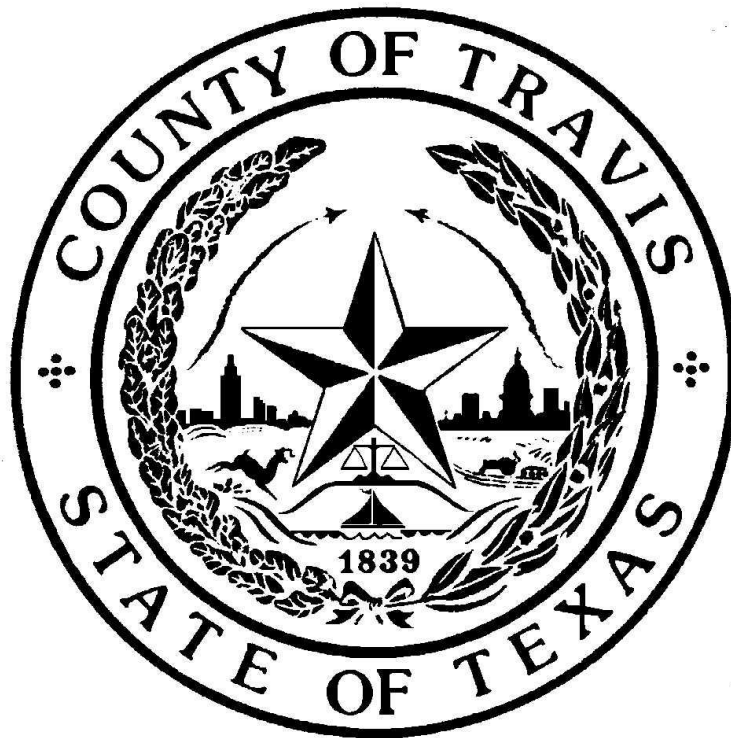


Protective Action Building Plan 2023



***** Security Sensitive Information *****

Administration Building

Prepared By: Facilities Management Department – Security Division

PROTECTIVE ACTION PLAN

Facility Name: **Administration Building**

Building Address: **700 Lavaca Street, Austin, Texas 78701**

Phone Number: **(512) 854-5175**

Point of Contact: **Kimberly Brown** *Title:* **Office Specialist Sr.**

Date of Issuance: **08/26/2022** *Issued By:* **Mr. Darren Long, Facilities Management Security Division**

Important Contact Numbers

Police	911
Fire	911
Emergency Medical Service	911
Travis County Security	(512) 854-5555
Facilities Work Order Desk	(512) 854-9500
ITS Help Desk	(512) 854-9175

Plan Distribution and Access

This Emergency Action Plan will be distributed to the supervisors and Emergency Wardens. The master copy of the document should be maintained by the Facility Manager and available for review by all employees. After any revisions are made, the FMD Security Division Manager shall be notified of the changes. This *Emergency Action Plan* shall be reviewed and updated annually.

PROTECTIVE ACTION PLAN

Revision History

REVISION NO.	DATE	DESCRIPTION OF CHANGES
1	7/19/23	Initial Update

PROTECTIVE ACTION PLAN

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Be Ready. **Be Safe.**

PROTECTIVE ACTION PLAN

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- The Emergency Wardens assigned to their work area.
- Location of other fire alarm pull stations.
- Location of fire extinguisher.
- Location of Automated External Defibrillator (AED).
- Primary and secondary emergency egress routes.

Evacuation / Shelter-In-Place Team Lower Level FMD	Name / Contact Information
Evacuation Team Leader	Alan Malmquist - 512-854-5287 Alan.Malmquist@traviscountytx.gov
Assistant Evacuation Team Leader	Alma Bills – 512-854-5187 Alma.Bills@traviscountytx.gov
Emergency Warden	Joe Reynolds – (512) 854-5555 Joe.Reynolds@traviscountytx.gov
Assistant Emergency Warden	Patrick Gordillo – (512) 854-5555 Patrick.Gordillo@traviscountytx.gov
Aides for Persons with Disabilities	Alan Malmquist - 512-854-5287 Alan.Malmquist@traviscountytx.gov

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Evacuation / Shelter-In-Place Team Lower - Level Mailroom	Name / Contact Information
Evacuation Team Leader	TBD
Assistant Evacuation Team Leader	TBD
Emergency Warden	Kimberly Moore - 854-9575 Kimberly.Moore@traviscountytexas.gov
Assistant Emergency Warden	TBD
Aides for Persons with Disabilities	TBD

