

County of Aroostook
FORT KENT REGISTRY BUILDING

BUILDING EVACUATION PLAN

February 2003

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Fort Kent Registry Building Evacuation Plan Index

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NOTATION: There are emergency eye wash stations and blood borne pathogen kits in the first floor maintenance room and in the second floor kitchenette. The maintenance staff is trained in blood borne pathogen clean up.

County of Aroostook
Fort Kent Registry Building
Building Evacuation Plan

EVACUATION

Any person who discovers a fire, toxic or flammable liquid spill, gas leak, radioactive material release, explosions, receives a bomb threat, witnesses a hostage situation or sees any hazardous condition that may endanger personnel is responsible for reporting this hazard.

1. Go to the nearest telephone in a safe location and Dial 911. (The Maintenance Department should also be notified.) Report the exact location, i.e., building name and street, floor number, room number, and your name.
2. Describe the nature of the emergency: Fire, toxic spill, gas leak, bomb threat, etc.
3. If you cannot reach the emergency operator, or *if the situation warrants evacuation*, activate the nearest fire alarm pull box. Advise a member of the maintenance staff, when one is available.
4. Provide assistance to others and take safe actions to evacuate the building.

The following is basic information on how you must respond during a drill or emergency evacuation of the Fort Kent Registry Building.

1. Upon hearing a sustained fire alarm/blinking strobe light, ALL building occupants must evacuate the building. Evacuation Exit Routes are posted in all departments and all public restrooms. (Evacuation floor plans are also included in the back of this plan.)
2. Before leaving your area, IF TIME PERMITS, turn off any equipment, which should not be left unattended such as coffeepots, floor heaters, floor fans, etc.
3. Secure all sensitive information and lock all safes.
4. Turn off lights and close office door, BUT DO NOT LOCK THE DOOR.
5. There is a Designated Building Sweeper (DBS); his/her job will be to make a visual sweep throughout the building as he/she leaves the building.
6. Proceed to the nearest exit, keeping to the right-hand side of the corridors and stairways at all times when possible. Proceed carefully but briskly out of the building.
7. Upon exiting the building, move to the Designated Assembly Area (DAA), which is the lower front lawn on Elm Street. **Do Not Leave** the Designated Assembly Area (DAA) until

you have been accounted for by the Designated Occupant Counter (DOC) and the Designated Occupant Counter (DOC) has informed you that you may leave the premises.

8. Do not attempt to re-enter the building until the "all clear" signal is given by the Designated Occupant Counter (DOC). If there is some situation within the building you think should be attended to, report it to the Designated Occupant Counter (DOC).
9. During the evacuation, NO PERSONS WILL BE PERMITTED TO USE THE ELEVATOR. Persons with physical disabilities who are unable to negotiate stairs will proceed to the nearest stairwell and remain there until safety personnel arrive to assist them.
10. Any person who is physically unable to leave the building will not be left unattended. The Designated Building Sweeper (DBS) is responsible for insuring that "buddy system" support is provided to disabled persons who are unable to evacuate the building. At least two (2) people should remain with the individual and one (1) person should report this fact to the Designated Occupant Counter (DOC), who is located at the Designated Assembly Area (DAA) on the lower front lawn on Elm Street.
11. Emergency building evacuations shall be carried out by the Designated Building Sweeper (DBS). The Designated Building Sweeper (DBS) shall ensure that personnel depart expeditiously from the building.

EMERGENCY EVACUTION TEAM

In the event of an emergency all individuals in the Fort Kent Registry Building must respond to and obey all orders by any members of the Emergency Evacuation Team (EET).

The Emergency Evacuation Team (EET) consists of the following designated personnel:

Designated Occupant Counter (DOC) will be:

1. The Register of Deeds or his/her Deputy Register in his/her absence. The Designated Occupant Counter (DOC) will be located in the Designated Assembly Area (DAA), which will be the lower front lawn on Elm Street.

Designated Building Sweeper (DBS) will be:

1. The Superintendent of Buildings or the Registry Clerk in his/her absence. The Designated Floor Building Sweeper will make a final sweep of all floors to make sure all occupants have been evacuated from the building.

EMERGENCY EVACUATION TEAM RESPONSIBILITIES

DESIGNATED OCCUPANT COUNTER (DOC) RESPONSIBILITIES:

1. To count all occupants that are evacuated from the building.
2. To keep all occupants in the Designated Assembly Area (DAA).
3. Acts as the information point person for occupants, sweeper, emergency personnel, and law enforcement.
4. Provides emergency personnel with information gathered from the occupants and sweeper.
5. The Designated Occupant Counter (DOC) is to remain at the Designated Assembly Area (DAA) throughout the emergency event.

