



**Justice A.A. Birch Courthouse
Historic Courthouse
Ben West Building
Multi-Departmental Emergency Response Plan
2013**

**Justice A.A. Birch Courthouse/Historic Courthouse/Ben West Building
Multi-Departmental Emergency Response Plan
Table of Contents**

	Page
Executive Summary-----	3
Distribution List-----	4
Introduction -----	5
Situation/Assumption-----	6
Assignment of Responsibilities-----	7
Davidson County Sheriff’s Office -----	7
Metropolitan Nashville Police Department -----	8
Metropolitan Nashville Fire Department -----	8
Office of Emergency Management (OEM) -----	8
Metropolitan General Services (GS) -----	8
Courthouse Offices -----	8
Concept of Operations -----	8
Protective Actions-----	9
Evacuation -----	9
Notifications/Communications-----	9
Direction and Control -----	10
Evacuation Procedures -----	10
Bomb Threat Procedure -----	11
Suspicious package -----	11-12
Fire-----	12
Security Emergencies -----	12-13
Severe Weather -----	13-14
Medical Emergency -----	14
Employee Information -----	15
Attachments:	
1. Emergency Phone Listing	
2. Bomb Threat Call Checklist	
3. Employee Emergency Handbook	
4. Fire Department Operational Plan	
5. EMS Operational Plan	
6. Evacuating Persons with Disabilities	

Executive Summary

This plan covers emergency procedures for the Justice A.A. Birch Courthouse, Historic Courthouse, and Ben West Building of the Nashville-Davidson County Metropolitan Government. It was developed through the combined cooperation and efforts of the Mayor's Office, Sheriff's office, Metro Nashville Fire Department, Metropolitan Nashville Police Department, Mayor's Office of Emergency Management, and Department of General Services.

In the event of a major emergency at the Justice A.A. Birch Courthouse, Historic Courthouse, or Ben West Building, the emergency response departments of Metro Government would be ultimately responsible for the safety of occupants of these buildings. This is a site-specific emergency plan that is multi-hazard and multi-functional. It also addresses the four primary phases for handling major emergencies. Those are: mitigation (reduction or elimination of loss through prevention); preparedness (effective planning and exercises); rapid and effective emergency response; and recovery (returning the situation to normal as soon as possible).

This plan consists of a multitude of functional elements that are listed in the table of contents. Its overall effectiveness however is contingent on many internal standard operating procedures (SOP's) developed by the responsible parties in this plan. These SOP's cover elements such as: crowd control; recall of employees; notification to emergency responders; establishing emergency traffic flow routes; application of first aid; effective and coordinated communications systems; staging of emergency equipment; and access criteria within an emergency area.

This plan and related Standard Operating Procedures (SOP's) will be revised as needed. Revisions will be distributed to recipients of this plan.

Distribution List

Metropolitan Mayor
Metropolitan Mayor's Chief of Staff
Metro OEM Director
Metro OEM Deputy Director
Metro General Services ESC
State Trial Courts Security, Director of Security
General Sessions Court, Director of Security
Elected Officials and Offices in the A.A. Birch Court House, Historical Court House, and Ben West building

SHERIFF'S OFFICE

Sheriff
Chief Deputy
DCSO Communications Director
DCSO Armed Services Division Administrator
DCSO Security Division Captain
DCSO SORT Team Commander

METRO POLICE DEPARTMENT

Chief of Police
Deputy Chiefs
Commander, Central Precinct
Traffic Division
Special Operations Division
Public Affairs Manager
Field Supervisors (Captains)

NASHVILLE FIRE DEPARTMENT DISTRIBUTION

Fire Chief
Deputy Chief / Fire Suppression
Deputy Chief / EMS
Deputy Chief / Administration
Fire Marshal
Fire/Medical Communications
Public Information Officer
All Assistant Chiefs (Fire and EMS)

**Justice A.A. Birch Courthouse/ Historic Courthouse
Ben West Building
Multi-Departmental Emergency Response Plan**

I. Lead Department:

DCSO Security Division

II. Support Departments:

Metro Police Department

Metro Fire Department

Davidson County Sheriff's Office, Special Operations Response Team (SORT)

Metro Office of Emergency Management

Metro General Services

HCH/JAABB/BWB Tenant Offices

III. Introduction:

A. Purpose

1. The purpose of this plan is to establish procedures to prepare, mitigate where possible; respond to; and recover from an emergency affecting the safety of the employees and visitors of the Justice A. A. Birch Courthouse, Historic Courthouse, and Ben West Building.