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Evacuation / Shelter-In-Place Team 1st Floor Media Services	Name / Contact Information
Evacuation Team Leader	Al Jackson – 512-854-4493 - Al.Jackson@traviscountytexas.gov
Assistant Evacuation Team Leader	Jeremy Mott - 512-854-1107 - Jeremy.Mott@traviscountytexas.gov
Emergency Warden	Al Jackson – 512-854-4493 - Al.Jackson@traviscountytexas.gov
Assistant Emergency Warden	Jeremy Mott - 512-854-1107 - Jeremy.Mott@traviscountytexas.gov
Aides for Persons with Disabilities	Al Jackson – 512-854-4493 - Al.Jackson@traviscountytexas.gov

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Evacuation / Shelter-In-Place Team 1 st Floor County Treasurer	Name / Contact Information
Evacuation Team Leader	Dolores Ortega Carter - 512-854-9360 Dolores.Carter@traviscountytexas.gov
Assistant Evacuation Team Leader	Kevin Dsouza - 512-854-9365 Kevin.Dsouza@traviscountytexas.gov
Emergency Warden	Kevin Dsouza - 512-854-9365 Kevin.Dsouza@traviscountytexas.gov
Assistant Emergency Warden	Andres Rodriguez - 854-9365 Andres.Rodriguez@traviscountytexas.gov
Aides for Persons with Disabilities	Kevin Dsouza - 512-854-9365 Kevin.Dsouza@traviscountytexas.gov

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Evacuation / Shelter-In-Place Team 1 st Floor Murphy's Deli	Name / Contact Information
Evacuation Team Leader	TBD
Assistant Evacuation Team Leader	TBD
Emergency Warden	Miguel Brambila - 512-844-1055 - Murphysdeli.austin@gmail.com
Assistant Emergency Warden	TBD
Aides for Persons with Disabilities	TBD

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Evacuation / Shelter-In-Place Team 2nd Floor County Judge Office	Name / Contact Information
Evacuation Team Leader	Jackie Arias-bryant – 832-477-5281 - Jackie.Arias-bryant@traviscountytexas.gov
Assistant Evacuation Team Leader	Elizabeth Medina – 512-739-5496 Elizabeth.Medina@traviscountytexas.gov
Emergency Warden	Cynthia Valdez – 512-854-9555 – 737-825-0895 Cynthia.Valdez@traviscountytexas.gov
Assistant Emergency Warden	Kate Garza – 312-961-1409 - Kate.Garza@traviscountytexas.gov
Aides for Persons with Disabilities	Emma Hilbert – 512-571-2130 - Emma.Hilbert@traviscountytexas.gov

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Evacuation / Shelter-In-Place Team 2 nd Floor PCT 2	Name / Contact Information
Evacuation Team Leader	
Assistant Evacuation Team Leader	
Emergency Warden	Dora Anguiano – 512-854-9222 Dora.Anguiano@traviscountytexas.gov
Assistant Emergency Warden	
Aides for Persons with Disabilities	

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Evacuation / Shelter-In-Place Team 2 nd Floor PCT 3	Name / Contact Information
Evacuation Team Leader	
Assistant Evacuation Team Leader	
Emergency Warden	Nirav Shah – 202-615-8988 Nirav.Shah@traviscountytexas.gov
Assistant Emergency Warden	
Aides for Persons with Disabilities	

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Evacuation / Shelter-In-Place Team 3 rd Floor ITS Services	Name / Contact Information
Evacuation Team Leader	
Assistant Evacuation Team Leader	
Emergency Warden	Joseph Kattikatt – 718-640- 6069 Joseph.Kattikatt@traviscountytx.gov
Assistant Emergency Warden	
Aides for Persons with Disabilities	

PROTECTIVE ACTION PLAN

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- Primary and secondary emergency egress routes.

Evacuation / Shelter-In-Place Team 4 th Floor ITS	Name / Contact Information
Evacuation Team Leader	Natalie Widener - 512-854-5107 - Natalie.Widener@traviscountytexas.gov
Assistant Evacuation Team Leader	Brandon Conley - 512-854-4574 - Brandon.Conley@traviscountytexas.gov
Emergency Warden	Jaron Gaines - 512-854-7725 - Jaron.Gaines@traviscountytexas.gov
Assistant Emergency Warden	Natalie Widener - 512-854-5107 - Natalie.Widener@traviscountytexas.gov
Aides for Persons with Disabilities	Brandon Conley - 512-854-4574 - Brandon.Conley@traviscountytexas.gov

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Evacuation / Shelter-In-Place Team 5 th Floor TNR	Name / Contact Information
Evacuation Team Leader	DeQuincy Johnson – 512-848-7725 Dequincy.johnons@traviscountytexas.gov
Assistant Evacuation Team Leader	Daniel Lee – 737-701-6783 Daniel.Lee@traviscountytexas.gov
Emergency Warden	TNR HR Employee 7 th floor Crystal Nunez - 737-895-0375 Crystal.osorionunez@traviscountytexas.gov Sylvia Villanueva – 512-999-2390 Sylvia.villanueva@traviscountytexas.gov Richard Lucero – 915-929-4032 Richard.lucero@traviscountytexas.gov Victoria Besa – 512-917-3922 Victoria.besa@traviscountytexas.gov Olivia Aleman – 512-367-3377 Olivia.aleman@traviscountytexas.gov

