



Regional Justice Center

Emergency Operations Plan

For

King County Superior Court

&

**Department Of Judicial
Administration**

Quick Reference Guide

Building Evacuation

Regional Justice Center

- 1. Identify all emergency exits before an emergency takes place. Review your floor plans located at the end of this section!**
- 2. Do not use the elevators if the fire alarm has been activated during an evacuation.**
- 3. Evacuate the building via the nearest stairwell or exit.**
- 4. Assist non-ambulatory people by assigning one person to wait with them and by calling the Facilities Security Emergency Dispatch Center (205-8800).**
- 5. Go to one of the three pre-designated evacuation assembly locations after exiting the building:**
 - A. FRONT LAWN AREA – Primary Location
 - B. FIRST FLOOR OF PARKING GARAGE - Secondary Location
 - C. KENT COMMONS – An alternate site, should the first two locations be unsuitable for the instant emergency.
- 6. Wait for further instructions from the King County Sheriff, a DCFM representative or other authorized personnel.**

***Review the entire set of Evacuation Procedures for complete evacuation instructions.**

Evacuation Procedures For The Regional Justice Center (RJC):

The following procedures have been established to achieve the successful and safe evacuation of the RJC in as rapid a manner as possible.

1. Pre-Designated Evacuation Assembly Locations

The following are the assembly locations to be used in the event of an evacuation at the Regional Justice Center (RJC).

- a. FRONT LAWN AREA - Primary Location
- b. FIRST FLOOR OF PARKING GARAGE – Secondary Location
- c. KENT COMMONS - An alternate site, should the first two locations be unsuitable for the instant emergency.

2. Selection of Evacuation Assembly Location

As a general rule, during the normal workday, a Court Deputy will direct employees and members of the public to the evacuation assembly point deemed appropriate for the emergency. In the absence of any direction, use the primary evacuation point

3. How Evacuation Orders Are Transmitted

The RJC Courts Building does not have a building-wide public address system. Accordingly, evacuation directions will be transmitted as follows:

- a. TOTAL BUILDING EVACUATION – An evacuation of the entire building is required when the fire alarm system is activated.
- b. PARTIAL EVACUATION – If there is a local building emergency, evacuation of a floor or zone will be accomplished by:
 - Direction from a security officer;
 - Verbal order from a Floor Warden; or
 - Use of localized paging systems.

4. Means/Routes of Evacuation

All persons are to evacuate via the nearest stairwell fire exit away from any threat. Review the Emergency Evacuation Plans at the end of this section to determine where the nearest stairwells are located.

5. Elevators Are Not To Be Used To Evacuate During A Fire Alarm

Elevators are not considered a safe means of evacuation during a fire

- a. The elevators are recalled to lower floors when the fire alarms are activated, thus cannot be used as a means of evacuation
- b. During a building emergency evacuation, elevators would normally be available and could be used, but would be slower than using the emergency fire stairwells
- c. In a non fire-related emergency, the use of elevators for evacuation should be prioritized to evacuate non-ambulatory persons and persons with disabilities first

6. Evacuation of Non-Ambulatory Persons

Non-ambulatory persons require special assistance and will normally be evacuated by firefighters or other emergency response personnel.

- a. Floor Wardens should advise the Facilities Security Emergency Dispatch Center (205-8800) immediately of the location of the non-ambulatory person so the Incident Commander can be made aware of the problem and have the necessary information to initiate rescue procedures, if required
- b. At least one, and preferably two, people should be assigned by the Floor Warden as monitors to stand by to assist the non-ambulatory person. Placing a person inside the stairwell would create a hazard for both the non-ambulatory person and persons using the fire escape
- c. The assigned monitor(s) should place the non-ambulatory person **next** to a fire escape away from any threat. Placing a person inside a stairwell would create a hazard for both the non-ambulatory person and persons using the fire escape.

7. Evacuation of Non-Ambulatory Persons By The Kent Fire Department

In the case of fire, the Kent Fire Department will dispatch firefighters to assist the non-ambulatory person if evacuation becomes necessary.