B. Scope

1. This plan covers a number of potential hazards that could threaten the occupants and even the structural integrity of the building including, but not limited to: fire, explosion, bomb threat, suspicious package or item, security breach, hostage situation, hazardous chemical release, severe weather, active aggressor, etc.
2. Although the building houses offices of many elected officials, the Metropolitan Government recognizes that a single plan with emergency procedures must be established for the welfare of all occupants.

IV. Situation and Assumptions:

A. Situation:

1. History has shown time and time again that no facility is immune to the hazards posed by fires, explosions, and natural disasters. Man-made threats such as acts of terrorism, sabotage, hostage taking, gunfire, etc. are also increasing.
2. Emergency response procedures by the Police and Fire Departments will be carried out according to the information reported.

3. Actions by employees before, during, and after an incident can save lives and reduce property damages. In fact, research has shown such actions save more lives than a “professional” emergency response.

B. Assumptions:

1. As the center of local government and the Davidson County Courts housing numerous offices, the Justice A. A. Birch Courthouse, Historic Courthouse, and Ben West Building are potential targets for either disgruntled individuals (current or former employees) or organized terrorist groups wanting to make a statement or exact revenge.
2. The number and location of visitors fluctuates during the weekdays depending on the time and what activities are scheduled inside each of the buildings.
3. Since there are security measures and detection equipment in place to screen persons entering the building, this plan will not address that area.
4. Improvised explosive devices can still enter the buildings in a variety of ways. Their size, shape, material make up, and packaging will also make identification extremely challenging.
5. While most threats are not followed-up by a real emergency event, the Metropolitan Government of Davidson County has a responsibility to take prudent measures to ensure the safety of persons in all of the Court buildings.
6. Not all serious actions are preceded by direct threats; but there are often a warning sign if someone is alert enough to notice and report it to emergency officials. Security and all employees must be vigilant to detect, deter, and prevent incidents from occurring.
7. Prudent protective actions must be taken while maintaining openness to the public and not promoting fear.
8. Individuals can help themselves in advance of a real emergency by maintaining a constant awareness of what is occurring in their environment and by practicing emergency plans.
9. Following any emergency incident, individuals can expect to be “on their own” caring for themselves and others. This may last only a few minutes or it could even be days before help can get to them.

10. No building is “fire proof.”

11. People are more likely to die of smoke inhalation than fire.

V. Assignment of Responsibilities:

A. Davidson County Sheriff’s Office

- Includes the DCSO Courthouse Security Director, DCSO Armed Services Division, and DCSO SORT Team Commander.
- Makes initial assessment of potential safety concerns and “sweeps” of the building during a potential security or safety problem.
- Provide First Response for Security and Medical Emergencies.
- Manages the operations for the buildings Security Control Rooms (JAABB and HCH Control).
- Notifies building personnel via emergency notification system (email and text message), citizens, and 911 of an emergency.
- Recommends immediate actions to courthouse personnel and the public.
- Reports findings to Police, Fire, EMS and/or OEM officials as the situation dictates.
- Revises and implements this plan.
- Makes suitable assignments within Courthouse Buildings.
- Ensures the escort of all prisoners to a secure location in the event of an emergency, in accordance with the DCSO Emergency Evacuation Plan.
- Ensures prisoners signed out to the custody of individual courts are returned by those courts to DCSO Holding for evacuation.

B. Metro Police and Fire

- Assume command of response activities as primary emergency response agency.
- Has the authority to order an evacuation of the Justice A. A. Birch Courthouse, Historic Courthouse, and Ben West Building.
- Perform basic rescue and lifesaving duties, if needed.
- Ensure security perimeters are established and maintained.
- Render building safe for re-entry.

C. The Mayor’s Office of Emergency Management (OEM)

- Coordinates emergency management activities involving multi-agency planning, training, emergency responses, and exercises.
- Exercises this plan, as needed.

D. Metro General Services (GS)

- Manages the secured/electronic access control system.
- Represents building management in the event of an emergency.

