

COURTHOUSE CAMPUS EMERGENCY PLAN

NOVEMBER 2025



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LETTER OF PROMULGATION

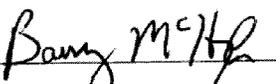
The Kootenai County Courthouse Campus Emergency Plan dated November 2025, is to be the official plan for Courthouse Campus response to emergencies or incidents within the Courthouse Campus. This Plan provides a framework for the coordinated efforts of the Courthouse Campus personnel and emergency response agencies. It is designed to coordinate the planning, organizing, and decision-making efforts of Courthouse Campus personnel and emergency response agencies. The Plan is applicable to all personnel and public at the Kootenai County Courthouse Campus and emergency response personnel responding to the Courthouse Campus. Periodic exercises will be scheduled to provide familiarity with this plan.

KOOTENAI COUNTY BOARD OF COMMISSIONERS

Marc Eberlein, Commissioner

Leslie Duncan, Commissioner

Bruce Mattare, Chairman

Approved: 
Barry McHugh, Administrative District Judge

NOTICE

Kootenai County's Courthouse Campus Emergency Plan is a living document requiring constant revision. Revisions should occur anytime response methodology, capabilities, or resources change.

This document contains details of emergency response and deployment plans that are sensitive in nature and may contain security information. The plan is exempt from public disclosure under the provisions of Section 74-105, Idaho Code, and shall not be disclosed to the general public.

RECORD OF CHANGES AND REVISIONS

RECORD OF INTERIM CHANGES

Pages Affected	Date	Posted By	Purpose/ Changes

RECORD OF REVISIONS

<u>Revision Number</u>	<u>Date</u>	<u>Remarks</u>
1	11 APR 2017	Supersedes and replaces KC Courthouse Campus Plan dated 13 August 2015.
2	August 2019	Supersedes and replaces KC Courthouse Campus Plan dated April 15, 2017. Notification process updated.
<u>3</u>	October 2025	Supersedes and replaces KC Courthouse Campus Plan dated August 2019

TRAINING AND EXERCISES

To ensure the maximum safety of all personnel, it is critical that all County personnel maintain knowledge of the emergency guidance contained in this Plan and that all personnel participate in related training and exercise activity. As such, Elected Officials and Department Heads should review this Plan and emergency procedures with employees each year and when Plan updates are received. Personnel should be instructed in evacuation and sheltering procedures annually. New employees will be made aware of this Plan during orientation and should review this Plan with their supervisor within their first two days of employment.

Any evacuation exercise(s) will be conducted by the Buildings and Grounds Department in accordance with Fire Code and when recommended by the Board of County Commissioners (BOCC), ensuring all personnel are sufficiently familiar with all emergency procedures and able to respond in a safe and efficient manner. Exercises should be held at both regular and inopportune times to address almost any situation and will be coordinated with the BOCC and the Administrative District Judge. All personnel and members of the public on the Courthouse Campus should be encouraged to participate. An After-Action Review meeting will be held within three business days of the exercise, at which time an improvement Plan will be completed by the Building & Grounds Department and forwarded to the Kootenai County Office of Emergency Management (KCOEM) for retention and used in tracking Plan update needs.

PLAN MAINTENANCE

Elected Officials and Department Heads with personnel assigned to the Courthouse Campus are asked to review this plan annually and provide updates to KCOEM. KCOEM will revise plan sections as needed based on these updates, as well as lessons learned through training and exercises, and will be responsible for disseminating any changes to all plan holders.

A formal review by these Elected Officials and Department Heads should occur once every five years. KCOEM will distribute the updated plan to all plan holders, incorporating any revisions provided.

INTRODUCTION

The purpose of this plan is to provide recommended guidelines for response to certain emergencies which, when followed correctly, will aid in the safety of the public and employees within the Kootenai County Courthouse Campus.

The plan consists of two parts. The first, a general section which identifies the major emergencies the Kootenai County Courthouse Campus could encounter, provides general information on how to deal with an incident prior to, during, and afterwards and lists specific roles and responsibilities for employees. The second section is comprised of actual hazards and provides specific instructions to address each.

A copy of the Kootenai County Courthouse Campus Plan is posted on KCPlace - the County's internal website and has been provided to each Department within the Courthouse Campus, the Coeur d'Alene Police Department, the Coeur d'Alene Fire Department, KCOEM, the Kootenai County 911 Center, and the Kootenai County Sheriff's Office. Human Resources will briefly review this Plan with new employees, to include providing the evacuation map and employee assignments associated with the Plan during new employee orientation.

Each Courthouse Campus Office/Department should maintain abbreviated checklists outlining specific procedures and assignments within that Office/Department to deal with unique requirements, i.e., who will, and where to lock up money if you have to evacuate the building or who will assist persons with disabilities. Elected Officials/Department Heads are encouraged to review the Plan annually with staff.

Suggestions for the safety of the public and employees on the Courthouse Campus and the improvement of this Plan are solicited and should be directed to KCOEM.

GENERAL

It has been determined that structural fire/explosions; bomb threats; hostage crises; earthquakes; severe weather; civil disturbances; suspicious person/activity; hazardous material incidents; biological, chemical, radiological, or nuclear accidental release; or terrorism acts are potential threats to the Kootenai County Courthouse Campus. Also included in the Plan are sections on how to deal with missing person incidents and workplace violence. General information providing guidance toward preparing, responding, and recovery from these incidents is provided in this section.

PRIOR TO AN EVENT:

All County Employees should:

- Be familiar with this Plan and your responsibilities.
- Always have in your possession your County Identification Badge while at work.
- Keep hallways clear of boxes and debris.
- Keep office areas clear of clutter.
- Be aware of your surroundings – suspicious packages, persons.
- Know where your fire alarms are and how to use them.
- Locate fire extinguishers in your office or building and know how to use them.
- Locate first aid kits in your office or building and make sure they are stocked.
- Know your evacuation routes.
- Know where your Evacuation Centers are.
- Know your local Emergency Alert System (EAS) stations (KVNI AM 1080, KXLY FM 99.9, KXLY AM 920) to obtain further emergency information.
- Plan for how you will communicate with family members during an event.
- Designate a place to meet family members in case you cannot get home during an event.
- Have a 96-hour emergency kit at home, emergency supplies in your vehicles, and extra food and water at work.

Elected Officials or Department Heads should:

- Provide emergency instructions to staff pertinent to incident.
- Pre-designate facility Incident Commanders
- Plan for continuity of operations and accountability in your department.
- Develop and keep current a Continuity of Operations Plan.
- Designate a chain of command for your department.
- Be proficient with this Plan.
- Ensure all staff are trained on the Plan and have a copy of employee assignments.

- Develop an abbreviated checklist of specific procedures and assignments within your department.
- Pre-plan and post evacuation routes identifying all possible routes (minimum of two).
- Designate a person and backup to maintain a current list of employees in the Department with home and cell numbers and keep it in the Courthouse Campus Emergency Plan binder.
- Designate a person and backup who will be responsible for accountability of personnel.
- Develop a plan for evacuating employees, and the public, including persons with disabilities and those with access or functional needs.
- Designate a person and backup to assist special populations.
- Maintain a “check in/check out” for employees who travel outside the office.
- Designate a person and backup to close windows, doors, and file cabinets.
- Designate a person and backup to assist the public during evacuation, lockdown, or sheltering in place.
- Designate a person and backup to secure records, money, evidence, and other valuables in the vault or other safe place before leaving the office.
- Have staff in your office trained in basic first aid and CPR.
- Plan for and acquire materials for Shelter in Place (contact KCOEM for further information if needed).
- Participate in scheduled drills and training exercises.
- The following offices must designate a primary and alternate person to notify appropriate evacuation center that their county building is being evacuated to their facility:
 - Old Courthouse – Trial Court Administrator’s Office
 - Ancillary Building - Reprographics Center
 - Justice Building – Security Control Room
 - Administration Building - Assessor’s Office
 - Administration Annex – GIS Department

DURING AN EVENT:

All County Employees should:

- Stay calm and use common sense in dealing with an incident.
- The person identifying the emergency should report the emergency by following these guidelines:
 1. Call 911.
 - a. Be prepared to provide the nature of the emergency, number of injuries, and address of the building where the incident has occurred.
 2. Call the security hotline (x2150)
 3. Advise Supervisor of incident/emergency.
 4. Notify those in your own department of the incident.
 5. Take appropriate actions depending on incident/emergency.

A. Call 911 and advise a supervisor in all incidents involving:

- Fire
- Bomb Threat
- Hostage Crisis
- Earthquake
- Civil Disturbance
- Workplace Violence
- Hazardous Material Incident, Chemical, Biological, Radiological, or Nuclear

B. Call the security hotline (x2150) and advise a supervisor in all incidents involving suspicious person(s) or activity.

