For people with disabilities, evacuation may be difficult and they may not be able to comply with this law; see notes below on Disabled Persons and Evacuations.

Primary response after an evacuation has been ordered:

- Evacuate (If possible, taking personal items with you if this can be done quickly)
- DO NOT use elevators, unless authorized to do so by police or fire personnel.
- Notify police or fire personnel immediately of any people remaining in the building and their locations. Police or fire personnel will decide whether people are safe, where they are, and will evacuate them as necessary.
- Do not block emergency roadways or corridors.
- Assemble in the pre-designated location.
- Do not re-enter building until authorized to do so by emergency personnel.

Disabled Persons and Evacuations

In advance of an evacuation:

- Each department head should be prepared to assist disabled employees and customers Disabled staff members are encouraged to develop a pre-evacuation plan, perhaps using a “buddy” system. During an evacuation, staff may choose to assist disabled persons, but are not required to do so.

Blindness or Visual Impairment

- Give verbal instructions to advise about the safest route or directions using compass directions, estimated distances, and directional terms.
- DO NOT grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or other people are evacuating.
- Give other verbal instructions or information (i.e., elevators cannot be used.)

Mobility Impairment

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can evacuate or move to a safe area.
- If people with mobility impairments cannot exit, they should move to a safer area which includes most enclosed stairwells or an office (with a door that shuts) which is a good distance from the hazard.

ASSEMBLY and ACCOUNTABILITY – Vacating the building

In the event of a building evacuation, department staff and visitors should go to the predetermined assembly point outside of the building. The Auditor Office and/or Recorder/Clerk of Court have the responsibility to bring a go-kit (Accountability forms) to the assembly area.

It is at this assembly point that all department heads (or designated person) will account for their staff, customers and as well as assuring public areas are clear and will report to the Accountability Officer. See Appendix A for public areas your which department is responsible.

Lower level:

- Auditor, Commissioners Room exit through lower door C.
- EOC exit through upper level EOC door F.
- Treasurer, Register of Deeds, Tax Director, and Emergency Management exit through lower level door A.

Proceed to Assembly Area.

Upper level:

- Social Services exit through upper level door G.
- Sheriff exit through upper level Sheriff door E.
- County Agent, States Attorney, Weed Board, Janitor, Courtroom and Chambers exit upper level hallway door H.

- Health Nurses exit through either door I in nursing offices.
Proceed to Assembly Area.

ASSEMBLY and ACCOUNTABILITY - Tornado or other shelter in EOC event

If the threat is a tornado, department staff and customers should go to the EMERGENCY OPERATIONS CENTER or EOC. The designated overflow area is the ARCHIVES ROOM in the event there is court that day.

The Auditor Office and/or Recorder/Clerk of Court have the responsibility to open the EOC and have possession of a go-kit.

It is at this assembly point that all department heads (or designated person) will account for their staff, visitors and as well as assuring public areas are clear and will report to the ACCOUNTABILITY OFFICER. See Appendix A for public areas your which department is responsible.

Lower level:

- All departments enter the EOC through downstairs hallway door.

Upper lever:

- Social Services will use stairway 3 proceed to the EOC door on the lower level.
- Sheriff will use stairway 4 (the non-public stairs) from their office to the EOC.
- County Agent, States Attorney, Health Nurses, Weed Board, Janitor, Courtroom and Chambers will use the stairway 2 and proceed to the EOC door on the lower level.

APPENDIX A
Emergency Evacuation Team - Identified



EMERGENCY EVACUATION TEAM - IDENTIFIED

FIRE DEPARTMENT - The fire department will do regular inspections of basements and storage areas to remove and prevent fire dangers. The fire department will do an annual inspection of fire extinguishers. The fire department will also take over management of the scene once they arrive, assisted by the emergency manager.

RISK MANAGER and EMERGENCY MANAGER - The county emergency manager is responsible, with the cooperation of the risk manager, for organizing the emergency evacuation plans of the county courthouse. Together they will advise all occupants how to use the emergency plans and emergency communications systems. They will select, train and organize courthouse staff and evacuation team members in conducting emergency operations and drills. The Emergency Manager is the liaison with the fire department.

ASSEMBLY AREA is the designated place where employees should gather when evacuating the courthouse. The primary location will be used unless it is unsafe to do so:

Primary Assembly Area is the USDA SERVICE CENTER 523-3871 523- 3872

Secondary Assembly Area is BOWMAN CITY HALL 523-3309

ACCOUNTABILITY OFFICER will be the assigned to the **FIRST PERSON** to arrive at the assembly area. This person will collect department forms and compile list of employees who are unaccounted and provide to Law Enforcement officials.