DESIGNATED BUILDING SWEEPER (DBS) RESPONSIBILITIES:

1. Train Designated Occupant Counter (DOC).
2. Prepare a Building Evacuation Plan.
3. Provide a copy of the Building Evacuation Plan to safety and environmental service providers and all employees of the Fort Kent Registry Building.
4. After completion of the final building sweep, the Designated Building Sweeper (DBS) is to remain at the Designated Assembly Area (DAA) for the remainder of the emergency event.
5. Provide information to emergency personnel as required.
6. Inform building occupants when it is safe to re-enter the building.
7. Report to the Designated Occupant Counter (DOC) the location of any personnel who are still in the building. Disabled persons and "buddy system" personnel should be identified to the Designated Occupant Counter (DOC).

CONTACT INFORMATION

Designated Occupant Counter (DOC)
Louise Caron, Register of Deeds
(207) 834-3925
regofdeeds@nci2.net

Designated Building Sweeper (DBS)
Bryan V. Jandreau, Superintendent of Buildings
(207) 834-3925
bryan@aroostook.me.us

Fort Kent Police Department
(207) 834-5678

Fort Kent Fire Department
(207) 834-3131

Fort Kent Ambulance
(207) 834-3233

Sheriff's Department, Caribou
(207) 493-3318
Sheriff's Department, Houlton
(207) 532-7317
Sheriff's Department by Cellular Phone
Dial *22
sheriff@ainop.com

Emergency Management Agency
Vern Ouellette, Director
(207) 328-4480
akema@aroostook.me.us

Maine State Police
911

ADDITIONAL INFORMATION ON EVACUATIONS

Study your room or area evacuation plan posted in your department.

Be aware of fire extinguisher locations, even if you are not trained in the operation. You will be able to assist appropriate personnel in locating them when they arrive.

Know where the fire alarm pull boxes are located for emergency use.

Know where the Designated Assembly Area (DAA) is.

All Fort Kent Registry Building Personnel --- The Designated Assembly Area (DAA) is on the lower front lawn on Elm Street. REMAIN THERE UNTIL RELEASED BY APPROPRIATE LAW ENFORCEMENT OFFICERS. This is **EXTREMELY** important for personnel accountability.

ADDITIONAL INFORMATION ON BOMB THREATS

1. The two most important pieces of information that can be obtained during a bomb threat:
 - a. The specific target location
 - b. The time or method of device activation
2. If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.
3. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
4. Listen closely to the caller's voice.
 - a. Male or female
 - b. Voice quality, i.e.: Calm or excited
 - c. Accent and/or speech impediments
5. Pay particular attention to background noises, which may give a clue to the caller's location.
6. Ask the caller to repeat the message.
7. Write down any information supplied by the caller.
8. Try to keep the caller on the line as long as possible.
9. Once the bomb threat has been received, immediate action must be taken to analyze the threat and to take appropriate action.
10. All information should be given immediately to his/her supervisor, who shall immediately contact the Fort Kent Police Department and/or call 911. Then sound the fire alarm by activating a fire alarm pull box to start evacuation procedures.

11. If you receive a suspicious package, call the Fort Kent Police Department immediately. **DO NOT ATTEMPT** to move, open or inspect the package yourself.
12. If your supervisor is not immediately available, notify the Fort Kent Police Department immediately.
13. The Fort Kent Police Department personnel will conduct search and evacuation procedures. Follow the directions of your supervisor, law enforcement officers, and/or fire department personnel. Follow instructions for evacuation to your Designated Assembly Area (DAA).

NOTE! Always keep your area uncluttered and well organized. This will allow you to recognize a foreign object (package) quickly, if one is placed there.

ADDITIONAL INFORMATION ON THEFT / ROBBERY EVENTS

The potential for theft or robbery in or around the courthouse can only be decreased by the display of a proactive prevention attitude. The following guidelines are offered for your safety.

