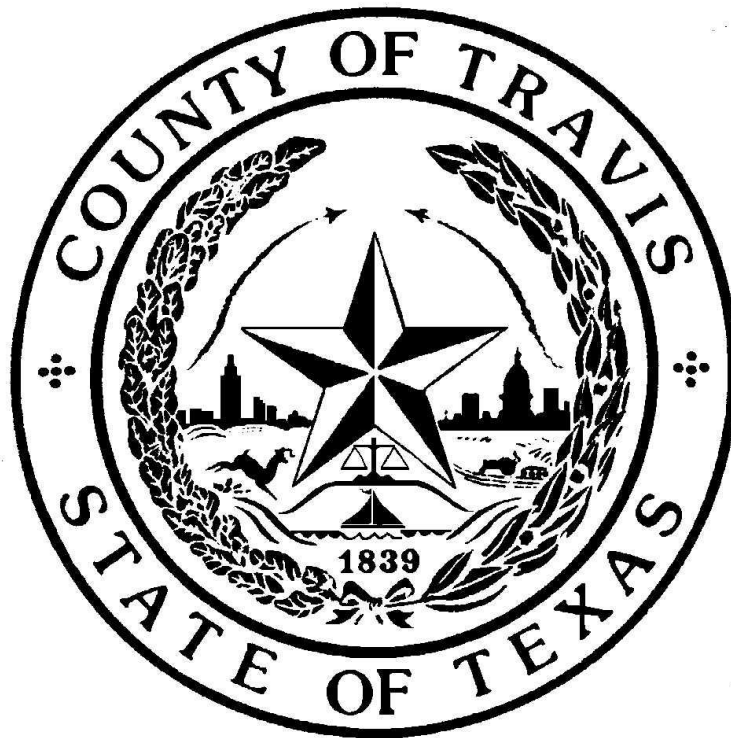


Protective Action Building Plan 2023



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

TRAVIS COUNTY CIVIL AND FAMILY COURTS FACILITY

Prepared By: Facilities Management Department – Security Division

PROTECTIVE ACTION PLAN

Facility Name: **Travis County Civil and Family Courts Facility**

Building Address: **1700 Guadalupe St., Austin, Texas 78701**

Phone Number: **512-854-9089**

Point of Contact: **Jacob Stokes** *Title:* **Court Legal Management Administration Director**

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	1/10/23	Initial Update
2	2/13/23	Update of Certified First-Aid Trained Responders 6th Floor – 12 th Floor
3	2/16/23	Update of PABP date, page numbers, U/A Lab, Multi-Purpose Room, and Cafe information
4	2/17/23	Update of 4 th Floor contact information, and Certified First-Aid Trained Responders 1 st Floor – 6 th Floor
5	3/28/23	<p>Section 1</p> <ul style="list-style-type: none"> • Added email addresses for all contacts • The District Attorney’s Office page was created • The Sheriff’s Office page was created • The Child Care Center page was created • DJO/Tech Team page was created • 3rd floor OPR page was updated • Tax Office was combined with the County Clerk page • Added a final page with Roles & Responsibilities and information on how to update the responsible person in the event of a job change, etc. <p>Section 2</p> <ul style="list-style-type: none"> • Under Illuminated Exit Signs – the following language was added: “Some exit signs are currently mis-installed and face the wrong direction. These have been reported and will be update when the signs are corrected.” <p>Section 3</p> <ul style="list-style-type: none"> • Added: Judge and “Elected Official Evacuees” and “Separate instructions for Judges and Elected Officials have been confidentially delivered to necessary personnel.” <p>Section 4</p> <ul style="list-style-type: none"> • Renamed: “Section 4: Shelter-in-Place for Weather Emergencies Plan” • Deleted “Any available locking restroom.” And replaced with language directing people to staircases and garages.

