3.01 Purpose

In addition to natural disasters, any public building has the potential to be impacted by upset customers, domestic violence that has carried over to the workplace, an armed or dangerous intruder, protestors, or even a terrorism event. The purpose of this policy is to protect the employees and other occupants of City facilities and to prevent additional exposure to the situation.

3.02 Evaluation of Threat

Be aware of your surroundings and what is happening in the work areas near you. Threats can come from a phone call, a suspicious package, a person inside the building or a person outside the building. Your determination of what the threat is will determine what actions are most appropriate.
3.03 Response to Immediate Risks

3.03.01 Workplace violence often originates from domestic violence. If you have a restraining order against any individual, it is in your best interest to make your supervisor aware of the situation. Together with your supervisor you can make a decision about how the information is disseminated to your co-workers and others who may find themselves in contact with the individual named in the order. You may need to provide a picture of the individual to your co-workers so that they can help keep you safe while you are at work.

3.03.02 **Call 911** if you feel that anyone, including yourself, is in danger. If possible, report the situation to your supervisor. If necessary, call 911 from a room a safe distance from the threat or from another building. If unable to call 911, depress the panic button.

3.03.03 **Fire alarms may be harmful.** It is critical that you alert people quickly and quietly as to what and where the danger is so they can avoid it or move away from it. A fire alarm may panic the intruder or result in people moving into the danger zone. Tell people you see while you evacuate quietly and safely. If known, tell people what locations to avoid.

3.03.04 If the fire alarm sounds, evacuate the building.

3.04 Response to Armed Intruder

3.04.01 If communication is available, call 911. Or, if available, press the panic button. If you can safely do so, evacuate. If you cannot safely evacuate, lock yourself in (and the intruder out of) the room you are in at the time of the threatening activity. Don’t stay in an open area. Barricade yourself in the room with furniture or anything you can push against the door. Lock the window and close blinds or curtains. Stay away from windows. Turn all lights and audio equipment off. Try to stay calm and be as quiet as possible.
3.04 Response to Armed Intruder

3.04.02 Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.

3.04.03 If for some reason, you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.

1) You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.

2) If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, don’t run in a straight line. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.

3) If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.

4) The last option you have, if caught in an open area in the building, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

5) If you are caught by the intruder and are not going to fight back, follow their directions and don’t look the intruder in the eyes.

6) Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.
3.04 Response to Armed Intruder

3.04.04 If the fire alarm does sound, evacuate. If you receive information that it is an armed and dangerous intruder, some evacuation routes may be dangerous and you may need to choose other routes. It may be impossible to follow any organized pre-plan. Isolated people will have to make the best of their situation. That means escaping if a means is available that is out of the line of sight of the intruder. Or, it may mean locking doors and staying low on the floor. It may mean calling 911 to let the authorities know where in the building you are (if the intruder is unlikely to intercept or hear the call). It may mean a sign or signal to the police from a window.

1) Evacuation. If you are able, evacuate. If an intruder is known to be the danger, do not draw attention to the evacuation. Remind people to move quickly and quietly. They may pick up small personal necessities that are at hand (purse, medications, keys, glasses, coat, umbrella). Evacuees may not be able to return.

2) WATCH OUT as you leave. The task is to stay out of the intruder’s view. If the intruder is thought to have the route in his view, direct people to other routes. Upon exiting, go to a safe location out of the line of view of the intruder. Try to locate a supervisor that is establishing an accounting of evacuees.

3) Routes. Lead evacuees by any safe route to assembly areas. Routes must not expose evacuees to the view of the intruder. Routes along the building and moving sharply away at the corners may work best. Routes at an angle may reduce visibility from all but exterior rooms. Quickly turn corners or interpose landscape or structures between the route and building.
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3.04 Response to Armed Intruder

4) **Sweep.** As you leave the area, if it is safe to do so, sweep the area for missed occupants. Be quiet, do not call out. If there is reason to believe a room or hall is exposed to the intruder’s sight, stay out of it. Do not close doors as you leave. If safe to do so, leave all doors to unoccupied areas open. This may aid police view and access.