- a. The only time a non-ambulatory person is to be taken down the fire exits by non-emergency persons is in the extreme case (like a natural disaster) where no emergency response personnel are available and the non-ambulatory person and assistant are exposed to an immediate threat
- b. In the event of a bomb threat, the Kent Fire Department will **not** be on the site and the officer in the Facilities Security Emergency Dispatch Center will dispatch other emergency personnel to evacuate the non-ambulatory person

8. Placing Non-Ambulatory Person in Place of Refuge

When assistance is not readily available or the magnitude of the emergency precludes normal response techniques, the non-ambulatory person and attendant(s) might need to create a place of refuge. To create a place of refuge on the floor:

- a. Use towels or clothing to block vents and openings around doors where smoke might enter
- b. Use a wet towel or cloth as a mask
- c. Place a signal in a window - anything that will call attention to the location, e.g., window curtains tied in knots or something unusual placed in the window
- d. If smoke enters the area, call 911 and the Facilities Security Emergency Dispatch Center at 205-8800 and notify the dispatcher where the person has taken refuge
- e. Do not open or break windows as smoke from outside the building can then enter through the break

9. Floor Wardens Are Responsible for Enforcing and Coordinating Evacuations

Each floor has personnel designated and trained as Floor Wardens. It is the responsibility of these people to make certain that their area of responsibility has been evacuated.

- a. Floor Wardens will notify the Facilities Security Emergency Dispatch Center of the location of any non-ambulatory persons or other needs for special assistance.
- b. Floor Wardens will also report the evacuation of their area to the Court Security Officer in the lobby of the RJC.

10. Evacuation of Persons Who Are Hearing Disabled

A person who is deaf, or has a hearing disability must be provided with a “guide” who can escort the person out of the building or to a place of safety.

- a. Floor Wardens should know if any employee is hearing disabled and make arrangements with other workers to act as a “guide” to escort the hearing impaired person out of the building to a place of safety
- b. If any member of the public is known to be hearing disabled, they should also be provided with a “guide” to lead them to safety

11. Evacuation of Persons Who Are Blind or Who Have Low Vision

Persons who are blind or who have low vision must be provided with a person to escort them to safety. A person who is blind, or has low vision, would need a person to physically guide them to a place of safety (i.e., let the blind person grasp your arm)

12. Security Personnel to Advise When Building May be Re-occupied.

Security personnel will be advised by the Kent Fire Department or other emergency response personnel when the Courts Building is safe for re-occupancy. After receiving authorization, the security personnel on scene will advise the Fire Safety Director that the building is safe for re-occupancy

- a. After receiving this authorization, the Fire Safety Director will make a PA announcement that the building is safe for re-occupancy
- b. The King County Sheriff or security personnel on scene will communicate to those evacuated that it is permissible to return to their work areas

Quick Reference Guide

Earthquake Procedures

Regional Justice Center

- 1. During an earthquake, REMAIN WHERE YOU ARE – DROP, COVER AND HOLD.**
- 2. Do not use elevators after an earthquake. During or immediately after an earthquake, elevators will be locked and will not be turned on until the declared emergency is over.**
- 3. Report any injuries and by calling the Emergency Dispatch Center at 205-8800.**
- 4. If an evacuation of the building is ordered, exit the building through the nearest fire exit. Review your floor plan located at the end of the Evacuation Section of this manual!**
- 5. Go to one of the three pre-designated evacuation assembly locations if an evacuation is ordered:**
 - A. FRONT LAWN AREA – Primary Location
 - B. FIRST FLOOR OF PARKING GARAGE - Secondary Location
 - C. KENT COMMONS – An alternate site, should the first two locations be unsuitable for the instant emergency.
- 6. Wait for further instructions from the King County Sheriff, DCFM representative or other authorized personnel.**

*** Review the entire set of Earthquake Procedures for complete emergency response instructions.**

Procedures During An Earthquake For The Regional Justice Center (RJC):

1. During an earthquake, REMAIN WHERE YOU ARE – DROP, COVER AND HOLD!

If indoors, take shelter under a desk or table and cover your head. Hold on to the table until the shaking stops. If no cover is available, sit on the floor near an interior wall, cover your head with your arms and turn away from windows. Stay away from windows and objects that might fall or become projectiles.

If outdoors, do not attempt to enter any buildings until authorities say they are safe. Stay away from overhead electric wires, power poles, etc.

After the initial earthquake, be prepared for "after shocks." Usually these are weaker than the main quake. However, they may cause great damage because of structures, poles or trees weakened by the main quake.

Authorities will provide instructions and status as soon as possible. When deemed safe, an "all clear" will be given.

After an earthquake use extreme caution entering buildings or work areas.

Do not use open flame or sparking devices until advised there are no gas leaks.

Stay away from fallen or damaged electrical wires.

