

SUPERIOR COURT

OCCUPANT EMERGENCY PLAN

SUPERIOR COURT COMPLEX

Updated: March 3, 2020



**In Any Life-Threatening Situation Immediately
CALL – 911**

EMERGENCY PHONE NUMBERS		
LOCAL POLICE DEPARTMENT*	Florence Police Department	(520) 868-7681
LOCAL FIRE DEPARTMENT**	Florence Fire Department	(520) 868-7609
EMERGENCY OPERATIONS CENTER		(520) 866-6095
ARIZONA POISON CONTROL		(800) 362-0101

BUILDING- Pinal County Superior Courthouse-EMERGENCY RESPONSE TEAM

TITLE	NAME	EXTENSION #
DEPARTMENT ADMINISTRATORS	Superior Court: Hon. Stephen F. McCarville	5417
	Court Administration: Todd Zweig	5635
	Clerk of Superior Court: Amanda Stanford	5380
	Conciliation Court: Tracy McElroy	5777
	Adult Probation: Rod McKone	5645
	County Attorney: Kent Volkmer	6271
	BUILDING COORDINATOR	Angela Newendyke & Jeff Perez
ASSISTANT BUILDING COORDINATOR	Pat Magill	5477
Court Administration EMERGENCY COORDINATOR		
Conciliation Court EMERGENCY COORDINATOR	Dena Morgan	5774
ASST. EMERGENCY COORDINATOR	Sandra Benitez	5766
Clerk of the Court EMERGENCY COORDINATOR	Elsa Robbins	5342
ASST. EMERGENCY COORDINATOR	Nikki Felix	5348
Adult Probation EMERGENCY COORDINATOR	Ryan Osborn	5606
ASST. EMERGENCY COORDINATOR	Rubi Duenez	5650
County Attorney's Office EMERGENCY COORDINATOR	Monica Canez	5558
ASST. EMERGENCY COORDINATOR	Julie Taylor	5563

TEMPORARY LOCATION / TELEPHONE NUMBERS

PURPOSE	LOCATION	PHONE NUMBER
PUBLIC BUSINESS	Pinal County Call Center	(520) 866-6000
EMPLOYEE INFORMATION	Court Administration	(520) 866-5400
	Clerk of Superior Court	(520) 509-3555
	Conciliation Court	(520) 866-5760
	Adult Probation	(520) 866-5600
	County Attorney	(520) 866-5500

INTRODUCTION

In the event of an emergency NOT requiring the Incident Command System (ICS), follow these instructions:

This plan is provided as a guide to prepare and assist you in responding effectively to emergencies that may occur in or near your workplace. Information included in this plan is not all-inclusive, but covers most actions taken during emergencies. Common sense must prevail when instructions are not available or do not fit your particular needs.

If you have questions concerning a unique situation not covered in this plan, contact your Department Administrator or Emergency Coordinator.

EMPLOYEE'S DUTIES

Emergency Coordinators

Duties of an Emergency Coordinator should include:

- 1) Coordinate OEP training of employees in their respective departments.
- 2) Maintain employee roster for their department.
- 3) Activate OEP, including evacuation of building if necessary.
- 4) Ensure that employees with special needs receive assistance evacuating a building.
- 5) Take roll at the assembly point for their departments and report to building coordinators.

Building Coordinators

Duties of a Building Coordinator should include:

- 1) Activate OEP, including evacuation of building if necessary.
- 2) Collect departmental roll sheets from Emergency Coordinators and ensure that all employees are accounted for.
- 3) Report employees who cannot be accounted for to emergency response personnel.
- 4) Act as the central contact for emergency response personnel during an emergency.

All Employees

Employees are required to:

- 1) Become familiar with the Occupant Emergency Plan, including special procedures applicable to their department, for the building they occupy.
- 2) Become familiar with emergency escape routes for the building they occupy.
- 3) Assist others to evacuate a building.
- 4) All employees must sign-in at staging/assembly area.

SPECIAL DEPARTMENTAL PROCEDURES

Special procedures have been developed by Court Administration pertaining to the Courthouse public and secured areas. Special procedures have been developed by the Clerk of Superior Court and Adult Probation pertaining to the office space they occupy within the Courthouse. Each of these procedures is attached at the conclusion of this document.

POST EMERGENCY DE-BRIEF (aka “Hot Wash”)

Attended by the Emergency Coordinators, Building Coordinators and Departmental Administrators; is designed to provide an effective critique of the operation; to allow re-appraisal of procedures and assess employee response and performance.

FIRE IN YOUR BUILDING

1. Call 911 or the emergency number located on page 2 and report location of fire.
2. Activate fire alarm, alert others, move everyone to designated assembly area.
3. Notify Department Administrator, Emergency Coordinator or Assistant Emergency Coordinator.
4. Use fire extinguisher on small (waste basket size) fires only if safe to do so.
5. For larger fires, **GET OUT**, close doors and confine fire as much as possible.
6. If your clothing catches fire - STOP . . . DROP . . . ROLL

WHEN A FIRE ALARM IS ACTIVATED – **If an evacuation is required**

- 1) Proceed to the **nearest** exit.
FOLLOW DIRECTIONS OF THE EMERGENCY COORDINATOR.
- 2) Feel the top of the door, if it is hot, or smoke is visible, **do not open.**
- 3) Do not attempt to save possessions at the risk of personal injury.
- 4) **DO NOT BREAK WINDOWS.** Oxygen feeds fires.
- 5) Stay low if moving through smoke.
- 6) **ALL** fires, regardless of size, must be reported to local Fire Department.

