

***EVACUATION PLAN
CLINTON COUNTY GOVERNMENT CENTER CAMPUS***

**EVACUATION PLAN
FOR THE
CLINTON COUNTY
GOVERNMENT CENTER COMPLEX**

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Copies distributed to: Director of Public Health, Superintendent of Buildings and
Grounds, Administrative Assistant of Buildings and Grounds, Emergency Services
Director, Deputy County Administrator, Personnel Director

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SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. INTRODUCTION

This plan outlines responsibilities and procedures for evacuating the Clinton County Government Center Campus. Approximately 400 county employees occupy the campus facilities. In addition, up to 600 visitors frequent the complex each day, with no fewer than 100 at any given time.

B. PURPOSE

The purpose of this plan is to provide for the safe, rapid, and efficient emergency evacuation of all occupants and visitors of this campus. The plan establishes a concept of operations, strategy, and tactics to guide building response personnel in an evacuation.

C. SCOPE

This evacuation plan outlines overall responsibilities in three areas:

Risk Reduction efforts focus on identifying the complexities of evacuation, and the steps taken to prevent or mitigate problems that may impede evacuation.

Response involves the implementation of the plan to ensure that all building occupants have been safely, rapidly, and efficiently evacuated and accounted for.

Recovery efforts may include strategies to facilitate building re-entry, and correct any apparent problems that may have been identified in an evacuation.

D. GLOSSARY

- County Safety Committee – Committee consisting of the Deputy County Administrator; Director of Personnel; and Directors of Public Health, Emergency Services and Buildings and Grounds.
- Building Emergency Coordinator (BEC) – Management staff pre-designated for each building who are responsible for directing/coordinating Evacuation Monitors and evacuation activities (see [Appendix A](#)).
- Emergency Exit Route Maps – 8 ½" x 11" map located in hallways indicating exit routes from that location to the designated primary assembly area.
- Evacuation Flag and Evacuation Kit – Located in each Division.
 - Evacuation Kit contents: clipboard with pens, paperclips, sticky notes and notepad; copy of current Evacuation Plan and Division Telephone Tree; LED highway safety light and LED head lamp.
- Evacuation Monitor(s) – Staff pre-designated to ensure safe, rapid, and efficient evacuation (see [Appendix B](#) and [Appendix C](#)).
- Final Assembly Area – A single location designated in which all Government Center Campus occupants relocate for staging during an extended evacuation.
- Government Center Campus – Buildings that shall include Government Center proper, "Surrogate Building", "Old Courthouse", and "Old Jail".
- Primary Assembly Area – First location designated for all Government Center Campus occupants to evacuate to and stage for any evacuation.

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E. PLANNING ASSUMPTIONS

1. Emergency evacuation does not apply in all emergencies. Some emergencies may require evacuation, while others may require sheltering in-place (i.e., if toxic materials are present in outside air).
2. The Clinton County Government Center Campus has been properly inspected and found to be satisfactory with applicable state and local fire prevention and building codes.
3. Identified staff will be called upon to ensure the safe, rapid, and efficient coordination of evacuation, and that no occupants have been left behind.
4. The facility may have persons with special needs (e.g., wheelchair-bound, hearing-impaired) that will require special provisions to be safely evacuated.
5. There may be a disruption of power to the building(s) or other damage to the building(s) rendering elevators inoperable and necessitating the use of emergency generators and battery-powered lighting.
6. As result of an emergency, occupants in the building(s) may be injured and require medical treatment.

F. CONCEPT OF OPERATIONS

1. Safe evacuation of any building is the responsibility of all occupants. Specific rules for coordinated evacuation will be assigned as follows (see [Appendix A](#), [Appendix B](#), and [Appendix C](#) for Job Action Sheets applicable to each role):
 - a. A BEC will be designated for each of the four County Government Center Campus Buildings. This management-level staff member shall be responsible for directing and coordinating activities associated with all building emergencies. (**Note:** At least four alternate BECs will also be designated for each building.)
 - b. Building Emergency Coordinators for the entire Government Center Campus are designated as follows:

<u>Campus Building</u>	<u>BEC</u>
Government Center (137 Margaret Street)	County Administrator or: (1) Deputy Administrator (2) Personnel Director (3) Real Property Director (4) Information Technology Director
Old Court House (133 Margaret Street)	Director of Public Health or: (1) Quality Coordinator (2) Director of Health Care Services (3) Health Facility Comptroller