Keep phone lines clear, **except** to report an emergency.

2. Do Not Use Elevators After an Earthquake:

Do not use elevators during or immediately after an earthquake. Elevators will be locked off and will not be turned on again until appropriate authorities have declared the emergency to be over.

If you are trapped in a stuck elevator, keep calm and do not panic - emergency help will be notified. The structure of the elevator will be checked before the elevator can be turned back on.

Do not attempt to pull the elevator doors open unless instructed by the appropriate authorities.

If you are trapped on an elevator, keep calm and do not panic. Emergency help will be notified to come to your aid. Remember, for safety and your security, the integrity of the elevator must be checked before the elevators can be turned back on. Do not attempt to force the elevators doors open unless instructed to do so by the appropriate authorities.

The elevators are equipped with emergency telephones, which can be used to contact the FMD Security Emergency Dispatch Officer to advise them of your situation.

3. Report Any Injuries And Assess Damage

Report any injuries to the Facilities Security Emergency Dispatch Center at **205-8800**. Security personnel will dispatch aid or provide instructions. The Emergency Dispatch Center phone number is printed on your wallet size, laminated emergency response card.

Look around and assess any damage. Report this to the Facilities Security Emergency Dispatch Center at **205-8800**.

4. After the initial earthquake, be prepared for “after shocks”.

Usually these will be weaker than the main quake.

Be aware that “after shocks” can still cause great damage because buildings, support systems or shelving, poles or trees are weakened by the main quake.

5. Evacuation Of Building

The Fire Safety Director or designated alternate will order an evacuation of the building, or a portion thereof, only when evacuation is necessary for personal safety. The evacuation order may be for the entire building; for a particular floor that presents a hazard; or to a specific security zone.

The Fire Safety Director shall order complete evacuation of the building by sounding the fire alarm horns and strobes. Partial evacuation will be accomplished by telephone messages or by dispatching messengers.

Listen carefully to evacuation instructions and immediately follow them.
Use the stairwells when evacuating a floor or the building.

Do not use elevators during or immediately after an earthquake. Elevators will normally be locked off and not turned on again until appropriate authorities have inspected them and declared them safe.

Should you have a non-ambulatory person in your work area, notify your Floor Warden and/or assign two monitors to accompany and assist. Notify the Facilities Security Emergency Dispatch Center at **205-8800**. Security personnel will arrange for the evacuation of the non-ambulatory person should it become necessary.

The only time a non-ambulatory person is to be taken down the fire exit stairs by non-emergency persons is in the extreme case where no emergency response personnel are available and the non-ambulatory person and monitors are exposed to an immediate threat.

A person who is deaf, or has a hearing disability should be provided with a “guide” who can escort the person out of the building or to a place of safety.

Floor Wardens should know if any employee is hearing disabled and make arrangements with other workers to act as a “guide” to escort the hearing impaired person out of the building to a place of safety.

If any member of the public is known to be hearing disabled, they should also be provided with a “guide” to lead them to safety.

Persons who are blind or who have low vision should be provided with a person to escort them to safety.

A person who is blind, or has low vision, would need a person to physically guide them to a place of safety (i.e., let the blind person grasp your arm).

6. Report To The Pre-Designated Evacuation Assembly Locations

a. Front Lawn Area - Primary Location

b. First Floor of Parking Garage - Secondary Location

c. Kent Commons – An alternate site, should the first two locations be unsuitable for the instant emergency.

Quick Reference Guide

Procedures During A Fire

Regional Justice Center

- 1. Upon hearing a fire alarm (either by hearing an evacuation order or a fire alarm) vacate the building using the nearest stairwell away from any threat.**
- 2. Know where the emergency exits on your floor are located before an emergency evacuation takes place!** (The floor plans for each floor of the Regional Justice Center are located at the end of Evacuation Section of this manual)
- 3. Assist non-ambulatory people by assigning one person to wait with them and by calling the Facilities Security Emergency Dispatch Center at 205-8800.**
- 4. Follow the evacuation procedures outlined in the Evacuation Procedures section of this manual. Review the Evacuation Procedures before an emergency happens!**
- 5. Go to one of the three pre-designated evacuation assembly locations after exiting the building:**
 - A. FRONT LAWN AREA – Primary Location**
 - B. FIRST FLOOR OF PARKING GARAGE – Secondary Location**
 - C. KENT COMMONS – An alternate site should the first two locations be unsuitable for the instant emergency.**
- 6. Wait for further instructions from the King County Sheriff, a Department Of Construction and Facilities Management representative or other authorized personnel.**

***Review the entire set of Fire Procedures for complete instructions for responding to a fire related emergency.**

Procedures During A Fire For The Regional Justice Center (RJC):

1. Upon hearing a fire alarm or receiving an evacuation order, persons in the building should immediately vacate the building using the nearest stairwell away from any threat.