C. Have the reporting party stay with you and call 911 in all incidents involving missing person(s).

REMEMBER:

- When notified of an event, listen to instructions carefully.
- If pre-assigned, secure records, money, evidence and/or other valuables in the vault or other safe place before leaving the office, time and safety permitting.
- Be cognizant of special populations such as those with access or functional needs, persons with disabilities, and members of the public in your respective areas as they may require additional instructions or help during an incident.
- If you see fire or smoke, pull fire alarm. Use stairwells. Do not use elevator.

Elected Officials and Department Heads should:

- Take this Plan with you when evacuating.
- Direct employees during incident.
- Account for personnel at Evacuation Center.
- Report missing personnel to 911. If employees are directed to go home; advise them to remain by their phones and await further instructions.
- Determine if Continuity of Operations Plan should be activated.
- Provide updates to employees as to when to return to work.

AFTER AN EVENT:

- Return to your Department in a quiet and orderly fashion, using crosswalks and traffic lights.
- All employees will be required to show County ID to gain access to the building.
- The County's outside doors will be closed to the public for 15 minutes allowing time for employees to return to their workstations and be available to welcome and serve the public.
- If you were sent home after reporting to the evacuation center, stay by your phone until called by your Elected Officials, Supervisor, or Designee with further instructions as to when you can return to work

Reminder:

The primary method for the notification of a fire/explosion requiring rapid evacuation will be through the use of the fire alarm system.

EVACUATION

NOTE: The evacuation center and alternate evacuation center for Courthouse Campus personnel are pre-designated.

The courthouse bailiffs and/or elected officials and department heads, will direct evacuation of the courthouse campus, conferring with the Administrative District Judge and/or Trial Court Administrator on those issues involving the Courthouse or the Justice Building. When evacuation is directed, employees will be advised to report to an Evacuation Center. Personnel shall assist with directing the public in evacuating the Courthouse Campus and instructing them to leave the Courthouse Campus area.

Elected Officials, Department Heads or their designee will account for their personnel and report missing employees to 911. Depending on the incident, employees may be released to their homes after being accounted for at the Evacuation Center.

DURING AN EVACUATION:

- In the case of a Fire Alarm, immediately evacuate the building to the pre-designated Evacuation Shelter and wait for further instructions from the Incident Commander.
- Close windows, doors, and file cabinets prior to evacuating. (For Bomb Threat, leave windows open).
- Shut off office equipment and lights. (For Bomb Threat – DO NOT turn on or off any electronics or lights).
- Take personal belongings with you if time and safety permit, as you may not be allowed back in the building for several hours.
 - County ID badge, coat, car keys, phone, purse, etc.
- Evacuate the building in a quiet, orderly fashion using cross-walks and traffic lights.
- Assist visitors and guide special populations, persons with disabilities, and those with access and functional needs.
- Go straight to pre-designated Evacuation Shelter for accountability and safety purposes.
- Take steps to stay clear of responding emergency personnel and equipment.
- Do not block sidewalks or streets when evacuating.
- Do not stand in close proximity to the evacuated building.
- Listen carefully to instructions from Elected Officials, Department Heads/designees.

Special Populations (Access and Functional Needs):

Employees in each department will be pre-assigned by their Elected Official or Department Head to assist special populations such as persons with disabilities and visitors with access and/or functional needs.

Persons with Disabilities - Access and Functional Needs:

In the event persons with disabilities cannot be assisted during an evacuation from the OLD COURTHOUSE BUILDING, please move the person(s) to the stairway landing. After advising them you are going for help immediately notify 911 of individuals' location.

In the event persons with disabilities cannot be assisted during an evacuation from the JUSTICE BUILDING, please move the person(s) to the stairway landing. After advising them you are going for help immediately notify 911 that individuals were left inside and their location.

In the event persons with disabilities cannot be assisted from the ADMINISTRATION BUILDING 3RD FLOOR, please move the person(s) to the stairwell landing. Advise them you are going for help, and then immediately notify 911 that individuals were left inside and their location. At the time of evacuation, talking should be restricted so instructions may be easily heard.

Public/Visitors:

In the event there are visitors located in your respective areas during an emergency, treat the visitor as you would another employee. Remember, they do not know the emergency plans, so explain, instruct, and ensure they understand what you need them to do during emergencies that require evacuation or shelter in place protocol.

AFTER AN EVACUATION:

- The Incident Commander (IC) will advise an "ALL CLEAR" message when it is safe to return to the Courthouse Campus.
- Return to your Department in a quiet and orderly fashion, using crosswalks and traffic lights.
- The County's outside doors will be closed to the public for approximately 15 minutes to allow time for employees to return to their workstations and be available to accept the public.
- Elected Officials, Department Heads/designees are responsible for accountability of all personnel and reporting any missing personnel to 911.
- The Bailiffs and Security Scanners will man and secure all Courthouse Campus entryways.
- ALL employees are required to show County ID badge to regain access to their building.

- If dismissed home, have your phone readily available until called by your Elected Official, Department Head/designee for further instructions and guidance.
- Counseling and support options for employees will be provided on an as need basis. Employees should obtain this information from their Elected Official or Supervisor.

IF RETURNING FROM EVACUATION CENTER:

If returning to the Courthouse Campus, Elected Officials, Department Heads, or designees will account for their personnel. The public will not be allowed into Courthouse Campus facilities until 15 minutes after employees have returned.

For authorized reentry:

Bailiffs: Responsible for checking County employee ID badges for the Courthouse and Justice buildings.

An individual designated by the appropriate Elected Official will be responsible for checking County employee ID badges for all other buildings.

IF RETURNING TO WORK IS DELAYED:

Elected Officials, Department Heads, or designees are responsible to call their department's employees to provide instructions and guidance as to when they are to report back to work. In the event a facility is destroyed or determined to be unsafe where return to work is not possible, Department Heads and Elected Officials, after consultation with BOCC, will provide instructions and guidance to employees.

EVACUATION CENTERS

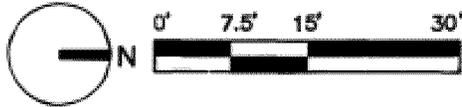
BUILDING	EVACUATION CENTER	ALTERNATE EVACUATION CENTER	Caller to Notify Evacuation Center
Courthouse	Administration Bldg, Rooms 1A & 1B	Coeur d'Alene North Parking Garage Lakeside Avenue & Sherman Avenue	Designee from Trial Court Administrator's Office
Ancillary Building	Administration Bldg, Rooms 1A & 1B	Coeur d'Alene North Parking Garage Lakeside Avenue & Sherman Avenue	Designee from Reprographics Center
Justice Building	Administration Bldg, Rooms 1A & 1B	Coeur d'Alene North Parking Garage Lakeside Avenue & Sherman Avenue	Designee from Security Control Room
Administration Building	Coeur d'Alene North Parking Garage	Human Rights Education Institute (HREI)	Designee from Assessor's Office
Admin Annex	Administration Bldg, Rooms 1A & 1B	Coeur d'Alene North Parking Garage Lakeside Avenue & Sherman Avenue	Designee from GIS Department

Administration Building, Rooms 1A & 1B:	451 N. Government Way (first floor) Coeur d'Alene (208) 446-1613 (County Information Desk)
Coeur d'Alene North Parking Garage:	Corner of Northwest Boulevard and Lakeside Avenue, CDA <i>Enter from the Lakeside Avenue entrance</i> (208) 666-2441 (This is the only authorized entrance)
* Human Rights Education Institute:	414 W. Mullan Road, Coeur d'Alene (208) 292-2359 or (208) 661-2467
<p>*If no one answers the phone at the Human Rights Institute, contact the Drivers License Department Supervisor at x1343 or x1344 for access to the building. They possess a key and the alarm system security code to the HREI facility and are authorized to gain access on behalf of the county.</p>	

