CITY AND COUNTY OF BROOMFIELD

WORKPLACE SAFETY AND SECURITY PROGRAMS

PURPOSE: To ensure a safe and secure work environment using safety and security measures for City and County offices and work sites.

AUTHORITY: These programs/policies has been reviewed and approved by the City and County Manager.

SCOPE: These programs/policies apply to all individuals including but not limited to, City and County employees, City and County officials, City and County volunteers, contractual workers, visitors, vendors, etc.

STATEMENT OF PROGRAMS:

The programs cover the following areas:

- Safety Program Document
- Building Security
 - Building Access
 - O ID Cards and Name Badges
- B-ALERT Emergency Notification System
- Workplace Threats and Violence
- Weapons in the Workplace
- Emergency Protective Programs
 - Medical Emergency Actions
 - o Tornadoes
 - Earthquakes
 - O Thunderstorms/lightning
 - o Fire
 - Bomb Threats
 - Suspicious Packages
 - Lockdown (Internal Threat)/Lockout (External Threat)
 - _O Field Crews
 - Outdoor staff, assignments or events

CORRECTIVE OR DISCIPLINARY ACTION: Violations of these policies will be cause for corrective or disciplinary action in accordance with the City and County's <u>Personnel Merit System</u>.

SAFETY PROGRAM DOCUMENT

The Safety Program document may be accessed through this link.

BUILDING SECURITY POLICY

Each City and County building will have a site-specific security policy. Each location shall prepare its site-specific policy and forward to the Finance Department and Public Works – Facility Management for review and discussion. Completed site-specific policies will be included in the Employee Handbook.

Locations and the departments responsible for creating and maintaining the site-specific policies are as follows:

LOCATION	DEPARTMENT
City & County Building - One DesCombes Drive	Public Works
Police/Courts - 7 & 17 DesCombes Drive	Police
Paul Derda Recreation Center – 13201 Lowell Blvd	Recreation Services
Broomfield Community /Senior Center – 280 Lamar St	Recreation Services
Library - 3 Community Park Dr	Library/Cultural Affairs
Broomfield Auditorium – 3 Community Park Dr	Library/Cultural Affairs
Health & Human Services – 6 Garden Center	Health and Human Services
Police Training & Detention – 11600 Ridge Pkwy	Police
Water Treatment – 4395 W 144 th Ave	Public Works
Wastewater Treatment – 2985 W 124 th Ave	Public Works
PW Service Center – 3001 W 124 th Ave	Public Works
Recycling Center	Public Works
HHS Workforce Center – 6650 W. 120th Ave #A-1	Health and Human Services
Old Water Plant – 12400 W 112th	Public Works
Depot Museum/Honey House/Veterans Museum	Library/Cultural Affairs
New Buildings	Respective department will coordinate with Finance and PW/Facilities Management

The Finance Department and Public Works – Facility Management will work with Departments housed in newly built or leased facilities in preparing the site-specific building policy.

The site-specific building policy may include:

- Procedures for controlling access to limited or non-public areas by non-employees and employees not assigned to that facility.
- Procedures for controlling the distribution and collection of ID cards and temporary (generic) cards.
- Procedures for entry to and exit from the building after normal working hours including securing the doors and locking devices.

Building Access

All doors, which are not public entrances, are to remain closed and locked from the outside at all times. In no circumstances shall any door be propped open or lock disabled.

Doors leading to non-public areas or limited public access areas shall be locked at all times. Employees working in those areas will have access to the area as determined by the department head. Access will vary based on the rules for each building.

George Di Ciero City and County Building: Typically, an employee working in a particular area will have access at all times. Employees not working in the area will have access from 7am to 6pm Monday through Friday. Additional access may be granted to the employee if approved by the employee's department head and Human Resources.

Identification Cards And Name Badges

It is the policy of the City and County to issue employee identification (ID) cards to all full-time employees and part-time employees who work at least 20 hours per week on a regularly scheduled, year-round basis. Employee ID cards may also be issued to other employees who come in direct contact with the public, work in remote job sites, or as requested by the department. The employee ID card contains the following information:

e m photo, pemployee name, oemployee number, and department. Some departments may require additional information as needed.

The employee ID card must be carried or worn at all times when an employee is acting in an official capacity. Field employees shall carry their identification at all times in a manner in which it does not interfere with any equipment. The employee ID card shall be used as identification if requested by a member of the public or another City and County employee.