- a. An evacuation order may be either an alarm or verbal order to evacuate.
- b. Persons exiting the building should proceed to the to the pre-designated evacuation assembly areas.

2. Evacuation of Non-Ambulatory Persons

Non-ambulatory persons require special assistance and will normally be evacuated by firefighters or other emergency response personnel.

- a. Advise the Facilities Security Emergency Dispatch Center (205-8800) of the location of the non-ambulatory persons so the Incident Commander can be made aware of the problem and have the necessary information to initiate rescue procedures if required.

At least one, and preferably two, people should be assigned by the Floor Warden as monitors to stand by to assist the non-ambulatory person.

The Non-ambulatory person should be placed next to a fire escape away from any threat.

Placing a person inside the stairwell would create a hazard for both the non-ambulatory person and persons using the fire escape.

3. Evacuation of Non-Ambulatory Persons By The Kent Fire Department

- a. In the case of fire, the Kent Fire Department will dispatch firefighters to assist the non-ambulatory person if evacuation becomes necessary.
- b. The only time a non-ambulatory person is to be taken down the fire exits by non-emergency persons is in the extreme case (like a natural disaster) where no emergency response personnel are available and the non-ambulatory person and assistant are exposed to an immediate threat.

4. Placing Non-Ambulatory Person in Place of Refuge

When assistance is not readily available or the magnitude of the emergency precludes normal response techniques, the non-ambulatory person and attendant(s) might need to create a place of refuge. To create a place of refuge on the floor:

- a. Use towels or clothing to block vents and openings around doors where smoke might enter
- b. Use a wet towel or a cloth as a mask
- c. Place a signal in a window - anything that will call attention to the location, e.g., window curtains tied in knots or something unusual placed in the window
- d. If smoke enters the area, call 911 and the Facilities Security Emergency Dispatch Center at 205-8800 and notify the dispatcher where the person has taken refuge

Do not open or break windows as smoke from outside the building can then enter through the break

5. Personnel Evacuating the Building Are Not to Use an Elevator

- a. All elevators are recalled to the lobby floor and can only be activated by fire or security personnel or security officers using a special key.
- b. Elevators are not considered a safe means of evacuation.

6. Proceed To The Pre-Designated Evacuation Assembly Areas

- a. **FRONT LAWN AREA** - Primary Location
- b. **FIRST FLOOR OF PARKING GARAGE** - Secondary Location
- c. **KENT COMMONS** – An alternate site, should the first two locations be unsuitable for the instant emergency.

Quick Reference Guide

Procedures During A Bomb Threat

Regional Justice Center

- 1. If you receive the bomb threat over the phone, REMAIN CALM. If you have caller ID, note the number of origin and signal someone to call 911 on another phone.**
- 2. Keep the caller on the line as long as possible, record every word spoken, pay attention to background noises and the caller's voice and speech characteristics.**
- 3. After the caller hangs up, call your supervisor, 911, and the Facilities Security Emergency Dispatch Center (205-8800).**
- 4. If you receive a suspicious package or letter, do not handle it any more than absolutely necessary, evacuate everyone in the vicinity and call 205-8800.**
- 5. If you are instructed to evacuate the building as a result of a bomb threat, follow the evacuation instructions outlined in the Evacuation Procedures section of this manual. Review the evacuation procedures before an evacuation takes place!**
- 6. Proceed To The Pre-Designated Evacuation Assembly Areas**
 - a. FRONT LAWN AREA - Primary Location**
 - b. FIRST FLOOR OF PARKING GARAGE - Secondary Location**
 - c. KENT COMMONS – An alternate site, should the first two locations be unsuitable for the instant emergency.**

***Review the entire set of Procedures For Bomb Threats section of this manual for complete instructions.**

Procedures For Bomb Threats At The REGIONAL JUSTICE CENTER (RJC):

1. Bomb Threat Received By Phone

REMAIN CALM!

If you have “caller ID” on your phone, note the number being called from.