**REPORT INSIDE THE EVACUATION CENTERS
DO NOT STAND OUTSIDE OF BUILDING**

Old

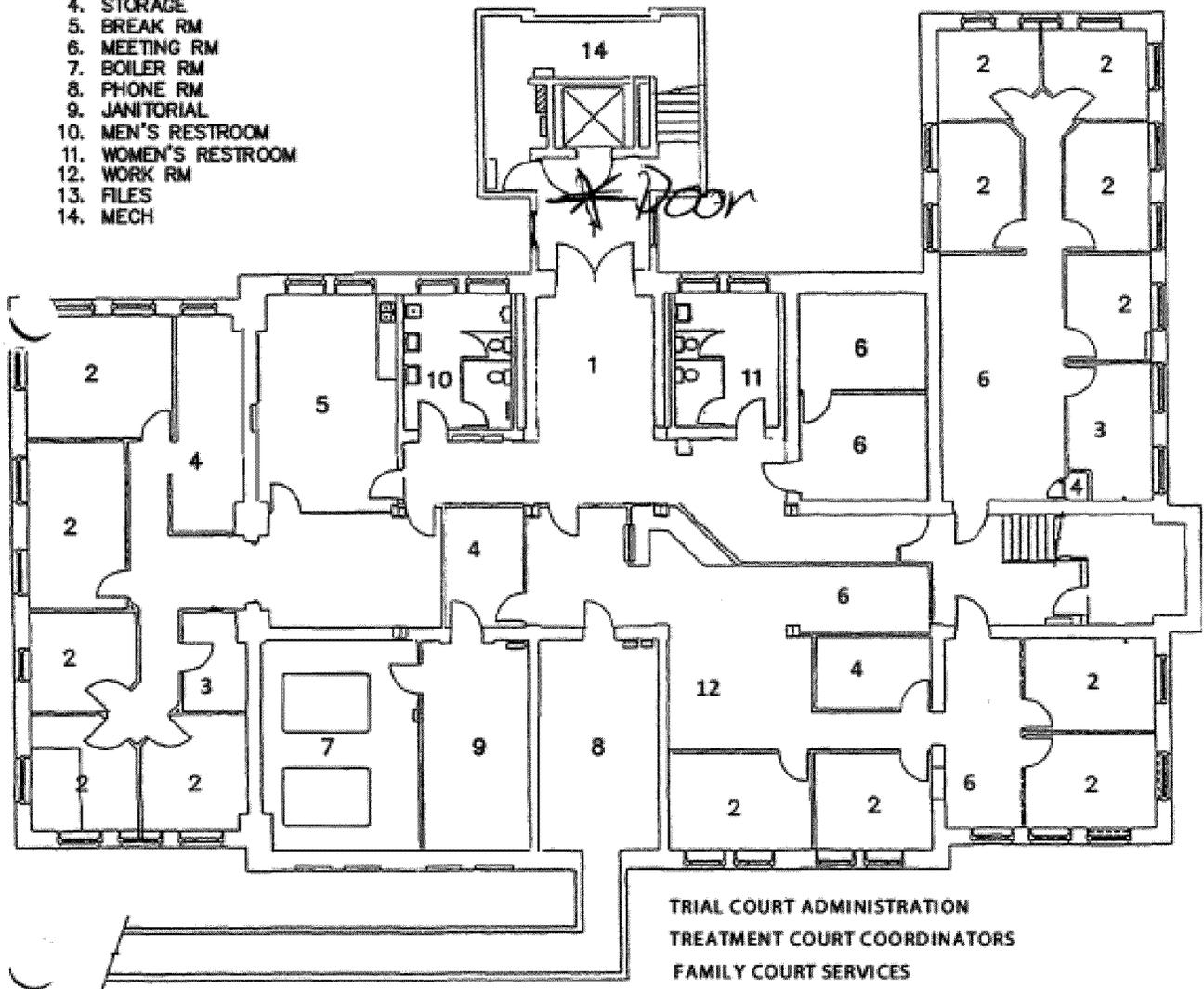
FIRST FLOOR PLAN - COURTHOUSE BUILDING



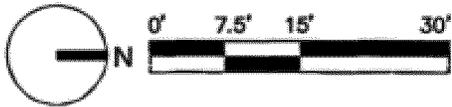
1997 REMODEL

8,136 SF

1. FOYER
2. OFFICE
3. VACANT
4. STORAGE
5. BREAK RM
6. MEETING RM
7. BOILER RM
8. PHONE RM
9. JANITORIAL
10. MEN'S RESTROOM
11. WOMEN'S RESTROOM
12. WORK RM
13. FILES
14. MECH



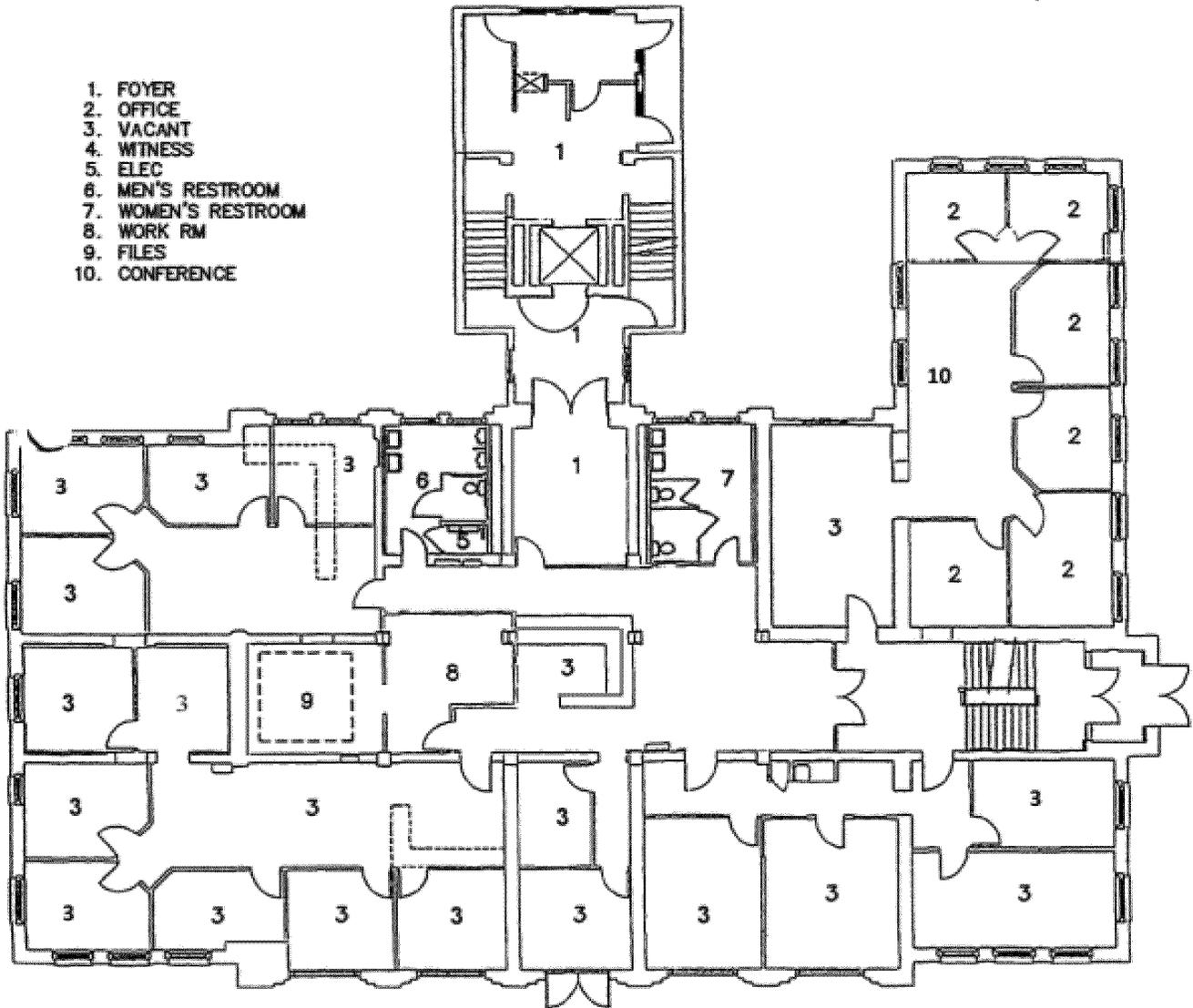
SECOND FLOOR PLAN - COURTHOUSE BUILDING



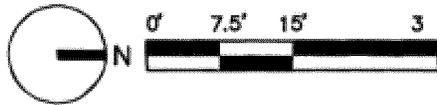
1997 REMODEL

8,136 SF

- 1. FOYER
- 2. OFFICE
- 3. VACANT
- 4. WITNESS
- 5. ELEC
- 6. MEN'S RESTROOM
- 7. WOMEN'S RESTROOM
- 8. WORK RM
- 9. FILES
- 10. CONFERENCE



