

Emergency Procedures

This safety and emergency preparedness information is provided by the Iowa Homeland Security and Emergency Management Division for State of Iowa Capitol Complex employees. If you have any questions please contact your building supervisor or the Emergency Management Division at (515) 281-3231. State employees not located on the Capitol Complex should follow their department/office emergency plans.

Bomb Threat

Once a bomb threat has been received employees are asked to search their personal office space and report any suspicious packages or items to emergency officials. This search will aid emergency officials, due to employees being more familiar with their own work area and what would be considered out of place more so than an emergency responder.

Evacuation orders will be conveyed through the public address system or through personal notifications. Employees should take action as directed by emergency officials as to a safe location when evacuating. No one should try to re-enter the affected building until the "all clear" is announced.

A telephone threat checklist follows on page two.

If you receive a bomb threat, report it immediately to State Patrol at (515) 281-5608.

Fire

1. Close doors as you leave, to isolate the fire.
 2. Walk - do not run or hesitate.
 3. Do not use elevators in evacuating.
 4. Supervisors with handicapped personnel will be responsible for their safe evacuation.
 5. Exit the building at the nearest exit away from the fire source.
 6. All employees should know the location of their nearest fire extinguisher and how to operate it.
- Do not delay evacuation in attempting to extinguish any uncontrollable fire.*
7. Evacuees should remain in their designated assembly areas until emergency officials supply additional information.

If you discover a fire, go to the nearest fire alarm box and sound the alarm. Immediately call 911 and then State Patrol at (515) 281-5608.

Medical Emergency

Call 911 and then State Patrol at (515) 281-5608

Post employees at building entrances to direct medical personnel. Try to make the person comfortable and wait for emergency personnel to arrive.

Tornado

Upon notification via the public address system, or the NOAA weather radio report to your designated tornado shelter area.

Capitol Complex Tornado Shelter Areas

Capitol - Ground floor: corridors and the Capitol-Lucas tunnel.

Grimes - Basement and tunnel: central core between hallways on the 1st & 2nd floors.

Hoover - Level B and North half of Level A and the tunnel.

Jesse Parker - Refer to vocational rehabilitation center procedures manual.

Judicial - underground parking area.

Lucas - Basement and tunnel: area near elevators and restrooms (except 6th floor). Additional shelter in the stairwells.

Maintenance - restrooms.

New Historical - Basement hallways.

Ola Babcock Miller - West Hall, ground floor.

Wallace. 1st floor and tunnel: good protection in restrooms, conference rooms, and stairwells (except 5th floor).

Workforce Development.

South side: basement and tunnel.

East wing: stairwells with no glass.

Stay away from glass in windows and doors. Remain in assigned areas until advised to leave.

Homeland Security Telephone Threat Checklist

Your Name: _____

Number Call Received At: _____

Time of Call: _____ a.m. / p.m.

Length of Call: _____

Date of Call: ____/____/____

Questions To Ask The Caller During the Call

1. When will the event occur?
2. Where will the event occur?
3. What will happen?
4. If a bomb, what kind?
5. What will cause it to explode?
6. Why are you making this threat?
7. Who is responsible for this event?
8. What is your name?
9. What is your address?

Questions to Ask Yourself After the Call

Threat Language

What manner was the threat spoken?

- | | | |
|--------------------------------------|--------------------------------|---|
| <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Taped | <input type="checkbox"/> Message Read by Caller |

Background Noises

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Street noise | <input type="checkbox"/> Factory | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Crockery/Restaurant | <input type="checkbox"/> Motors |
| <input type="checkbox"/> House Noises | <input type="checkbox"/> Static | <input type="checkbox"/> Office Machines |
| <input type="checkbox"/> PA Systems | <input type="checkbox"/> Airport/Aircraft | <input type="checkbox"/> Train/Railroad |
| <input type="checkbox"/> Music | <input type="checkbox"/> Other | |

The Caller

- Male Female

Race/Ethnic Background:

- | | | |
|---------------------------------|---|--------------------------------------|
| <input type="checkbox"/> White | <input type="checkbox"/> African American | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Latino | <input type="checkbox"/> Native American | <input type="checkbox"/> Other _____ |

Age Estimate: _____

- Juvenile Adult

Caller's Voice

Check all that apply:

- | | | | |
|---|---|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Excited | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Rapid | <input type="checkbox"/> Raspy | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Distinct | <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Deep | <input type="checkbox"/> Lisp | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Laughing | <input type="checkbox"/> Whispering | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Foreign Speaking | <input type="checkbox"/> Clearing Throat / Cracking Voice | | |
| <input type="checkbox"/> Heavy / Deep Breathing | | | |

If the voice was familiar, who did it sound like?

What was the exact wording of the threat?

If a threatening call is received, immediately contact State Patrol (Post 16) at (515) 281-5608.