- E. Justice A. A. Birch Courthouse, Historic Courthouse, and Ben West Building Offices
- All personnel located in the building will assume the following responsibilities in their respective work areas:
 - Appoint a representative to work with DCSO security, Police, Fire, and EMS to ensure personnel training requirements are met.
 - Ensure JAABB Control/HCH Control has appropriate telephone numbers and contacts for each office and these lists are kept current and distributed appropriately.
 - Ensure all personnel know the location of posted primary and alternate evacuation routes.
 - Ensure employees are alerted to unusual activities and possible threats, and report such to JAABB Control (862-4201) or HCH Control (880-2550) as appropriate.
 - Ensure all employees are familiar with the location and the use of Emergency Response (“Panic”) Buttons in their work areas. (To be used only for serious safety, security, or emergency medical situations in conjunction with 9-1-1).
 - Ensure all employees are trained and understand In-Place Sheltering.
 - Ensure all employees (including persons with disabilities) in their work areas are accounted for and processed through designated evacuation routes and in-place shelter areas.

VI. Concept of Operations:

A. Protective Actions

In an emergency, there are two basic protective measures to take: one is to stay in place while the other is to evacuate. Consideration of the threat will dictate the decision to shelter in place or evacuate.

In-Place Sheltering

Refers to making use of the best protection available in the work area.

- This will typically be an interior room, away from all glass.
- A telephone should be available in the room to maintain contact between employees and emergency personnel. Many office style phones will not work during a power failure.
- In-Place Sheltering would be dependant on an interior or exterior threat:
 - Interior threat – threats inside the building - employees should gather and secure non – aggressors into an office or room and secure the door

- Exterior threat – threats outside the building - employees should secure themselves inside the building and stay away from exterior windows and doors.
- The following phone locations and numbers are available for use in the event of loss of power to the courthouse. These phones are not serviced by the Norstar system and should function during an emergency situation (loss of power).

JAABB Control “Red Phone” 862-8132

HCH Control “Red Phone” 880-2556 or 880-2562

Evacuation

This will be determined by emergency personnel if there is believed to be a greater threat by remaining in the building. Prime examples would be a fire, explosive devices, or suspicious packages found in the building.

B. Notifications/Communications

- Emergency notifications should be made to the appropriate building Security Control (JAABB Control 862-4201 or HCH Control 880-2550). If an eminent threat exists (i.e., Metro 911 situation), personnel are instructed to press the emergency response button which is located in most offices. In addition, call 911 and report situation if safety permits.
- Notifications to building offices by Security personnel will be made in person, by PA system, or by phone as appropriate.
- Evacuation notices will be made by utilizing the PA system.
- Telephone notifications should be made by using the office phone system. During a bomb threat, Cellular phones, and two-way radios should not be used under any circumstances.

C. Direction and Control

- The DCSO Courts Security Emergency Response Team will initiate the response in the building and assess the situation. They will give initial instructions on protective actions. DCSO Special Operations Response Team (SORT) will be activated.
- An Emergency Response Team officer will brief arriving Emergency Services Personnel (Police/Fire/EMS).

- Fire and/or Police will assume command and establish the Incident Command System.

D. Evacuation Procedures

In the event an evacuation is ordered:

DCSO Security will:

- Sound the public address system.
- Notify occupants via emergency text message
- Call 911 and advise on the situation.
- Meet responding fire and police units.
- On the order of the DCSO Security Director:
 - Staff all exits.
 - Instruct all evacuees to assemble in the Public Square Plaza, furthest point away from the building.
 - Time and safety permitting, secure valuables and ensure the security sensitive materials (i.e., money, safes, files).
 - Deny entry to building (other than emergency responders).

Do not lock office spaces; emergency personnel may require entry.

Building Offices will:

- Evacuate using posted evacuation diagrams.
- Time and Safety permitting, secure valuables, and sensitive materials. Do not lock office spaces; emergency personnel may require entry.
- Assist persons with disabilities out of the building.
 - If not possible, assist them to the stairwell landing for arriving rescue units.

During inclement weather, evacuees will be directed to the JAABB or HCH, whichever is not affected. The Municipal Auditorium will be used in the event that the JAAB, BWB, and HCH are involved. A public safety representative (DCSO, Fire, Police, or OEM) will provide information and advise when it is safe to return to the building.