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<u>Campus Building (cont'd)</u>	<u>BEC (cont'd)</u>
Surrogate Building (135 Margaret Street)	<p>Superintendent of Buildings and Grounds or:</p> <p>(1) Director of Environmental Health and Safety</p> <p>(2) Director of Office for the Aging</p> <p>(3) Director of Planning</p> <p>(4) Case Supervisor, Grade B</p>
Old Jail (34 Court Street)	<p>Probation Director or:</p> <p>(1) Probation Supervisor</p> <p>(2) Probation Supervisor</p> <p>(3) Probation Supervisor</p> <p>(4) Office Manager</p>

- c. Two or more Evacuation Monitors for each floor of each building will be designated by each building BEC (one Primary Evacuation Monitor and one Backup Evacuation Monitor with respective alternates).
2. Each Evacuation Monitor directs the evacuation in their respective area.
3. Building occupants will follow the evacuation order and proceed directly to the designated Primary Assembly Area.
4. Upon completion of each floor evacuation, the Evacuation Monitor(s) will proceed to designated Primary Assembly Area and report to respective BEC.
5. Upon reaching the Primary Assembly Area, the Evacuation Monitor(s) will conduct a roll call of staff and report to BEC, identifying those accounted for, missing, or in refuge. One BEC from each evacuation site will be designated to report to local Emergency Response agencies (Police, Fire, etc.) or local Emergency Response Incident Commander (IC).
6. The BEC will serve as the liaison to the local Emergency Response IC.
7. All staff will remain in the Primary Assembly Area until otherwise directed by their BEC.
8. If emergency responders determine that the evacuation duration will exceed ½ hour, BECs will direct staff to Final Assembly Areas.
9. If assembled at the Final Assembly Area, the County Administrator may announce possible office closure/release or give further direction.
10. Once the local Emergency Response IC deems that the evacuation can be terminated and the building is safe to re-enter, staff will be allowed to re-enter their work area only after being directed to do so by the BEC.
11. No person will re-enter the building without specific direction and approval from the local Emergency Response IC and their BEC.

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G. PLAN MAINTENANCE AND UPDATING

1. The County Safety Committee (Deputy County Administrator; Personnel Director; and Directors of Public Health, Emergency Services, and Buildings and Grounds) is responsible for maintaining and updating this plan.
2. This plan will be reviewed annually.

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SECTION II: RISK REDUCTION

A. IDENTIFICATION AND ANALYSIS OF POTENTIAL HAZARDS

1. The County Safety Committee conducts and updates annually a Hazard Vulnerability Analysis for the complex.
2. The County Safety Committee makes every effort to mitigate any identified hazards in accordance with applicable state and local fire codes.
3. All county staff are responsible for identification of and notification to appropriate supervisors, any hazards and safety issues.

B. CONTINUITY OF EMERGENCY OPERATIONS

1. Primary and alternate BECs and Evacuation Monitors have been identified by job title.
2. Semi-Annual reminders will be distributed by Buildings and Grounds to each BEC to review Primary Evacuation Monitors and designated Backups for their building. When there are known changes to these assignments, appropriate updates will be done, as needed.
3. Buildings and Grounds will incorporate onsite "audits" of list during semi-annual fire extinguisher checks.

C. BUILDING MAINTENANCE

1. Building maintenance staff will ensure that all means of egress, including all stairways, are clear, dry, well lit, and free from clutter and garbage, and will notify the Buildings and Grounds Superintendent if any problems exist.
2. The Buildings and Grounds Superintendent will ensure that the emergency lighting/back-up generators and fire alarm systems are in proper working condition.

D. TRAINING/EXERCISE

1. All staff will be orientated by their department head or designee in the emergency procedures for the campus and will be required to participate in any drills.
2. An Emergency Exit Route Map indicating primary and secondary evacuation paths (exit routes) will be posted in key locations throughout each floor.
3. Staff will be trained in the procedures for emergency evacuation within one month of employment and receive refresher training at least annually.
4. Designated staff (e.g., BEC, Alternates and Evacuation Monitors) must be trained in their emergency positions. They must also receive position-specific refresher training on an annual basis as provided by the County Safety Committee.
5. Drills will be conducted at least annually and will require the participation of all building occupants. Drills will be documented and an After Action Report (AAR)/Improvement Plan (IP) (identifying strengths and areas for improvement) will be developed. The AAR/IP will be submitted to the County Safety Committee for review.