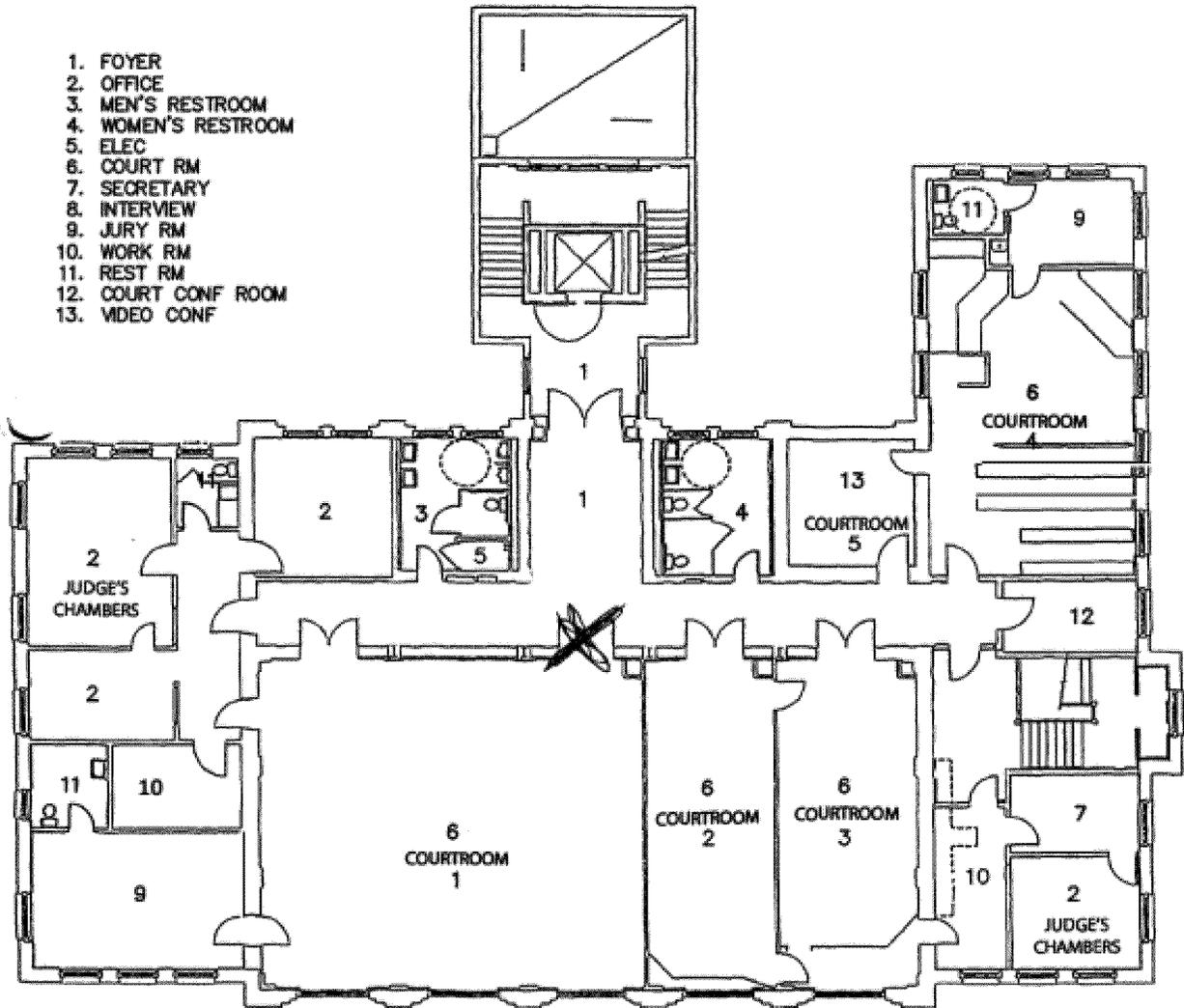
THIRD FLOOR PLAN - COURTHOUSE BUILDING



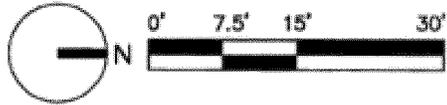
1997 REMODEL

8,136 SF

1. FOYER
2. OFFICE
3. MEN'S RESTROOM
4. WOMEN'S RESTROOM
5. ELEC
6. COURT RM
7. SECRETARY
8. INTERVIEW
9. JURY RM
10. WORK RM
11. REST RM
12. COURT CONF ROOM
13. VIDEO CONF



