

All Hazards Plan Addendum Shelter in Place and Lockdown

Purpose: The All Hazards Guide is to provide guidance during emergencies affecting City of Takoma Park staff, visitors, facilities, and activities. This addendum to the All Hazards Guide provides more detail for the safety of employees and visitors at any City facility. This addendum assigns responsibilities and guidance to employees when there is a need to Shelter in Place or Lockdown a facility.

Definitions

Shelter in Place: Employees and visitors inside a City building will remain indoors, in either offices or other safe locations staying away from glass windows and doors to prevent injury. During severe weather, employees and visitors should seek shelter in the central areas of a City building away from glass windows and doors.

Building Lockdown: Securing a building's exterior doors and windows. When conditions warrant the Community Center may limit access into the building through one central point for security reasons. Window shades should be pulled down or covered, so as not to allow anyone to see into an office from the outside of the building. Normal business may continue depending on the nature of the threat. Not applicable to Public Works, Recreation Center, and Heffner Park Community Center.

Emergency Safety Lockdown: Employees and visitors will immediately seek shelter in an office, room, or area that can be secured by locking the door or securely barricading the door, covering windows, turning off lights and other safety steps to remain completely quiet until a person of authority gives an all clear for the event or your specific area. Any instruction by a public safety official should be followed completely for everyone's safety. All exterior doors should be locked immediately if possible or practical. Public Safety may need to gain access. Applicable to all city buildings.

Building Lockdown

- Known threat to someone who works or visits a City building (time frame unknown)
- Unknown threat in the area with a probability of danger to Takoma Park
- Fire Department response in the immediate area where it is safer to restrict movements of people in the area
- Potential for civil unrest near a City building

Emergency Safety Lockdown:

- Immediate threat in or very close to a City building

Communications

Communication Plan: Once a decision has been made to Shelter in Place or Lockdown, notifications will be sent to employees, visitors, and City residents in several ways.

1. Takoma Employee Alert System and Takoma Park Alert
2. The Fire PA system
3. Via supervisors

EVACUATION/SHELTER

The nature of an event will influence whether employees and visitors will need to evacuate (leave) the building or sheltered in place (find a safe location within the building). Department Directors and Supervisors are encouraged to drill these procedures to ensure staff is familiar with the procedures.

Community Building

First Floor- The senior police official on the first floor will ensure all persons on the first floor are safely evacuated from the building or sheltered in place during an emergency event. The police department will follow their operating procedures for anyone they have in custody.

Second Floor- Department Directors or designees from the Recreation Department and Library will ensure all persons on the second floor are safely evacuated from the building or sheltered in place during an emergency event. Recreation Department staff will clear all recreation offices, event rooms to include the auditorium, meeting rooms, game/dance rooms, and the restrooms. Library staff will ensure all persons in the Library and computer lab area are safely evacuated from the building or sheltered in place during an emergency event.

Third Floor- City Manager/Department Directors or designees on the third floor will work together to ensure all persons on the third floor are safely evacuated from the building or sheltered in place during an emergency event. Staff will check their work area and any open areas as they evacuate the building for other employees or visitors.

Public Works Building

Department Director or designee will ensure all persons on site are safely evacuated from the Public Works building and any out buildings or sheltered in place during an emergency event.

Recreation Building on New Hampshire Ave

Recreation Department staff on site will direct everyone in the building outside through the nearest exit. Everyone will gather on the grassy area outside the gymnasium by the driveway. Sheltering place will be those rooms other than the gymnasium, keeping away from windows.