PROTECTIVE ACTION PLAN

		<p>Section 5</p> <ul style="list-style-type: none"> • Renamed: "Section 5: Lockdown for Active Threats Plan" • Under number 1 added language that if it is safe to retreat to a locking bathroom that is what people should do. • Under Lockdown Actions to Avoid number 2: Was Re-written to say "Do NOT use or hide in washrooms that do not lock from the inside." <p>Section 6</p> <ul style="list-style-type: none"> • Update to include TCSO with names and phone numbers on both pages. <p>Addition of Section 7 to the Protective Action Building Plan</p> <p>Update of all page numbers</p>
7/2/24		Update of POC, District Clerk's Office Evac/Shelter-In-Place Team

PROTECTIVE ACTION PLAN

TABLE OF CONTENTS

TOPIC	PAGE
1. General Information	5-21
2. Building Safety Features	27
3. Evacuation Plan.	29
Safe Meeting Location Map.	30
Emergency Evacuation Procedure	32
4. Shelter-In-Place Plan.	34
Shelter-In-Place Procedure	34
5. Lockdown Plan	35
Lockdown Procedure.	35
6. Medical Emergency Plan.	37-38
7. Additional Procedures	39
Evacuation Map.	41



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 1 st Floor General Administration	Name / Contact Information
Evacuation Team Leader	Sarah Medina 512-854-9905/ Sarah.Medina@traviscountytx.gov
Assistant Evacuation Team Leader	Chelsea Guerra 512-854-5936/ Chelsea.Guerra@traviscountytx.gov
Emergency Warden	Sarah Medina 512-854-9905/ Sarah.Medina@traviscountytx.gov
Assistant Emergency Warden	Chelsea Guerra 512-854-5936/ Chelsea.Guerra@traviscountytx.gov
Aides for Persons with Disabilities	Sarah Medina 512-854-9905/ Sarah.Medina@traviscountytx.gov Chelsea Guerra 512-854-5936/ Chelsea.Guerra@traviscountytx.gov

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Evacuation / Shelter-In-Place Team 1 st Floor Café	Name / Contact Information
Evacuation Team Leader	TBD
Assistant Evacuation Team Leader	TBD
Emergency Warden	Reyna Vazquez
Assistant Emergency Warden	TBD
Aides for Persons with Disabilities	TBD

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Evacuation / Shelter-In-Place Team 1 st Floor TCSO	Name / Contact Information
Evacuation Team Leader	TBD
Assistant Evacuation Team Leader	Melody Hardin/ 512-854-6234/ Melody.Hardin@traviscountytexas.gov
Emergency Warden	Kevin O'Farrell/ 512-854-4575/ kevin.O'Farrell@traviscountytexas.gov
Assistant Emergency Warden	Michael Bonesteel/ 512-854-9291/ Michael.Bonesteel@traviscountytexas.gov
Aides for Persons with Disabilities	TBD

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Evacuation / Shelter-In-Place Team 1 st Floor Multi-Purpose Room	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 2nd Floor Law Library	Name / Contact Information
Evacuation Team Leader	Robert Garza/ 512-854-8809/ Robert.Garza3@traviscountytexas.gov
Assistant Evacuation Team Leader	Aizul Ortega/ 512-854-8809/ Aizul.Ortega@traviscountytexas.gov
Emergency Warden	Robert Garza/ 512-854-8809/ Robert.Garza3@traviscountytexas.gov
Assistant Emergency Warden	Aizul Ortega/ 512-854-9019/ Aizul.Ortega@traviscountytexas.gov
Aides for Persons with Disabilities	Robert Garza/ 512-854-8809/ Robert.Garza3@traviscountytexas.gov

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Evacuation / Shelter-In-Place Team 2 nd Floor Child Care Center	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 3rd Floor District Clerk/Passports	Name / Contact Information
Evacuation Team Leader	Daniel Smith/512-854-5823; 737-217-2908 Daniel.Smith2@traviscountytexas.gov Danikae Doetsch/512-854-5851; 512-785-5683 Danikae.Doetsch@traviscountytexas.gov Rene Rangel/512-854-6933; 956-785-5683 Rene.Rangel@traviscountytexas.gov
Assistant Evacuation Team Leader	Sam Ortega/512-854-5854; 512-420-7165 Samuel.Ortega@traviscountytexas.gov Armanda Martinez/512-854-5857/ Armanda.Martinez@traviscountytexas.gov
Emergency Warden	Laura Jimenez/ 512-854-9737; 512-771-7907 Laura.Jimenez@traviscountytexas.gov

PROTECTIVE ACTION PLAN

Assistant Emergency Warden	Chris Dietche/512-854-9581; 512-779-7110 Chris.Dietche@traviscountytexas.gov
Aides for Persons with Disabilities	Marc Vitterito/512-854-5849; 512-577-7410 Marc.Vitteritto@traviscountytexas.gov Laura Jimenez/512-854-9737; 512-771-7907 Laura.Jimenez@traviscountytexas.gov

