



**ARAPAHOE COUNTY**  

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**COLORADO'S FIRST**

# **EMERGENCY RESPONSE PLAN**

## **Admin 1**

FOR OFFICIAL USE ONLY

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## **PURPOSE**

The purpose of this emergency response plan is to provide staff and clients guidance during emergencies. The procedures in this plan should be followed unless otherwise directed by first responders.

In order to establish a safe and orderly plan of evacuation, each employee should become familiar with all aspects of this emergency plan.

## **AUTHORITY**

Emergency Evacuation Procedures RESO# 030233

(Safety and Risk Management Manual <http://inside.arapahoegov.com/DocumentCenter/View/892>)

AED Program and Procedures RESO# 080624

(Safety and Risk Management Manual <http://inside.arapahoegov.com/DocumentCenter/View/892>)

Reasonable Accommodation/ Effective Communication/Auxiliary Aids for with Persons with Disabilities/Section 504/ADA Grievance Procedure

Arapahoe County Administrative Policy <http://co-arapahoecounty.civicplus.com/DocumentCenter/View/819>

Arapahoe County Human Resources Guidelines

## **SCOPE**

Every employee at Admin 1 should be aware of, and have access to the Emergency Response Plan (ERP) for Admin 1.

## **ASSUMPTIONS**

Employees will read the plan, receive training related to the plan, and exercise the plan through regular drills and exercises.

The plan will be reviewed and updated as necessary after each drill, exercise or real event.

Secure Perimeter, Lock down, Shelter in Place, or Evacuate combined with Run, Hide, Fight are the appropriate responses to any hazard encountered at Admin 1.

Employees will act in their best interests in an emergency situation.

## **CONCEPT OF OPERATIONS**

The Admin 1 Emergency Response Team (ERT) consists of employees on each floor who have the authority to carry out directives in the Emergency Response Plan. Duties may include assisting with evacuations, communicating with emergency responders or assisting in response coordination. ERT members must have their portable radios and cell phones at all times.

**IMPORTANT TELEPHONE NUMBERS**

<b>ADMIN 1 PAGING NUMBER</b>		██████████
<b>EMERGENCY</b>		<b>911</b>
<b>Arapahoe County Sheriff – Office of Emergency Management</b>	<b>Main</b>	720-874-3804
	Steven Peck	720-874-3863
<b>South Metro Fire Rescue</b> <i>Local Department assigned to Admin 1</i>		<b>911</b>
	Non-Emergency	720-258-8911
<b>Littleton Police Department</b> <i>Local Authority assigned to Admin 1</i>		<b>911</b>
	Non-Emergency	303-627-3100
<b>Board of County Commissioners</b>	Main	303-795-4682
<b>Communication Services</b>	Main	303-795-5467
<b>Fleet &amp; Facilities</b>	<b>Main Dispatch</b>	<b>303-795-4579</b>
	Jesse Cordova - office	303-734-5489
	██████████ ██████████	██████████
<b>Rescue / Paramedics</b>		<b>911</b>
<b>Risk Management</b>	<b>Main</b>	<b>303-795-4637</b>
	Risk Manager	303-734-5468
<b>Road Conditions</b>	Denver	303-639-1111
	State of Colorado	303-639-1234

**EMERGENCY RESPONSE TEAM**

The following individuals have been identified as ERT members at Admin 1.