IF TRAPPED IN A ROOM

- 1) Place cloth material around / under door to prevent smoke from entering.
- 2) Close as many doors as possible between you and the fire
- 3) **DO NOT** open or break windows unless necessary to escape (outside smoke may be drawn in).
- 4) Be prepared to signal your location through window

IF CAUGHT IN SMOKE

Drop to hands and knees and crawl; hold breath as much as possible; breathe through a filter (blouse, shirt, jacket, etc.) and breathe through nose.

ADVANCING THROUGH FLAMES

If forced to advance through flame; hold your breath; move quickly; cover head and hair; keep head down; and keep eyes closed as much as possible.

FIRE EXTINGUISHER INSTRUCTIONS

- P** PULL safety pin from handle.
- A** AIM nozzle at base of fire.
- S** SQUEEZE the trigger handle.
- S** SWEEP the spray from side to side.

EVACUATION

- 1) If safety permits, secure vital records and shut down electrical equipment.
- 2) Proceed to **the nearest exit**. Shut all doors as you leave.
- 3) Your designated Emergency Coordinator is responsible for ensuring that all staff and visitors evacuate the area.
- 4) Assist disabled employees or visitors.
- 5) Proceed quietly and orderly. Remove high heels to avoid tripping. Leave unnecessary items.
- 6) **DO NOT OPEN DOOR** if hot or if smoke is present.
- 7) Once outside, proceed to the assembly area associated with your point of exit and stay there. All employees must sign-in at staging/assembly area. The Emergency Coordinator will need to have a tally of evacuated personnel.

ASSEMBLY AREAS

ASSEMBLY AREAS

The following **assembly areas** will be used by **all** court personnel:

- Staff exiting out the **EAST** side of the building (two stairwell exits) will assemble in the **Adult Detention parking lot**.
Directions: Exit the east emergency door and make a left turn toward the North exiting out of the secured area to the parking lot by the front doors of the Adult Detention Center.
- Staff exiting out the **SOUTH** side of the building (employee entrance and COSC South side emergency exit) will assemble at the **Adult Detention booking sally port**.
Directions: Exit the back door and make a left turn toward the East, walk to the Adult Detention booking sally port located north of the East gate to the employee parking lot.
- Staff exiting out the **NORTH** side of the building (front/main/public entrance/jury assembly) will assemble in the **Building D parking lot**.
Directions: Exit the front doors of the court building and proceed right past the Adult Detention building and PCSO Administration building until you reach the parking lot of the Building D.
- Staff exiting out the **WEST** side of the building (two emergency exit doors) will assemble **Building D parking lot**.
Directions: Exit the West doors of the court building and proceed to the roadway and then right past the Adult Detention building and PCSO Administration building until you reach the parking lot of the Building D.

When the all clear is given, staff are to return to the courthouse by re-entering the building via the main front lobby doors or the employee entrance.

In the event staff are not permitted to return to the courthouse, arrangements will be made to transport staff to a safe place, to their vehicles, or to their home if necessary.

PUBLIC

- Each department is responsible for evacuating all members of the public, doing business within their office area, in the event of an evacuation.
- Upon exiting the building, members of the Public are to be instructed to assemble under the gazebo in the main parking lot.

ACCOUNTING FOR STAFF

In the event of an evacuation the first staff member to leave the building, via each exit as noted on page 6, will be known as the “Staging Area Manager”. The “Staging Area Manager” is responsible for ensuring each employee signs a staff roll-call notebook upon arrival at the assembly location. The notebook(s) will be located at each exit point, where they can be taken by the first employee out the door. The Staging Area Manager will relay the total number of staff at their assembly location to Command Center upon completion of each sign-in page or as soon as practical.

EVACUATION OF PERSONS WITH DISABILITIES

It is very likely that evacuations will involve disabled individuals. The following information will be helpful in safe evacuation and communication during an emergency.

Above all else, involve the individual. They are the experts on their own disabilities, and how best to move them out of a building in an emergency. Make sure he/she understands what is happening, and what procedure must be followed. Many disabled people are vulnerable to respiratory complications- remove them from smoke or fumes immediately.

AREAS OF REFUGE

The landings in the West public and employee stairwells are designated as areas of refuge (2nd, 3rd & 4th Floors) when evacuation may not be safe or possible. Each landing is equipped with a telephone programmed with one-button 911 dialing capabilities. If a person with disabilities is unable to be evacuated safely via the stairwell, Court Security will notify first responders where the disabled person is located.

PERSONS WITH MOBILITY IMPAIRMENTS

Persons having mobility impairments may or may not use wheelchairs. Those individuals having mobility impairment, who can ambulate in varying degrees, will need assistance to evacuate the building via the nearest emergency exit. Ask him/her for instructions. Always consult wheelchair users about:

- The number of people needed for assistance
- Be aware that some wheelchair users use catheter leg bags, braces, oxygen, prosthetics, etc.

