



Office of Emergency Management and Homeland Security

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Grand Traverse County Building Lockdown Policy

Objective: To ensure the safety of county employees in the event an act or threat of violence is conducted at a Grand Traverse County Building or employee.

Scope: This policy is to provide basic guidance to Grand Traverse County Employees during times of a crisis involving an act or threat of violence that is directed toward or in the area of a Grand Traverse County building.

Responsibilities

- **Central Dispatch**

In the event of an act or threat of violence at a county owned or operated building is received, the following shall take place in addition to dispatching appropriate public safety agencies.

1. Immediately launch a CodeRED lockdown notification to the affected building group
2. Notify the Emergency Management Coordinator

- **County Government Staff**

In the event of an act or threat of violence is received or witnessed at a county owned or operated building, the following shall take place.

1. Call 9-1-1
2. Begin lockdown procedures immediately

LOCKDOWN

Suggested Actions

Intruder, active shooter or onsite threat

Drills shall be conducted in coordination with your local emergency management coordinator AND the county sheriff for the county OR chief of police OR fire chief for the municipality where the building is located, or the designee of the sheriff, chief of police, or fire chief.

Immediate Actions

- ✓ Call 9-1-1, (be prepared to stay on the line with them for some time)
- ✓ All staff should do a quick visual search in the hall for any employee/known visitor just before they lock themselves in.
- ✓ Outside activities are routed to a safe location away from the building.

Protective Measures

- ✓ Once locked the office door should not be opened again.
- ✓ If a fire alarm is pulled during a lockdown, staff must use common sense, stay in place unless fire or smoke is evident and placing you in greater danger.
- ✓ Check windows to make sure they are closed and locked.
- ✓ Office lights turned off, and staff out of sight and sound.
- ✓ Shades pulled; if blinds, position them so you can only see down from the inside.
- ✓ Lights in hall should stay on.
- ✓ **Remain in position until released by a uniformed Officer or administration.**

SECURE MODE

Suggested Actions

Threat in the area or possible threat.

Drills shall be conducted in coordination with your local emergency management coordinator AND the county sheriff for the county OR chief of police OR fire chief for the municipality where the building is located, or the designee of the sheriff, chief of police, or fire chief.

Immediate Actions

- ✓ Call 9-1-1, (be prepared to stay on the line with them for some time)
- ✓ Staff should do a quick visual search in the hall for other staff or known visitors just before they lock themselves in.
- ✓ Outside activities are routed back into the building and secured in room.

Protective Measures

- ✓ Make sure all outside doors to the building are closed and locked.
- ✓ Administration checks hallways and bathrooms for employees/known visitors.
- ✓ Once office doors are locked, the door must not be opened again.
- ✓ If a fire alarm is pulled during a lockdown staff must use common sense, stay in place unless fire or smoke is putting the staff in greater danger.
- ✓ Check windows to make sure they are shut.
- ✓ Office lights turned off, staff out of sight and sound.
- ✓ Shades pulled; if they are blinds, position them so you can only see down.
- ✓ As safety permits administration/department leaders check halls and restrooms for employees
- ✓ If a staff cannot get into a locked office, get in restroom on stool keep feet up, stay quiet and lock stall door.
- ✓ Remain in position until notified in person by a uniformed Officer.
- ✓ Lights in hall should stay on.