F. Bomb Threat Procedures

All office telephone answering points will have a bomb threat checklist (see attachment 2) of information to obtain while receiving a bomb threat. The office receiving the threat will notify Security Control. Call JAABB Control 862-4201 or HCH Control 880-2550.

If the threat is received in letter form, limit the handling of the envelope/letter. Obtain a list of personnel who are known to have handled the envelope/letter. If at the time of the threat, a suspicious package is found, **DO NOT** attempt to move or handle it. Evacuate the area around the package immediately. Direct responding personnel to its location.

Conduct an initial office search for unusual packages or items that would not normally be found in your area or items that appear to be out of place. Should an item be identified, do not disturb and treat as a suspicious package.

DCSO Security will:

- Respond to the office receiving the threat.
- Call 911, to ensure appropriate entities are notified and respond. This should be the first step and attempt to leave the line open.
- Start sweep procedures.
- Notify Court security.
- Meet arriving police and fire personnel.
- Notify Building Offices with additional procedures/actions to follow (i.e. office search, etc).

G. Suspicious Package and or Items

- Do NOT try to open the package.
- Evacuate the immediate area.
- Call JAABB Control 862-4201 or HCH Control 880-2550.

What should I do if I've opened a package and found powder or liquid inside?

- Immediately place item on stable surface, such as table.
- Tell your Supervisor.
- DO NOT sniff the package.
- Wash hands with soap and water.
- If you are in an enclosed area with the package/item leave the room immediately and close all doors/windows leading into the room.
- Isolate yourself and co-workers who handled the package.
- Call 911 as soon as possible.
- Call JAABB Control 862-4201 or HCH Control 880-2550.

Be as prepared as possible to answer questions from responding authorities.

H. Fire

If you discover a fire:

- **Rescue** anyone in immediate danger.
- **Activate** the nearest fire alarm station.
- **Confine** the fire by closing all doors.
- **Evacuate** the area via the nearest exit and report to the pre-designated or instructed assembly point.
- Only if time permits, press the nearest emergency response button located in the general area of the fire. Do not risk life or injury.
Personal safety is the priority.
- **Do not use elevators during a fire emergency.**
- Know your evacuation route as posted on your floor.
- Do not re-enter the building until advised it is safe to do so by a Public Safety Official.

ELEVATORS

When the fire alarm sounds, the elevators are programmed to automatically descend to the first floor in the Birch Building, the ground floor in the Historic Courthouse, and main floor of the Ben West building and lock in that position with the doors open. The elevators will not stop on any other floor during an alarm situation. Emergency Responders and/or the Fire Department who possess an elevator fire key are the only individuals who have the ability to control an elevator in an alarm situation.

Elevators will not be used during a FIRE evacuation unless directed by the Metro Fire Department.

Elevators can/will be used during other evacuations.

DO NOT ignore fire alarms. Proceed to the nearest exit and exit the building. Muster with your Supervisor/Floor Warden at the designated evacuation muster point.

I. Security Emergencies

Employees should be aware that security emergencies vary in nature and the way in which they should be handled. Notification procedures also vary depending on the response required to defuse the situation. Over reaction could cause the problem to escalate. Security emergencies are generally placed into one of three categories:

Category One – Possible Security Risk

Possible Security Risk – Suspicious activity, suspicious package, irate customer, intoxicated person, known troublemaker, etc.

Notification

Call JAABB Control at 862-4201 or HCH Control at 880-2550 (as appropriate).

Category Two – Security Problem

Security Problem – Extremely abusive person(s), direct threats, disturbance in the halls, etc.

Notification

Call JAABB Control at 862-4201 or HCH Control at 880-2550 (as appropriate).

Category Three – Absolute Emergency

Life threatening, weapons involved, 911 situations, etc.

Notification

Dial Metro 911 and press the Emergency Response Button (panic) located in your area.

Identification of the category a situation falls in is somewhat difficult; however, it ultimately depends on the level of emergency response required. The notification procedure used will dictate the level of response obtained.

If shots were fired, take immediate cover behind a locked door. Remain clear of doors and windows. If you know the location of the shooter, advise the 911 operators and the Security Control if possible. **DO NOT** evacuate yourself. You could be placing yourself in harm's way. Remain in secure location (under cover) until Law Enforcement can safely evacuate you.

J. Severe Weather

A **tornado watch** is issued when weather conditions are favorable for producing a tornado.