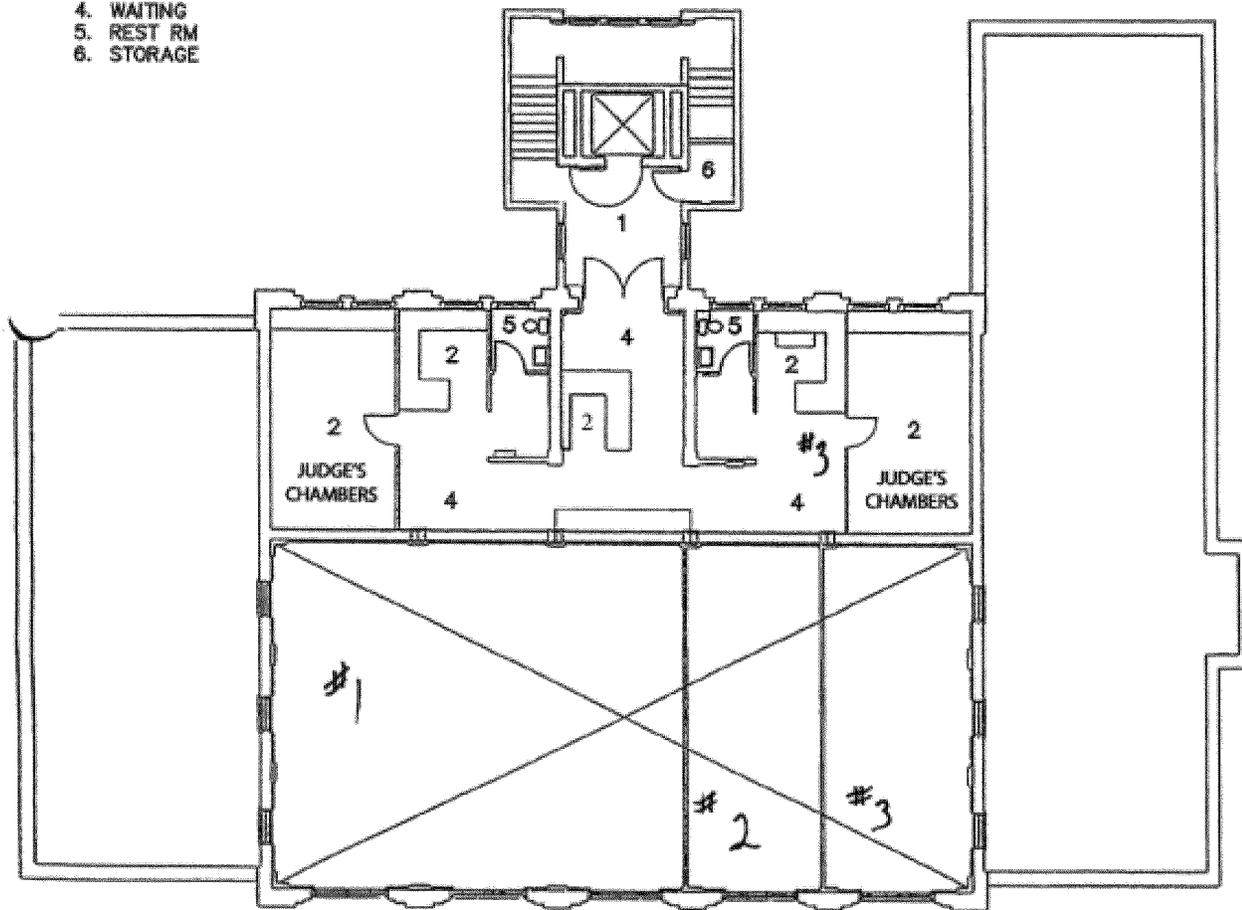
FOURTH FLOOR PLAN - COURTHOUSE BUILDING



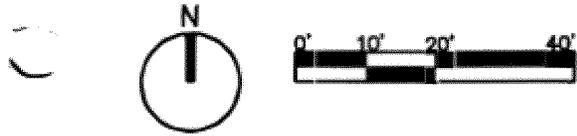
1997 REMODEL

5,714 SF

- 1. FOYER
- 2. OFFICE
- 3. RECEPTION
- 4. WAITING
- 5. REST RM
- 6. STORAGE

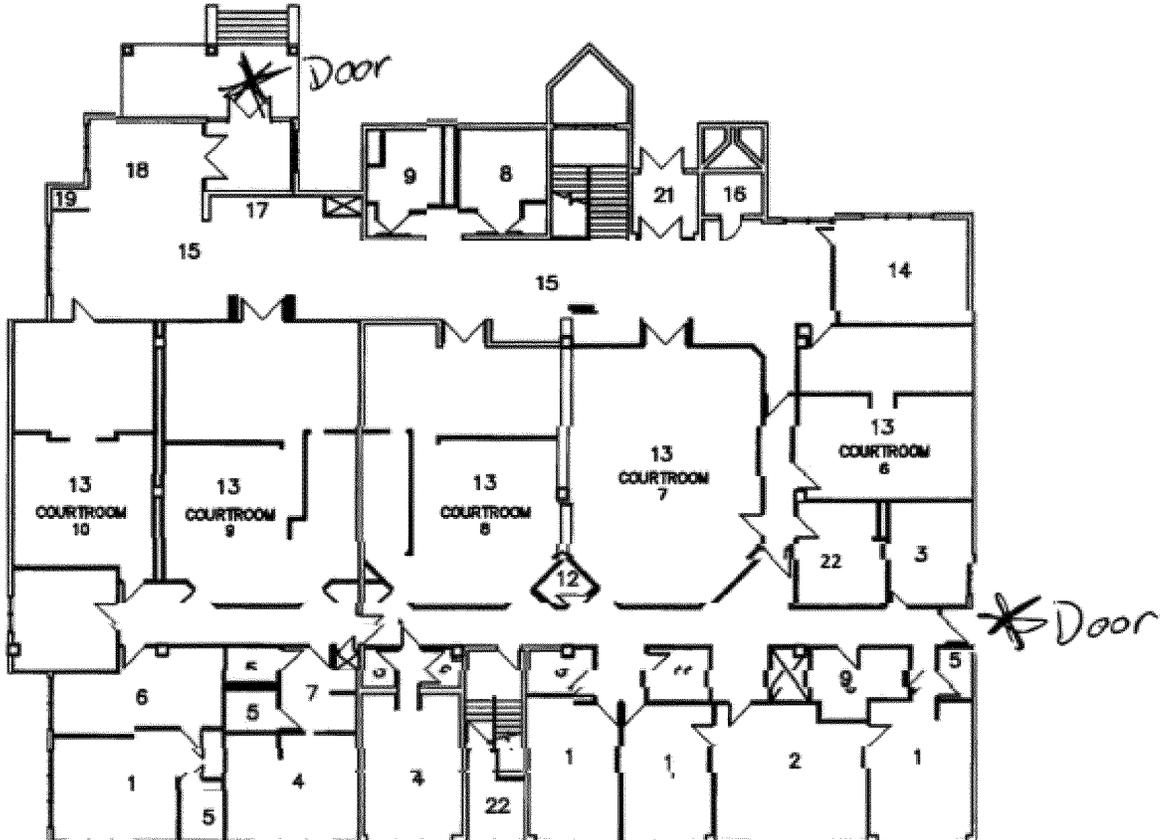


UPPER LEVEL FLOOR PLAN - JUSTICE BUILDING



ORIGINAL BUILDING	8,555 SF
1997 ADDITION	4,735 SF
TOTAL	13,290 SF

- | | |
|------------------------|-------------------------------|
| 1. JUDGE | 12. KITCHEN |
| 2. SECRETARIES | 13. COURTROOM |
| 3. OFFICE | 14. SECURITY |
| 4. JURY | 15. LOBBY |
| 5. REST RM | 16. LOCK-UP |
| 6. CLERK | 17. VENDING |
| 7. SINK AREA | 18. SECURITY CHECK |
| 8. MEN'S RESTROOM | 19. FIRE ARMS LOCK-UP |
| 9. WOMEN'S RESTROOM | 20. JUDGE'S CHAMBERS |
| 10. LAW CLERK/REPORTER | 21. FOYER |
| 11. JANITORIAL | 22. VISITING JUDGE'S CHAMBERS |

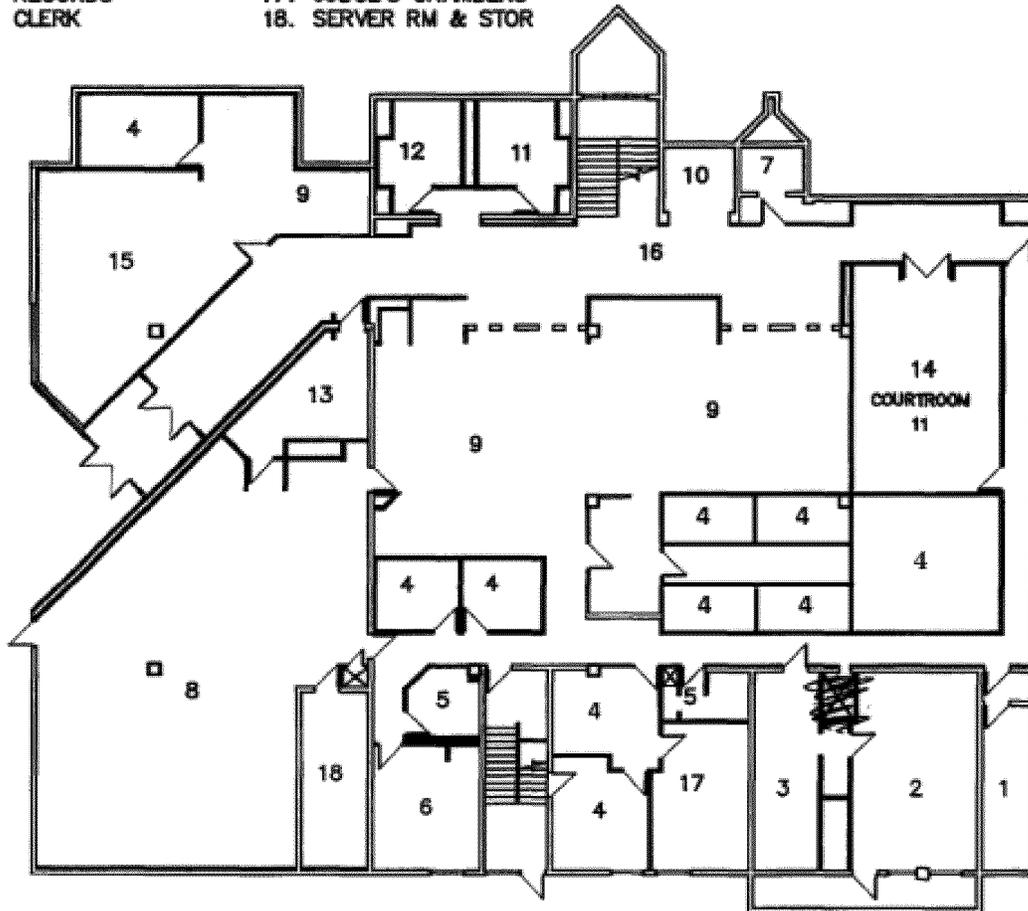


LOWER LEVEL FLOOR PLAN - JUSTICE BUILDING



ORIGINAL BUILDING	8,650 SF
1997 ADDITION	4,245 SF
TOTAL	12,895 SF

- | | |
|---------------|----------------------|
| 1. EVIDENCE | 10. CLERICAL |
| 2. MECHANICAL | 11. WOMEN'S RESTROOM |
| 3. ELECTRICAL | 12. MEN'S RESTROOM |
| 4. OFFICE | 13. PUBLIC VIEWING |
| 5. REST RM | 14. COURTROOM |
| 6. BREAKROOM | 15. COMPLIANCE |
| 7. STORAGE | 16. LOBBY |
| 8. RECORDS | 17. JUDGE'S CHAMBERS |
| 9. CLERK | 18. SERVER RM & STOR |



LOCKDOWN PROCEDURES

GENERAL

Lockdowns can be implemented for various reasons. An emergency lockdown occurs when an intruder has entered the premises or a building located on the Courthouse Campus. A preventative lockdown is utilized to protect building occupants from an existing or potential threat near the Courthouse Campus.

EMERGENCY LOCKDOWN

- DO NOT lock building entry/exit doors as we want to allow easy access to first responders.
- DO lock all doors to office(s) to keep intruder(s) out.
- Stay quiet and silence all cellular devices.
- Call or Text 911 with the following information:
 - Location (building, room, etc.)
 - Amount of personnel at that location
 - Status of all personnel (report major injuries)
- Close blinds and windows.
- Shut off lights, computer screens, and other light devices.
- Position yourself away from the door and out of line of sight. Remember, this could position you against the same wall as the door.
- Take cover for protection underneath a desk, behind a cabinet, etc. If no other option is available, lay flat on the floor out of sight.
- Answer phone calls ONLY if safe to do so, as it may be further instructions from the Incident Command.
- If told to evacuate, use an exit away from the incident.
- DO NOT use elevators during evacuation process, ONLY use stairwells.
- Evacuate offices nearest the intrusion first if possible.
- Go to pre-designated Evacuation Center for accountability and await further instructions.

GENERAL

Preventive lockdown is used when a serious environmental or physical threat is present outside of the facility or in the general area and prevention measures need to be enacted to:

PREVENTIVE LOCKDOWN PROCEDURES

- All building entry/exit doors should be closed and locked.
- Protect individual(s) from leaving the facility and entering into an area of danger.
- Secure particular areas of the Campus where an incident has occurred that could affect the safety of the staff or public.

*During a preventive lockdown all are permitted to vacate buildings if/when an evacuation is ordered.

Notification of a Preventive Lockdown

- See Notification tab of this Plan.

Personal Actions during a Preventive Lockdown

- Stay clear of exterior doors and windows.
- Do not let unauthorized persons into the building.
- Allowed to move around inside the building.
- Do not open exterior doors.

SHELTER IN PLACE

The Courthouse Campus will be notified by Kootenai County 911 or the responding fire or law enforcement agency of a hazardous material incident or other event that would affect the Courthouse Campus and require shelter in place procedures. Courthouse Campus Incident Commander(s) will start the Emergency Notification Process.

If such an incident is discovered or identified by Courthouse Campus employees, it should be reported immediately to 911, and your supervisor. Your supervisor should notify a Facility Incident Commander and Security (x2150). The primary method of alerting employees to take action will be via telephone. The alternate method of alerting is by use of runners.