<b>Security</b>	Brad Ginn	BGinn@arapahoegov.com	303-738-7890	
<b>Ground Level</b>	Tim Mulvey	Tmulvey@arapahoegov.com	303-795-4589	
	Dominique Rideout	DRideout@arapahoegov.com	303-795-4492	
	Rick Michels	RMichels@arapahoegov.com	303-795-4997	
	Faye Medina-Payne	FMedina-Payne@arapahoegov.com	303-795-4901	
	John Kavanaugh	JKavanaugh@arapahoegov.com	303-795-4485	
	Debbie Atkinson	DAtkinson@arapahoegov.com	303-795-4412	
<b>Lobby</b>	Patricia Flanagan	PFlanagan@arapahoegov.com	303-795-4228	
	Todd Davidson	TDavidson@arapahoegov.com	303-734-5346	
	Alice Jackson	AJackson@arapahoegov.com	303-795-4217	
	James Woods	JWoods@arapahoegov.com	303-738-7827	
	Michele Peterson	MPeterson@arapahoegov.com	303-738-7867	
	Kathleen Dichter	KDichter@arapahoegov.com	303-795-4201	
	Melissa Wilson	MWilson@arapahoegov.com	303-795-4220	
	Cassandra Sale	CSale@arapahoegov.com	303-795-4243	
<b>3<sup>rd</sup> floor</b>	Leslie Cannon	LCannon@arapahoegov.com	303-795-4215	
	Brady Sartin	BSartin@arapahoegov.com	303-795-4640	
	Christopher Gertje	CGertje@arapahoegov.com	303-795-4673	
	Mary Lisa Bugel	MBugel@arapahoegov.com	303-795-4487	
	Andrew Barranco	ABarranco@arapahoegov.com	303-795-4642	
	Glenn Mars	GMars@arapahoegov.com	303-795-4542	
	Darla Turley	DTurley@arapahoegov.com	303-795-4273	
<b>4<sup>th</sup> Floor</b>	Deidra Tjerandsen	DTjerandsen@arapahoegov.com		
	Caroline Hogan	CHogan@arapahoegov.com	303-795-4573	
	Sarah Vance	SVance@arapahoegov.com	303-795-4449	
	Jhanadu Garza	JGarza@arapahoegov.com	303-734-5468	
	Vacant			
	Jennifer Bennett	JBennett@arapahoegov.com	303-795-4571	
	Kindra Cardinal	KCardinal@arapahoegov.com	303-795-4627	
	Christine Perry	CPerry@arapahoegov.com	303-795-4436	
John Christofferson	JChristofferson@arapahoegov.com	303-795-4407		
<b>Off-Site</b>				
<b>ACSO</b>	Emergency Management	Steven Peck	SPeck@arapahoegov.com	720-874-3863
<b>Risk Management</b>	Main		RiskManagement@arapahoegov.com	303-795-4637
	Risk Manager	Jhanadu Garza	JGarza@arapahoegov.com	303-734-5468

### **EMERGENCY NOTIFICATION FOR ADMIN 1**

Any employee can broadcast emergency information throughout the building using their County desk phone paging system, which will turn all speakerphones on and act as a PA system.

From any County phone dial [REDACTED] and speak clearly.

Start by saying "This is an emergency message". Then state clearly the nature and location of the emergency.

For example, "This is an emergency message. There is a violent person at the reception area on the first floor; lock down".

### **GENERAL EMERGENCY RESPONSE TEAM MEMBERS RESPONSIBILITIES**

The Emergency Response Team members listed above are to:

- Call 911 in case of an emergency
- During an emergency, check assigned areas and direct and/or assist employees and/or clients to the nearest exit
- During an emergency make appropriate notifications required, to include security or building maintenance, that staff has either left the building or taken shelter

### **ARAPAHOE COUNTY ERT BACKPACK**

Arapahoe County provides ERT members with a backpack containing the following contents:

- Vest for ERT identification
- Flashlight with working batteries
- Megaphone
- First Aid Kit
- CPR Kit with Face Shield

In addition to a backpack, ERT members are issued a portable radio. [REDACTED]

During each quarter in a calendar year, Emergency Response Team Members are responsible for ensuring that their issued backpack contains the supplies listed above and batteries are in good working order.