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Evacuation / Shelter-In-Place Team 3rd Floor Office of Parental Representation	Name / Contact Information
Evacuation Team Leader	TBD
Assistant Evacuation Team Leader	TBD
Emergency Warden	Jacquelyn Wilson/512-854-7300/ Jacquelyn.Wilson@traviscountytexas.gov
Assistant Emergency Warden	Michelle Hefner/ 512-854-7328/ Michelle.Hefner@traviscountytexas.gov
Aides for Persons with Disabilities	TBD

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Evacuation / Shelter-In-Place Team 4 th Floor DJO/Tech Team	Name / Contact Information
Evacuation Team Leader	Peg Liedtke/512-854-9354/ Peg.Liedtke@traviscountytx.gov Mark Erwin/512-854-3120/ Mark.Erwin@traviscountytx.gov
Assistant Evacuation Team Leader	Amanda Michael/512-854-7084/ Amanda.Michael@traviscountytx.gov Tobin McDowell/512-854-9707/ Tobin.Mcdowell@traviscountytx.gov
Emergency Warden	Angela Burkes/512-854-4727/ Angela.Burkes@traviscountytx.gov Kay Cochrane/512-854-9753/ Kacy.Cochrane@traviscountytx.gov
Assistant Emergency Warden	Cynthia Valdez/512-854-9303/ Cynthia.Valdez@traviscountytx.gov Nicanor Valdez/512-854-4726/ Nicanor.Valdez@traviscountytx.gov
Aides for Persons with Disabilities	Laura Gomez/512-854-9300/ Laura.Gomez@traviscountytx.gov Jacob Rodriguez/512-854-6833/ Jacob.Rodriguez@traviscountytx.gov

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Evacuation / Shelter-In-Place Team 4th Floor County Clerk	Name / Contact Information
Evacuation Team Leader	Amanda Green – 512-854-5235/ Amanda.Green@traviscountytexas.gov
Assistant Evacuation Team Leader	Ashley Martinez – 512-854-1326/ Ashley.Martinez2@traviscountytexas.gov
Emergency Warden	Amanda Green – 512-854-5235/ Amanda.Green@traviscountytexas.gov
Assistant Emergency Warden	Ashley Martinez – 512-854-1326/ Ashley.Martinez2@traviscountytexas.gov
Aides for Persons with Disabilities	Colby Pennington – 512-854-5503/ Colby.Pennington@traviscountytexas.gov

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Evacuation / Shelter-In-Place Team 4th Floor Centralized Court Collections	Name / Contact Information
Evacuation Team Leader	James Herman – 512-854-2405/ James.Herman@traviscountytexas.gov
Assistant Evacuation Team Leader	Yvette Nanyes – 512-854-2435/ Ashley.Martinez2@traviscountytexas.gov
Emergency Warden	Israel Osio – 512-854-2401/ Israel.Osio@traviscountytexas.gov
Assistant Emergency Warden	Yvette Nanyes – 512-854-2435/ Ashley.Martinez2@traviscountytexas.gov
Aides for Persons with Disabilities	James Herman – 512-854-2405/ James.Herman@traviscountytexas.gov

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Evacuation / Shelter-In-Place Team 5 th Floor Domestic Relations Office	Name / Contact Information
Evacuation Team Leader	Gabe Bazan/ 512-854-9927/ Gabriel.Bazan@traviscountytx.gov
Assistant Evacuation Team Leader	Amitiss Mahvash/ 512-854-9686/ Amitiss.Mahvash@traviscountytx.gov
Emergency Warden	Latasha Davis/ 512-854-9821/ Latasha.Davis@traviscountytx.gov
Assistant Emergency Warden	Marilyn Martin/ 512-854-4542/ Marilyn.Martin@traviscountytx.gov
Aides for Persons with Disabilities	Rebecca Miranda/ 512-854-9814/ Rebecca.Miranda@traviscountytx.gov

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Evacuation / Shelter-In-Place Team 5 th Floor U/A Lab	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 5th Floor Office of Child Representation	Name / Contact Information
Evacuation Team Leader	Sebastian Buantello/ 512-854-7390/ Sebastian.Buantello@traviscountytexas.gov
Assistant Evacuation Team Leader	George Cruz/ 512-854-7313/ George.Cruz@traviscountytexas.gov
Emergency Warden	Sebastian Buantello/ 512-854-7390/ Sebastian.Buantello@traviscountytexas.gov
Assistant Emergency Warden	George Cruz/ 512-854-7313/ George.Cruz@traviscountytexas.gov
Aides for Persons with Disabilities	Sebastian Buantello/ 512-854-7390/ Sebastian.Buantello@traviscountytexas.gov