HAZARDOUS MATERIALS INCIDENT

- If any of the following are known, advise 911, and your supervisor:
 - Any individuals affected by release
 - Name of hazardous material
 - Location of release
 - Form: liquid, solid, gas or aerosol – and if vapor cloud, fumes or spill was observed
- In the event of a nuclear, radiological, biological, chemical or hazardous materials incident, you will be instructed to do one of two things:
 - Shelter in Place
 - Evacuate (See Evacuation Section)

Shelter in Place:

When directed to Shelter in Place, you should move to a room that is furthest away from the hazard or threat. If a gaseous substance has been released into the outside air, move to a room that has the least number of windows, doors, and vents. Follow the detailed instructions outlined on the yellow Shelter in Place placard in the pocket of this binder:

1. Close all windows, doors, and vents.
2. Shut off heating, air conditioning, and ventilating systems, if possible.
3. Wet some towels and stuff them in the crack under the doors.
4. Tape around the windows and doors and vents to prevent any outside air coming in. Using plastic sheeting over the windows is also advisable.
5. Do not leave this room until told to do so by the authorities.
6. Post your “Shelter in Place” placard in the window to notify authorities of your whereabouts.
7. Consider maintaining a “Disaster Supplies Kit” in your office area.
8. If you are sheltering in place, call or text 911 to inform them of your location so Dispatch can relay that information to the Incident Commander.

SHELTER IN PLACE OPERATIONS

Shelter in Place:

When directed to Shelter in Place, you should move to a room that is furthest away from the hazard or threat. If a gaseous substance has been released into the outside air, move to a room that has the smallest number of windows, doors, and vents. Follow the detailed instructions outlined on the yellow Shelter in Place placard in the pocket of this binder:

- Close all windows, doors, and vents.
- Shut off heating, air conditioning, and ventilating systems if possible.
- Wet some towels and stuff them in the crack under the doors.
- Tape around the windows, doors, and vents to prevent any outside air coming in. Using plastic sheets over the windows is also advisable.
- Do not leave this room until told to do so by the authorities.
 - Post your “Shelter in Place” placard in the window to notify authorities of your whereabouts.
 - Consider maintaining a “Disaster Supplies Kit” in your office area.

Hazmat Suspicious Package

Be aware of any suspicious packages or mail received at the Juvenile Justice Center. This could present as a package of unidentified liquid(s) or a letter containing a foreign substance. Clues to look for are excessive postage, no return address, unusual postmarks, unusual stains or odors emanating from the package or letter. There may also be a note identifying the substance as a germ or toxic material. If so, keep the note for emergency responders and report the message to 911, a Juvenile Justice Center Commander, and your supervisor.

Should something of a suspicious nature be received, keep the following safety rules in mind:

- Protect your co-workers by limiting their exposure; isolate it by asking others to leave the area and close the door if possible
- Immediately wash hands with soap and water
- Do not inhale any vapors or touch any powdery or solid substances
- Call 911, and your supervisor. Your supervisor will contact the Facility Incident Commander who will activate the Emergency Notification Process

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NOTE: *It is not always necessary to evacuate the building because of a suspicious package or substance. Isolate the substance, cover your mouth with a handkerchief or damp cloth to reduce inhalation of any of the airborne particulate and quickly wash off your hands if any substance was touched. Quickly washing off any areas of your body that have been exposed to these substances, removing any contaminated clothing, and getting out of the contaminated area are the best methods of prevention you can take.*

SPECIAL PROCEDURES AND DUTIES:

Bailiffs and/or Law Enforcement:

- Responsible for locking doors in the Courthouse, Justice, and the Juvenile Justice Center (JJC) buildings during lockdown and Shelter in Place procedures.
- Reminder: Only lockdown a building when the immediate threat is not inside the building being locked down. This allows law enforcement quick access.
- Have the authority to protect the judges and juries in the Courthouse, Justice, and JJC buildings.
- Responsible for checking employee ID badges during reentry to Courthouse and Justice Buildings.
- The incident will be managed using the Incident Command System (ICS).
- Unified Command may be established upon arrival of additional first response agencies. Determine course of action based on initial information.
- Confer with the Administrative District Judge and/or Trial Court Administrator on issues involving the Courthouse or the Justice Building.
- Activate emergency notification process.
 - Call 911 to activate
 - Give 911 emergency notification message to relay
- Keep BOCC advised of the status of the incident.
- If it is determined that lockdown is necessary, direct lockdown of the building(s).
- If it is determined that evacuation is necessary, direct staff to evacuate the building(s) and report to Evacuation Center.
- Direct re-entry of the Courthouse Campus building(s) when it is determined to be all clear by the Incident Commander.

Buildings and Grounds (Maintenance):

- Upon request, be available to assist bailiffs and/or law enforcement.
- In the event of a Bomb Threat, Building and Grounds may be called upon to assist with a rapid search of the grounds around the building(s) targeted for any suspicious package.
- If safe to do so, make sure exterior windows and doors are closed and locked. Dispatch can provide door lock code.
- Reminder: During lockdown emergencies, only lockdown buildings that do not have an immediate threat inside them as this allows law enforcement ability for quick access.
- IF DIRECTED BY THE INCIDENT COMMANDER, WITH TIME AND SAFETY PERMITTING, Buildings and Grounds or designee will shut off gas, water, and electricity during fire, explosion, or earthquake.
- When the Incident Commander has declared that an emergency no longer exists and gives the “all clear”, if necessary, inspect Courthouse Campus building(s) in conjunction with fire services and/or law enforcement, and the IC for any possible structural damage or any damage to electrical, gas, water, heating, ventilation, or air conditioning systems.

Elected Officials, Department Heads, or Pre-Assigned Designee:

- Ensure employees are familiar with and trained to the Courthouse Campus Plan.
- Ensure that the Courthouse Campus Plan is followed within your department.
- Institute your department's emergency Plan or checklist.
- Make sure employees have assumed their pre-assigned roles.
- Time and safety permitting, ensure valuables and computers are secure.
- Time and safety permitting and when necessary, direct personnel to take purses, coats, keys, phones and County ID badges.

Note: Employees should have their County ID badge on their person at all times.

- When necessary, direct all personnel to evacuate and report immediately to their assigned Evacuation Center for accountability.
- Take the Courthouse Campus Plan, including Employee Roster, when evacuating the building.
- Ensure interior office doors are closed, but not locked, when leaving.
- In an evacuation, safety and time permitting and exterior doors are still unlocked, post "Do Not Enter" signs on doors if not already there.
- Go to assigned Evacuation Center, account for employees, and report missing employee(s) to 911.
- First available Elected Official or designee report to Command Post to be a liaison for the Incident Commander.
- The Incident Commander will determine an "all clear" allowing personnel to return to building. If the facility is determined to be unsafe, alternate instructions will be provided. Provide information and instructions to your personnel at the Evacuation Center personnel.
- Account for personnel upon return to Courthouse Campus or alternate shelter. Report missing personnel to your department head.
- Ensure office is ready for business within 15 minutes, which is when doors will be opened back up to the public.
- If the Incident Commander and BOCC determine that employees should be sent home, release employees then report to assigned Evacuation Center for further instructions from the Incident Commander.
- IF employees are sent home, notify them with pertinent information regarding incident status, possible return to work time, etc.
- As soon as possible following any drill or real-world incident, an After-Action Review will be conducted to identify strengths and plan improvements.
 - The following should be invited to attend: Incident Command staff, courthouse bailiffs, Buildings and Grounds, a representative from each Courthouse Campus office affected by the drill or incident, KCOEM, and the Coeur d'Alene Fire and Police Departments.

EMERGENCY NOTIFICATION PROCESS

The staff member who recognizes the emergency event shall call:

- Emergency: 911
- Non-Emergency: 208-666-5766 (Central Dispatch)
- Security Hotline (x2150)
- Notify their supervisor
- The bailiffs and/or law enforcement will assess the situation and instruct to begin the Command/General Notification process based on the incident.

On Campus Incident Commanders:

- Prosecutors' Office: Laura McClinton (x1831)
- Director of Facilities: Jeff Voeller (x1422)
- Trial Court Administrator: Lisa Chesebro (x1221)
- Prosecutors' Office: Miki Marhoefer (x1823)

Staff Notification Process:

- Campuswide notification will occur through an email message detailing the emergency event. See pre-approved message bank following this section.
- This email will be sent by the Trial Court Administrator, Chief Bailiff, or Incident Commander.
- Once notified, each department head will ensure that the instructions are being followed as contained in the email.
 - This may require that department designees physically check meeting rooms and restrooms on the floor where their department is located.
- **After each office is notified of an incident and given emergency instructions, each office is responsible for passing on information to all staff and visitors in their respective offices/department.**

Pre-Approved Message Bank:

EVACUATION ORDER

Subject: **EVACUATE IMMEDIATELY**

Body:

An emergency has been reported in [building/area]. Evacuate immediately using the nearest safe exit. Do not use elevators. Move to your designated assembly area and await instructions.

BOMB THREAT RESPONSE (suspicious package found)

Subject: **EVACUATION**

Body:

An evacuation has been ordered in [building/area]. Evacuate the facility immediately in a calm, orderly manner. Report to your evacuation center. Follow staff directions and do not re-enter until cleared by authorities.

BOMB THREAT RESPONSE (NO suspicious package found)

Subject: **THREAT**

Body:

[building/area] has received a bomb threat. Do not evacuate at this time. Search your immediate area and await further instructions. Do not touch anything suspicious. If a suspicious item is located, call 911.