The following actions should be taken if a **tornado watch** has been issued in Davidson County:

- Be aware of the current weather conditions if you go outdoors.
- Monitor your NOAA weather radio.

- Monitor the local radio or television stations for weather condition updates.

A **tornado warning** is issued when an observer has spotted a tornado or the National Weather Service has identified a tornado on radar.

Take the following actions if a **tornado warning** has been issued for Davidson County:

- Remain indoors.
- Move to the lowest interior portion of the building.
- Stay away from windows and doors.
- If outdoors, seek shelter in a building or low lying area or ravine
- Personnel requiring medical attention should be moved (if possible, without causing further injury or unsafe conditions) to the Jury Assembly Room (JAABB – 1st Floor East or HCH - Ground Floor East) for assistance. In the event the injured cannot be moved, notify Building Security Control (JAABB Control 862-4201 - HCH Control 880-2550).
- In the event of loss of power, use the “red phones” associated with office fax machines. The phones are not serviced by Nortel system and should function during an emergency situation that involves loss of power.

JAABB Control “Red Phone” 862-8132

HCH Control “Red Phone” 880-2556 or 880-2562

K. Medical Emergency

Notification should be made to Metro 911. In addition, notify Building Security Control (JAABB Control 862-4201 / HCH Control 880-2550). Ensure that you inform responding personnel as to the perceived nature of the emergency. Also:

- Provide first aid as appropriate.
- Try to obtain as much information about the injured person(s) as possible (have someone write it down) such as name, DOB, address, phone number, who to notify and how, previous medical problems (i.e., heart disease, diabetic, etc.), current medications, time of event, time 911 called, time EMS arrives, etc.
- DCSO Security will ensure EMS access to the building.
- DCSO Security/GS Building Maintenance/Contract Security will lockout an elevator for arriving EMS personnel (if required).

VII. Employee Information

All Justice A.A Birch Courthouse, Historic Courthouse, and Ben West Building employees can contact their supervisor or department head to obtain specific information for their department’s emergency plan.

WORKING COPY

Attachment # 1

Emergency Phone Listing

Police / Fire	911
Justice A. A. Birch Courthouse Control (JAABB)	862-4201
Historic Courthouse Control (HCH)	880-2550
DCSO G4S Court House Security	(Office) 862-4208

G4S Security Major	(Cell) 405-9227
DCSO Security Division	(Office) 862-4201
DCSO Security Captain	(Cell) 924-5186
DCSO Armed Services Division	(Office) 862-8192
DCSO Division Manager	(Cell) 405-7564
HCH Control “Red Phones”	880-2556/2562
HCH Ground FL Checkpoint	736-5466
HCH 1st FL Checkpoint	736-5865
Garage, P1 Level Security	244-0160
JAABB Control “Red Phones”	862-8132
Ben West Checkpoint	313-8821
Metro General Services (GS)	(Office) 862-5039
GS Contact	(Pager) 518-3672
Mayor’s Office of Emergency Management (Office) 862-8530	

Attachment # 2

Bomb Threat Call Checklist

If you should receive a bomb threat by phone, take the following actions:

Information

- Date/Time of call _____
- Callers Name _____
- Caller identifies a group or cause _____
- Caller’s Accent _____
- Is caller male or female _____

- Background noise (music, airport, train, street sounds, etc.) _____
- Caller ID phone number _____

Ask

Location of bomb _____

Number of bombs _____

Time to go off _____

Type of bomb _____

Call Building Security Control (JAABB Control 862-4201/HCH Control 880-2550)

Do not use a cell phone. Make sure all cell phones are turned off.

Follow instructions of the DCSO/G4S Security Officer or Metro Police Bomb Squad

If you should receive or find a suspicious package, observe the following:

- Foreign mail, air mail or special delivery
- Excessive postage
- Titles with no names
- No return address
- Oily stains or discoloration
- Lopsided or uneven envelope
- Excessive tape, string or other securing material

Action

- Do not touch or remove the package
- Call 911
- Do not use 2-way communications

Call Building Security Control (JAABB Control 862-4201 / HCH Control 880-2550)

Do not use a cell phone. Make sure all cell phones are turned off.

Follow the instructions of DCSO Security Officer or the Metro Police Bomb Squad.

This information is to be provided to the DCSO Security Division or the Metro Police Department.