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Evacuation / Shelter-In-Place Team 6 th Floor District Attorney	Name / Contact Information
Evacuation Team Leader	TBD
Assistant Evacuation Team Leader	TBD
Emergency Warden	Tim Steglich/ 512-854-1758/ Timothy.Steglich@traviscountytx.gov
Assistant Emergency Warden	Amanda Rendon/512-854-3626/ Amanda.Rendon@traviscountytx.gov
Aides for Persons with Disabilities	TBD

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Evacuation / Shelter-In-Place Team 6 th – 12 th Floor	Name / Contact Information
Evacuation Team Leader	TCSO Control Room/512-854-7880
Assistant Evacuation Team Leader	TCSO Control Room/512-854-7880
Emergency Warden	Kevin O'Farrell/ 512-854-4575/ Kevin.O'Farrell@traviscountytexas.gov
Assistant Emergency Warden	Melody Hardin/ 512-854-6234/ Melody.Hardin@traviscountytexas.gov
Aides for Persons with Disabilities	TCSO Control Room/512-854-7880

PROTECTIVE ACTION PLAN

Section 1: General Information (continued)

EMERGENCY WARDEN REQUIREMENTS

7 Key Duties for Emergency Wardens Include:

- To assist in implementing and improving effective emergency procedures in your workplace
- To help prevent emergencies by monitoring the adequacy of the fire risk control measures
- To raise awareness with other staff about the [fire hazards](#) that exist in your workplace
- To instruct workers in how to respond in an emergency
- To lead the fire drills and real evacuation procedures – “they must be familiar with all escape routes and exits from their designated area”
- To ensure all workers are accounted for during an evacuation
- To assist all people in the workplace should an emergency occur, including assisting people with special needs, e.g., helping someone in a wheelchair to evacuate.

If the fire alarm is sounded, emergency wardens have a duty to assist in the safe evacuation of workers and visitors from your workplace immediately, and to ensure that their designated area has been cleared.

During an evacuation, an emergency warden needs to:

- Direct everyone to leave the building using all the appropriate routes and exits (and not to utilize inappropriate exits such as lifts)
- Check all accessible spaces in their area, including bathrooms, to make sure everyone has evacuated – this should be done on the way out of the building so that the emergency warden isn't putting themselves at risk by re-entering the evacuated area
- Close the doors to help isolate the fire
- Guide everyone to the assembly area and assist in checking that everyone has arrived safely

PROTECTIVE ACTION PLAN

Section 1: General Information (continued)

Emergency wardens should be provided with full authority to conduct an evacuation and your workers should know that the warden has this authority.

The emergency warden should also check on a regular basis to ensure that all fire exits remain clear.

PROTECTIVE ACTION PLAN

Section 1: General Information (continued)

FMD Security Department Emergency Wardens Factsheet

Trained emergency team members can make a significant difference in the success of a building fire response plan. Emergency wardens are on the front lines of emergency response when a fire occurs. High rise buildings in particular benefit from the actions of these members of the emergency response team.

Emergency Warden Duties

The primary roles of emergency wardens are to lead the evacuation of occupants from the floor during a fire alarm. Their quick actions, clear thinking and calm leadership are vital to ensuring the safety of building occupants during an emergency.

Begin Evacuation

- Upon activation of the alarm, emergency wardens should quickly tour the floor and alert all occupants that a fire alarm has sounded and evacuation is required. Particular attention should be paid to isolated offices and individuals who may be deaf or hard of hearing. An assertive manner and authoritative voice will help motivate those who are hesitant about evacuating. Instruct occupants to use the exit stairwells, not the elevators, to evacuate the floor.

Close Doors

- While checking the floor and alerting occupants, the emergency warden should also close the doors to all rooms. Closing doors helps prevent fire spread, as well as limiting the spread of smoke and toxic gases.

Meeting Place Reminder

- As tenants exit the floor, floor wardens should remind them to stay to the right of the stairwell and where their designated meeting place is. It is also a good idea to remind people not to enter a floor where the alarm is sounding and to remain at the meeting place until notified.