SHELTER-IN-PLACE ORDER

Subject: **SHELTER IN PLACE NOW**

Body:

Remain inside your current location. Lock doors, close windows, and stay away from openings. Do not leave until an "All Clear" message is issued.

LOCKDOWN ORDER

Subject: **CAMPUS LOCKDOWN – ACT IMMEDIATELY**

Body:

A security threat has been reported. Lock or barricade doors, silence phones, and remain out of sight. Do not open doors until official law enforcement or campus safety gives the all clear.

SEVERE WEATHER SHELTER

Subject: **TAKE SHELTER IMMEDIATELY**

Body:

Severe weather alert in effect. Move to the nearest interior room or designated shelter area. Stay away from windows and remain sheltered until the all clear is issued.

HAZARDOUS MATERIALS INCIDENT

Subject: **HAZMAT – SHELTER IN PLACE**

Body:

Hazardous materials reported nearby. Stay indoors, close all doors/windows, and turn off fans or ventilation if possible. Await further instructions from emergency officials.

ALL CLEAR NOTIFICATION

Subject: **ALL CLEAR – NORMAL OPERATIONS RESUME**

Body:

The emergency situation has been resolved. It is safe to resume normal activities. Thank you for your cooperation.

FIRE OR EXPLOSION

In the event of a fire or explosion, the primary method of alerting personnel to act will be the sounding of the fire alarm system or runners if the alarm system fails. Fire extinguishers are located strategically throughout the Courthouse Campus.

GENERAL

- Visibly see fire/smoke? Activate fire alarm system
- Call 911
- Call Security Hotline (x2150)
- Notify your supervisor who will notify a Facility Incident Commander

Note: The BOCC will activate the Emergency Notification Process

- Stay calm during a fire emergency
- Do not attempt to fight the fire unless you can safely extinguish using a fire extinguisher
- If caught in heavy smoke, stay low by getting down on your hands and knees, take short breaths, and crawl to nearest safe exit
- Time and safety permitting, ensure valuables, records, and computers are secure
- Evacuate the building to assigned evacuation center (See Evacuation Center Tab) for accountability and further instructions from Elected Officials or Department Heads.
- If possible, prior to exiting the building, close the doors around the fire to contain it
- Assist those individuals with disabilities or access or functional needs

SEVERE WEATHER

RECOGNITION AND ALERTING

The BOCC will provide, through the County Notification Process, a warning of a severe weather emergency or the decision to close the Courthouse Campus for the day due to severe weather. The decision will be based on information received from the Spokane National Weather Service, KCOEM, the Sheriff's Office, Idaho State Police, or County Highway Districts. The Administrative District Judge or, in his/her absence, the Trial Court Administrator, will give the authorization for the Courts to close due to severe weather. The BOCC or designated Public Information Officer (PIO) will provide information of the emergency closure to local television and radio stations.

GENERAL

- Employees will be dismissed by Elected Official, Administrative District Judge, Department Head, or designee.
- Employees will close up and secure offices as you would at the end of a normal workday.
- Elected Officials, Department Heads, or designees will maintain accountability of personnel.
- Elected Officials, Administrative District Judge, Department Heads, or designees will ensure that all employees in their department have transportation home before building is closed.
- The Buildings and Grounds Department will ensure the building is secure and have signs posted "Closed Due To Severe Weather"

EARTHQUAKE

GENERAL

Earthquakes are shaking events caused by movement under the earth's surface. Earthquakes cannot be predicted, so practicing preparedness safety is essential. In the event of an earthquake, life-protecting actions must be taken immediately at the first indication of ground shaking. According to experts, evacuation of the building could, under most circumstance, be an unsafe course of action. Remember that a serious earthquake will be very widely felt; therefore, Kootenai County 911 switchboards may be jammed, telephone communications and utilities could be knocked out.

Before an Earthquake:

- Know your office and other areas where you spend ample time.
- Identify safe places; underneath sturdy furniture, interior walls, etc.
- Practice – Drop, Cover, Hold On.

During an Earthquake:

DROP

- If indoors, stay indoors.
- If outdoors, stay outdoors.
- Go down to your hands and knees

COVER

- Place your arms and hands over your head and neck for protection.
- If you can move safely, crawl to get underneath a sturdy desk or table.
- If no sturdy furniture, look for an interior wall or corner nearby for additional coverage.
- STAY AWAY from glass, windows, exterior doors and walls, and anything that could fall; light fixtures or furniture.
- If outside, attempt to crawl/move away from buildings and overhead power lines.

HOLD ON

- Hold on to any sturdy covering so you can move with it until the shaking stops. Stay where you are until the shaking stops.

After an Earthquake:

- When shaking stops, look around. If there is a clear path to safety, leave the building and move to an open space away from damaged areas.
- If you are trapped, do not move about or kick up dust.
- If you have a cell phone, call or text for help (911).
- Tap on something like a pipe or wall to let rescuers know your location.
- Once safe, monitor local news reports via radio or television for local EAS station (KVNI AM 1080, KXLY AM 920, or KXLY FM 99.9) for emergency information.

Individual Responsibilities – If you have been assigned additional responsibilities by your Elected Official or Department Head, ensure you follow through with those assignments during the incident.

BOMB THREAT

GENERAL

The chances of being the victim of a bomb explosion are extremely remote. Although rare, the chances are considerably greater of receiving a telephone bomb threat or finding a suspicious and potentially harmful device placed at your office.

In the event of a bomb threat or other emergency threat where the initial call is received by the 911 Center, the 911 Center will follow procedures for dispatching emergency response agencies. 911 will dispatch appropriate response agencies as well as have contact with the bailiff's office and/or Security Hotline (x2150) to begin the campus notification process.

The important things to remember are: remain calm, search your area, do not touch a suspicious package, and **DO NOT EVACUATE THE BUILDING** unless directed to do so by the bailiff, law enforcement, or your elected official or department head.

Threat by Telephone:

1. Remain calm.
2. If you are in an area where your fellow employees can see you, keep the caller on the telephone as long as possible, wave the bright orange Bomb Threat Checklist in the air. It should be under your telephone or very near it.
3. Attempt to gather information from the caller that is asked for on the two-sided Bomb Threat Checklist.
4. While you are on the phone with the caller, another employee in your office can call 911 and then notify your supervisor.
5. When the call has ended, immediately provide the Bomb Threat Checklist to your supervisor via runner.
6. If you are in an area where your fellow employees are unable to see you, keep the caller on the telephone as long as possible; when the caller hangs up, report the call immediately to 911 and your supervisor.
7. The office receiving the call will immediately start a search of their entire office area.

Suspicious Package:

1. Report suspicious packages to 911. Note size, location, color, noises, smell, grease, liquids, etc. Do not touch it.
2. Business within the building will come to a halt and all occupants of the building shall exit, and the doors secured prohibiting reentry. All areas of the building will be searched by law enforcement. People will not be allowed back into the building until such time as the building is deemed safe by law enforcement.
3. The bailiffs and/or law enforcement will instruct to begin the Command/General Notification process based on the evacuation.

4. When evacuating, do not stand in front of windows, glass doors or other potentially hazardous areas.
5. During evacuation, stay vigilant. Look for suspicious packages along the route. **DO NOT** touch, kick or move the package. Report package location and what was observed to Department Head or Elected Official at the Evacuation Center, who will report to 911.
6. During a Bomb Threat **DO NOT**:
 - Turn lights on/off
 - Power off/on anything electrical
 - Pull fire alarm
 - Utilize cell phones or radios for communication purposes.
 - **DO** leave room “AS IS”.
7. If sent home, employees will stay by their phone to receive further instructions from their Elected Official or Department Head.

Written Threat: If you receive a written threat, secure the letter and envelope, and do not handle it. Immediately report it to 911 and your supervisor.

SUSPICIOUS PERSON OR ACTIVITY

The day-to-day operations at the Courthouse Campus require the interaction with internal and external customers. Employees are encouraged to be aware of their work surroundings, co-workers, guests, and unexpected persons in their work areas and will need to respond appropriately.

SUSPICIOUS PERSON:

If you encounter a suspicious person in your work area, take the following action:

- If the person appears approachable, ask, “Can I help you? Are you here to meet with someone?” If the response seems odd or vague, do not argue or continue the discussion, provide a polite response and move on. Immediately notify your Supervisor of your concerns. Supervisor will determine need to contact 911, the Security Hotline (x2150), and Courthouse Campus Incident Commander(s).
- If the person appears unapproachable, do not attempt to make contact. Immediately notify your Supervisor. Supervisor will determine need to contact 911, the Security Hotline (x2150), and Courthouse Campus Incident Commander(s).
- If a suspicious person approaches you or a co-worker, be polite and listen to the person’s concerns. If necessary and appropriate, a nearby co-worker should immediately contact your Supervisor for assistance and provide a description of the suspicious person, making note of the following:
 - Race (Caucasian, African/American, Hispanic, Asian, Native American, Middle Eastern)
 - Gender (Male, Female)
 - Demeanor
 - Height and weight
 - Hair features (blonde/black – long/short – wavy/straight)
 - Facial features (glasses, mustache, beard, scars, tattoos)
 - Clothing (color, suit, casual)
 - Items in possession (i.e., box, bag, briefcase)
 - Location where person was last seen
 - Vehicle and license, if applicable
- If it is safe to do so, observe, at a distance, the movement of the suspicious person. Do not attempt to make further contact with the suspicious person. Your supervisor will determine the need to contact 911, the Security Hotline (x2150), and Courthouse Campus Incident Commander.