5) **Assembly areas.** Assembly area should be at least 300 feet from the building and not in a direct line of sight with the building being evacuated. Your assembly area due to an intruder will be different than your assembly area due to a fire evacuation. In bad weather, assemble in the buildings near your evacuation site. Warn people to remain in the assembly area and not to move where they can see or be seen from the evacuated building. The police or fire department may expand the evacuation area.

6) **Accounting for people.** Do not wait to take roll before alerting a supervisor or the police to any knowledge the group has concerning who the intruder is, where the intruder is, how the intruder is acting, how the intruder is armed, who the intruder has as hostage. Report that knowledge at once.

7) **Assisting emergency personnel.** The police may need assistance from personnel that have working knowledge of the buildings, exits, escape routes, and mechanical systems. They may need telecommunications and utility personnel.

8) **Re-entry or release.** Armed intruder emergencies may take more than an hour to resolve. Criminal investigations at the scene will follow. Re-entry to areas that are not closed off for investigation should not be a problem once the emergency is over. Re-enter a building only when authorized to do so by emergency personnel or a member of the management team.
3.04 Response to Armed Intruder

3.04.05 If the armed individual is outside the building, take shelter inside the building following the guidance in 3.04.01. If you can safely do so, attempt to notify other surrounding buildings to alert their occupants to the possible danger outside.

3.05 Response to Bomb Threat

3.05.01 Until proven otherwise, all threats are to be treated as real. During working hours, the supervisor along with other management team members should evaluate the threat and consider actions/evacuation. This may be done in conjunction with the police if they are available. Attached is a bomb threat checklist. The threat may be specific or non-specific.

1) **Specific threat.** In this case, the caller will provide a more detailed warning statement, which might describe the type and placement of the device, the reason or motive and/or other additional specific information.

2) **Non-specific threat.** In this instance, the caller may make a simple statement to the effect that a device has been placed. Generally, very little, if any, additional detail is conveyed before the caller terminates the conversation.

3) The non-specific threat is more common, but neither type of threat can be immediately discredited without investigation. Every threat has to be treated as real until proven otherwise. Depending on the evaluation by management, one of four possible alternatives should be pursued.

3.05.02 If an evacuation is ordered, do not use the fire alarm – a search along paths of travel and around assembly areas must be conducted **before** ordering evacuation.
3.05 Response to Bomb Threat

3.05.03 Evacuation action options

1) **Option One: Do nothing.** It may be tempting to do nothing when a child or drunkard has made a threat, but if there is the slightest doubt another option must be considered.

2) **Option Two: Search with partial evacuation.** If the threat level is considered moderate, with no reason to believe explosion is imminent, a supervisor or member of the management team might consider partial evacuation retaining only essential staff and search teams.

3) **Option Three: Search and evacuation.** In this option, personnel remain at their workstations during initial search and are evacuated once the presence of a suspicious article is confirmed. Normally this option would be adopted in a low threat assessment scenario. Otherwise, the implication is that persons would be exposed to the effects of a device if it functioned.

4) **Option Four: Evacuate immediately.** When the risk is high or when search is precluded due to the extreme short notice of the threat, the supervisor or member of the management team has no option other than to evacuate as quickly and as safely as possible.

   a. When evacuating, doors and windows should be left open and staff should remove all personal belongings (e.g. handbags, briefcases). This will facilitate the identification of suspect objects.

   b. If the decision to evacuate without a search is made, the following points must be considered:
3.05 Response to Bomb Threat

1. **Risk of injury.** As a general rule, the easiest area in which to plant an object is in the shrubbery which is sometimes found outside a building, in an adjoining parking lot, or in an area to which the public has the easiest access. Immediate evacuation through these areas might increase the risk of injury.

2. **Panic.** A sudden bomb threat evacuation may cause unpredictable behavior, leading to unnecessary risk of injury.

3. **Re-occupation.** Total and immediate evacuation, while risky, is the easy decision. After taking the easy way, the hard decision of when to return then needs to be made.

4. Do not allow anyone to enter a bomb threatened building unless it has been authorized by the police or a member of the management team.

3.05.07 Search. The aim of the search is to identify any object which is not normally found in an area or location; for which an owner is not readily identifiable or which becomes suspect for any other reason, (e.g. the object is similar to that described in the threat). In order to identify objects that are out of the ordinary, police personnel may require assistance when conducting a search.