VISUALLY IMPAIRED PERSON

Although most blind or visually impaired persons will be familiar with their immediate work area, it is necessary to:

- Explain the nature of the emergency
- Offer to guide him/her. As you walk, explain your destination, where you are, any obstacles, which way you are going to turn, the number of steps, etc.
- Upon reaching safety, orient the individual to his/her surroundings. Ask if further assistance is needed. Stay with him/her.

DEAF, HEARING IMPAIRED OR SPEECH IMPAIRED PERSONS

Communication varies with persons who are deaf, hard of hearing or speech impaired. Audible alarms may not be heard by them. It is important that everyone understand what is happening, how and where to proceed.

To gain attention, turn light switch on and off, tap his/her shoulder, wave your hands, etc. Indicate through gestures, or in writing (short, concise words), what is happening and what to do. Example: "Fire – out rear door to the right and down. Leave NOW!"

ABOVE ALL, REMEMBER THAT PEOPLE WITH SIMILAR DISABILITIES ARE UNIQUE. THROUGH BRIEF COMMUNICATION AND ASKING QUESTIONS, EVACUATION CAN BE QUICK AND SAFE.

FLOODING

In the likelihood of flooding in the building where the safety of employees and visitors is threatened, the Pinal County Office of Emergency Management shall monitor National Weather Service and other emergency advisories to determine necessary action, such as closure of certain County offices.

In the event that the closing of a County office is necessary, the Pinal County Office of Emergency Management shall communicate with all affected departments regarding authority for such closure.

The Pinal County Public Information Officer will release information concerning closure of County offices.

IF FLOODING OCCURS IN YOUR BUILDING

- 1) Notify your supervisor and Facilities Management Director.
- 2) Secure your area and vital records. Prepare to receive and comply with directions from the Emergency Coordinator.
- 3) **USE EXTREME CAUTION** around appliances or outlets near the leaks or water.
- 4) If you know the source of the water and can safely stop it, do so **CAUTIOUSLY**.
- 5) If directed to evacuate, do so according to the "**EVACUATION**" section of these directions.
- 6) **DO NOT TOUCH ELECTRIFIED EQUIPMENT**

CIVIL DISTURBANCES

Civil Disturbances are generally riots and demonstrations, marches, groups and assemblies that have become riotous, or a threatening individual.

- 1) Restrict both employee and visitor movement in your area.

- 2) Prepare for evacuation or relocation.
- 3) Secure your area (lock doors, safes, files, vital records, etc.)
- 4) Notify the Police, Court Security, your Supervisor or Director and Pinal County Office of Emergency Management, if they have not been informed. (See “**Emergency Phone Numbers**” section)

MEDICAL EMERGENCIES

IMPORTANT: If you think a person requires immediate medical attention, CALL 911 or the emergency number listed on page #2 and immediately notify Court Security at ext. 5450.

UNCONSCIOUS VICTIMS: If rescuer is trained in First Aid:

- 1) YELL FOR HELP, AND THEN HAVE SOMEONE CALL 911.
- 2) Administer emergency first aid.

UNCONSCIOUS VICTIMS: If rescuer is not trained in First Aid:

- 1) YELL FOR HELP, AND THEN HAVE SOMEONE CALL 911.
- 2) Do not move patient or allow patient to move around.
- 3) Try to control any heavy bleeding by using direct pressure on the wound.

HAZARDOUS MATERIAL INCIDENTS

Any County building that is located close to local streets and roads may be vulnerable to the effects of spills or releases of hazardous materials (HAZMAT) and their effects. This could result in injury to County personnel and/or visitors.

An accident resulting in a spill of hazardous materials on the premises will usually involve materials used at the facility. **ABSOLUTELY NO OUTSIDE CHEMICALS** are allowed on the premises without MSDS sheets and notification to Facilities and Custodial Staff. Material Safety Data Sheets for Facilities and Custodial products are available and copies on file.

HAZMAT SPILL OR RELEASE – INSIDE

- 1) ACTIVATE FIRE ALARM.
- 2) EVACUATE THE AREA OF THE RELEASE OR SPILL. (See “**EVACUATION**” section)
- 3) Notify your Local Police and Fire Dept., and Emergency coordinator, **when time and safety permit.** (See “**EMERGENCY PHONE NUMBERS**” section)
- 4) LIMIT ACTIVITY TO PROTECTION OF LIVES AND EVACUATION OF PERSONNEL – DO NOT ATTEMPT TO RESCUE A CONTAMINATED AND/OR UNCONSCIOUS VICTIM OR RESPOND TO A SPILL OR RELEASE!

- 5) Evacuate (See “**EVACUATION**” section). Familiarize yourself with alternative exits, away from the spill or release.

HAZMAT SPILL OR RELEASE – OUTSIDE

- 1) Notify the Local Police and Fire Department, and the Department Emergency Coordinator.(See “**EMERGENCY PHONE NUMBERS**” section)
- 2) EVACUATE THE AREA UPWIND OF THE RELEASE OR SPILL.
- 3) Comply with directives from Emergency Response Personnel.

BOMB/OTHER THREATS

THREAT BY TELEPHONE

DURING THE CALL:

- 1) **DON'T HANG UP!**
- 2) Stay as calm as possible
- 3) Attempt to find out why the caller is upset; reason for the threat.
- 4) Identify the type of threat and whom the threat is directed at.
- 5) Try to calm the caller down.
- 6) Get as much information as possible about the threat and motive.(See “**Bomb/Other Threats Checklist**”)
- 7) Notify Police Department.