Attachment # 3

Justice A.A. Birch Courthouse, Historic Courthouse, or Ben West Building

Employee Safety Handbook

EVACUATION

In the event an evacuation order is issued by DCSO Courthouse Security or other Public Safety Officials:

Secure documents, money, offices, etc. if time permits.

Ensure the evacuation of all public areas and offices in your area.

Follow the posted evacuation route in an orderly fashion to the nearest exit and report to the pre-designated or instructed assembly point.

Advise security at your exit if there is a person with disabilities in your office and their current location.

Follow custodial procedures for prisoners in your custody.

Do not re-enter the building unless a public safety official tells you it is safe.

The primary evacuation assembly point is the plaza area of the Historic Courthouse (HCH). The secondary muster point is the JAABB plaza. (One of the two points will be designated depending on the location of the incident).

Employees should gather in groups (by office) and notify your supervisor of your presence. Employees are to remain at the assembly point until directed otherwise by the DCSO Court Security or Public Safety Official.

PERSONS WITH DISABILITIES

If you can evacuate from the building do so with the assistance of a co-worker. Enter the stairway after the occupants have cleared.

In the event you cannot evacuate yourself from the building, go to a designated area of refuge (stairwell landing or just outside the stairwell). The Fire department will evacuate you to the outside of the building.

If needed, there are evacuation chairs in HCH Control and JAABB Control.

FIRE

If you discover a fire:

Rescue anyone in immediate danger.

Activate the nearest fire alarm pull station.

Confine the fire by closing all doors.

Evacuate the area via the nearest exit and report to the pre-designated or instructed assembly point.

Do the above **only if time permits**.

Do not use elevators during a fire or emergency.

Know your evacuation route as posted in your area.

Do not re-enter the building until advised it is safe to do so by a Public safety official.

DO NOT ignore fire alarms. Proceed to the nearest exit and exit the building. Muster with your Supervisor/Floor Warden at the designated evacuation muster point.

SECURITY EMERGENCY PROCEDURES

Employees should be aware that security emergencies vary in nature and the way in which they should be handled. Notification procedures also vary depending on the response required to defuse the situation. Over reaction could cause the problem to escalate. Security emergencies are generally placed into one of three categories:

Category One:

Possible Security Risk – Suspicious activity, suspicious package, irate customer, intoxicated person, known troublemaker, etc.

Category Two:

Security Problem – Extremely abusive person(s), direct threats, disturbance in the halls, etc.

Category Three:

Absolute emergency – Life threatening, weapons involved Metro 911 situation, etc.

If shots were fired, take immediate cover behind a locked door. Remain clear of doors and windows. If you know the location of the shooter, advise the 911 operator and the JAABB Control (862-4201) or HCH Control (880-2550) if possible. DO NOT evacuate yourself. You could be placing yourself or others in harm's way. Remain in a secure location (under cover) until Law Enforcement can safely evacuate you.

Identifying the category a situation falls into may be somewhat difficult; however, it ultimately depends on the level of emergency response required. The notification procedure used will dictate the level of response obtained.

Category (1) and (2) Notification

Call JAABB Control 862-4201 or HCH Control 880-2550

Category (3) Notification

Dial 911 and press the emergency response button (panic) located in your area.

SEVERE WEATHER

A **tornado watch** is issued when weather conditions are favorable for producing a tornado.

The following actions should be taken if a **tornado watch** has been issued involving Davidson County:

- Be aware of the current weather conditions if you go outdoors.
- Monitor your NOAA weather radio.
- Monitor the local radio or television stations for weather condition updates.

A **tornado warning** is issued when an observer has spotted a tornado or the National Weather Service has identified a tornado on radar.

Take the following actions if a **tornado warning** has been issued for Davidson County:

- Remain indoors.
- Move to the lowest interior portion of the building.
- Stay away from windows and doors.
- If outdoors seek shelter in a building or low lying area or ravine
- Personnel requiring medical attention should be moved (if possible, without causing further injury or unsafe conditions) to the jury assembly room (HCH –Ground Floor East / JAABB – 1st Floor East) for assistance. In the event the injured cannot be moved, notify (HCH Control 880-2550 / JAABB Control 862-4201).
- In the event of loss of power, use the “red phones” associated with the fax machines. These phones are not serviced by the Nortel system and should function during an emergency situation (loss of power).