### **FIRE SAFETY PLAN**

If there is a fire and the alarm has not sounded, the person finding the fire should:

- Pull the alarm
- Close any door to the fire area
- Verbally inform others
- Call 911 from a safe area
- Evacuate the building to your predesignated evacuation area

In the event the alarm has sounded:

- Proceed to the nearest building exit in an orderly manner following building evacuation procedures
- Follow the direction of your Emergency Response Team Leader
- Follow the direction of fire department personnel
- Use stairways
- **Do not use the elevator**
- Seek your predesignated evacuation location or the closest predesignated evacuation area
- Check in with the ERT Lead once at an evacuation area

**FIRE EXTINGUISHERS / FIRE ALARM PULL STATIONS / AED LOCATIONS**

In the event of a fire, evacuate. Utilize fire extinguishers to assist you to a path of egress.

Floor	Fire Extinguishers	Fire Alarm Pull Down Stations	AED
Ground	North exit hall	North exit hall	N/A
	North east of Print Shop	North east of Print Shop	
	South next to IT training room	South next to IT training room	
Lobby	South side of lobby outside of West Hearing Room	South side of lobby outside of West Hearing Room	Outside of DMV entrance doors
	Next to the north lobby exit	Next to north lobby stairs	
3 <sup>rd</sup> Floor	Opposite wall of north stairwell door	Opposite wall of north stairwell door	N/A
	West wall, north of center stairwell	West wall, north of center stairwell	
	Opposite wall of south stairwell door	Opposite wall of south stairwell door	
4 <sup>th</sup> Floor	Opposite north stairwell door	Opposite north stairwell door	Just outside of Finance
	West wall, center of hallway	West wall, center of hallway	
	Opposite south stairwell door	Opposite south stairwell door	

**LIFE THREATENING ACCIDENT OR ILLNESS**

In the event of an accident or illness of an employee or visitor on the premises, you should:

1. Dial 911 and give the operator the following information:
  - a. Building address: 5334 S. Prince St., Littleton, CO 80120
  - b. Location of the emergency on the premises
  - c. Stay on the phone until help arrives or instructed to hang-up by 911
2. Call Security to notify them that local authorities have been called to the building and inform them where/what the emergency is
3. Do not move the injured or ill person unless:
  - a. The area is determined unsafe
  - b. You are directed to do so by police or a medical professional
4. Notify ERT Lead(s) of the emergency
5. Have someone meet and direct first responders to the emergency

**TORNADO PROCEDURES**

When a **Tornado Watch** is announced, this means that conditions are conducive to tornado formation and tornadoes may occur in or near the area. Keep a radio tuned to a local station for information and advice from the weather service.

When a **Tornado Warning** is issued, it means that a tornado has actually been sighted or has been indicated by radar. Public warning may come over the radio or by Emergency Alert System.

When necessary, the Emergency Response Team will direct employees and clients to begin shelter in place procedures. The following actions should be taken:

1. Move away from the perimeter of the building and exterior glass
2. Proceed to the ground floor
3. Listen to emergency weather notification on battery powered radio or internet if still available for use



## **ACTIVE THREAT PROTOCOL**

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active threat situation. **Run. Hide. Fight** advises that your best option in the event of an active threat event is to get away from the threat. If running is not an option, hiding in a secure location with a locking door and no windows is the next best option. As a last resort, fighting the attacker is an option. Source: <https://youtu.be/5VcSwejU2D0>

### 1. Run

If there is an accessible escape path, attempt to evacuate the building. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Always move away from an active threat area
- Keep your hands visible
- Follow instructions of law enforcement
- Do not attempt to move wounded people
- Call 911 when you are safe

### 2. Hide or Lockdown

If evacuation is not possible, find a place to hide [REDACTED]

- Silence your cell phone
- Turn off any source of noise (radios etc.)
- Hide behind large items
- Remain quiet
- Remain calm and dial or text 911 if possible and advise suspect's location

### 3. Fight

As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the suspect by:

- Acting as aggressively as possible against him/her
- Throwing items and using improvised weapons
- Yelling
- Committing to your action

