SUBJECT: FACILITY EMERGENCY/SECURITY PROCEDURES PLAN

ADOPTED DATE: OCTOBER 5, 2020

Introduction

Cass County Government strongly believes that the employees of the Cass County Courthouse and Annex should be prepared for any emergency that may arise within any Cass County Government facility.

Emergency procedures are necessary to save lives and protect property. All employees should be aware that emergency procedures exist, and with the assistance of department heads and employees, can be implemented quickly to minimize potential losses.

A Cass County Facility Emergency/Security Procedures Handbook has been created to identify procedures for building evacuation, shelter and safety/security during events including fire, tornado/severe thunderstorms, HAZMAT, biologic agent, bomb threat and intruder situations. The handbook addresses safety and security issues for employees and members of the public while in Cass County government facilities.

This handbook is maintained by the Cass County Emergency Manager in coordination with all department heads. The handbook will be reviewed on a semi-annual basis and training and testing of the procedures will be done on a regular basis. The handbook will be maintained within each department and available on the Cass County Intranet.

Each department head is responsible to insure that all employees are knowledgeable of the provisions of the handbook and to develop individual department policies tailored to their unique circumstance.

HISTORICAL REFERENCE DATE: APRIL 15, 1986
AUGUST 15, 2005
NOVEMBER 4, 2013