JAABB Control “Red Phone” 862-8132

HCH Control “Red Phone” 880-2556, 880-2562

MEDICAL EMERGENCY

Notification should be made to Metro 911. In addition, notify Building Security (JAABB Control 862-4201 / HCH Control 880-2550). Ensure that you inform response personnel as to the perceived nature of the emergency. Also:

- Provide first aid as appropriate.
- Try to obtain as much information about the injured as possible (have someone write it down) such as name, DOB, address, phone number, who to notify and

how, previous medical problems (i.e., heart disease, diabetic, etc.), current medications, time of event, time 911 called, time EMS arrives, etc.

- DCSO Security will ensure EMS access to the building.
- DCSO Security / GS Building Maintenance will lockout an elevator for arriving EMS personnel.

Attachment # 4

FIRE DEPARTMENT OPERATIONAL PLAN

I. ASSUMPTIONS

- A. A rapid response is vital to containing a fire and preventing its spread.
- B. Emergency workers trying to enter the building while occupants are evacuating, may encounter delays.
- C. Unless closely monitored, evacuating occupants can cause injuries to themselves and/or others.

II. FIRE PROTECTION SYSTEMS

JAABB, HCH, and BWB have an exceptional fire protection system including:

- A. Automatic fire alarms with both on and off site monitoring.
- B. Sprinklers throughout the structure.
- C. Standpipes on each level.
- D. Public water pressure sufficient to operate standpipes without assistance from the fire pumps or a fire engine.

III. FIRST RESPONSE UNIT ASSIGNMENTS

A. Medical Call:

- 1 Engine
- 1 Medic Unit

B. Structural Fire

- 4 Engines
- 2 Trucks
- 1 Rescue
- 2 Fire Districts

C. Explosion

- 3 Engines
- 1 Special Engine (3 / 21)
- 1 Truck
- 1 Special Truck (3 / 21)
- 1 Tech Support
- 1 Fire District
- 1 Special Fire District (9 / 29)
- 2 Medic Units
- 1 EMS District

D. Parking Garage Auto Fire

- 1 Engine
- 1 Garage (Garage 2)

E. Bomb Threat

ECC will notify the on duty Fire Chief and EMS Chief.

F. Rescue/Collapse

1. Nashville FD Heavy Rescue and Metro USAR personnel will be dispatched to scene.
2. Command Center will be established by FD incident commander.

3. Rescue will be performed according to FD operational procedural guidelines.

IV. DIRECTION & CONTROL

A. First Responder

Unless otherwise instructed, the first Engine, Truck and District Chief on-scene should report to the security office to check the alarm board and get a briefing from security and/or maintenance personnel. All other units will stage until given an assignment from the Incident Commander.

B. Command Post

Command will be established as determined by the Incident Commander. The following have been identified as potential site for the Command Post:

1. Primary – A side 2nd Ave., first arriving personnel will report to the security office
2. Secondary – D side

C. Staging

Unless otherwise instructed by the Incident Commander:

1. First arriving units will stage in accordance with Fire Department OPG. 4-14.
2. Additional units should request instructions from the IC prior to arrival.
3. Possible staging areas include James Robertson Pky., 3rd Ave. North.

D. Communications

1. Communication will be instituted via Metropolitan Nashville / Davidson County Emergency Communication Dispatch Center protocols.
2. Communications coverage (portable to portable) from within the building is estimated to be 90+%. There are possible “dead spots” in some lower levels.

E. Blueprints

1. Copies of the building blueprints will be available in the Security Office.
2. Smaller sized diagrams of the building have been provided to the department and are to be placed in the Command Post vehicle.

Attachment # 5

Justice A.A. Birch Courthouse, Historic Courthouse, and Ben West Building

METRO EMS OPERATIONAL PLAN

“MCI Alert”

DEFINITION:

MCI Alert means that an undetermined number of patients are visible to the first responder or that Dispatch has received credible information that indicates there are four (4) or more patients/victims. Dispatch will then be notified to activate the MCI Alert Status.

HOSPITALS ARE NOTIFIED TO BE ON STAND-BY.

“MCI Level I”

DEFINITION

MCI Level I is defined as any incident where it has been determined by on scene personnel or Command that there are at least four (4) or more patients. The difference between an Alert and a Level I activation is that visual verification of the victims has been made and that there are a number of seriously ill patients/victims at the scene, in this case 4 + patients/victims.