Each Department is responsible for collecting and destroying the ID card at the end of the employee's employment.

The following additional requirements apply to ID cards:

<u>Police Department and Health and Human Services Department</u> – Employees in these two departments must wear identification (either the employee ID card or a name badge) that is visible to the customer, and includes the employee's last name.

<u>All Other Departments</u> – Employees working in administrative or office positions shall wear the employee ID card or the name badge so that it is visible to the public. Supervisory employees must wear identification (either the employee ID card or a

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name badge) and it must include their first and last names. For non-supervisory employees, the e m first name must be on the name badge and inclusion of the last name is optional. If non-supervisory employees choose to wear the employee ID card in lieu of the name badge, it will include both the first and last names.

When an employee is working and visiting a city and county building that is different from his or her assigned location, he or she must wear his or her employee ID card. The employee will be required to wear the employee ID card when visiting an area with limited public access. Clips will be available at front counters in order to affix the employee ID card to clothing.

At no time shall an employee share his or her ID card with any person.

Programmable Identification Cards

Most employees will be issued identification (ID) cards that are programmed for security purposes. Each department other than the Police Department is responsible for requesting programmable ID cards from Public Works – Facility Management to obtain specific access to areas and offices. Please note the Police Department issues its own ID cards. At no time shall this ID card be given to another person to gain entry into the building. The Department is responsible for collecting and destroying the ID card from a separating employee on or before his or her separation date.

Keys

Some employees will be issued keys. Each Department other than the Police Department is responsible for requesting keys from Public Works – Facility Management to obtain specific access to doors and offices. When the keys are issued, the person receiving the keys must sign for them on a signature document provided by Public Works – Facility Management. The Police Department manages the issuance of keys for Police buildings.

Termination

When an employee is separated from employment, the manager of the Department/Division is responsible for collecting the card and keys. The manager must notify the Human Resources Department immediately of the employee's separation date. The Human Resources Department will then notify Public Works – Facility Management or the Police Department. The manager will return all ID cards and keys to Public Works – Facility Management (or if a police employee, to the Police employees who manages the key management system) and will not reissue keys or ID cards to another employee.

Volunteers

Persons who have regular volunteer assignments with a department shall be issued a volunteer ID card (Typically non-programmable, although programmable badges may be issued if approved by the department head) or nametag and shall follow the directives outlined above for employees. The Department is responsible for obtaining the card at the end of the volunteer's assignment.

Persons who do not fall into the volunteer category above shall enter City and County premises at the main lobby of each respective facility. Authorized volunteers will receive directions or be escorted to their destination. Departments are responsible for the conduct and safety of their volunteers. In limited public access areas, volunteers shall be escorted or accompanied by an employee. Departments will be responsible for requiring the volunteers to wear generic volunteer identification cards while working in City and County facilities.

Contractors

All contractors shall enter City and County premises at the main lobby of each respective facility. Authorized contractors will receive directions or be escorted to their destination. Departments are responsible for the conduct and safety of their contractors. In limited public access areas, contractors shall be escorted or accompanied by an employee. Departments will be responsible for requiring the contractors to wear generic ID cards while working in City and County facilities.

George Di Ciero City and County Building: Contractors will check-in at the Community Assistance Center. The following steps shall be followed:

- 1. CAC employee will notify the Department responsible for supervising the contractor.
- 2. If the contractor will be supervised during the visit, the CAC employee may direct the contractor to the d е location and will call the department to advisor the department of the contractor's presence.
- 3. If the d employee determines that nthe constructom will have a' programmable or non-programmable ID card, the department employee will log the type of ID card given to the contractor.
- 4. The d employee will rescort the contractor to the workt location, advising the contractor of security rules and instructing the contractor to return the ID card to the department employee.
- 5. When exiting the building, the contractor will check out with the departmental employee. The d e p a r temployeen wtill assure that the contractor has returned the ID card before leaving the building.

Contractors working on a continuous basis may be issued a non-programmable contractor photo ID card. There may be times when a contractor will be issued a programmable contractor photo ID card as approved by the department head. Access would typically be limited to business hours. The Department is responsible for obtaining the ID card at the end of the contractor's assignment.