DEPARTMENT HEAD or DESIGNATED BACK-UP - This person is to be sure all occupants of their suite, staff and customers, are evacuated to the assembly area, their assigned public areas are checked (listed below), compile an accountability report and turn it in to the **ACCOUNTABILITY OFFICER**.

STAIRWELLS – Assigned office is to be sure all occupants of all three courthouse public stairwells are evacuated to the assembly areas and document on department report.

Social Services Office will evacuate stairwell 3.

Extension Office will evacuate stairwell 2.

Clerk of Court and States Attorney will evacuate stairwell 1.

Sheriff's Office will evacuate stairwell 4 (non-public) leading to the EOC.

RESTROOMS – Assigned office is to be sure all occupants of public restrooms are evacuated to the assembly areas and document on department report

Treasurers Office will evacuate lower level of old building restrooms.

Auditors Office will evacuate lower level of new building restrooms.

Social Services Office will evacuate upper level restroom near their office.

Extension Office will evacuate upper level restroom near their office.

Health Nurses Office will evacuate restrooms in their office.

Sheriff's Office will evacuate their non-public restrooms.

OTHER ROOMS - These offices are to be sure all occupants of both the courtroom and jury room (including restrooms) are evacuated to the assembly areas, compile department checklist and turn in to the ACCOUNTABILITY OFFICER

Clerk of Court Office will evacuate the courtroom/jury room.

Auditors Office will evacuate the commissioner's room.

Social Services Office will evacuate the Dakota room.

Sheriff's Office will evacuate the garage.



APPENDIX B
Forms



Department: _____

EMPLOYEE	YES	NO	ABSENT	NOTES
PUBLIC AREAS:	YES	NO		

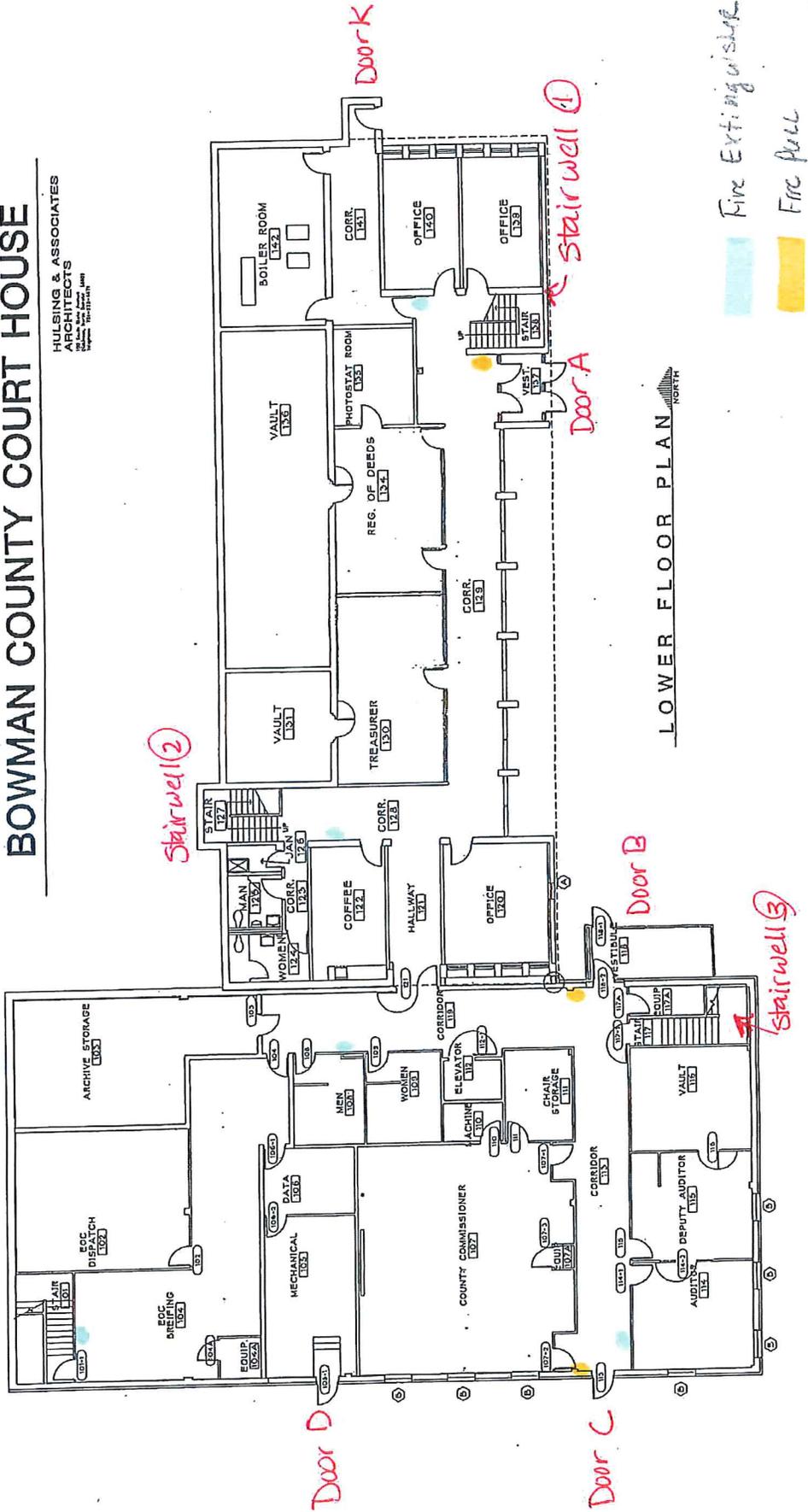
Checklist Supervisor: In advance, list all of your department employees and the public areas you are responsible to check. Fill out the form during an event: check “Yes” for employees who have reached the designated assembly point safely, “No” for those who are not present at the designated assembly point, or “Absent” for those employees who are absent from work today. Inform customers and others present of the plan in place for the specific event and take them with you. If they are not willing to follow the plan they must leave the courthouse. Record the name and time of departure of all those who leave the courthouse including both employees and customers. Please give this list to the Accountability Officer (Risk Manager, Auditor or Emergency Manager) so rescue personnel can determine who is left in the building.