PROTECTIVE ACTION PLAN

Assistant Emergency Warden	Edwin Sandals – 512-783-5087 Edwin.sandles@traviscountytexas.gov
Aides for Persons with Disabilities	TBD

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Evacuation / Shelter-In-Place Team 6 th Floor TNR	Name / Contact Information
Evacuation Team Leader	DeQuincy Johnson – 512-848-7725 Dequincy.johnons@traviscountytexas.gov
Assistant Evacuation Team Leader	Daniel Lee – 737-701-6783 Daniel.Lee@traviscountytexas.gov
Emergency Warden	TNR HR Employee 7 th floor Crystal Nunez - 737-895-0375 Crystal.osorionunez@traviscountytexas.gov Sylvia Villanueva – 512-999-2390 Sylvia.villanueva@traviscountytexas.gov Richard Lucero – 915-929-4032 Richard.lucero@traviscountytexas.gov Victoria Besa – 512-917-3922 Victoria.besa@traviscountytexas.gov Olivia Aleman – 512-367-3377 Olivia.aleman@traviscountytexas.gov

PROTECTIVE ACTION PLAN

Assistant Emergency Warden	Edwin Sandals – 512-783-5087 Edwin.sandles@traviscountytexas.gov
Aides for Persons with Disabilities	TBD

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Evacuation / Shelter-In-Place Team 7 th Floor TNR	Name / Contact Information
Evacuation Team Leader	DeQuincy Johnson – 512-848-7725 Dequincy.johnons@traviscountytexas.gov
Assistant Evacuation Team Leader	Daniel Lee – 737-701-6783 Daniel.Lee@traviscountytexas.gov
Emergency Warden	TNR HR Employee 7 th floor Crystal Nunez - 737-895-0375 Crystal.osorionunez@traviscountytexas.gov Sylvia Villanueva – 512-999-2390 Sylvia.villanueva@traviscountytexas.gov Richard Lucero – 915-929-4032 Richard.lucero@traviscountytexas.gov Victoria Besa – 512-917-3922 Victoria.besa@traviscountytexas.gov Olivia Aleman – 512-367-3377 Olivia.aleman@traviscountytexas.gov

PROTECTIVE ACTION PLAN

Assistant Emergency Warden	Edwin Sandals – 512-783-5087 Edwin.sandles@traviscountytexas.gov
Aides for Persons with Disabilities	TBD

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Evacuation / Shelter-In-Place Team 8th Floor	Name / Contact Information
Evacuation Team Leader	TBD
Assistant Evacuation Team Leader	TBD
Emergency Warden	TBD
Assistant Emergency Warden	TBD
Aides for Persons with Disabilities	TBD

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Evacuation / Shelter-In-Place Team 9th Floor	Name / Contact Information
Evacuation Team Leader	TBD
Assistant Evacuation Team Leader	TBD
Emergency Warden	James Alvarez - 512-854-9650 - James.Alvarez@traviscountytexas.gov
Assistant Emergency Warden	TBD
Aides for Persons with Disabilities	TBD

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Evacuation / Shelter-In-Place Team 10 th Floor OEM	Name / Contact Information
Evacuation Team Leader	Patrick W. Phillips - 512-854-4172 Patrick.Phillips@traviscountytexas.gov
Assistant Evacuation Team Leader	Jessie Mars - 512-815-0417 Jessie.Mars@traviscountytexas.gov
Emergency Warden	Patrick W. Phillips - 512-854-4172 Patrick.Phillips@traviscountytexas.gov
Assistant Emergency Warden	Jessie Mars - 512-815-0417 Jessie.Mars@traviscountytexas.gov
Aides for Persons with Disabilities	Jessie Mars - 512-815-0417 Jessie.Mars@traviscountytexas.gov

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Evacuation / Shelter-In-Place Team 11th Floor	Name / Contact Information
Evacuation Team Leader	THIS FLOOR IS EMPTY
Assistant Evacuation Team Leader	
Emergency Warden	
Assistant Emergency Warden	
Aides for Persons with Disabilities	

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Evacuation / Shelter-In-Place Team 12th Floor Auditors Office	Name / Contact Information
Evacuation Team Leader	Janice Rosemond / 512-854-8824 / Cell: 512-574-9915 Janice.Rosemond@traviscountytexas.gov
Assistant Evacuation Team Leader	Christopher Flanagan / 512/854/4737 / Cell: 512-626-6462 Christopher.Flanagan@traviscountytexas.gov
Emergency Warden	Janice Rosemond / 512-854-8824 / Cell: 512-574-9915 Janice.Rosemond@traviscountytexas.gov
Assistant Emergency Warden	Christopher Flanagan / 512/854/4737 / Cell: 512-626-6462 Christopher.Flanagan@traviscountytexas.gov
Aides for Persons with Disabilities	Janice Rosemond / 512-854-8824 / Cell: 512-574-9915 Janice.Rosemond@traviscountytexas.gov