Visitors

It is the policy of the City and County to provide for the safety and security of both visitors and employees and the facilities at the City and County. Restricting unauthorized visitors from limited public access areas assists the City and County to maintain safety standards, protects against theft, assures security of equipment, helps secure confidentialinformation, preserves employee welfare, and avoids potential disruptions and intrusions.

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All visitors should enter City and County premises at the main lobby of each respective facility. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors. In limited public access areas, visitors shall be escorted or accompanied by an employee.

If an unauthorized individual is observed on City and County premises, employees should do any of the following:

- 1. ask the person if he or she needs assistance,
- 2. escort the person to his or her destination,
- 3. direct the individual to the front counter, or
- 4. notify his/her supervisor.

If the person fails to comply with requests, the employee may contact the Police by dialing 911 and requesting assistance. In the instance where an employee feels that there is an imminent direct threat to the physical safety of self or others, the employee shall move to a safe location and shall notify the Police Department (Dial 911) immediately.

Process to Obtain Identification Cards

The Police Department processes ID cards for employees, volunteers, and contractors assigned to its department and to the Municipal Court department.

The Human Resources Department processes photo ID cards for all other departments. If a programmable card is required for the employee, the Department is responsible for requesting specific access to doors and offices. New employees will generally receive their employee ID card at their new hire orientation meeting. Departments may request a supply of generic cards for short-term volunteers and contractors. Human Resources will also prepare generic visitors cards upon request from a department. Requests for photo ID cards for employees, volunteers, and contractors can be arranged by calling (303) 438-6320.

Reporting Lost or Stolen Cards

An employee shall report all lost or stolen ID cards immediately to Public Works – Facility Management by calling 303-464-5866 during regular business hours or 303-234-2136 after regular business hours. Public Works – Facility Management will disable any programmable cards to protect against unauthorized entry.

Loss and Replacement Costs

If an employee requests more than one replacement, the cost of said card may be charged to the respective department's budget.

B-ALERT - EMERGENCY NOTIFICATION SYSTEM POLICY

Purpose and Policy

The primary purpose of B-ALERT is to notify employees of imminent danger at or around a City and County Facility or Building. The purpose is not to take the place of alarms, PA Systems or other emergency notification methods to alert individuals who need to take immediate actions to enhance their safety.

- B-ALERT should only be used when the message sender is in a safe location.
- B-ALERT can notify individuals via email, text and cell phone call.

When to Use – To Alert City and County of Broomfield Employees of Critical Incidents at Broomfield Facilities and Buildings

Emergent - Phase one announcement

 In the event of an unfolding critical incident at a city facility or building that requires employee awareness and action (such as staying away or sheltering in place or evacuating)

Emergent - Phase two announcement

 Supplementary messages sent that provides additional information or updates on actions to be taken. This includes an announcement that brings the situation to an end and returns to normal operations.

Non- Emergency informational message

 Messages sent to notify employees, of city non-emergent response to large scale emergencies such as closure of City and County facilities due to a significant winter storm.

Authority

Emergent - Phase one

 All city employees are authorized to send a phase one announcement after they have retreated to a secure location.

Emergent - Phase two

• The phase two announcements should be done by a department head or designee in conjunction with police department or North Metro Fire Rescue.

Non- Emergency informational message

• The City and County Manager or designee has the authority to use B-Alert in a non-emergent situation.

Procedure

Phase one

Move to secure place

- Use Security System or PA system to notify building occupants
- Call 9-1-1
 - Access B-ALERT
 - Contact the City and County Manager's office and briefly describe the situation.

Phase Two

- After conferring with emergency response personnel a B-ALERT will be sent to update the situation. This can be an update to:
 - continue current actions
 - take a different action
 - return to business as usual.

Non-emergent information messages

- At the discretion of the City and County Manager or designee, an B-ALERT may be sent to notify employees of changes in day to day operation due to a regional event. (Example: closing down city operations due to a snowstorm).
- Follow up messages may be sent to keep employees updated or to change a course of action.

WORKPLACE THREATS AND VIOLENCE POLICY

Purpose: It is the policy of the City and County of Broomfield to strive to provide a comfortable workplace free of intimidation, harassment, and threats or violent acts.

Scope: This policy applies to all individuals, including but not limited to, City and County employees, City and County officials, contractors, visitors, vendors, and any other persons while on City and County property.

