

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
COUNTY BUILDING(S) LOCKDOWN/LOCKOUT PROCEDURES

Purpose-

To provide protection to employees and patrons in county buildings in situations involving an active shooter, dangerous intruders and other incidents that may result in harm to persons inside or outside the building(s). A lockdown/lockout may be initiated when it may be more dangerous to leave the building than to stay out of harms way in a secured office area.

1.0 Lockdown/Lockout Procedures

1.1 Protective Services Officers (at facilities where they are assigned) or Directors and/or Supervisors in other facilities will initiate the lockdown notification procedures by announcing a warning, preferably over a public address system stating:

“THIS IS AN EMERGENCY. THIS BUILDING IS NOW IN LOCKDOWN. QUICKLY PROCEED TO THE NEAREST OFFICE. LOCK AND SECURE ALL EXTERIOR DOORS.

1.2 Upon receiving notification that a lockdown is being initiated, employees and patrons in the building will proceed immediately to the nearest business office for safety.

1.3 Directors and/or supervisors will quickly shut and lock all office doors leading to common hallways and close all window shades and blinds if applicable. After the doors are secured, the Director/supervisor will slide a colored reporting sheet (a green sheet for “all safe” or a red sheet for “medical or other emergency problems”) under the main exterior door leading to the hallway. Employees and patrons inside a secured office will be directed to an interior location (i.e. conference room), if possible away from windows and exterior doors.

1.3.1 In the event of a lock down, employees and patrons should not evacuate the building even if the audible fire alarm is heard. This could be a ruse to get people into the hallways.

1.3.2 In the event that gunshots or explosions are heard during the lockdown, employees and patrons should lay prone on the floor until the threat has passed.

- 1.3.3 If there are emergencies inside a secured office area, communicate with law enforcement personnel by calling:
 - 911 or 9-911 from all county facilities (VECC)
 - 743-7000 (Sheriff’s Dispatch)
 - 468-2911 (Protective Services)
- 1.3.4 Directors/supervisors and employees should help maintain order among patron and fellow employees to promote safety and security during the lockdown incident.
- 1.4 Employees and patron will remain in their secured location until notified by a Protective Services Officer or other uniformed law enforcement officer. Do not assume the person is a law enforcement officer. If you are unsure about the officer always, ask for proper identification (i.e. ID card). Have them slide the identification under the door. Promptly advise the officer of any medical or other emergencies.
- 1.5 If you are outside the county facility and a lockdown has occurred, do not attempt to enter the facility. Move to a secure area away from the premises (i.e. other public buildings). As soon as possible, try to make contact with your supervisor.
- 1.6 Directors/supervisors shall account for all of their personnel immediately after the incident. Report any missing or unaccounted for employees immediately to law enforcement personnel.

APPROVED and PASSED this 14 day of March, 2006.

SALT LAKE COUNTY COUNCIL

Cortlund Ashton, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney’s Office Date