1. Properly secure all valuables, yours and the County's. Don't leave targets out in the open. Female employees, put your pocketbook out of sight. A common mistake is leaving it by your desk or on a chair where anyone coming in or going by can see it.
2. Require positive identification of any persons seeking access to a normally controlled area of the courthouse.
3. Should you discover a theft or robbery in progress, remember, your safety comes first. Report the situation to the Fort Kent Police Department immediately and/or call 911.
4. Immediately record all of your observations, preferably in a place away from others so you can relate such information as race, sex, height, weight, color of hair, eyes, language, accent/dialect, clothing, footwear, direction of flight, any vehicles, any scars, tattoos, other identifying characteristics to the deputies.
5. If you are the victim of the theft or robbery, remain calm. Arguing or fighting with the suspect might frighten him into causing more of a problem and possible violence.
6. If you discover a theft from your office, take steps to secure the area; e.g., put a chair in the area where the suspect stood or place a box on top of the desk that he/she touched. These efforts are important for the preservation of evidence.
7. If your office is equipped with an alarm button, sound the alarm immediately, however, **do not attempt** to sound the alarm if doing so would further jeopardize you.
8. Generally, the perpetrator will case the office to identify the best time and the least attentive employee. Report to the dispatcher any people who appear to just be "hanging out."
9. When you walk to your car, have your keys out ready to unlock the car door quickly; always glance into the back seat before getting in.

ADDITIONAL INFORMATION ON MEDICAL EMERGENCIES

The Fort Kent Registry Building provides the center of a wide variety of county services. Many citizens visit the registry building daily. Should any visitor or fellow employee suffer some medical emergency, the following procedures are recommended.

1. Call 911 for an ambulance.
2. Give clear directions as to where the victim is now.
3. If you are sure of the problem, you may tell the dispatcher. Otherwise, a simple descriptive phrase like "she just passed out" will do. Check for medical alert tags.
4. Prevent others from crowding around, blocking entrance points and the like.
5. Secure the victim's personal property, such as handbags and briefcases.
6. Since some ambulance attendants may not be familiar with the courthouse layout, send someone to the door to show them the way when they arrive.
7. If the elevator/chairlift is used, use the on/off key switch to keep it on the proper floor for use by attendants.
8. Immediately after the emergency is over, write down what happened. This should be done alone. Turn the notes over to your superior.
9. Maintenance personnel should be notified to clean up body fluid spills.

ADDITIONAL INFORMATION ON DEMONSTRATIONS AND CIVIL DISTURBANCES

1. Occupants should report any problems concerning demonstrations or the presence of unauthorized persons, or similar problems, to the Fort Kent Police Department.
2. Occupants should avoid all contact with demonstrators and continue to work normally. They must not use physical force to restrain demonstrators who may gain access to office space, unless they have been officially authorized to do so or necessary for self defense, or unless there is a clear and present danger to their own or fellow employee's life and limb. When the use of restraint is necessary, it is preferable to have at least two employees as witnesses present at all times. However, if at all possible, wait until the deputies arrive. They will take care of the problem.
3. The handling of demonstrations, "sit-ins", etc., will be the responsibility of the Fort Kent Police Department, who will handle such matters in close cooperation with the District Attorney's office. There must be a mutual understanding of the actions to be taken in such matters, and assurance that such action will not violate people's civil rights, and be done with legal authority.

ADDITIONAL INFORMATION ON BEING A HOSTAGE

Hostage taking is an activity used by a variety of persons to seek recognition, escape, or to make a public statement. Hostage takers may be a career criminal, terrorist, political extremist or just an unhappy, upset person.

The Maine State Police (dial 911) have a response plan for hostage situations. The response has only one goal, to get you out safely.

If you are taken hostage, the first 20-30 minutes are the most critical. The more time that passes, the greater the possibility of a successful, non-forceful resolution. Time will drag on for you, but remember that time is on your side.

The following are things to keep in mind should this type of situation occur.

1. The stress associated with being a hostage will cause changes even in the most secure personalities. **Be aware** that it is common for hostages to empathize with the hostage takers after a period of time. This is called the "Stockholm Syndrome."
2. Certain behaviors on your part may increase your safety:
 - a. Comply with requests, but do not overly cooperate.
 - b. Try to engage the hostage taker in conversation.
 - c. Try to establish eye contact with the hostage taker.
 - d. Remember that the response plan is in effect, even if you do not see or hear anything.
 - e. **Do not volunteer** to do anything for the hostage taker.
 - f. If you are unsuccessful with b and c, then sometimes just sitting back and remembering all of the "good times" will help.
3. You owe no allegiance to the hostage taker; if you can escape, then escape.
4. At the end of the hostage event, no matter how brief, there will be a need to "debrief" or review the facts with Maine State Police. Your cooperation here is very important.

