



# SAN BENITO COUNTY

## LOCK DOWN POLICY AND PROCEDURES FOR ADMINISTRATION OFFICE

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# PURPOSE AND SCOPE

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- Whenever a security hazard is suspected or identified that may endanger the safety or well being of building/facility occupants and evacuation is not the safest course of actions, this policy establishes building/facility lock down procedures to be followed.
- This policy applies to all San Benito County employees and facilities.
- All affected employees will be trained in this policy upon hire and before assignment.
- Training will include review of the policy and exercises to be participated by all affected employees.
- This policy shall be facilitated by the San Benito County Loss Prevention Specialist and County Wide Safety Committee.

# “UNUSUAL BEHAVIOR”

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- Any staff member observing an individual with a weapon or exhibiting unusual behavior should immediately notify 9-911, alert office staff then contact the County Administrative Office.



**Call 9-911**



# CHARACTERISTICS

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- Identify the individual(s) associated with or posing the threat.
  - Clothing
  - Demeanor
  - Voice characteristics (excited, disoriented, angry, etc.)
  - Location of individual(s).
  - Identify individual who may be the target of the threat.



# DO NOT CONFRONT

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- Do not confront, attempt to restrain, overtake or disarm a threatening individual.



# INITIATE “LOCK DOWN”

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- The Safety Officer or designee will initiate “Lock Down” by alerting staff and surrounding facilities.



- Designated staff shall lock all doors and post signs of “DO NOT ENTER – LOCK DOWN IN PROGRESS” on all exterior doors.



# SAFE AREA

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- Each department shall identify and designate “SAFE AREAS”.
  - Safe area must have phone
  - Safe area must be a room where doors are locked from the inside.
- Escort client/visitors to nearest safe area.
- Once inside, lock doors and stay away from doors and windows.
- DO NOT allow anyone to enter the safe area without proper identification – for example: Law Enforcement or Fire.
- DO NOT allow anyone to leave the safe area until an all clear has been announced.

# IF YOU ARE OUTSIDE

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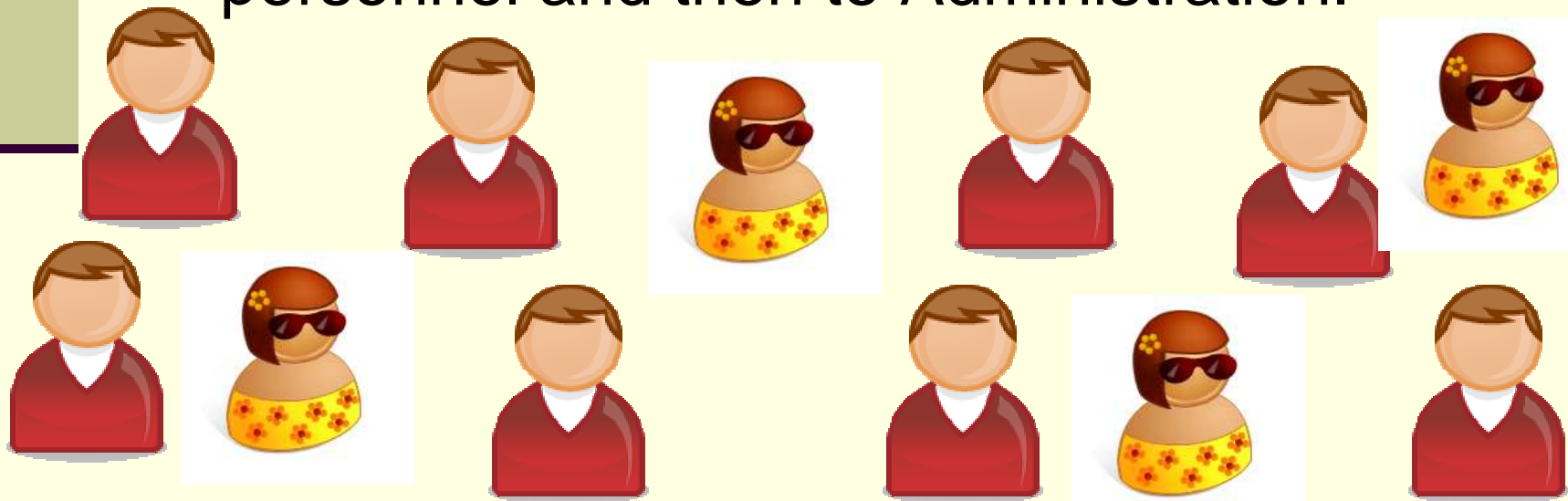
- If you are outside the County facility and a lock down has occurred, DO NOT attempt to enter the facility. Move to a secure area away from the premises. As soon as possible, try to make contact with your supervisor.



# TAKE A HEAD COUNT

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- Supervisors shall account for all of their personnel immediately after the incident. Department designee shall report any missing or unaccounted employees immediately; first to law enforcement personnel and then to Administration.



# ALL CLEAR

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- After the situation has been resolved, notification will be made and an “all clear” will be announced from the Administrative Office to conclude lock down of the facility.



# SUMMARY

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- Alert staff and call 9-911 when you see someone exhibiting unusual behavior or brandishing a weapon.
- Pay close attention to what they are wearing in order to give a clear description to the dispatcher.
- DO NOT confront or attempt to restrain individual.
- Initiate lock down when evacuation is not an option.
- Identify your safe area and hold drills with staff.
- If you are outside the facility during a lock down – seek shelter and/or move away from facility.
- Account for all staff and notify Supervisor of missing persons.