Definition: Workplace threats and violence include but are not limited to intimidating, threatening or hostile behaviors, physical abuse, or any act, which, in the view of management, is inappropriate to the workplace and which violates the City and County mission statement and organizational values. Jokes or offensive comments implying threats of violence will be considered a violation of this policy.

Policy: Threats or acts of violence, intimidation or harassment will not be tolerated upon City and County property. Any employee who observes an act or threat of violence, intimidation, or harassment shall report the incident to their supervisor, Department Director, or the Director of Human Resources. Emergency situations involving an imminent or direct threat to safety of persons or property shall be reported to the Police Department by calling 911. Employees of the City and County who engage in such behavior are subject to disciplinary action up to and including dismissal from employment. Violations of this policy by City and County employees may be investigated by the employee's supervisor, department director, human resources, or referred to the Threat Management Team. Nothing in this policy shall interfere with, or preclude, the filing of criminal charges against an employee for criminal acts.

The Threat Management Team may be comprised of the following individuals, depending on the severity of threat: Director of Finance, or his/her designee; Director of Human Resources, or his/her designee; a representative from the City and County Attorney's Office; a representative from the Police Department; a representative from the Department where the alleged violation occurred; and a representative from the Employee Assistance Program (EAP). The confidentiality of all employees investigated by the Threat Management Team for violations of this policy will be maintained.

Visitors and contractors or vendors acting in such a manner may be asked to leave the property and be subject to criminal investigation.

Any employee who knowingly makes a false accusation against another individual in regard to this policy may be subject to corrective or disciplinary action, up to and including termination

Confidentiality shall be maintained by all employees in situations regarding violations of this policy.

WEAPONS IN THE WORKPLACE POLICY

Scope: This policy applies to all individuals, including but not limited to, City and County employees, City and County officials, contractors, visitors, vendors, and any other persons while in contact with City and County employees or parties while on City and County property. This policy does not apply to law enforcement employees who are required to carry weapons.

Policy: The possession and use of weapons is prohibited on all property owned or leased by the City and County, including but not limited to, buildings, vehicles, public facilities, and storage units. If an employee sees a weapon on another person, he or she shall contact the Police Department immediately and provide as many details as possible so that appropriate resources can be dispatched. Weapons legally possessed by individuals shall be excluded from this policy.

Definitions:

Weapon – Any instrument manufactured with the intent to harm persons or property, and which can be used to kill or incapacitate. It shall not include pocket knives, common kitchen utensils, or items owned by the City and County and used for City and County purposes.

EMERGENCY PROTECTIVE POLICY

Purpose and Scope: This purpose of this policy is to provide guidance to occupants of a building or structure owned or leased by the City and County of Broomfield and for staff working in outdoor assignments in case of an emergency situation. This policy is applicable to **all occupants** of any City and County of Broomfield owned or leased building or structure **without exception**.

Situation and Assumptions: Not all disasters or emergencies are preventable; therefore, the City and County of Broomfield will minimize hazard risk when feasible.

City and County of Broomfield and its staff are responsible for the protection of all visitors to its facilities.

Several emergency protective actions will be the same in concept for all City and County of Broomfield facilities.

Not all facilities or work assignments experience the same hazards and risks; therefore, specific site planning will be necessary.

The hierarchy of priorities is as follows:

- 1) Life Safety
- 2) Property Protection
- 3) Protection of Information
- 4) Protection of Environment

At any location, a person considered the Highest Position of Authority or Designee will act as the person authorized to provide direction for emergency protective actions to all persons at the location, to provide direction to minimize property damage, and to coordinate with arriving emergency services. The Highest Position of Authority or Designee is a person holding the highest organizational title at a location at the time of the emergency situation.

If 911 is called and upon notification by the City and County of Broomfield Police Communications Center of an emergency at a facility, first responders (i.e. Police, Fire, EMS) will arrive and take COMMAND of the site. If the emergency/disaster is regional in scope, first responders may not immediately respond to the site.

Sources of emergency notification include: police/fire dispatch, employees listening to radios in work areas or vehicles, weather radios, B-ALERT, internet based alerts, email alerts, employees listening to television news broadcasts, etc.

Preparedness Guidelines

All-Hazard Public Alert NOAA Weather Radio: All City and County of Broomfield facilities should install and program S.A.M.E.-capable weather radios in locations within the hearing of staff. This system alerts listeners to more than just weather warnings and watches and is considered the most reliable early warning system.