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Evacuation / Shelter-In-Place Team 13 th Floor FMD	Name / Contact Information
Evacuation Team Leader	Mario Alston - 512-854-1168 Mario.Alston@traviscountytexas.gov
Assistant Evacuation Team Leader	Kimberly Brown - 512-854-5175 Kimberly.Brown@traviscountytexas.gov
Emergency Warden	Darren Long - 512-854-9084 Darren.Long@traviscountytexas.gov
Assistant Emergency Warden	Hector Reyes - 512-854-9545 Hector.Reyes@traviscountytexas.gov
Aides for Persons with Disabilities	Max Johnson – 512-854-8101

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Evacuation / Shelter-In-Place Team 14 th Floor Cap Metro	Name / Contact Information
Evacuation Team Leader	Cheyenne Krause – 512-431-4363 Cheyenne.Krause@capmetro.org
Assistant Evacuation Team Leader	Chris Brent – 512-736-1966 Chris.Brent@capmetro.org
Emergency Warden	Gardner Tabon – 512-364-2800 Gardner.Tabon@capmetro.org
Assistant Emergency Warden	Darryl Jamail – 512-269-1746 Darryl.Jamail@capmetro.org
Aides for Persons with Disabilities	Troy Officer – 512-420-7982 troy.officer@capmetro.org

PROTECTIVE ACTION PLAN

SECTION 1: GENERAL INFORMATION

The purpose of this plan is to minimize hazards to employees and visitors in responding to an emergency or an incident which requires seeking shelter or building evacuation.

In the event of an emergency, personal safety is the responsibility of each employee, and each employee shall comply with the directions of any Emergency Warden.

On an annual basis, each employee shall review the site-specific *Emergency Action Plan* for each area in which they normally work. If an employee is transferred from one work location to another, the employee shall review the site-specific *Emergency Action Plan* of the new location as soon as practicable. Each employee shall be familiar with:

- The Emergency Wardens assigned to their work area.
- Location of other fire alarm pull stations.
- Location of fire extinguisher.
- Location of Automated External Defibrillator (AED).
- Primary and secondary emergency egress routes.

Evacuation / Shelter-In-Place Team 15th Floor Suite 1560 Planning and Budget Office	Name / Contact Information
Evacuation Team Leader	Debra Garcia - 512-854-9106 Debra.Garcia@traviscountytexas.gov
Assistant Evacuation Team Leader	Michael Chang - 512-854-9336 Michael.Chang@traviscountytexas.gov
Emergency Warden	Debra Garcia - 512-854-9106 Debra.Garcia@traviscountytexas.gov
Assistant Emergency Warden	Michael Chang - 512-854-9336 Michael.Chang@traviscountytexas.gov
Aides for Persons with Disabilities	TBD

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Evacuation / Shelter-In-Place Team 15 th Floor PCT 4	Name / Contact Information
Evacuation Team Leader	
Assistant Evacuation Team Leader	
Emergency Warden	Ricardo Rendon – 512-8549144 – Ricardo.Rendon@traviscountytx.gov
Assistant Emergency Warden	
Aides for Persons with Disabilities	

PROTECTIVE ACTION PLAN

SECTION 2: BUILDING SAFETY FEATURES

The life safety system of this building includes: Please remove non-applicable items.

- Fire and smoke detection
- Fire alarm system
- Fire alarm pull station(s)
- Fire extinguisher(s)
- Emergency lighting
- Illuminated exit signs
- Emergency eye wash
- Fire doors
- Emergency back-up generator
- Automatic sprinkler system
- Emergency LP gas shut-off
- Public address system
- Self-closing doors
- Elevator recall system
- Posted evacuation floor plans
- Posted emergency equipment location

FIRE DETECTION AND ALARM SYSTEM:

Fire alarms and smoke detectors are located throughout the workspace and are monitored at a remote location.

FIRE EXTINGUISHERS:

Dry chemical fire extinguishers are located in the workspace. If any fire extinguisher is missing, immediately notify Travis County Security at (512) 854-5555.

ILLUMINATED EXIT SIGNS:

Exit lighting ensures that the means of escape to the final EXIT point can be effectively identified and safely used.

STAIRWELLS:

During a fire occupants will use the stairwells to leave their floor. Fire rated doors and walls and emergency lighting within the stairwells afford occupants exit protection.