If you do not have “caller ID” then be prepared to immediately press the star button on your phone and the number 57 (* 57) after the caller hangs up. This will allow the number to be traced by the phone company and police.

If the caller stays on the line, signal someone to immediately call 9-911 and report a bomb threat.

If possible, get a Bomb Threat Checklist and put it in front of you.

Keep the caller on the line as long as possible.

Be sure to write down EXACTLY any specific instructions.

Record every word spoken by the person if possible.

If the caller does not indicate the location of the bomb or the time it is supposed to go off, ask for this information.

Inform the caller that the building is occupied by many people and that the detonation of a bomb would result in death or serious injury to many innocent persons.

Pay particular attention to peculiar background noises such as, motors running, background music, and any other noise that may give a clue as to the location of the caller.

Listen closely to the voice (male or female) voice quality (calm or excited) any accents or speech impediment, etc.

Immediately after the caller hangs up, report the threat to:

- Your supervisor;
- Local Police Department via 911; and
- Facilities Security Emergency Dispatch Center (205-8800).

2. Letter And Package Bomb Threat

Although there is no standard method of detection, the following is suggested should you observe or receive a suspicious letter or package.

Most "letter" bombs come in larger than letter size envelopes.

Most are lumpy and may have oil stains on them.

Most are not "timed" and are detonated by opening the letter or package.

Packages are normally sent to a specific person.

The letter or package will not generally have a return address.

If you receive a suspicious package or letter:

Isolate the letter or package and evacuate everyone in the vicinity to a safe distance.

Do not handle it anymore than necessary.

Call the Facilities Security Emergency Dispatch Center (205-8800) for an officer to inspect the item.

Security will examine the item and determine if the police should be called and whether a Bomb Threat Report should be taken.

If a Security Officer is not available, notify your local police department immediately.

3. Threats Received By Mail Or Note

If a note or letter is reported or received and appears to contain a threat:

Do not handle it any more than necessary.

Notify Facilities Security Emergency Dispatch Center (205-8800).

Notify your immediate supervisor.

Procedures During A Power Failure For The Regional Justice Center (RJC):

1. POWER FAILURE CAUSED BY EMERGENCY SITUATION

If the power failure was caused by an emergency situation (such as fire, earthquake, bombing, etc.) you should follow the emergency procedures for such emergency.

In most cases, this will require you to evacuate the building immediately.

2. EVACUATION OF BUILDING DURING POWER OUTAGE

The procedures for evacuating the building you are in do not change because of a power outage.

The main difference is that you will have less light to guide you – thus, you must use extra care in moving around darkened office spaces and down stairwells.

3. POWER FAILURE BECAUSE OF MECHANICAL BREAKDOWN

In the event a power failure occurs as the result of a mechanical failure and no threat to personnel or property is evident, you should remain at your work area and wait for instructions from the Fire Safety Director or other appropriate authority.

Duties Of Floor Wardens For The Regional Justice Center (RJC):

Floor wardens are placed on the front line when a building emergency occurs. Their quick actions clear thinking, and calm leadership is vital to ensuring the safety of building occupants during any building emergency.

1. The primary responsibility of a Floor Warden is to make certain:

That all non-emergency persons evacuate the area assigned to the Floor Warden during any building emergency triggering a fire alarm or an order to evacuate because of some other building emergency;

That all non-ambulatory persons or persons with disabilities in their area are accounted for and provided with aides to assist in evacuation; and

That the Facilities Security Emergency Dispatch Center (205-8800) is notified when their area is secure or if there are any problems.

2. Floor Wardens are also relied upon to “sound the first alarm” when they are aware of a fire or other problem in their area of responsibility.

If the Floor Warden observes a fire before an alarm has sounded, he/she will call 911.

The Floor Warden may also initiate a Fire Alarm at a manual pull station.

After calling 911, or initiating an alarm, notify the Facilities Security Emergency Dispatch Center (205-8800).

3. Floor Wardens are responsible for advising the Facilities Security Emergency Dispatch Center (205-8800) of any damage or other problems in their area following an earthquake, explosion or other disaster.

4. Floor Wardens must make themselves aware of the following:

Location of all stairwell exits on their assigned floor, not just the nearest or those in their immediate zone of responsibility.

Know the location of the fire extinguishers and wet standpipes (fire hoses), if any, on their floor and their work area.

The location of the Fire Alarm pull station on their floor or work area.

The location of any First Aid kit(s) on their floor or work area.



Emergency Supply
List.xls