PROTECTIVE ACTION PLAN

Section 1: General Information (continued)

Inform Fire Safety Director or Fire Department of Problems

- Persons remaining on the floor or in the stairwell should be reported to the building's Fire Safety Director as soon as possible. Who will then ensure that firefighters are sent to assist those in need if evacuation is required.

Assign Assistance to Those Persons Who Use Wheelchairs

- One person (and an alternate) should be assigned to each individual whose limited mobility would prevent their evacuation by way of the exit stairwells. This should be done before a fire emergency so that all persons will have time to become familiar with their course of action.

PROTECTIVE ACTION PLAN

Section 1: General Information (continued)

For Persons Unable to Use Exit Stairs

Persons who are unable to negotiate exit stairs should review the following items:

- Wait near the exit stairwell until everyone has evacuated the floor and traffic in the stairwell has cleared.
- Enter the stairwell with two assistants and wait on the landing. Making sure that the door is securely closed.
- Wait for further instructions. The Fire Department will send firefighters to assist if evacuation is necessary.
- If traffic again builds from the evacuation of upper floors while waiting on the stairwell landing, it may be best to re-enter the floor to allow others to pass.
- Assistants should not attempt to carry anyone down the stairs unless conditions in the stairwell deteriorate and become threatening.
- If there are no assistants or if there are too many individuals to wait on the landing, an area of refuge should be sought on the floor.
- An area of refuge has a door to block the spread of smoke and heat, a phone to call 911 for evacuation assistance and a window to aid in signaling for help.

For More Information

Contact:
FMD Security:
512-854-5555

Requesting Changes to Your Plan

Contact:
Darren Long Darren.Long@traviscountytx.gov
Mario Alston Mario.Alston@traviscountytx.gov

PROTECTIVE ACTION PLAN

SECTION 2: BUILDING SAFETY FEATURES

The life safety system of this building includes:

- 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. *Some exit signs are currently mis-installed and face the wrong direction. These have been reported and will be updated when the signs are corrected.*

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.

