

**JEFFERSON COUNTY TRIAL COURTS**

**LOUISVILLE, KENTUCKY**

***“What do I do  
if...”***

**The  
EMERGENCY PROCEDURES  
MANUAL  
For  
**COURT EMPLOYEES****

March, 2002

## *Welcome to...* The Jefferson County Judicial Complex

This **Emergency Procedures Manual** - “**What Do I Do If?**” applies only to the Hall of Justice and the Judicial Center. The infrastructure safety systems in both buildings utilize some of the most sophisticated and proven technology available in life safety, fire detection and fire suppression. In addition, both buildings are staffed with Deputy Sheriffs of the Jefferson County Sheriff's Office. All Deputies are trained and certified in first aid and CPR.

This manual is designed to answer the question, “What do I do if...?” should an emergency situation occur. Keep it handy. By thoroughly familiarizing yourself with the procedures described below you can significantly decrease your own and others chances of injury and increase the likelihood of safety and survivability for yourself and your fellow employees. Above all ... **REMAIN CALM!**

### **Important Notes**

These notes are potentially applicable to any of the emergency situations described in this manual.

### **Who Do I Call?**

Call the Sheriff's Office. In the **Hall of Justice call Omega 1 control room at 574-0888**. In the **Judicial Center call Nova 1 control room at 574-1888**.

### **Evacuation**

**NOTICE:** The decision to evacuate the building(s) will be made by the Sheriff's Office and announced by Facilities Management over the Public Address System. It is imperative that you follow instructions **to the letter**, proceeding to the designated off-site location and remaining there for further instructions.

**KNOW THE NEAREST FIRE EXIT** to your work station. Further, wherever you may be temporarily in either building throughout the course of your day, take note of where the closest fire exit to you is located. The closest fire exit to you will be your point of evacuation in all circumstances.

**NEVER USE THE ELEVATORS** if instructed to evacuate. Use the fire exit stairs nearest you.

# **BIOCHEMICAL THREAT**

The most likely biochemical threat to the Courts will arrive as either a letter delivered by regular mail, a parcel delivered by mail by a delivery service, a parcel or other object (ex.: briefcase) left by a person or persons.

If you discover a suspicious letter or package follow these procedures:

1. Do not touch the object or attempt to move it.
2. Notify your supervisor. If your supervisor is not available call the Sheriff's Office (**Omega 1 at 574-0888 in the Hall of Justice, Nova 1 at 574-1888 in the Judicial Center**).
3. Remain calm.
4. Do not leave your work area. Stay where you are and wait for further instructions from the Sheriff's Office via Facilities Management over the Public Address system.

# **BOMB THREAT**

## **Unknown Location**

A bomb threat will most likely be received over the phone. A suspicious package or object left out of place (such as a briefcase) might contain a bomb. You may or may not know the location (or type) of bomb.

Regardless of how the threat is made, discovered or perceived, follow the 4 main procedures described here:

1. Remain calm. If there is a suspicious object near you and you believe there is imminent danger of explosion (the object is ticking, for example) do not touch it. Immediately move away and calmly ask others near by to move away. Then;
  2. Call the Sheriff's Office (**Omega 1 at 574-0888 in the Hall of Justice, Nova 1 at 574-1888 in the Judicial Center**).
  3. Notify your supervisor.
  4. In most cases stay where you are. Wait for instructions from Facilities Management over the Public Address System or the Sheriff's Office.
1. Follow the 4 main steps listed above.
  2. Do not turn lights or other electrical items on or off.
  3. Halt all two-way radio (CB, walkie-talkie), cell phone and pager use.
  4. Inspect your immediate work area, note and report any unknown, unusual, foreign objects.
  5. Be aware of any deliveries made prior to the threat, even if made through normal procedures. Report them.

## **Threat by Phone**

Try to gain as much information as possible about the location and type of bomb, detonation time and the reason(s) for its placement. Use the information on the next page as a guide. Then follow the 4 main steps listed above.