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SECTION III: RESPONSE

A. ALERT AND NOTIFICATION

1. Notification of an emergency situation requiring evacuation may be initiated from inside or outside of the facility:
 - a. Notifications from inside the facility may include:
 - Verbal response (from staff or visitor)
 - Internal fire alarm
 - b. Notifications from outside the facility may include:
 - Emergency Alert System
 - Local Emergency Official (e.g., Plattsburgh Police, Fire, or County Emergency Management)
 - Electronic means (phone, e-mail)
 - Public passerby
2. When receiving an alert, activate the nearest fire alarm pull station, dial 9-1-1 to provide specific information on the incident (from a landline or a cell phone), and evacuate the facility.
 - **Note:** It is imperative that 9-1-1 is called when possible even if a fire alarm system is activated to ensure correct incident information and the correct incident location is conveyed to first responders.

B. EVACUATION POLICY/GUIDELINES

1. All building occupants will:
 - a. Evacuate on the order to do so;
 - b. Proceed directly to the exit assigned by means of the evacuation (exit route) plan;
 - c. Use stairs (not elevators) to evacuate;
 - d. Not bring any food, beverages, or large objects with them due to the potential that such items may hinder the evacuation;
 - e. Proceed to an exit in an orderly manner, closing doors behind them;
 - f. Report to Primary Assembly Area (**Note:** When occupants must cross streets to reach a Primary Assembly Area, use crosswalks or post road guards to control traffic); and
 - g. Not be allowed to re-enter the facility until deemed appropriate by the local Emergency Response IC (e.g., Police or Fire Department) and their BEC.
2. Assembly Areas:
 - a. Primary and Final Assembly Areas for the Government Center Campus are designated as shown in the table below:

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Campus Building	Primary Assembly Area	Final Assembly Area
Government Center (137 Margaret Street)	Oak Street Parking Lot	"Old Seton Gym/Cafeteria" Sr. Citizens Council Center (5139 North Catherine St.)
"Old Jail" (Probation) (34 Court Street)	Trinity Park/Trinity Church Parking Lot	"Old Seton Gym/Cafeteria" Sr. Citizens Council Center (5139 North Catherine St.)
"Old Court House" (Health Dept.) (133 Margaret Street)	Trinity Park/Trinity Church Parking Lot	"Old Seton Gym/Cafeteria" Sr. Citizens Council Center (5139 North Catherine St.)
"Surrogate Building" (135 Margaret Street)	Trinity Park/Trinity Church Parking Lot	"Old Seton Gym/Cafeteria" Sr. Citizens Council Center (5139 North Catherine St.)

- b. Upon arrival at the Primary or Final Assembly Area, evacuees will organize with their co-workers in their assigned department section, unit, or division.
- c. While in the Primary or Final Assembly Area, evacuees must ensure they have been accounted for. Reduce and/or cease all talking until the Evacuation Monitor has completed their roll call.
- d. Evacuation Monitors will initiate a roll call, which will be reported to the BEC and successively to the local Emergency Response IC.

C. ASSIGNMENT OF ROLES AND RESPONSIBILITIES

1. During an Evacuation:

- a. The BEC will:
 - Receive/disseminate the initial notification of an emergency situation;
 - Order the evacuation of the facility;
 - Serve as the facility liaison with local emergency response agencies; and
 - Determine status of evacuees from Evacuation Monitors.
- b. The Evacuation Monitors will:
 - Ensure evacuation of all occupants in the assigned area, via designated exits, to the Primary Assembly Area;
 - Ensure that persons with special needs are being assisted;
 - Bring the Evacuation Flag and Evacuation Kit; and
 - Complete roll call of the occupants within their department section, unit, or division and report status to their respective BEC. (**Note:** If the number of occupants in a department section, unit, or division is too great for one Evacuation Monitor to effectively complete roll call, use additional personnel to assist.)

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2. Non-Evacuation Responsibilities:

a. The BEC Will:

- Appoint personnel as Primary Evacuation Monitor(s) and Backup Evacuation Monitor(s) and review/update semi-annually or as needed;
- Oversee activity and evacuation training of designated BEC Alternates and Evacuation Monitors; and
- Report any potential or actual emergency condition on a particular floor to the appropriate authority based on the situation.

b. The Evacuation Monitors will:

- Report any potential or actual emergency condition on a particular floor to the appropriate authority based on the situation; and
- Participate in trainings.

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SECTION IV: RECOVERY/RE-ENTRY

A. RE-ENTRY

1. The facility will remain evacuated until the local Emergency Response agency Incident Commander has determined that it is safe to re-enter.
2. BEC will receive approval to re-enter the facility from the local Emergency Response agency Incident Commander.
3. Evacuees will be told they may re-enter by their respective BEC.