BOMB THREAT CHECKLIST

Questions to ask:

- 1) When is bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: _____

Sex of Caller: _____ Race: _____ Age: _____ Length of Call: _____
Number at which call was rec'd: _____ Time: _____ Date: ___/___/_____

BOMB THREAT CHECKLIST (cont.)

Callers Voice – Circle as applicable

- Calm
- Angry
- Excited
- Slow
- Rapid
- Soft
- Loud
- Laughter
- Crying
- Normal
- Distinct
- Slurred
- Nasal
- Stutter
- Lisp
- Raspy
- Deep
- Ragged
- Clearing Throat
- Deep Breathing
- Cracked Voice
- Disguised
- Accent
- Familiar

If voice is familiar, whom did it sound like?

Background Sounds:

- Street Noises
- Animal Noises
- Clear
- Factory Machinery
- Voices
- PA System

- Static
- Music
- House Noises
- Motor
- Other _____
- Local Call
- Long Distance
- Phone Booth
- Office Machinery

Threat Language:

- Well Spoken (educated)
- Foul
- Message read by
- Incoherent
- Taped
- Irrational threat maker

Remarks:

AFTER THE CALL:

- 1) Write down the exact threat, the entire statement if possible.
- 2) Notify the Emergency Coordinator reference to the threat
- 3) If directed to evacuate proceed in accordance with the “Evacuation” section.
- 4) Notify the Emergency Coordinator.

SUSPICIOUS PACKAGES, MAIL, ETC.

- 1) **DO NOT HANDLE.**
- 2) Refer to “Letter of Parcel Bomb Recognition Points” in the “**Bomb/Other Threats Checklist**” section
- 3) Secure the area.
- 4) Contact Police Department and Emergency Coordinator.
- 5) If item has been opened and is threatening, or appears to be a suspicious device, **DO NOT HANDLE ANY FURTHER.**
- 6) Keep everyone away until police arrive.

BOMB THREAT BY LETTER

- 1) Place the letter in a bag, preferably paper, handle as little as possible.
 - a) Contact the police.
 - b) The Emergency Coordinator
 - c) Retain the bagged letter until a police officer retrieves it.

NOTE FOUND IN THE BUILDING

Activate the same procedures as for a bomb threat delivered by telephone.

LETTER AND PARCEL BOMB RECOGNITION POINTS

- Foreign Mail, Air Mail and Special Delivery
- Restrictive Markings such as Confidential, Personal, etc.
- Excessive Postage
- Hand Written or Poorly Typed Addresses
- Incorrect Titles
- Titles but no Names
- Misspellings of Common Words
- Oily Stains or Discolorations
- No Return Address
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wires or Tinfoil
- Excessive Securing Material such as Masking Tape, String, etc.
- Visual Distractions

SPECIAL DEPARTMENTAL PROCEDURES

SUPERIOR COURT OF ARIZONA

IN PINAL COUNTY

Last Updated: August 22, 2016

The procedures below apply to all departments having permanent office space within the courthouse. Exceptions and/or specifications for each department are outlined within their respective attached policies.

SECTION I

NOTIFICATION PROCEDURES

- A. An emergency can be declared when the presence of obvious conditions (i.e., fire, the crumbling of a portion of a structure, etc.) is observed by anyone. Any employee/person may activate an alarm at which time all departments will be advised, by the Building Coordinator, if immediate evacuation is required. In all other cases the procedures below are to be followed.
- B. If the circumstances are veiled, such as smoke, unpleasant odors, etc., the Security Chief will be called immediately (extension 5450) during normal business hours. After hours, call Florence Police at 868-7681. The Security Chief will evaluate the problem and notify the Court Administrator or designee of the need to evacuate or modify the routine of the Court's business. Individual departments within the building may make independent decisions to evacuate their section of the building. Such evacuations will proceed pursuant to established protocols, and all other departments, along with the Security Chief, will be notified of the evacuation. The Security Chief, in consultation with the Court Administrator and/or designee, will decide whether the public portions of the building are to be evacuated. If the public portions of the building are to be evacuated, no other departments within the building may elect to remain in the building unless otherwise notified by the Security Chief.
- C. Notification shall be made, by Security Officer manning the control room, to all facilities located within the immediate vicinity of the Justice Complex, including Building D, the Youth Justice Center, and Pinal County Sheriff's Office and Adult Detention, at any time the normal operation of those facilities may be impacted by the emergency situation. In addition, regardless of whether there is to be an evacuation, Pinal County Emergency Management is to be notified of any emergency situation. These notifications are to occur, according to internal assignments, as soon as possible once an emergency situation has been identified.
- D. The Judges, Department Heads, or their designees will be responsible for notifications to limit staff, alter work schedules, cancel hearings, and advise the County Manager and County Public Information Officer as necessary. Private and/or contract attorneys will be responsible to notify their clients of any pertinent information.
- E. The Presiding Judge or Associate Presiding Judge shall be solely responsible to determine whether the Rules of Criminal Procedure should be suspended, and if so, shall initiate the procedures required to do so.
- F. Employees will contact their respective departments via the departments' main lines (e.g. 866-5300, 5400, 5500, 5600) to ascertain when they should return to work.