Evacuation and Shelter Routes: All rooms where people congregate and reception areas should post maps or floor plans that depict the routes to exits and designated shelter areas in a conspicuous place.

Tornado Shelter Areas: Areas suitable for sheltering in place for tornadoes should be designated (i.e. restrooms, basement) and marked using universally understood signage.

Emergency Protective Actions

A. Evacuation

Evacuation is the immediate and orderly movement of persons out of a building, structure, or area. Upon an evacuation, the Highest Position of Authority should seek to attain an account of all persons that have exited the building and identify those unaccounted.

<u>Building Evacuation</u>: Evacuation of a building is the most common type of evacuation. Primary evacuation routes should flow to marked exits. Other options, such as windows, etc., should be considered if exiting by primary routes is hazardous. Assist anyone that is mobility impaired to the nearest safe exit or area. After exiting the facility, proceed to the designated gathering point. Multiple gathering points may result from persons exiting from opposite sides of the facility converge all gathering points to begin accounting for all building occupants.

<u>Area Evacuation</u>: An area evacuation may be ordered by the Incident Commander if the area is hazardous. The Incident Commander will prescribe an appropriate direction and mode of transportation for leaving an area.

B. Shelter in Place

Shelter in Place is the action of taking precautionary measures to protect people in their current location and reduce risk of injury. There are multiple types of Shelter in Place actions depending on the hazard.

<u>Shelter in Place for Tornado</u>: Sheltering in place for tornado involves moving people to the lowest floors and into the most internal rooms, while placing shielding between people and the tornado threat. The best protection for people outside is to take shelter in a fixed, permanent building. This is a self-directed action upon either early warning notification or visual confirmation of a tornado.

<u>Shelter in Place for Hazardous Materials</u>: Sheltering in place for hazardous materials involves closing all windows and doors, sealing air passages with tape and materials, and shutting down all HVAC systems to minimize infiltration of contaminated air. Emergency services staff usually call for this action.

<u>Lockdown</u>: Lockdown is a form of shelter in place for the purpose of compartmentalizing people and restricting access to a person willing to inflict harm inside of the facility. The procedure involves moving people into lockable rooms, closing access points to create barriers, turning off lights, and concealing people from the view and access of the assailant. Staff under an immediate threat usually spontaneously initiates this action.

<u>Lockout</u>: Lockout is a form of shelter in place for the purpose of restricting access to someone that may be a threat that is outside of the facility. The procedure involves locking external doors, moving people away from windows, and prohibiting entrance or exit of the building until the area is safe. This action may be initiated by a call from the Police Communications Center with instructions on the actions to be taken. It may be also be initiated spontaneously by staff recognizing a threat in the vicinity.

Duties and Responsibilities:

General. It is an individual employee's responsibility to prepare for emergencies and disasters by becoming familiar with this emergency policy and the protective actions as described. All employees, regardless of position or title, will be responsible for understanding this policy, reinforcing behavior consistent with this policy, participating in applicable training, and advocating for emergency preparedness. All employees should be encouraged to prepare themselves and their families at home so that they can respond to work and know that their families are properly cared for.

In cases of emergencies occurring on City and County of Broomfield property, employees will respond according to the guidelines contained herein to provide for the protection of staff, patrons, and visitors.

All employees, regardless of rank, title, or seniority, are authorized to call for or initiate any response described herein for the protection of self, employees, and/or patrons of City and County of Broomfield facilities.

Highest Position of Authority

A. Preparedness Actions

- 1. Insure that all employees within the building are familiar with this policy and for selecting and training an adequate staff to conduct the emergency operations and supervise the activities of the building occupants during such emergency.
- 2. Plan for facility specific evacuation routes and shelter safe zones, clearly mark all routes and zones.
- 3. Conduct periodic inspections to assure this policy is accessible and familiar to all employees and an evacuation plan is posted in conspicuous places.
- 4. In compliance with Americans with Disabilities Act, special provisions shall be made for all physically challenged persons as necessary.
- 5. Appoint in-house lines of succession of authority and responsibility.
- 6. Hold annual drills and keep policy, routes, etc., current or revised.