## **Suspicious Object**

1. Do not touch the object or make any attempt to move it.

# IF YOU RECEIVE A BOMB THREAT

TIME AND DATE REPORTED: \_\_\_\_\_

HOW REPORTED: \_\_\_\_\_

EXACT WORDS OF CALLER:  
\_\_\_\_\_

## QUESTIONS TO ASK (IF POSSIBLE):

a) Where is the bomb right now? \_\_\_\_\_

b) When is the bomb going to explode? \_\_\_\_\_

c) What kind of bomb is it? \_\_\_\_\_

d) What does it look like? \_\_\_\_\_

e) Why did you place the bomb? \_\_\_\_\_

f) Where are you calling from? \_\_\_\_\_

## DESCRIPTION OF CALLER'S VOICE:

Male \_\_\_ Female \_\_\_ Young \_\_\_ Middle Age \_\_\_ Old \_\_\_ Accent \_\_\_

Tone of Voice \_\_\_\_\_

BACKGROUND NOISE \_\_\_\_\_ IS VOICE FAMILIAR? \_\_\_\_\_

IF SO, WHO DID IT SOUND LIKE? \_\_\_\_\_

## OTHER VOICE CHARACTERISTICS:

Calm \_\_\_ Angry \_\_\_ Nervous \_\_\_ Serious \_\_\_ Drunk \_\_\_ Sober \_\_\_

TIME CALLER HUNG UP \_\_\_\_\_ REMARKS \_\_\_\_\_

YOUR NAME, FLOOR, ROOM # & PHONE \_\_\_\_\_

# CATASTROPHIC EVENT

A catastrophe occurs when part or all of a building is suddenly damaged beyond use. A terrorist attack caused the September 11, 2001 catastrophe to the World Trade Center in New York. However, it is important to recognize that natural disasters can and have been the cause of even more widespread sudden destruction and loss of human life.

In Louisville, the threat of a sudden massive earthquake, though remote, is quite real. Knowing what to do immediately after a catastrophe can mean survival for yourself and others.

Disorientation, fear and a sense of panic are natural reactions in surviving the initial impact of a catastrophe. You are a victim just as much as you are a survivor. If you are injured you need to try and avoid going into shock. Clinical shock is almost completely incapacitating and can lead to unconsciousness and death.

Having a definite plan of steps to undertake will help you focus on survival. Do not give up. Know that you can survive, reaching safety and obtaining medical care. Survival will be easier if you remain calm, focused, careful, alert and patient remembering to keep your wits about you.

After the moment(s) of a catastrophe follow these steps in order:

1. **Identify and attend to any injuries** you may have.

Moving as little as possible, check for injuries. Attend to bleeding wounds, broken bones or sprains as best you can. The goal is to bandage yourself enough so that you can either evacuate or remain where you are, temporarily stabilized and wait for help.

If you must remain where you are, especially if due to injury, conserve your energy. **Listen** for approaching help. Only call out for help when help is nearby.

2. **Note any overhanging rubble** or debris around you, looking especially for exposed electrical wires.

**Look** above and all around you. Pay attention to everything. Is there rubble about to fall on you from overhead? Are there exposed electrical cords anywhere near you? Completely avoid cords (and metal rubble or water touching them). Move carefully away, if you can, from threatening overhead rubble. If you cannot move, try to protect your face and head as best you can.

3. **Evacuate the building rubble** and move to off-site safety and medical care.

Before you move, look toward the direction in which you will evacuate. What are the obstructions in your path? Evaluate the situation and then carefully begin to exit the building.

Visually inspect rubble before moving it out of the way. It may be concealing another victim or exposed electrical wires.

If you discover other victims, do what you can for them. If they are injured and cannot move on their own **DO NOT** try to move them. Try to calm them if they are afraid. However, do not stay with them. Somehow mark the person's location in an identifiable way. Continue to evacuate the building, advising them you will notify help as soon as possible.

As soon as you encounter official rescue workers identify yourself, describe any wounds you might have, advise them of the other victims you encountered during your evacuation and how you marked their location(s).

**Remember: In surviving a catastrophe, your goal is to evacuate off-site of the destruction to professional safety and emergency medical care.**

# EARTHQUAKE

Earthquakes could pose a threat to the Louisville area. Since earthquakes strike without warning, immediately follow these procedures:

## During An Earthquake

During the shaking phase of an earthquake, be prepared to take the following actions:

1. Remain calm.
2. Take shelter under a desk or sturdy table, or against an interior wall or doorway. Stay away from windows and shelves. Do not try to exit the building unless instructed to do so by the Sheriff's Office or other official emergency personnel (Fire, EMS, Police, etc.).