ELEVATORS:

All elevators equipped with automatic recall, backup power and an alarm / intercom communication system. When a smoke detector is activated, elevators are automatically recalled to the first floor where the doors remain open until they are released by building or fire department personnel.

If an elevator malfunctions, passengers can press the emergency call button located at the bottom panel of the elevator cab and talk to a dispatcher who will dispatch a trained technician.

EMERGENCY GENERATOR:

An emergency generator operates automatically during a power failure, providing power to critical devices.

EMERGENCY LIGHTING:

Emergency lighting provides temporary batter powered lighting throughout the building in the event of a power failure.

PUBLIC ADDRESS SYSTEM:

All employees and visitors will be alerted to an emergency situation by audible alarm and emergency announcements made over the public address system. Speakers are located throughout each floor to facilitate broadcast of announcements.

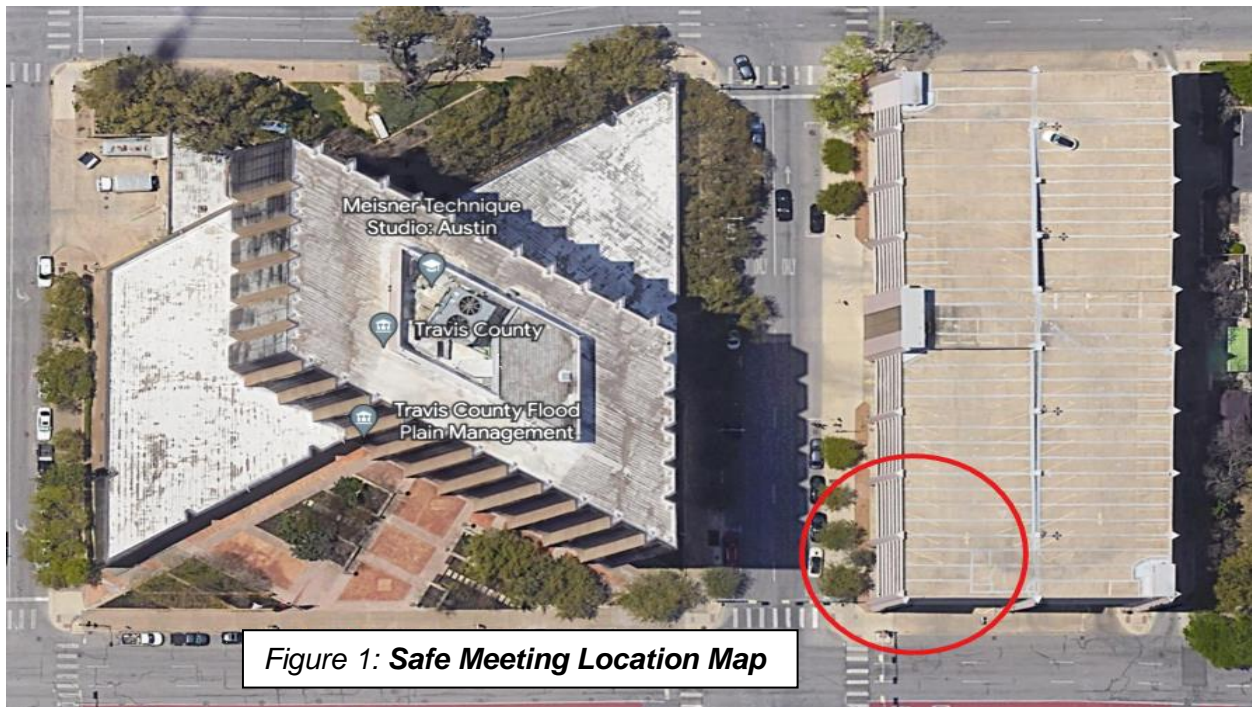
SECTION 3: EVACUATION PLAN

In the event of an emergency, evacuation may be required. The evacuation team will direct the evacuation of the building and account for all employees outside at a safe location. If ordered, EVACUATION IS MANDATORY.