3.05.08 Suspicious object found. Search personnel should not touch or move a suspicious object but should advise the police immediately. Search of other areas should be continued to ensure that there are no other suspect objects. Be aware of secondary entrapment devices.
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3.06 Response to an Earthquake

3.06.01 Drop, Cover and Hold. Do not leave the building during an earthquake due to falling masonry and glass. Instead, take refuge under a desk or table or stand within a doorframe. After the quake, evacuate to the normal fire evacuation assembly areas. Be aware of hazards such as fallen live electrical wires or ruptured gas lines. Supervisors should take an accounting of their staff. Do not enter a structurally damaged building until instructed to do so by appropriate personnel. Be mindful of the possibility of after shocks.

3.06.02 Following an earthquake, many employees will want to check into the welfare of their homes and loved ones. If practical, employees must notify supervisors and obtain permission to leave work to tend to family needs. Once family needs have been met, employees should expect to return to work to meet the needs of the citizens of Tumwater.

3.07 Response to Hazardous Material/Suspicious Package

3.07.01 If it is safe to do so, identify the hazardous material/suspicious package for correct response purposes. Dial 911 to report the location and, if known, the identity of the hazardous material released.

3.07.02 Evacuate from the affected area. Assist injured or disabled personnel.

3.07.03 Proceed to the normal fire evacuation assembly area for your department unless that area is potentially affected by the hazardous material/suspicious package.

3.07.04 Do not allow any person to re-enter an area affected by hazardous material/suspicious package.

3.07.05 Do not allow any person to eat or smoke until decontamination has taken place.
3.08 Response to an Explosion

3.08.01 Call 911.

3.08.02 Assess the situation. Be wary of fallen live wires, spilt flammable/corrosive liquids, the release of hazardous materials or flammable or toxic gases.

3.08.03 Send someone to meet the emergency services.

3.08.04 Commence an immediate evacuation of people from the explosion-affected area.

3.08.05 Rescue and evacuate injured personnel. Conduct a cursory search for trapped victims. Do not enter a building or allow anyone else to enter a building unless it is safe to do so.

3.08.06 Provide first aid to the injured (to level of expertise).

3.08.07 Fight any small fires that may have been lit as a result of the explosion, but only if it is safe to do so and you are trained to do so.

3.08.08 Cordon off the damaged/danger area and keep onlookers and media away.

3.08.09 Assist the emergency services personnel upon their arrival.

3.09 Response to a Medical Emergency

3.09.01 Quickly check the situation for danger and assess the person’s condition.

3.09.02 If you assess a situation as life threatening or if there is any doubt, call 911 or send someone to call 911.

3.09.03 Alert people nearby and enlist their aid.
3.09 **Response to a Medical Emergency**

3.09.04 If you are not first aid trained, send someone to find a first aid trained employee.

3.09.05 Administer first aid up to the level of your training.

3.10 **Response to Civil Unrest**

3.10.01 If you become aware of a civil disorder, protest or demonstration occurring inside or in the vicinity of the building, notify your supervisor or a member of the management team.

3.10.02 Call 911 if appropriate.

3.10.03 Attempt to restrict access to the building or confine the disaffected group to a specific area by locking doors, as appropriate.

3.10.04 Depending on the event, secure records and other valuable property (if it is safe to do so).

3.10.05 Withdraw staff from contact or confrontation with the group.

3.10.06 Remain calm and do not antagonize the group.

3.11 **Response to Public Health Emergency**

The City’s Emergency Disaster Plan provides detailed guidance for handling a pandemic disease event and should be consulted by all employees when such an event is declared.
3.11 Response to Public Health Emergency

There are preventative measures that could be required to protect staff and/or the public in response to a pandemic health event such as a flu epidemic or similar communicable disease. The severity, stage and scope of the pandemic or outbreak will dictate which measures will be implemented and which individual employees may be affected. Additionally, some City employees perform essential public safety, health and administrative tasks that cannot be significantly modified. When the Mayor or his/her designee determines that a health emergency exists, any or all of the following measures may be taken. Actions will remain in effect unless or until they are repealed by the Mayor or his/her designee.