## After An Earthquake

After the shaking phase of an earthquake, be prepared to take the following actions:

1. Check your immediate area for injured persons. If discovered contact the Sheriff's Office (**Omega 1** in the Hall of Justice at 574-0888, **Nova 1** in the Judicial Center at 574-1888).
2. Do not attempt to use the elevators. Do not turn on electrical switches and do not touch electrical wires.
3. Use great caution when moving around damaged areas.
4. If there is no sign of trouble in your immediate area, stay where you are. Await for instructions from the Sheriff's Office via Facilities Management over the Public Address system.
5. Be alert for aftershocks.



# **ELEVATOR PROCEDURE**

Elevators are among the safest modes of transportation available. Most elevator stops which entrap passengers temporarily are due to the activation of one of the many safety features designed into the elevator. Please be assured that modern elevators are designed to fail in favor of safety.

Please advise your co-workers to follow these procedures in the event that an elevator stops, temporarily entrapping its passengers

1. Remain calm, there is no reason to panic.
2. Press the alarm button. This will automatically contact the Jefferson County Sheriffs control room.
3. Answer the questions when asked.
4. DO NOT attempt to force open the elevator doors or to leave by any other method.
5. Trained elevator technicians will respond promptly. Building Facilities Management personnel will keep you advised of the progress in correcting the problem.

# **FIRE**

**Important:** From your work area know the locations of and quickest routes to the nearest fire exits (stairwells), fire alarms (located next to stairwell doors) and fire extinguishers. Occasionally, practice walking directly from your work area to each of these locations. Note any difficulties you may experience and report them to your supervisor.

Always evacuate **DOWN** using the designated stairs. Never attempt to evacuate via the elevator.

If you discover a fire (open flame) follow these procedures:

1. Remain calm.
2. Activate the nearest fire alarm.
3. Call the Sheriffs Office in the **Hall of Justice, Omega 1 at 574-0888, in the Judicial Center, Nova 1 at 574-1888.**
4. **EVACUATION:** The decision to evacuate the building(s) will be made by the Sheriff's Office and announced by Facilities Management over the Public Address System. It is imperative that you follow the instructions **to the letter**, proceeding to the designated location and remaining there for further instructions.

**NOTE:** As you descend the stairs keep to the right side of the steps. This will allow emergency personnel access to the stairs.

If there is smoke in the stairwell crouch low and try to get under the smoke. Continue to descend the stairs as efficiently as possible.

# MEDICAL EMERGENCY

Call the Sheriff's Office if you or a person in your presence experiences a medical emergency.

All Sheriff's Deputies are trained in CPR and First Aid.

1. **Hall of Justice:** Call Omega 1 at 574-0888.  
**Judicial Center:** Call Nova 1 at 574-1888.
2. First, identify yourself and your location. Second, describe the problem in these specific terms: State the person's sex, race, age, type of injury, status (conscious, convulsing, etc.) and location.
3. Do not move the person if injured.

## **POWER OUTAGE**

In the event of a power outage, remain CALM. The building emergency power system will automatically activate within seconds. Power will be provided to emergency lights throughout the building, life safety equipment, elevators and other functions vital to building operations. All elevators will return one at a time to the lobby level (or appropriate service floor). One elevator per elevator bank will remain in service.

To assist building operations, please refrain from contacting the Facilities Management Office except in the event of an emergency. Turn off the lights and other electrical equipment in your area to facilitate the return of power.

# TORNADO WARNING

Tornados pose a severe threat in Louisville. If a Tornado Warning is issued in Jefferson County, alarms will sound throughout the downtown area. The Facilities Management Office will keep tenants advised via the public address system.

Upon being alerted over the Public Address System by Facilities Management of a tornado warning, immediately follow these procedures:

Evacuate to the nearest location to you designated below:

**Hall of Justice:** Move to the inner courtroom nearest to you..

**Judicial Center:** Floors 1,2, & 3 move to the basement via the stairs (fire exits). Floors 4 - 10 move to the courtrooms on your floors.

1. Stay away from the windows and outer walls.
2. Do not attempt to leave the building.
3. Do not contact the Sheriff's Office except in an emergency. Facilities Management will keep you informed via the Public Address System.