- G. Bailiffs will maintain contact with impaneled jurors so that they are kept apprised of the situation status. The Clerk of Superior Court will be responsible for un-empaneled members of any jury pool at the courthouse.
- H. Court Security/law enforcement will be stationed at entrances to the courthouse to prevent entry by anyone other than authorized personnel.

SECTION II EVACUATION PLAN

This evacuation plan covers situations in which the courthouse needs to be evacuated due to emergencies, with the exception of bomb threats, covered in Section III.

Employees should become entirely familiar with these evacuation procedures. Periodic drills should be expected.

- A. Security staff will ensure the evacuation is orderly and nothing is said or done to cause panic.
 - 1. The general public will be instructed to leave the Justice Complex and assemble at the shade structure immediately North of the main entrance.
- B. Court Security staff will search/sweep both the secure and public areas, conducting a full search/sweep of the entire courthouse, to ensure all employees and visitors are evacuated, in such a manner as to deny access to those areas checked behind them. Stairs will be used by all employees and visitors when it is necessary to gain access to the main floor of the courthouse for evacuation. **Do not use the elevators.**
- C. Security staff monitoring the main entrance will advise anyone attempting to enter that the Courthouse is temporarily closed due to an emergency. No further explanation will be given to the general public. As the main entrance is one of the evacuation points, it will be kept clear of people and any other obstructions.
- D. A Command Post will be established by the Incident Commander with departmental designees reporting to the Command Post. Command Post will be identifiable by a clearly visible outer garment (Florescent Orange vest marked "Security").
- E. The Incident commander is responsible for giving clearance to the Department Heads or designees to re-enter the building and resume normal operations.

SECTION III BOMB THREATS

If a bomb threat is received telephonically or otherwise, or a suspicious package or device is found, the following procedures will be followed:

- A. Using the bomb threat checklist as immediately as possible, follow the instructions, gather as much information as possible, make notations of the details outlined, and ask as many of the

questions as possible before the caller terminates the call. Do not terminate the call. Let the caller do that. Keep the caller talking as long as possible to gain as much information as possible.

- B. The Security Chief, or in his absence, the Court Administrator or designee, will be notified immediately by the employee/person who received the threat of the pertinent details of the situation (i.e., location of the device, information gathered from the telephone call) and any other known and verifiable information available. The Security Chief, or alternate, will immediately order an evacuation.
- C. Using a land-line based telephone only, 911 will be called by the Security Chief and all pertinent information will be given to the 911 dispatcher.
- D. All courthouse employees will carefully observe their surroundings (work space, hallways, stairwell, etc.) when leaving the courthouse and will immediately report ANYTHING which appears unusual, out of place, or suspicious (boxes, luggage/backpacks, bags, envelopes, etc. which appear to be abandoned) to the security staff. UNDER ABSOLUTELY NO CIRCUMSTANCES SHOULD ANY SUSPICIOUS, UNUSUAL, OR OUT OF PLACE ITEMS BE TOUCHED OR MOVED!!
- E. Evacuation of the courthouse will be conducted as outlined in Part II of this plan.
- F. Court Security staff will search/sweep the entire building for employees and suspicious or out of place items pending the arrival of law enforcement. Once on scene, law enforcement will make a decision in coordination with Court Security and the Presiding Judge or designee, whether to re-occupy the building or to conduct a full law enforcement search of the building.

SECTION IV SPECIAL CIRCUMSTANCES

- A. Hostage situations
 - 1. Security is to be notified immediately, with as much detailed information as possible. This should include information regarding the hostage(s) and the hostage-taker, any weapons, the location of the incident, and any statements made by the hostage-taker.
 - 2. Security will work to isolate and contain the situation, decide whether evacuation is prudent, and make proper notifications, including the Florence Police Department and the Pinal County Sheriff's Office, activating the Occupant Emergency Plan as appropriate.
 - 3. No staff is to attempt to intervene. The situation will be monitored by Security personnel until the arrival of law enforcement.
- B. Active/Hostile shooter
 - 1. Security is to be notified immediately, with as much detailed information as possible. This should include information regarding the shooter, the shooter's location, type of weapon, and any statements made.

2. Security will work to isolate and contain the situation, decide whether evacuation is prudent, and make proper notifications, including the Florence Police Department and the Pinal County Sheriff's Office, activating the Occupant Emergency Plan as appropriate.
3. No staff is to attempt to intervene. The situation will be monitored by Security personnel until the arrival of law enforcement.

C. Barricade situations

1. Security is to be notified immediately, with as much detailed information as possible. This should include information regarding the barricaded person, the location, any weapons involved, and any statements made by the person.
2. Security will work to isolate and contain the situation, decide whether evacuation is prudent, and make proper notifications, including the Florence Police Department and the Pinal County Sheriff's Office, activating the Occupant Emergency Plan as appropriate.
3. No staff is to attempt to intervene. The situation will be monitored by Security personnel until the arrival of law enforcement.

SECTION V
SPECIAL POPULATIONS

A. Disabled persons

1. Every employee is responsible to provide assistance to any disabled person within the building.
2. Elevator #1 remains functional to allow evacuation of any disabled person and the one person providing them with assistance.