SUSPICIOUS ACTIVITY:

If you witness an activity at your building or in your work area that seems abnormal and not easily explained, share your observation with your Supervisor. Supervisor will determine need to contact 911, the Security Hotline (x2150) and Courthouse Campus Incident Commander.

IF OFFICE/BUILDING IS SECURED OR AFTER HOURS:

If office/building has been secured, only allow authorized personnel to enter. A person could be creating a diversion to gain entrance. Call 911 if after hours or building secured.

WORKPLACE VIOLENCE

GENERAL

The BOCC is committed to providing its employees a work environment that is safe, secure, and free of harassment, threats, intimidation and violence. Workplace violence is an increasing threat and all employees should be prepared for this threat.

Steps for Survival:

- AVOID
 - Be aware of your surroundings. If you see or hear something suspicious, say something.
 - Do not hesitate.
 - Go to the closest, safe exit.
- DENY
 - Keep the attacker away from you by locking or barricading doors.
 - Turn off lights, silence phones, and stay out of sight.
- DEFEND
 - Use anything available to defend yourself and others.
 - Fight and be aggressive.

Call 911 when it is safe to do so. When law enforcement arrives, follow all commands and instructions and show your hands at all times.

Upon awareness of violence in the workplace, do the following:

1. If the crisis situation involves an injury:
 - a. Call 911.
 - b. Notify your supervisor.
2. If not directly involved in the incident:
 - a. If you can safely evacuate, follow evacuation procedures.
 - b. If you cannot safely evacuate and should shooting begin or an explosion occurs, follow lockdown procedures.

HOSTAGE CRISIS

RECOGNITION AND ALERTING

Any indication of actual occurrence of a hostage crisis will be immediately reported to 911 and then your supervisor. Whether an office needs to quietly evacuate to the Evacuation Center or initiate a lockdown is dependent on the situation, i.e., location of the hostage taker. If your office cannot evacuate safely past the hostage taker, then it is better to stay in your office in a lockdown until law enforcement arrives and can safely evacuate the office. The primary method of notifying employees of the incident will be via the emergency notification process. The alternate method of alerting is by use of runners. DO NOT pull the fire alarm to evacuate the building.

GENERAL

The Coeur d'Alene Police Department and the Kootenai County Sheriff's Office have trained personnel to deal with a person who has taken a hostage/s. In dealing with this type of situation, stay calm. Professionally trained people will be dispatched as soon as possible. Do not attempt to deal with the "intruder" yourself.

If directly confronted:

1. Stay calm.
2. Follow instructions of the hostage taker(s).
3. Speak only when spoken to.
4. Don't make suggestions.
5. Be observant.
6. Be prepared to speak on the phone, you may be forced to do so.
7. Don't be argumentative.
8. Treat the hostage taker as normally as possible.

If not directly confronted:

1. Secure your office; otherwise seek protection by lying on the floor or barricading yourself in another secured area.
2. Always remain aware of your surroundings:
3. Adhere to the requests of the hostage taker.
4. Make mental notes regarding the description and mannerisms of the hostage-taker.
5. Should shooting begin or an explosion occurs, go to the nearest office or take cover any place that would offer protection; should no protection be available, lie flat on the floor or ground.
6. If directed to Lockdown, follow the Lockdown Procedures

CIVIL DISTURBANCE

A civil disturbance is defined as the presence and result of a riot, protest, a physical commotion, or a need for crowd control. The method of alerting employees to act will be via the emergency notification process.

GENERAL

Upon awareness of a civil disturbance, do the following:

1. Remain calm. Do not draw any attention to yourself.
2. Call 911 and then the Security Hotline (x2150) and provide the following information:
 - a. Type of event
 - b. Location
 - c. Size of group
 - d. Identity of the group's leader if possible
 - e. Any visible weapons
 - f. Types of vehicles and license plate numbers
3. Notify your supervisor.
4. Remain in your work area unless directed to relocate or you are in imminent danger.
5. If you are told to lockdown by bailiffs and/or law enforcement, your supervisor, or the Juvenile Justice Center Facility Incident Commander, follow lockdown procedures.

MISSING PERSON

When an individual or member of a group requests assistance in finding a missing person, notify your Supervisor. The Supervisor will notify the Security Hotline (x2150) and each department of the missing person; notification may be by telephone or runner.

- The Supervisor will remain at his/her location with the reporting party and become the Point of Contact for anyone who has information on the missing person
- If you receive a report of a missing person, check your office and surrounding area; if the missing person is found, escort the missing person to the Supervisor (Point of Contact)
- If the missing person is not located, report to the Supervisor that your area was searched. The reporting person and the Supervisor will determine if security or law enforcement should be contacted

INDIVIDUAL RESPONSIBILITIES: If you have been assigned additional duties/responsibilities by your Elected Official(s), the Administrative Judge, or Supervisor ensure you follow through with those assignments during the incident.

AFTER-ACTION REPORT – CHECKLIST

The After-Action Report (AAR) should be completed within a few days of the incident to document findings after an exercise or actual incident. Invite key staff including the Facility Incident Commanders, Buildings and Grounds Department, Bailiffs, KCOEM, and first responders involved in the incident. The purpose of the AAR is to start from the beginning of an incident and, using the Plan as a guide, ensure the actions taken followed the Plan. If something needs to be changed in the Plan, this is the time to document that and have the Plan revised.

- Was 911 called? By whom?
- Was County Command established? Who was in charge?
- Was a Command Post set up? Where?
- Were the BOCC, Security, and others identified in the plan notified? By whom?
- Were command vests worn?
- Were staff and visitors instructed to evacuate?
 - Who instructed them to evacuate?
 - Where were they directed to go?
 - What was the public told and how did they react?
 - Were there any persons with disabilities in the building who needed special assistance?
 - If so, who provided the assistance and were there any issues?
 - Did staff know what to do and did they follow the Plan?
 - Did staff perform assigned responsibilities without incident?
 - Was all staff accounted for at the evacuation location?
 - If not, what was done to locate missing staff?
 - Was Incident Command notified that all staff were accounted for?
 - Was the Plan followed in an orderly fashion without incident?
 - If not, what happened?
 - Who addressed the issue and what was the outcome?
 - Was the evacuation center notified prior to staff arriving?
 - Was the evacuation center able to receive staff? Were there any issues?
 - Was any applicable MOU for evacuation locations followed?
 - How did the evacuation center feel the process worked?
 - Were there any issues?
 - Are there any actions that need to be addressed?
- Was the building efficiently evacuated?
 - If doors were left open to air out the building, were security personnel posted at each door?
 - Were signs posted on the doors indicating the building had been evacuated?
- When did first responders arrive?

- Who met with the first responders?
- Was Unified Command established?
- What was determined to be the cause of the incident?
- Was the building cleared for occupancy?
 - If so, by whom? How were staff notified at the evacuation center?
 - Were there any issues during the re-entry?
 - Was all staff accounted for after re-entry?
 - If not allowed to re-enter the building, how were staff notified?
 - Was staff told to go home? By whom?
 - Were the BOCC and others in the notification list advised of the situation?
 - How was the public notified?
 - Were there any other issues?
- Improvement Plan due date determined. Who is assigned this task?
- Improvement Plan should be disseminated to County Commissioners, all of those assigned tasks in the Improvement Plan and to KCOEM.

ACRONYMS/GLOSSARY LIST

Bailiffs: Court security for judges and juries at Justice Building, Courthouse, and Juvenile Justice Center. Supervise Courthouse Campus security.

BOCC: Board of County Commissioners

Command Post: Location where Incident Command meets and manages emergency operations. Location determined at the time of the incident.

Designee: Person assigned to be in charge while Elected Official, Department Head and/or Supervisor are out of the office.

EAS: Emergency Alert System

HAZMAT: Hazardous Material

HVAC: heating, ventilation, air conditioning

Incident Commander (IC): This includes Emergency Response Agency – fire service, law enforcement, EMS etc., as well as individuals that have delegated authority and increased knowledge regarding the emergency plan. These people should be predesignated and identifiable by an orange vest.

ICS: Incident Command System – A management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient incident management. Part of the National Incident Management System (NIMS).

KCOEM: Kootenai County Office of Emergency Management

PIO: Public Information Officer

Runner: An employee designated to deliver face-to-face emergency messages during an incident.

Security Station: Security Stations are located at the main entrances to the Justice Building and at the main entrance of the Old Courthouse.

UC: Unified Command is used in incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement, unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility or accountability.