## **BOMB THREAT**

If you receive a bomb threat, take the following steps:

- Try to engage the caller or person making the bomb threat to get possible clues about the bomb's location and characteristics of the person making the threat (i.e. age, sex, mental state, etc.)
- If threat is made in writing, keep all original documents/information for law enforcement officials
- Contact a supervisor immediately
- Remain calm and refer to the Bomb Threat Checklist (below)
- Check your area and look for any out of place or unusual object/device
- If a suspicious object/device is located, immediately call 911. Be able to describe the object/device and why it is suspicious. Await further instructions
- DO NOT attempt to use radio or cellular communications
- DO NOT touch or move any suspicious object/device



### BOMB THREAT CHECKLIST

**Questions to Ask:**

- 1. Where is the bomb going to explode?
- 2. Where is it right now?
- 3. What does it look like?
- 4. When is bomb going to explode?
- 5. Why?

**Be aware of:**

- 1. Caller's Phone Number
- 2. Caller's accent
- 3. Background noise
- 4. Attitude of Caller
- 5. Any Technical Language

**EXACT WORDING OF THREAT:**

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Gender of caller: \_\_\_\_\_  
Estimated age: \_\_\_\_\_  
Number at which call is received: \_\_\_\_\_

Race: \_\_\_\_\_  
Length of call: \_\_\_\_\_  
Time of call: \_\_\_\_\_  
Date of call: \_\_\_\_\_

**Caller's Voice:**

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

If voice is familiar, whom did it sound like? \_\_\_\_\_

**Background sounds:**

- |       |                  |       |                   |
|-------|------------------|-------|-------------------|
| _____ | Street Noises    | _____ | Factory Machinery |
| _____ | Crockery         | _____ | Animal Noises     |
| _____ | Voices           | _____ | Clear             |
| _____ | PA System        | _____ | Static            |
| _____ | Music            | _____ | Local             |
| _____ | House Noises     | _____ | Long Distance     |
| _____ | Motor            | _____ | Booth             |
| _____ | Office Machinery | _____ | Other             |

**Threat Language:**

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

## **EVACUATION ROUTES**

All tenants should be familiar with the floor they are located on, [REDACTED] Proceed to the nearest stairwell (indicated on the attached maps) and proceed to your predesignated evacuation area:

- [REDACTED]
- [REDACTED]
- [REDACTED]

### **Evacuation Considerations:**

- Follow all instructions as given
- Go immediately, in a calm and orderly fashion, to the closest designated evacuation area (see above)
- Consider individuals with access and functional needs who may need assistance evacuating
- Use safest available route
- Clear all restrooms and meeting rooms in your area of responsibility prior to exiting
- Stay in a group, if possible
- Account for all staff and remain in designated staging area.
- Report any missing staff to the ERT Lead or designee and first responders

## **SECURE PERIMETER**

Secure Perimeter is a response to a critical incident or an emergency situation that occurs outside of the building. It may become necessary for the building to be placed in a secure perimeter for the protection of occupants.

The ability to propose a secure perimeter for the building rests with anyone on-site. The primary issue to be considered is whether or not the staff may be in danger if the secure perimeter is not put into effect. If you see something or hear something that could warrant a secure perimeter, notify security immediately (see page 3) and then your supervisor.

### **Secure Perimeter Considerations:**

- Continue business as normal inside
- Secure all entrances and deny access to any unauthorized person
- Call 911
- No employee/visitor will be allowed to enter the building unless authorized by the ERT Lead or first responders
- Post a temporary closed sign at the main entrance to help prevent anyone access in to the building.
- Consider any special medical issues

## **HOSTAGE SITUATION**

A situation in which a person holds another person against his or her will by threat, force or violence. The tips below are available to help survive a hostage event:

- Do not antagonize the hostage taker(s)
- The first 15 to 45 minutes are the most dangerous
- If the opportunity is available to speak to the hostage taker(s), do talk to them in a conversational manner
- Do exactly as you are told – do not argue
- Avoid making suggestions
- Make eye contact but do not stare
- Rest and eat whenever you can, but remain facing your captor
- Be observant, be a good witness

- Do not try to escape unless you are certain that you will be successful
- In case of rescue:
  - Expect loud noise and bright lights
  - Lay on the floor and cover your head with your hands
  - Do not expect the rescuers to recognize you or know you are not a suspect

If you have the ability, from a point of safety, call 911 and notify them of the situation.