B. Juries

1. Evacuation of **empaneled** jurors will be the responsibility of the assigned bailiff.
2. Jury pools will be evacuated as members of the public.

C. Victims and Witnesses will be identified by the County Attorney's Office.

D. Any courthouse employee hosting a meeting or training event is responsible for the evacuation and accounting for attendees of that event.

E. In-custody defendants/juveniles

1. Defendants attending court hearings in the custody of the Department of Corrections are the responsibility of the Department of Corrections Officer accompanying them.
2. Defendants attending court hearings in the custody of the Pinal County Adult Detention Center are the responsibility of the Pinal County Sheriff's Office staff accompanying them.

3. Juveniles, and any defendants taken into custody in court but not yet booked into the Pinal County Adult Detention Center, are the responsibility of Court Security.

SECTION VI ESSENTIAL FUNCTIONS

Time sensitive and/or statutorily required court processes will be moved to the Pinal County Juvenile Justice Center for juvenile matters, and to the Pinal County Adult Detention Center for adult matters. This will be coordinated by the Presiding Judge of the Juvenile Court and the Presiding Judge of Superior Court, or their designees.

SPECIAL DEPARTMENTAL PROCEDURE



PINAL COUNTY CLERK OF SUPERIOR COURT
PROCEDURE MANUAL

Subject: Emergency Procedures	Department: Interoffice	Procedure Number: IO-21
Effective Date: 8/1/2013	<input checked="" type="checkbox"/> Partial Revision 8/16/2016 <input type="checkbox"/> New	Approved By: Amanda Stanford

Purpose: Policy Standardization

Procedure: In Any Life-Threatening Situation Immediately CALL 911

EMERGENCY PHONE NUMBERS

LOCAL POLICE DEPARTMENT	Florence Police Department	(520) 868-7681
LOCAL FIRE DEPARTMENT	Florence Fire Department	(520) 868-7609
EMERGENCY OPERATIONS CENTER		(520) 866-6095
ARIZONA POISON CONTROL		(800) 362-0101

EMERGENCY EVACUATION PLAN

In the event of an emergency requiring the Superior Courthouse to be evacuated, all staff and all members of the public are to immediately exit to the nearest accessible exterior door and move away from the courthouse by the most direct route. Staff will report to the nearest assembly area.

Alarms and evacuation orders are to be taken seriously and employees should cease what they are working on and evacuate the building. ***Every employee is responsible to provide assistance to any disabled person within the building.***

SUPERVISOR/MANAGER/DIRECTOR RESPONSIBILITIES

During the evacuation process, Management, or designee will be responsible for performing and/or ensuring the following tasks are completed:

- Obtain the “Clerk of Superior Court Emergency Route List” from the designated locations within the Florence Clerk’s Office for use during roll call.
- Ensuring department employees are in the process of evacuating.
- Close and secure vault doors.
- Ensure the public is given instructions to exit the building.

Associate Jury Commissioner

Once the building has been evacuated, the Associate Jury Commissioner or designee will conduct a roll call to ensure that all jurors are accounted for. In the event the jurors have already been called upstairs for court, the Associate Jury Commissioner or designee will contact the Bailiff Supervisor to ensure that any jurors that have already been escorted to a courtroom has been escorted out of the building by the bailiff for each particular courtroom.

Assistant Emergency Coordinator

The Assistant Emergency Coordinator or designee will escort and exit with staff towards the front of the Superior Courthouse and conduct a roll call on the Clerk of the Superior Court's staff that have evacuated to the front parking lot.

Emergency Coordinator

The Emergency Coordinator or designee will provide assistance to any employee(s) with ADA requirements. The Emergency Coordinator will escort staff towards the exit at the back of the Superior Courthouse. The Emergency Coordinator will conduct the official roll call for the Clerk of the Superior Court's office.

Clerk of the Superior Court

The Clerk of the Court will immediately report to the Command Center.

EMPLOYEE RESPONSIBILITIES

During the evacuation process, employees will be responsible for performing and/or ensuring the following tasks are completed:

- If assisting a customer on the phone, staff is to inform the customer of the evacuation and ask that they call back later.
- Ensure the public is given instructions to exit the building.
- All employees must evacuate the building via the nearest emergency exit and proceed to the assembly area associated with your point of exit and stay there. All employees must sign-in at staging/assembly area.

Front Counter

Front Counter staff will secure their cash drawers by locking the outside drawer.

Finance Department

Finance/Fines, Restitution, and Collections staff will secure currency, checks or other monetary items in a locked drawer.

Jury Department

Jury staff will inform any jurors or members of the public within the Jury Assembly room of the need to exit the building. Jury staff will escort all jurors within the Jury Assembly room to the nearest exit.

Once all employees have exited the building, they will report to, and remain with their immediate supervisor until the Emergency Coordinator completes roll call. In the event the immediate supervisor is unavailable, the employee should report to their departmental manager until the Emergency Coordinator completes roll call. In the event the immediate supervisor and departmental manager are unavailable, staff should report to any member of management until the Emergency Coordinator completes roll call.

EMERGENCY EVACUATION ROLL CALL

The Emergency Coordinator or designee is responsible for performing the official roll call for the Clerk of the Superior Court's Office. In the event the Emergency Coordinator is unavailable, the Assistant Emergency Coordinator will conduct the official roll call.