B. Response Actions

1. The Highest Position of Authority will coordinate with the INCIDENT COMMANDER on further protective actions for the staff, patrons, and visitors of the facility.

- 2. Establish a control point from which the activities may be directed during an evacuation, shelter-in-place, lockout or lockdown.
- 3. Exercise command responsibility for orderly movement of all personnel in the building, into or out of the building as emergency dictates.
- 4. Complete a roll call by office area for the purpose of accountability.
- 5. Assure that elevators are NOT used for purposes of personnel evacuation.
- 6. Assure all fire doors are closed.
- 7. Upon evacuation, assure that personnel are assembling in a designated area at least 100 feet from the building for safety and counting purposes.

Safety Committee Members

- May act as area or floor wardens with the responsibility of understanding emergency plans.
- Assist the Highest Position of Authority in conducting preparedness actions within their respective facilities.
- Lead and/or assist others in executing the emergency protective actions of this policy or the site-specific plan.

Employees

- Familiarize themselves with the concepts and emergency protective actions in this plan.
- Dial 911 for localized emergencies such as fire workplace violence, or medical emergency. Notify the person in the Highest Position of Authority.
- For evacuation or shelter in place, employees should PROMPTLY proceed to the appropriate pre-designated escape route or shelter area, closing fire doors along the route.

Medical Emergency Actions: Illness or Injury. In the event an employee becomes ill or injured, the employee's associates should do the following:

- 1. Dial 911.
- 2. Perform first aid to the level of training and equipment available.
- 3. Notify the building Highest Position of Authority or Designee and Human Resources.
- 4. Direct ambulance and medical personnel to the incident location.

Hazard Specific Response Plans: These are response plans for specific hazards that threaten the City and County of Broomfield, or are identified as an increased risk due to government business.

A. **Tornadoes.** Upon notification of a TORNADO WARNING or confirmed sighting, employees should initiate *Shelter in Place for Tornado*. Employees and visitors

should be directed to interior hallways, designated tornado shelter areas, and if possible, on the lowest level of the building. Stay as far away as possible from glass doors, partitions, windows, and outside walls. Should a tornado strike the building, individuals should crouch on the floor and cover their heads. If they are out-of-doors with no shelter available, they should lie flat in a ditch or other depression in the land and cover their heads. Do not take shelter under overpasses or bridges. Avoid modular buildings and buildings with wide-span roofs, as these structures are not suitable protection from tornadoes.

- B. **Earthquakes.** Upon feeling shaking, rolling, or swaying related to a potential earthquake, initiate *Response Actions for Earthquake*. Seek cover/protection (for example: crawl under sturdy furniture, brace against an inside wall, or stand in doorways). Individuals should protect themselves from flying glass and falling debris by covering their heads and necks. If outside, remain outside and away from overhead hazards.
- C. **Thunderstorms/Lightning.** Avoid being outside during thunderstorms and lightning. Use the 30/30 Rule to minimize risk for being hit by lightning. The 30/30 Rule specifies to take shelter if the time from seeing a strike to hearing the thunder from that strike is within 30 seconds; then to stay in shelter for 30 minutes after the last strike-to-thunder that is within 30 seconds.

If the individual is in a building, stay away from windows. If possible do not use the telephone except during an emergency situation. If individuals are out-of-doors, stay in vehicles; but if they are on a tractor or similar piece of equipment, get off and get away from it. Do not stand under trees, telephone poles, wire fences, or metal pipes. If caught in an open area or field, go to the lowest possible elevation and crouch, while minimizing the surface area touching the ground

- D. **Fire.** An employee encountering a fire within or adjacent to any City and County building or structure should perform the following:
 - 1. Alert co-workers by calling the word, "Fire".
 - 2. Initiate a building evacuation utilize the Fire pull stations.
 - 3. Dial 911. Whenever possible, assure that two individuals make this phone call. All fires, no matter how minor, should be reported via 911.
 - 4. Use available fire extinguishers if you have been trained to do so.
- E. **Bomb Threats.** Bomb threats are commonly received over the telephone. It is of prime importance that **the employee handle the call**, and make no attempt to have the call transferred or placed on hold while calling someone else. The following should be performed:
 - 1. Above all, **keep calm and stay on the line**.
 - 2. Obtain as much information as possible from caller;
 - a. When? (Will it go off)