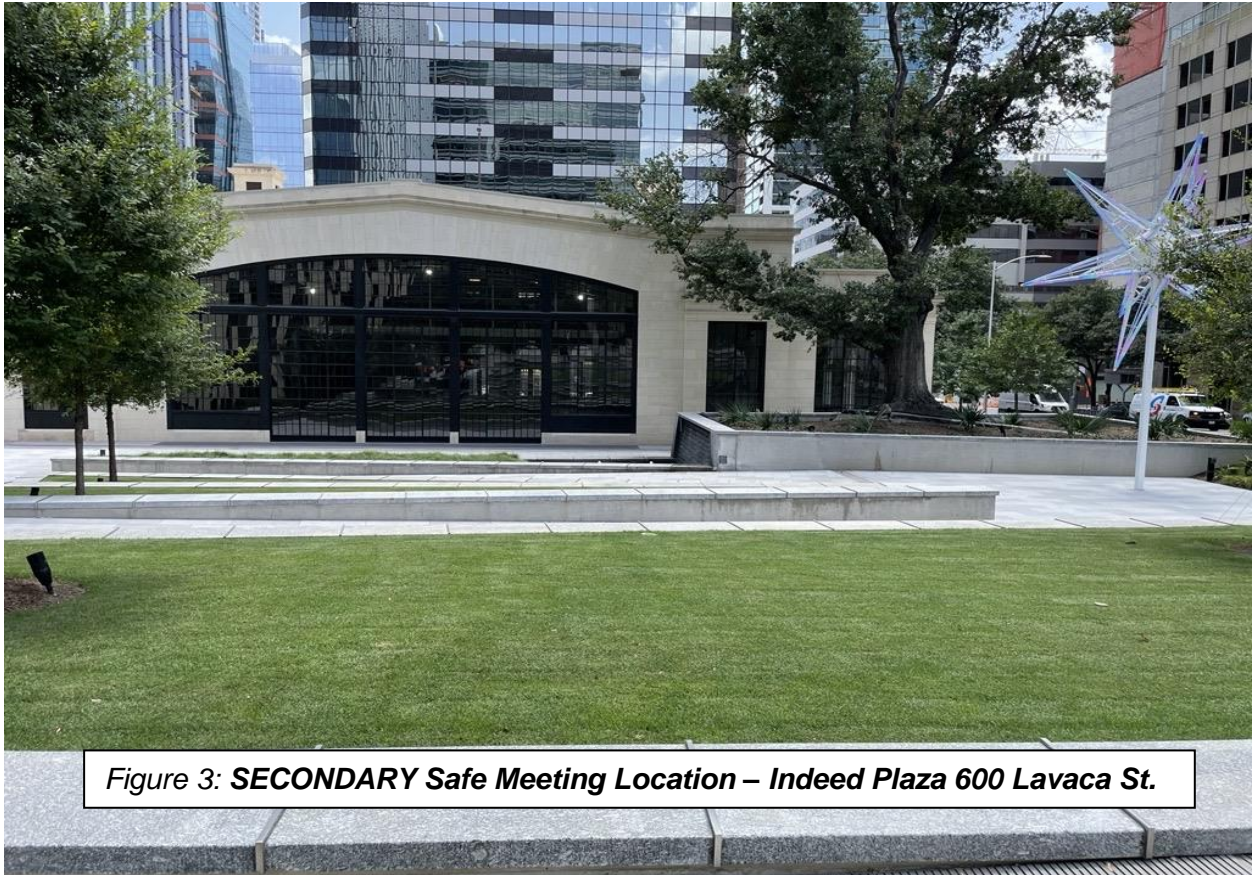
- Remain calm and orderly; walk quickly but do not run.
- Follow instructions of Emergency Wardens or other emergency personnel.
- Give assistance to any persons with disabilities in the area.
- Exit by the nearest stairway; **DO NOT USE THE ELEVATOR.**
- Go to the designated evacuation area (identified below).
- Once you have arrived at the evacuation area, check in with your On–Scene Liaison to be accounted for.
- **WAIT FOR INSTRUCTIONS.** Do not leave the evacuation area and do not go to any other location until instructed to do so by the On–Scene Liaison or emergency response personnel.

<p>The following system(s) will be utilized to advise occupants to evacuate the building:</p>	<ol style="list-style-type: none"> 1. Fire alarm system activation 2. Notification by Emergency Wardens
<p>Evacuees shall assemble at the following Safe Meeting Location for accounting by the On–Scene Liaison:</p> <p><i>(See Map – Figure 1)</i></p>	<p>The PRIMARY Safe Meeting Location is located:</p> <p>Lavaca Parking Garage – 316 West 8th Street</p> <p><i>(See Photo – Figure 2)</i></p> <p>The SECONDARY Safe Meeting Location is located:</p> <p>Indeed Plaza 600 Lavaca Street</p> <p><i>(See Photo – Figure 3)</i></p> <p><i>The secondary Safe Meeting Location shall only be used if the route to the Primary Safe Meeting Location is hazardous or upon direction by the Evacuation Team Leader.</i></p>

SECTION 3: EVACUATION PLAN *(continued)*



SECTION 3: EVACUATION PLAN (*continued*)



EMERGENCY EVACUATION PROCEDURE:

1. Upon alarm, remain calm and responsive to the direction of the Emergency Wardens.
2. Remain alert for any unusual or foreign objects as you evacuate. Do not touch suspicious items – simply note the location and description of the item, reporting your finding to the Evacuation Team Leader upon arrival at the Safe Meeting Location.
3. Should a fire exist and the alarm has not sounded, activate the alarm system and proceed with the evacuation plan.
4. During an evacuation via the stairwells, direct persons to the opposing stairwell to continue the evacuation process should conditions dictate, (e.g., smoke or fire in the stairwell, armed conflict, etc.)