HOSPITALS IN THE IMMEDIATE AREA ARE NOTIFIED TO BE ON STANDBY.

“MCI Level II”

DEFINITION

MCI Level II is defined as any incident where it has been determined by on scene personnel or Command there are at least eleven (11), but no more than thirty (30) seriously ill patients/victims. Dispatch will then be notified to activate a MCI Level II response.

ALL HOSPITALS ARE NOTIFIED TO BE ON STAND-BY.

“MCI Level III”

DEFINITION

MCI Level III is defined as any incident where it has been determined by Command that there are more than thirty-one (31) seriously ill patients/victims. Dispatch will then be notified to activate a MCI Level III response.

ALL DAVIDSON COUNTY HOSPITALS ARE NOTIFIED TO PREPARE TO
RECEIVE VICTIMS.

“MCI CBRNE”

DEFINITION

A MCI CBRNE, (pronounced see-burn) is defined as any incident where it has been determined that chemical, biological, radiological, nuclear or explosive agent has been released/introduced/discovered. A MCI CBRNE can exist at any level MCI.

ALL DAVIDSON COUNTY HOSPITALS ARE NOTIFIED TO PREPARE TO
RECEIVE VICTIMS.

Attachment # 6

JUSTICE A.A. BIRCH COURTHOUSE, HISTORIC COURTHOUSE, and BEN WEST BUILDING

EVACUATING PERSONS WITH DISABILITIES

Persons with disabilities are advised to request assistance from a co-worker willing to participate as an emergency assistant that would be available to assist them on a permanent basis for emergency situations. For persons with mobility impairments, a minimum of two persons should be assigned in case evacuation down the stairwell is required. The area supervisor should be aware of the assignments to ensure evacuation is possible.

The most effective methods of evacuation for the disabled should be based on the type of disability, the distance required to reach the post-evacuation assembly point, the obstacles enroute (stairs, curbs, intersections, traffic, etc.)

Non-ambulatory: Move to the designated area of refuge on your floor and wait for direction from Fire Department personnel. An emergency assistant should remain with the disabled person until outside assistance arrives. If it is imperative that the person be moved immediately, then the person should be physically carried down the stairs by

emergency assistants previously assigned this responsibility. If the wheelchair is collapsible, someone should be designated to carry it down. The stairwell should not be blocked nor should the traffic from upper floors be obstructed during this activity. If needed, there are evacuation chairs located in HCH Control and JAABB Control. These persons should proceed after the upper floors have evacuated. There is no need to enter the stairwell during a practice evacuation/drill. Remain in the designated area of refuge until notified that the practice evacuation drill is completed.

Semi-ambulatory: If located on an upper floor of the building, let this person proceed after the upper floors have evacuated assisting as requested. Two emergency assistants should escort them in the event additional assistance is required.

Visually impaired: Immediate assistance should be provided to visually impaired individuals so they can reach the exit stairwell safely. They can proceed down the stairs with minimal assistance. They will hold on to the sighted person's elbow and may walk a little slower. Normally evacuation of sight-impaired persons along with others will not significantly affect the flow of traffic in stairwells or corridors. If there is a possibility of persons crowding the disabled person, someone should follow behind to prevent this. An emergency assistant should remain with this person until the emergency has terminated and the visually impaired person has returned to his/her work location.

Hearing impaired: This person may see the visual alarm signal and proceed to evacuate with others. If there is no visual alarm device adjacent to his/her work location, personal notification in the form of a sign or hand gesture will be necessary. A deaf person will require written or sign language communications with the emergency assistant to receive announcements, instructions, etc., and the reassurance of personal safety.

Evacuation Options

Horizontal Evacuation: Use building exits to the outside ground level or that go into unaffected wings of multi-building complexes.

Stairway Evacuation: Use stairs to reach ground level exits.

Area of Refuge: Usually the safest designated area of refuge is an enclosed stairwell. Vestibules adjacent to exit stairs and open-air exit balconies are also potential locations. Go to an area of refuge with an emergency assistant if possible, away from obvious danger.

Stay in Place: (In sprinkler protected buildings only or if an area of refuge is not available.) Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire resistant door.

Evacuation by the elevators will be under the direction of the Fire Department.

WORKING COPY