- b. Where? (Is it located)
- c. What? (Type of bomb)
- d. Why? (Are you doing this)
- e. Who? (Are you)
- 3. Have a co-worker call 911 to inform the Broomfield Police Department and the Highest Position of Authority.
- 4. If the bomb threat is obtained by mail, exercise care in handling the document so as to keep it and its envelope intact and avoid impairment of any possible clues which might be uncovered in later analysis. Notify the Highest Position of Authority and Broomfield Police Department immediately.
- 5. The Highest Position of Authority, in consultation with the Broomfield Police Department, may call for an evacuation. Evacuate the area or building until the "all clear" has been given by the Highest Position of Authority.
- F. **Suspicious Packages.** Packages or mail may be used as a tool to target individuals/groups/facilities, disrupt operations, contaminate, or spread disease. Not all packages considered "suspicious" have the aforementioned intent; however, caution is urged when employees come across them to minimize risk.
 - 1. Some characteristics of suspicious packages and letters include the following:
 - Excessive postage
 - Handwritten or poorly typed addresses
 - Incorrect titles
 - Title, but no name
 - Misspellings of common words
 - Oily stains, discolorations or odor
 - No return address
 - Excessive weight
 - Lopsided or uneven envelope
 - Protruding wires or aluminum foil
 - Excessive security material such as masking tape, string, etc.
 - Visual distractions
 - Ticking sound
 - Marked with restrictive endorsements, such as "Personal" or "Confidential"
 - Shows a city or state in the postmark that does not match the return address
 - 2. If an employee encounters a suspicious, unopened letter or package:
 - Do not shake or empty the contents.
 - PLACE the package into a plastic bag or COVER with anything (e.g. clothing, trashcan, etc).

- LEAVE the immediate area of the package; section off the area to prevent others from entering.
- WASH hands with soap and water to prevent spread of potential contaminant.
- Call Broomfield Police Department. (911)
- LIST all people who were in the room or area when the suspicious package was recognized. This list should be given to public health and law enforcement for follow-up investigations and advice.
- 3. If an employee encounters an envelope that spills an unknown substance:
 - DO NOT CLEAN UP the area. COVER immediately with anything (e.g. clothing, trashcan, etc.)
 - CLEAR and LEAVE the room. CLOSE the door to prevent others from entering.
 - WASH hands with soap and water to prevent spread of potential contaminant.
 - Call Broomfield Police Department. (911)
 - REMOVE heavily contaminated clothing as soon as possible; place in a plastic bag.
 - SHOWER with soap and water as soon as possible.
 - LIST all people who were in the room or area, especially those who came in contact with the substance. This list should be given to public health authorities and law enforcement for medical follow-up and investigation.
- G. Unattended Packages. Unattended packages may be used as a tool to target individuals/groups/facilities, disrupt operations, contaminate, or spread disease. Not all packages considered unattended have the aforementioned intent; however, caution is urged when employees come across them to minimize risk.
 - 1. If an employee encounters an unattended bag, briefcase, or luggage:
 - Do not touch the unattended bag
 - Call 9-1-1 to report the incident
 - Consider the context of the situation to determine proper response (if related to a bomb threat or other threats take the most cautious measures)
 - Try to locate an owner in the immediate vicinity
 - Contact the Highest Position of Authority
 - Consider the evacuation response action
- H. Workplace violence (internal or external threat). The City and County of Broomfield personnel and any of its facilities could be subject to violence from persons with ill intent. Threats could originate from other employees, community members or patrons of Broomfield's facilities. In buildings and structures, there are two emergency protective actions effective in mitigating risk to employees, patrons, and visitors.

Any City and County of Broomfield employee is authorized to spontaneously initiate these protective actions to preserve and protect the lives of fellow employees, patrons, and visitors during an unpredictable circumstance leading to violence or a threat thereof. If there is a known threat, the Broomfield Police Department will notify staff to implement these actions.

1. Lockout (External Threat): There are many scenarios that can initiate a Lockout or constitute an external threat. Lockout is an appropriate hazard response action when a manager, supervisor, or employee observes an act of violence or threat of imminent violence outside of the building. The goal of a Lockout is to keep the threat outside by physically or electronically securing the exterior doors of the building to prevent entry. Hazards may include gunfire, a potentially dangerous intruder, or a safety hazard reported by the Police Department or North Metro Fire and Rescue District. Employees should also take steps to move themselves and others to secure locations inside the building.