The "Clerk of the Superior Court Emergency Route List" will be utilized to conduct roll call.

The Assistant Emergency Coordinator will conduct a roll call of the Clerk of the Superior Court's staff that have evacuated to the front of the courthouse.

The Emergency Coordinator will conduct a roll call on the Clerk of the Superior Court's staff that have evacuated to the back of the courthouse.

The Emergency Coordinator will contact the Assistant Emergency Coordinator to determine which staff members have been verified in attendance according to the roll call conducted by the Assistant Emergency Coordinator for staff that evacuated to the front of the courthouse.

Once roll call is complete, the Emergency Coordinator, or Assistant Emergency Coordinator, will report any employees missing or unaccounted for to the Building Coordinator.

Employees will remain at the designated locations until they are offered transportation to another facility or holding area, or otherwise excused by the Emergency Coordinator or designee.

In the event employees are excused for lunch and are unable to transport themselves away from the building, employees should contact their Supervisor in an hour to determine where to report to after lunch.

Employees will be notified on the status of the emergency and where to report as soon as the information is available. Employees will be notified by the Emergency Coordinator, or designee when to re-enter the building and resume normal operations.

BOMB THREATS

Staff will follow instructions as stated in Section III of the Superior Court Occupant Emergency Plan.

SPECIAL POPULATIONS

Staff will follow instructions as stated in Section IV of the Superior Court Occupant Emergency Plan.

ESSENTIAL FUNCTIONS

Staff will follow instructions as stated in Section VI of the Superior Court Occupant Emergency Plan.

EMERGENCY LOCK DOWN PLAN

EMERGENCY LOCK DOWN PLAN

In the event of a “lock down”, Superior Court Security will lock the main doors to the Jury Assembly room and the Clerk of the Superior Court’s lobby.

Alarms and lock down orders are to be taken seriously and employees should cease what they are working on and wait for information or further instruction from their supervisor. ***Every employee is responsible to provide assistance to any disabled person within the building.***

DEPARTMENTAL RESPONSIBILITIES

During the Lock Down process, staff will be responsible for performing and/or ensuring the following tasks are complete:

- If assisting a customer on the phone, please inform them of the lock down and ask that they call back later.
- The employee closest to the door that leads from the Clerk’s office lobby in the actual office area, will escort any members of the public that are locked in the Clerk of the Superior Court’s lobby.
- All jurors in the Jury Assembly room and members of the public escorted from the Clerk’s office lobby are to be escorted to the closed off section of the Jury Assembly room.

Jury Department

The Associate Jury Commissioner or designee will close the partition in the Jury Assembly room and ensure that all jurors and members of the public are within the closed off section of the Jury Assembly room and away from any windows.

Front Counter Department

Front Counter staff will secure their cash drawers by locking the outside drawer. The Front Counter Department will evacuate their immediate area and line up along the wall next to the Clerk’s office door.

Courtroom Clerk Department

The Courtroom Clerk staff that have been temporarily relocated to the first row of cubicles along the back side of the front counter will evacuate their immediate area and line up along the wall next to the Clerk’s office door.

Civil Unit

The CV unit staff that have been temporarily relocated to the first row of cubicles going along the back side of the front counter will evacuate their immediate area and line up along the wall next to the Clerk’s office door.

Criminal Unit

The CR unit staff that have been temporarily relocated to the first row of cubicles going along the back side of the front counter will evacuate their immediate area and line up along the wall next to the Clerk’s office door.

SUPERVISOR/MANAGER/DIRECTOR RESPONSIBILITIES

During the lock down process, Management, or designee, will be responsible for ensuring the following tasks are completed:

- Obtaining the “Clerk of the Superior Court Emergency Route List” from designated locations within the Florence Clerk’s office for use during roll call.
- Ensure staff are in the process of evacuating from any locations near the front counter.
- Ensure any members of the public have been evacuated from the Clerk of the Superior Court’s lobby.

Case Flow Manager

The Case Flow Manager will evacuate their immediate area to any place within the main office of the Clerk of the Superior Court’s office away from the front counter. As the Case Flow Manager evacuates, they will ensure that all staff have evacuated from the back side of the front counter. The Case Flow Manager will reunite with their staff that are lined up along the wall next to the Clerk’s office door.

Civil Unit Supervisor

The Civil Unit Supervisor will evacuate their immediate area to any place within the main office of the Clerk of the Superior Court’s office away from the front counter. As the Civil Unit Supervisor evacuates, they will ensure that all staff have evacuated from the back side of the front counter. The Civil Unit Supervisor Manager will reunite with their staff that are lined up along the wall next to the Clerk’s office door.

Associate Jury Commissioner

The Associate Jury Commissioner or designee will conduct a roll call on jurors that are within the Jury Assembly room.

Emergency Coordinator

The Emergency Coordinator or designee will unite with staff lined up along the wall next to the Clerk’s office door.

Clerk of the Superior Court

The Clerk of the Superior Court or designee will conduct the final walkthrough of the back side of the front counter to ensure that all staff have evacuated and all members of the public that may have been locked in the Clerk’s office lobby have been evacuated. The Clerk will continue through the hallway door into the back side of the Jury Department to ensure all members of the public or jurors have been escorted to the secured area within the Jury Department. The Clerk will verify with the Associate Jury Commissioner and the Emergency Coordinator that all staff, jurors, and members of the public have been accounted for.