APPENDIX C
Courthouse Floor Plans



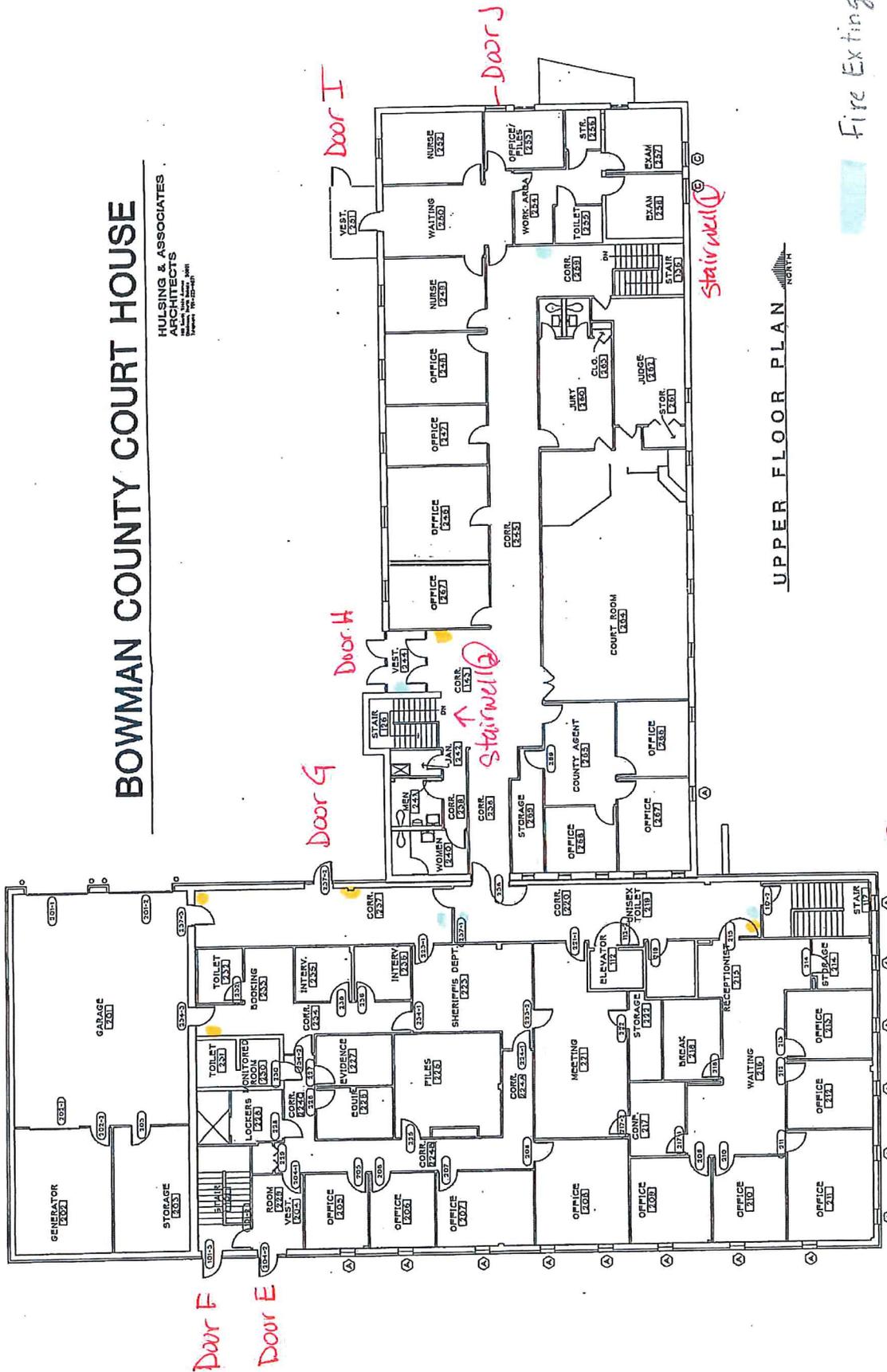
BOWMAN COUNTY COURT HOUSE

HULSING & ASSOCIATES
ARCHITECTS
101 Main Street, Suite 200
Bowman, ND 58307
Phone: 701-251-1111



BOWMAN COUNTY COURT HOUSE

HULSING & ASSOCIATES
ARCHITECTS
1000 1st Ave. S. Ste. 200
Fargo, ND 58102-1000



UPPER FLOOR PLAN

APPENDIX D
Procedures



FIRE ALARM PROCEDURES

Upon sounding of a fire alarm, all personnel and customers are to *immediately* evacuate the building according to evacuation procedures. Re-entry of the building will take place only at the direction of the emergency personnel on scene. No one other than emergency personnel is to enter the building until an “all clear” is given.

Fire alarms should only be reset by trained fire department or courthouse personnel. The alarm is to continue sounding until all personnel and visitors are evacuated and emergency personnel has determined it is safe to re-enter the building.

Elevators are to be reset upon re-entry of the building by the Bowman Fire Department or trained courthouse personnel.

HOW TO REPORT A FIRE

It takes less than three minutes for a free-burning fire to reach temperatures of over 1000 degrees. Because you have so little time, it's important to be ready when you call 9-1-1.

- Be prepared to describe the nature of the emergency.
- The 9-1-1 operator will ask to verify the address. Be specific: what office/floor?
- Provide as much specific information possible on the extent and nature of the fire.
- You may be asked for nearest cross-street. The courthouse is on:

1st Street NW and 1st Avenue NW

FIRE EXTINGUISHERS

Fire extinguishers save lives and property by putting out or containing small fires until the fire department arrives. Even against small fires, however, extinguishers are useful only under certain circumstances.