### **HAZARDOUS MATERIAL**

Hazardous materials are defined as materials or substances that pose a risk to the safety and health of the community or the environment.

Safety Data Sheets (SDS) are currently stored in the print shop and in the facilities office. Maintenance shall be called immediately regarding any indication of toxic fumes or odors. Do not leave the building until given official notice, as conditions may be worse outside. When needed, SDS are to be given to the fire department.

Response to hazardous material:

- Report spills or releases by calling 911 and notifying them of the situation
- Move away from the spill and do not attempt to clean it up
- Isolate the area immediately; consider having Facilities staff shut down HVAC
- Check for adverse medical symptoms (loss of breath, fainting, etc.) and request medical attention if necessary
- Identify victims who have been exposed or contaminated and isolate them
- Account for all employees/visitors

### **ACCESS AND FUNCTIONAL NEEDS CONSIDERATIONS**

During an emergency, individuals with access and functional needs or other disabilities may require assistance. The best way to determine what assistance can be provided, if needed, is to ask.

It is the policy of Arapahoe County that all facilities, programs and services are accessible and usable by individuals with access and functional needs, unless providing access results in undue hardship to the County or causes fundamental alteration of the programs and services.<sup>1</sup>

Individuals who have access and/or functional needs may request reasonable accommodation to assist the individual in accessing County facilities, programs or services. No one will be turned away because of a disability, and no one will be charged for reasonable accommodations. An individual is considered a person with an access or functional need if he or she has:

1. A physical or mental impairment that substantially limits one or more major life activities;
2. Having a record of such impairment; or
3. Being regarded as having such impairment.

Major life activities include, but are not limited to, functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

In anticipation of accommodation requests, Arapahoe County will identify resources in the county that could provide reader/scribe, note taking and other disability-related services. Arapahoe County will respond to requests for reasonable accommodations in a timely manner that will not result in an unreasonable delay or an unreasonable denial of services.

The following checklist can be used for new employee training and period drills when assisting individuals with access and functional needs or other disabilities.

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<sup>1</sup> Reasonable Accommodation/ Effective Communication/Auxiliary Aids for Persons with Disabilities/Section 504/ADA Grievance Procedure Arapahoe County Administrative Policy

Employees with Hearing Disabilities

- The employee is required to read the building's safety and emergency procedures.
- The employee demonstrates that they understand the procedures.
- The employee is provided with fire/earthquake-exit maps/directions.
- The services of a special service provider are requested, when necessary, to teach employees emergency procedures.

Employees with Visual Disabilities

- The building's safety and emergency procedures are read by or read to and discussed with the employee.
- The employee demonstrates that they understand the procedures.
- The services of a special service provider are requested, when necessary, to teach employees emergency procedures.

Employees with Learning, Emotional or Cognitive Disabilities

- The building's safety and emergency procedures are taught to these employees in language/terms they understand.
- The employee demonstrates they understand what they should do in an emergency.
- The services of a special service provider are requested, when necessary, to teach employees emergency procedures.

Employees with Physical Disabilities:

- The employee demonstrates that they understand the procedures.
- A rescue area is established for evacuation drills when the workspace is located on levels other than the ground floor.
- Needed special equipment (wheelchairs, crutches, etc.) is always accessible.
- No architectural barriers hinder the employees from exiting a building (exit time should not be unreasonably longer than the exit time for employees without disabilities).