EMERGENCY LOCK DOWN ROLL CALL

The Emergency Coordinator or designee is responsible for performing the official roll call for the Clerk of the Superior Court’s Office. In the event the Emergency Coordinator is unavailable, the Assistant Emergency Coordinator will conduct the official roll call.

The “Clerk of the Superior Court Emergency Route List” will be utilized to conduct roll call.

The Emergency Coordinator will unite with evacuated staff that have lined up along the wall next to the Courtroom Clerk Manager’s and Clerk’s office to conduct the official roll call.

Once roll call is complete, the Emergency Coordinator, or Assistant Emergency Coordinator, will report any employees missing or unaccounted for to the Building Coordinator.

Employees will remain at the designated locations until they are offered transportation to another facility or holding area, or otherwise excused by the Emergency Coordinator or designee.

In the event employees are excused for lunch, staff should contact their Supervisor in an hour to determine where to report to after lunch.

Employees will be notified on the status of the emergency and where to report as soon as the information is available. Employees will be notified by the Emergency Coordinator, or designee when to return to their department and resume normal operations.

SPECIAL DEPARTMENTAL PROCEDURE

Adult Probation Department – Florence

(Last updated: August 22, 2016)

AUTHORITY: Administrative Directive

FORMS: Occupant Emergency Plan- Superior Court Building, Evacuation Map, Emergency Coordinator Contact List

PURPOSE: To provide guidelines for the safe evacuation of Adult Probation Department facilities in an emergency situation.

PROCEDURES: Follow the Pinal County Superior Court Emergency Plan, with the following additions:

Authorizing Evacuation

An emergency can be declared when the presence of obvious conditions (i.e. fire, the crumbling of a portion of a structure, etc.) is observed by anyone. They may activate an alarm which will initiate immediate evacuation by activating the court's fire alarm system.

If the circumstances are veiled, such as smoke, unpleasant odors, etc., the Security Chief/Building Coordinator will be called immediately (x5450) during normal business hours. After hours, contact Florence Police at 868-7681. The Security Chief/Building Coordinator will evaluate the problem and notify the Court Administrator or designee of the need to evacuate or modify the routine of the court's business.

The Adult Probation Department's Emergency Coordinator or Assistant Coordinator may make an independent decision to evacuate the Adult Probation Department. In their absence, any management member can make the decision to evacuate. Such evacuations will proceed pursuant to established protocols and all other departments, along with the Security Chief/ Building Coordinator will be notified.

Evacuation Plan:

1. All employees will exit the courthouse by the nearest accessible exterior door and move away from the courthouse by the most direct route and report to the nearest assembly area. The general public will be instructed to evacuate the Superior Court building and assemble at the shade structure immediately North of the main entrance.
2. Because it is unknown when access back into the courthouse will be granted, it is recommended (if time permits), that you take personal items such as your wallet, car keys, medications etc., with you during an evacuation. These items should be easily accessible so that you can evacuate as quickly as possible. If you are in court or another office within the courthouse, these items (especially necessary medications) should be on your person at all times.

Designated Meeting Place/Roll Call:

Upon exiting the courthouse, employees will proceed to Building D and/or the parking lot north of the courthouse. After everyone has assembled, a roll call will be taken. The Emergency Coordinator or designee will report to the emergency command center and will be responsible to make an accounting of every employee. Any employee missing or unaccounted for will be reported to the Building Coordinator.

All employees will remain at the above designated locations until they are offered transportation to a selected meeting area, or otherwise excused by the Incident Commander or designee. If allowed to leave the Justice Complex, staff should contact our main telephone number (520-866-5600) to ascertain when they should return to work.

Training:

Staff will receive Emergency Evacuation training during new hire orientation and at unit meetings on a yearly basis. There will also be random drills throughout the year.

Emergency Coordinator Contact List – Pinal County Adult Probation

The following individuals are designated as emergency coordinators for the Adult Probation Department:

Florence Facility: 971 Jason Lopez Circle, Florence, AZ 85232

Ryan Osborn (Primary Emergency Coordinator)
Division Director
(520) 866-5606 (work)
(520) 483-0744 (cell)

Rubi Duenez (Alternate Emergency Coordinator)
Administrative Support
(520) 866-5650 (work)
(520) 709-8235 (cell)

Casa Grande Facility: 820 E. Cottonwood Lane, Bldg. F1, Casa Grande, AZ 85222

Jacquetta Cowley (Primary Emergency Coordinator)
Supervisor
(520) 866-6194 (work)
(520) 483-8795 (cell)

Michelle Olivarez (Alternate Emergency Coordinator)
Supervisor
(520) 866-7473 (work)
(520) 483-2474 (cell)

Apache Junction Facility: 575 N. Idaho Rd., Suite 515, Apache Junction, AZ 85219

Kris Maines (Primary Emergency Coordinator)
Supervisor
(520) 866-6101 (work)
(520) 483-8975 (cell)

Adam Short (Alternate Emergency Coordinator)
Supervisor
(520) 866-5605 (work)
(480) 244-7078 (cell)