SECTION 3: EVACUATION PLAN - (*continued*)

5. The last person leaving any enclosed office should close the office door. The closed door will help confine the fire until the arrival of the fire department.
6. Remain in a single-file line on the right side of the stairwell during the evacuation, keeping conversation to a minimum.
7. The Evacuation Team Leader will ensure that all mobility impaired employees have been assigned an aide to assist with their evacuation.
8. Upon exiting the building, the Evacuation Team Leader shall immediately inform first responders of any severely injured or mobility impaired person(s) who remain in the building.
9. Emergency exit routes shall remain free of obstructions.

EMERGENCY EVACUATION ACTIONS TO AVOID:

1. Do not open any door without first checking to see if it is hot. If the door is hot, proceed to an alternate exit.
2. Do not attempt to re-enter the evacuated area until it has been declared safe by fire department officials or Facilities Management Personnel.



SECTION 4: SHELTER-IN-PLACE PLAN

If warned to “shelter-in-place” due to severe weather (e.g., high winds, tornado), an announcement shall be made and all employees must move to shelter.

SHELTER-IN-PLACE PROCEDURE:

1. Upon notice, remain calm and responsive to the direction of the Emergency Wardens.
2. Evacuation to the Shelter-In-Place location via the stairwell located near the elevators. Due the possibility of loss of power, evacuees should not use the elevators.
3. Remain in a single-file line on the right side of the stairwell during the evacuation, keeping conversation to a minimum.
4. The Evacuation Team Leader will ensure that all mobility impaired employees have been assigned an aide to assist with their evacuation.
5. Emergency exit routes shall remain free of obstructions.
6. Persons outside the building should immediately enter the building and proceed to the Shelter-In-Place Location.

SHELTER-IN-PLACE ACTIONS TO AVOID:

1. Do not attempt to re-enter the evacuated area until the danger has passed.

Evacuees shall assemble at the following Shelter-In-Place Location for accounting by the On-Scene Liaison:	The Shelter-In-Place Location is located: Designated staircases and lowest level of the building staying away from windows and doors to the extent possible.
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SECTION 5: LOCKDOWN PLAN

A lockdown of a building is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry / exit and movement within a building, emergency personnel are better able to contain and handle any threats.

A notification to lockdown may be sent by Travis County Security, emergency personnel, or from an elected / appointed official. It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by emergency personnel at all times.

LOCKDOWN PROCEDURE:

1. If you are in a room or office, stay there, secure the door and await further instructions (or an escort from emergency personnel).
2. If the door does not lock, barricade the door with tables and chairs.
3. If you are in a corridor, go into the closest office not already secured and lock or barricade the door.
4. Close blinds where possible and stay away from windows and doors.
5. Stay low and quiet
6. Cell phones should be put on quiet or vibrate mode. Do NOT make non-essential calls.
7. Follow instructions from emergency personnel only.
8. If the fire alarm is activated, remain where you are and await further instructions from emergency personnel.
9. Follow instructions from law enforcement officers at all times to avoid harm and ensure the best possible response. For their own safety, emergency personnel must initially consider all individuals as potential threats.

SECTION 5: LOCKDOWN PLAN (*continued*)

LOCKDOWN ACTIONS TO AVOID:

1. Do NOT open the door once it has been secured until you are officially advised “all clear” or are certain it is emergency response personnel at the door.
2. Do NOT use or hide in washrooms that do not lock.
3. Do NOT travel down long corridors.
4. Do NOT assemble in large open areas (e.g., cafeterias).
5. Do NOT call 911 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel in the response.

FOLLOWING THE LOCKDOWN:

1. Cooperate with emergency personnel to assist in an orderly evacuation.
2. Proceed to the designated assembly area if advised.
3. Law Enforcement Officers may require individuals to remain available for questioning following a lockdown.
4. Travis County Officials may be present as you exit the building to provide additional information.