- The operator must know how to use them. There is no time to read instructions during an emergency.
- They must be within easy reach and in working order and fully charged.
- The user needs to have an escape route that will not be blocked by the fire.
- They should match the type of fire you are fighting.
- They must be large enough to put out the fire. Most portable fire extinguishers discharge completely in a few as eight seconds.

OPERATING A FIRE EXTINGUISHER

Before using the extinguisher, make sure your back is to an exit and that you are standing six to eight feet from the fire.

PULL THE PIN: Hold the extinguisher with the nozzle pointing away from you and pull the pin located below the handle. This unlocks the operating lever and allows you to discharge the extinguisher.

AIM LOW: Point the extinguisher at the base of the fire.

SQUEEZE THE LEVER: Squeeze slowly and evenly to release the extinguisher.

SWEEP FROM SIDE TO SIDE: Move carefully toward the fire until the flames are out.

HOW TO ASSIST A BURN VICTIM

Taking quick action is important when you're assisting a burn victim. There are five objectives:

- Relieve Pain – Try to stop the burning process. Pull the victim away from the fire. If clothes are burning, get them to drop and roll or wrap them in a blanket or anything available.
- Remove any smoldering clothing or clothing that's been contaminated with burning chemicals.
- If you are faced with an electrical burn, turn off the power before you offer assistance.
- Hold the burn under running water for 5-10 minutes – skin will continue to burn if it is not cooled for at least 5 minutes.
- Never use butter, petroleum jelly or any kind of ointment on the burn.
- Watch for signs of shock and keep victim calm until EMS arrives.