The George Di Ciero City and County Building has five entrances that are open to the public from 8:00 a.m. to 5:00 p.m. These entrances include:

- Motor Vehicle
- Central Records
- Main Lobby South
- Main Lobby East
- Community Development/Public Works

All other exterior entrances are locked on a 24-hour basis. The public entrances of the George Di Ciero City and County Building can all be simultaneously locked by engaging an activation button. The activation buttons are located at the following front counter locations:

- Motor Vehicles
- Central Records
- Community Assistance Center
- Community Development/Public Works.

Once the need for **Lockout** has been determined:

- Press any of the activation buttons to electronically lock the public entrances.
 Secure any other windows and points of entry.
- Indicator lights next to the external entrances will be illuminated and an audible message will be played inside the lobby area and outside of the public entrances when a Lockout has occurred.
- Individuals who activate the external door locks should immediately move to a safe location and call 911. The caller should provide as many details as

possible so that the appropriate emergency response units can be dispatched. Make every effort to prevent the exit and entrance of patrons and visitors until deemed safe to prevent the outside threat from gaining entrance to the building.

- Activate B-ALERT. Employees are encouraged to provide updates to B-ALERT during Phase One as needed.
- Contact the City and County Manager's office and briefly describe the situation.
- Do not leave the secure location until advised by Police.
- Deactivation of the Lockout condition will occur after emergency response units have indicated that the hazard is no longer present.
- Lockout conditions can only be cleared from the same location (i.e. activation button) where the Lockout was initiated. Each activation button has an indicator light. This light will turn on when the activation button next to it is pressed.
- Once deactivated, the indication lights and audible message will be turned off and normal entry and exit through the public entrances can resume.
- Follow-up communication on the Lockout will be provided by City and County Manager's office or designee.
- If an accidental activation of the lockout system occurs, employees should immediately deactivate system by pressing the activation button and notify Facility Services at extension 6334. Follow-up communication regarding the accidental Lockout will be provided by the Director of Public Works or designee.
- 2. **Lockdown** (Internal Threat): There are many scenarios that can initiate a Lockdown or constitute an internal threat. The threat can be from an employee or an outside party. Once an employee determines there is an internal threat he or she should:
 - Move to safety.
 - Simultaneously notify those around you to move to rooms, closets, and/or rooms with lockable doors.
 - Locks, Lights, Out of Sight lock doors, turn off lights, hide from view of any windows.
 - Self-evacuation is acceptable if near external doors.
 - Call 9-1-1 and notify of the threat if it can be done safely. If possible, have someone call 911 while the other person sends a B-ALERT message.
 - The B-ALERT message should tell employees that the building is in LOCKDOWN. Use all other available methods to notify employees of LOCKDOWN including telephone, Voice, intercom, etc.

- Contact the City and County Manager's office and briefly describe the situation.
- Do not leave the room until advised by Police.

I. Severe Weather.

1. Fields Crews:

- In cases of severe weather, immediately seek shelter indoors. If unable to shelter indoors, stay in your vehicle; but if you are on a tractor or similar piece of equipment, get off and get away from it. Do not stand under trees, telephone poles, wire fences, or metal pipes. If caught in an open area or field, go to the lowest possible elevation and crouch, while minimizing your surface area touching the ground
- Crews should contact their immediate supervisor as soon as possible by telephone or in person for instructions on emergency repairs, etc.

2. Outdoor Recreation Staff and Other Outdoor Assignments and Events:

- Public safety is a primary concern for all City and County of Broomfield sponsored events.
- Staff working outdoor events, games, concerts, etc. should have access to a portable weather radio in order to inform the gathered public of impending weather hazards.
- Staff should prepare acceptable contingencies for scheduled events (including delay, postponement, cancellation, change of venue, etc.) to create flexibility in plans and reduce the risk of injury to a gathered public.

J. Training:

- 1. In order to keep the emergency preparedness plan, routes, responsibilities, etc. current and functional, drills (as deemed necessary by Finance and Human Resources in consultation with the Safety Committee) shall be held as often as necessary for the majority of staff to remain competent with this policy.
- 2. Additional training programs will be held to complement the effectiveness and scope of an emergency preparedness program. Representatives from Finance and Human Resources will organize such training.