B. AFTER ACTION REVIEW

1. After each evacuation, the BEC will complete an AAR/IP and submit for review by the County Safety Committee.

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**Appendix A
(Job Action Sheet)**

Building Emergency Coordinator (BEC)

REPORT TO	Incident Commander (IC)
SUPERVISE	Evacuation Monitors
JOB DESCRIPTION	Assist in the safe, rapid, and efficient emergency evacuation of all occupants and visitors within the facility. Maintain calm and order among Evacuees.
PRIOR TO EVACUATION	<input type="checkbox"/> Appoint personnel to the positions of "Primary" and "Backup" Evacuation Monitors. <input type="checkbox"/> Review Evacuation Monitor Appointments at least semi-annually. <input type="checkbox"/> Oversee the training of designated BEC Alternates and Evacuation Monitors.
DURING EVACUATION	<input type="checkbox"/> Receive initial notification of emergency. <input type="checkbox"/> Order evacuation of facility. <input type="checkbox"/> Assist with the evacuation of all occupants to the Primary Assembly Area. <input type="checkbox"/> Receive roll call report from Evacuation Monitors. <input type="checkbox"/> Report missing persons or location of "refuged" persons to the IC. <input type="checkbox"/> Serve as the facility Liaison with the IC. <input type="checkbox"/> Relay information from IC to Evacuation Monitors. <input type="checkbox"/> Determine if/when to relocate to the Final Assembly Area. <u>If Relocating to Final Assembly Area:</u> <input type="checkbox"/> Notify Evacuation Monitors of the decision. <input type="checkbox"/> Assist with relocation of all occupants to the Final Assembly Area. <input type="checkbox"/> Receive roll call report from Evacuation Monitors. <input type="checkbox"/> Continue Liaison Duties with IC as well as County Administration.
TERMINATION OF EVACUATION	<u>Re-enter Facility:</u> <input type="checkbox"/> Upon IC's approval to re-enter, notify Evacuation Monitors. <input type="checkbox"/> Assist with re-entry of all occupants. <input type="checkbox"/> Contact Evacuation Monitors to ensure all occupants are accounted for. <u>If at Final Assembly Area:</u> <input type="checkbox"/> Upon directions from County Administration, follow accordingly.
DEMOBILIZATION DUTIES	<input type="checkbox"/> Identify issues for end report. <input type="checkbox"/> Participate in After Action Review as needed.
DOCUMENTS TO REVIEW	<input type="checkbox"/> Evacuation for Government Center Complex Plan. <input type="checkbox"/> All Job Action Sheets.

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**Appendix B
(Job Action Sheet)**

Evacuation Monitor (EM)

REPORT TO	Building Evacuation Coordinator (BEC)
SUPERVISE	All occupants within assigned area
JOB DESCRIPTION	Assist in the safe, rapid, and efficient emergency evacuation of all occupants and visitors within the facility. Maintain calm and order among Evacuees.
PRIOR TO EVACUATION	<input type="checkbox"/> Receive training necessary to perform duties. <input type="checkbox"/> Maintain an Emergency Log of current staff within assigned area. Update as changes occur <i>(Primary EM maintains and notifies Backup EM of changes)</i> . <input type="checkbox"/> Maintain an Evacuation Flag and Kit for use during evacuations. <i>(Primary EM maintains and notifies Backup EM of changes)</i> .
DURING EVACUATION	<input type="checkbox"/> Receive initial notification of emergency from BEC or other means. <input type="checkbox"/> Bring Evacuation Flag and Kit to the Primary Assembly Area. <input type="checkbox"/> Assist with the evacuation of all occupants from the area to the Primary Assembly Area via designated exits. <input type="checkbox"/> When at Primary Assembly Area, display Flag for occupants to see <input type="checkbox"/> Conduct roll call for occupant accountability. Provide verbal report to BEC. <input type="checkbox"/> Report missing persons or location of "refuged" persons to the BEC. <input type="checkbox"/> Serve as Liaison between the Evacuees and BEC. Relay any information. <u>If Relocating to Final Assembly Area:</u> <input type="checkbox"/> Notify Evacuees of the decision. <input type="checkbox"/> Assist with relocation of all occupants to the Final Assembly Area. <input type="checkbox"/> Conduct roll call for occupant accountability. Provide verbal report to BEC. <input type="checkbox"/> Continue Liaison Duties with BEC.
TERMINATION OF EVACUATION	<u>Re-enter Facility:</u> <input type="checkbox"/> Upon IC's and BEC's approval to re-enter, notify Evacuees. <input type="checkbox"/> Assist with re-entry of all occupants. <input type="checkbox"/> Conduct roll call for occupant accountability. Provide verbal report to BEC. <u>If at Final Assembly Area:</u> <input type="checkbox"/> Upon directions from BEC, follow accordingly.
DEMOBILIZATION DUTIES	<input type="checkbox"/> Replace Emergency Log with new form and return Evacuation Flag and Kit to their storage area. Provide used Log(s) to BEC. <input type="checkbox"/> Identify issues for end report and participate in After Action Review as needed.
DOCUMENTS TO REVIEW	<input type="checkbox"/> Evacuation for Government Center Complex Plan. <input type="checkbox"/> This Job Action Sheet.