SECTION 6: MEDICAL EMERGENCY PLAN

Only trained responders should provide first aid assistance. If a medical emergency is reported, dial 9-1-1 and request an ambulance. Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

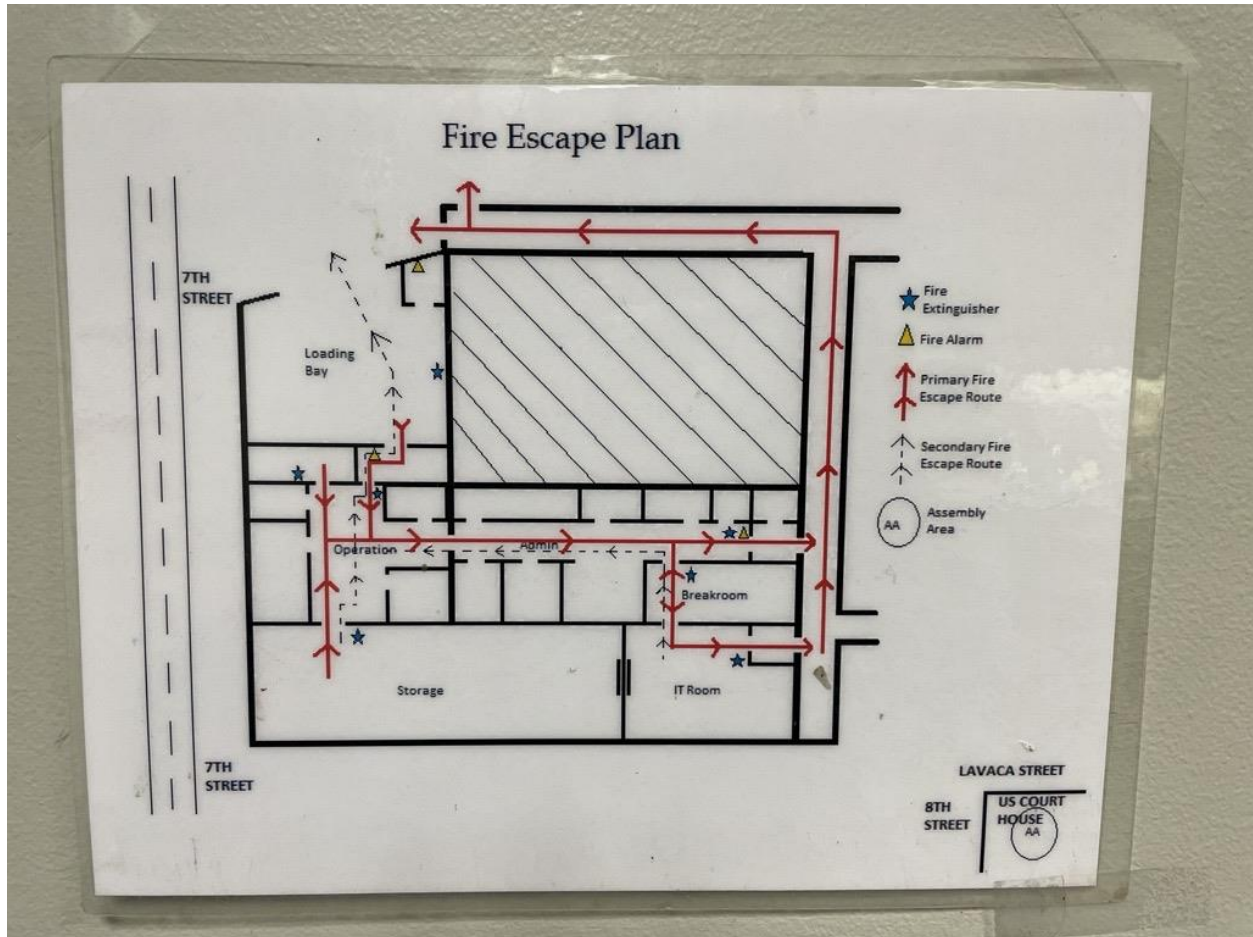
MEDICAL EMERGENCY PROCEDURE:

1. Control access to the scene.
2. Alert a first-aid trained employees to respond to the victim's location and bring an Automated External Defibrillator (AED).
3. Do not move the victim unless the victim's location is unsafe AND you can do so without danger to yourself.
4. Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).

CERTIFIED FIRST-AID TRAINED RESPONDER

Name	Contact Information
TBD	Phone: e-mail:
	Phone: e-mail:
	Phone: e-mail:
	Phone: e-mail:
	Phone: e-mail:

Lower Level FMD:



SECTION 7: ADDITIONAL PROCEDURES

The following individuals assigned to protect their building will ensure that their Protective Action Building Plan is being implemented and that the following procedures are being carried out by the designated representative referenced below:

- TCSO
- FMD Security Division
- All stakeholders of the respective building

PROCEDURES FOR YOUR RESPECTIVE BUILDING

Item	Representative
Alarm/camera monitoring	PSOC (512) 854-5555
Personnel access control, including keys and badges	Access Cards -TCSO, Hard Keys FMD Locksmiths
Automated door control	Genetec – FMD ESS Team
System programming	Genetec – FMD ESS Team
Security rounds	TCSO & FMD Building Guards
Courtroom inspection	TCSO
After-hours courthouse access	FMD Building Guards
News media on County property	FMD will authorize
News media off County property	City of Austin will authorize
Procedure for emergency situations	Protective Action Building Plan