Social Distancing Measures: Exposure to disease may be managed by requiring employees to go home or to wear masks if they must be at work. Employees may be dispersed or rescheduled to create greater physical distance between them. In making the decision about whether an employee will be allowed at the workplace, the City will consider whether the employee can work without being in close contact with others, whether the employee has household members who are ill and whether the employee can work effectively at home or on a modified schedule. In some situations, it could be necessary to medically screen employees before they start work to determine whether they are cleared for working on City premises.

Under this policy, when employees are ill because of the pandemic, they will use their sick leave per City policy. Employees who are not ill but who are not allowed to work either on the City premises or at home due to the pandemic, will be paid and will not be required to use their vacation or sick leave.

Vaccination: Under some circumstances, when directed by the appropriate state, local and / or national officials, mandatory vaccination of employees may be required by the City. In this event, only employees with proof of vaccination will be allowed to work on City premises.

Employees who refuse to be vaccinated and, as a result, cannot work, will have their leave status determined by the City on a case by case basis.
3.12 Disruptions to Work Resulting from Weather Conditions, Emergencies, or Natural or Manmade Disasters

3.12.01 Responsibility: The City of Tumwater has a duty to protect the health and safety of its citizens and to restore public infrastructure as quickly as possible during an emergency or disaster. Therefore, it is crucial that employees report to work during these events. The City is also concerned about the safety and well being of employees and needs employees to be ready and able to perform City work, thus, all employees should tend to their personal needs and the needs of their family then report to work.

3.12.02 Reporting to work: Department Managers will establish a staffing plan and work schedule for essential functions during an emergency or disaster. Employees will normally be told in advance whether they will be needed for essential functions and whether their normal schedule could be temporarily changed.

Employees who are designated as essential should make every effort to get to the work site as planned. Employees who are unable to get to work must notify the designated department contact as soon as possible. The supervisor may allow eligible employees to work from home or other locations.

3.12.03 Closing City facilities: Some conditions caused by weather conditions, disaster or emergency may require the City to close some or all of its facilities for either short periods of time or for longer periods. During these times the City will notify employees of closures in the following ways:

- Closure messages will be broadcast on the City’s emergency broadcast station which is KGY radio – 1240 AM / 96.9 – FM.
- Information will be placed on the City of Tumwater 24 hour recorded emergency message line at: 360-754- 4214.
- Information will be posted on the City’s website: www.ci.tumwater.wa.us
3.13 Incident Debriefing

3.13.01 Some people can be emotionally disturbed about remaining at work after any of these situations. Supervisors may allow sick leave or vacation time to be taken by people who are affected in that way. Supervisors need to anticipate continuing operations with limited staff.

3.13.02 You can expect communications with the “outside world” to be difficult after a number of the events addressed in this policy. You can also expect the “outside world” to be attempting to contact City staff. Employees are encouraged to limit the use of City communication devices to essential City services during and immediately after any incident. Employees are also encouraged to have their own family emergency plan, including an out-of-state contact, so that family concerns may be less stressful.

3.13.03 The services of the City’s Employee Assistance Program should be called upon when appropriate. Services are available to individual employees and their families, supervisors, and even on a group basis.

3.13.04 After any incident similar to those mentioned in this policy, the management team and appropriate personnel will evaluate the actions taken by the employee(s) and will use the lessons learned to reinforce, revise and/or retrain on emergency procedures as needed.

3.13.05 The City’s Central Safety Committee will get involved in the evaluation, as appropriate, and will, at a minimum, receive a report about any lessons learned from the incident.
3.14 Training

3.14.01 The City will conduct an annual drill involving at least one emergency situation covered by this policy. Each annual drill should involve a different or modified scenario to gain the greatest benefit from the exercise.

3.14.02 The drill will be preceded by any necessary training as to the actions to be taken by personnel in any of the above situations.

3.14.03 The services of the Police Department should be utilized when conducting the drills and training, as appropriate.

3.14.04 Training exercises will be done in a manner as to not frighten staff or other onlookers, while providing enough realism to effectuate behavior that would be typical in an actual emergency situation.