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Appendix C

**Old Court House Building
Evacuation Monitors List**

Primary Assembly Area: Trinity Park (During Winter: Trinity Church Parking Lot)

Third Floor	**Primary Evacuation Monitor CCHD Administration Division (ADM)	Backup Evacuation Monitor (ADM)	**Primary Evacuation Monitor CCHD Finance & Information Technology Division (FIT)	Backup Evacuation Monitor (FIT)
	Mary Chaffin	Ellen Hemingway	Michele Petrashune	Scott Trombley

Second Floor	**Primary Evacuation Monitor (Court St Ramp)	Backup Evacuation Monitor (Court St Ramp)	**Primary Evacuation Monitor (Court St)	Backup Evacuation Monitor (Court St)
	Tammy Russell	Alex Mesick	Lisa Turner	KayLeigh Raville

First Floor	**Primary Evacuation Monitor (Annex)	Backup Evacuation Monitor (Annex)	**Primary Evacuation Monitor (Margaret St)	Backup Evacuation Monitor (Margaret St)
	Karla Romeo	Karen Plotas-McGrath	Jennifer Anderson	Nichole Louis

Building Emergency Coordinator(s) - In descending order:

- **Director of Public Health:** Jeffrey Sisson
- **Quality Coordinator:** Jennifer Trudeau will check the Large Meeting Room, 2nd Floor Bathroom and Director of Health Planning and Promotion Office
- **Director of Health Care Services:** Debra Tackett
- **Health Facility Comptroller:** Darlene DuBuke

****Primary Evacuation Monitor** is responsible for coordination of Evacuation Flag and Evacuation Kit for their respective Floor/Area. Any changes must be communicated to the Backup Evacuation Monitor.

Backup Evacuation Monitor will be responsible in absence of the Primary Evacuation Monitor.

(Developed in coordination with Buildings and Grounds)

(Updated 06/15/23)

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Appendix C (cont'd)

**Surrogate Building
Evacuation Monitors List**

Primary Assembly Area: Trinity Park (During Winter: Trinity Church Parking Lot)

Second Floor	**Primary Evacuation Monitor (Margaret St)	Backup Evacuation Monitor (Margaret St)	Primary Evacuation Monitor Youth Bureau (Margaret St)	Backup Evacuation Monitor Sanitarians (Margaret St)
	Leslie Marion	Sandy Lafave	Lori Evangelisto Backup – Terri Sisco	DUTY OFFICER

First Floor	Primary Evacuation Monitor - Office for the Aging (Margaret St)	Backup Evacuation Monitor - Office for the Aging (Margaret St)
	Lisa LaTour	Debbie Rheome

Basement	Primary Evacuation Monitor Buildings and Grounds	Backup Evacuation Monitor Buildings and Grounds
	Glen Larson	Neil Trombley

Building Emergency Coordinator(s) - In descending order:

- **Superintendent of Buildings and Grounds:** James Cleveland
- **Director of Environmental Health and Safety:** Ryan Davies
- **Director of Office for the Aging:** Darlene Collins
- **Director of Planning:** Shannon Thayer
- **Case Supervisor, Grade B:** Terri Sisco

****Primary Evacuation Monitor** is responsible for coordination of Evacuation Flag and Evacuation Kit for their respective Floor / Area. Any changes must be communicated to the Backup Evacuation Monitor.

Backup Evacuation Monitor will be responsible in absence of the Primary Evacuation Monitor.

(Developed in coordination with Buildings and Grounds)

(Updated 06/15/2023)

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Appendix D

Acronyms/Initialisms List

Acronyms / Initialisms:	Definitions:
AAR/IP	After Action Report/Improvement Plan
ADM	CCHD Administration Division
BEC	Building Emergency Coordinator
CCHD	Clinton County Health Department
EM	Evacuation Monitor
FIT	CCHD Finance & Information Technology Division
IC	Incident Commander