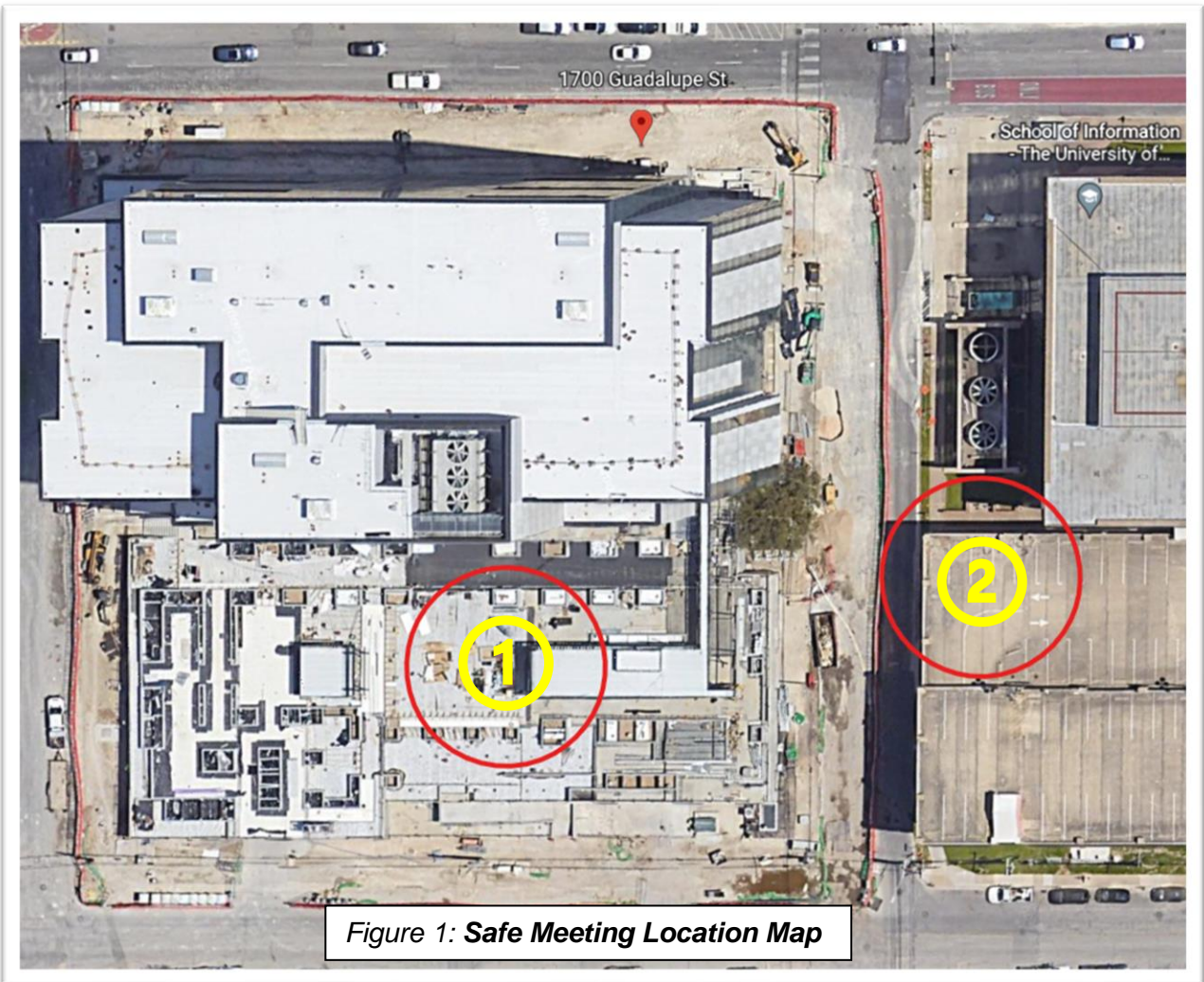
SECTION 3: EVACUATION PLAN

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> <ul style="list-style-type: none"> • Judge and “Elected Official Evacuees” and “Separate instructions for Judges and Elected Officials have been confidentially delivered to necessary personnel.” 	<p>The PRIMARY Safe Meeting Location is located:</p> <p>1700 Guadalupe St., Covered Patio Area</p> <p><i>(See Photo – Figure 2)</i></p> <p>The SECONDARY Safe Meeting Location is located:</p> <p>1616 17th St., University of Texas School of Information lower level garage</p> <p><i>(See Photo – Figure 3)</i></p> <p><i>The secondary Safe Meeting Location shall only be used of 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)*





*Figure 2: **PRIMARY Safe Meeting Location** – 1700
Guadalupe St., Covered Patio Area*

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 FOR WEATHER EMERGENCIES 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 garage locations
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SECTION 5: LOCKDOWN FOR ACTIVE THREATS 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. Retreat to a locking bathroom if it is safe to do so.
3. If the door does not lock, barricade the door with tables and chairs.
4. If you are in a corridor, go into the closest office not already secured and lock or barricade the door.
5. Close blinds where possible and stay away from windows and doors.
6. Stay low and quiet
7. Cell phones should be put on quiet or vibrate mode. Do NOT make non-essential calls.
8. Follow instructions from emergency personnel only.
9. If the fire alarm is activated, remain where you are and await further instructions from emergency personnel.
10. 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 FOR ACTIVE THREATS 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 from the inside.
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 1st Floor – 5th Floor

Name	Contact Information
1st Floor TCSO SGT Melody Hardin	Phone: 512-854-6234 e-mail: Melody.Hardin@traviscountytx.gov
1st Floor TCSO SGT Michael Bonesteel	Phone: 512-854-9291 e-mail: Michael.Bonesteel@traviscountytx.gov
3rd Floor District Clerk/Passports Danikae Doetsch	Phone: 512-854-5851 e-mail: Danikae.Doetsch@traviscountytx.gov
5th Floor Office of Child Representation Sebastian Buantello	Phone: 512-854-7390 e-mail: Sebastian.Buantello@traviscountytx.gov
	Phone: e-mail

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:

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

CERTIFIED FIRST-AID TRAINED RESPONDER 6th Floor – 12th Floor

Name	Contact Information
SGT Melody Hardin	Phone: 512-854-6234 Melody.Hardin@traviscountytx.gov
SGT Michael Bonesteel	Phone: 512-854-9291 Michael.Bonesteel@traviscountytx.gov
LT Kevin O'Farrell	Phone: 512-854-4575 Kevin.O'Farrell@traviscountytx.gov

SECTION 7: ADDITIONAL PROCEDURES

The following individuals assigned to protect their court 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 COURT 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

NEED TO UPDATE EVACUATION MAP