

Final
STAFF SUMMARY OF MEETING

COMMITTEE ON LEGISLATIVE EMERGENCY PREPAREDNESS, RESPONSE, AND
RECOVERY

Date: 08/28/2013	ATTENDANCE
Time: 10:00 AM to 02:35 PM	Devlin X
Place: HCR 0112	Eddins X
This Meeting was called to order by <u>Senator Lambert</u>	Garcia E
	Haskins X
This Report was prepared by <u>Erin Vanderberg</u>	Herreid X
	Jani X
	Markwell *
	Saine X
	Ziegler X
	Nicholson X
	Lambert X

X = Present, E = Excused, A = Absent, * = Present after roll call

Bills Addressed:	Action Taken:
Presentation on the Emergency Action Plan	Committee Discussion Only
Summary of SJR 13-035	Committee Discussion Only
Report to General Assembly	Committee Discussion Only
ReadyOp Report	Committee Discussion Only
Other Business	Committee Discussion Only
Tour of the Colorado Information Analysis Center	Committee Discussion Only
Tour of the Emergency Operations Center	Committee Discussion Only

10:01 AM -- Presentation on the Emergency Action Plan

Trooper Chris Valdez, Colorado State Patrol (CSP), gave an overview of the Colorado State Capitol Building's Emergency Action Plan (Attachment A). Every fiscal year, the CSP updates the plan based on feedback from floor wardens and other developments. Trooper Valdez stated that the plan is a living document that belongs to the building's inhabitants. Trooper Valdez discussed the role of state troopers in the building. He stated that state troopers suffice as the Capitol's 9-1-1 alert system. The CSP responds to medical calls, suspicious packages, fights, and all other incidents that require police attention.

10:10 AM

Trooper Valdez discussed the medical emergency supplies available in the building. He discussed the prevalence of fire alarms related to kitchens and construction. He discussed the August 15, 2013, active shooter situation in Veterans Park and the resulting lockdown at the Capitol where the emergency notification system failed. He discussed the differences in evacuation plans related to fire alarms and bomb threats. Trooper Valdez responded to questions from the committee.

10:20 AM

Committee discussion ensued on the Capitol's emergency notification system. Trooper Valdez responded to questions on the desk alarms.

10:30 AM

Committee discussion continued about Capitol Complex safety issues, and how to include LSB-A, the Masonic Temple, and, when it comes online, 1525 Sherman, in Capitol Complex safety plans.

10:40 AM

Committee discussion continued on Continuity of Operations Plans (COOP) and Continuity of Government (COG) plans.

10:48 AM -- Summary of SJR 13-035

Nicole Myers, Office of Legislative Legal Services, provided a summary of SJR 13-035, a clean-up resolution affecting Joint Rule 44.

10:53 AM -- Report to General Assembly

Members discussed the legislative COOP-COG plan, pursuant to the statutory requirement that the LEPRRC committee revisit and update the plan each year. Members were directed to study the plan and provide suggested changes to staff.

10:57 AM -- Ready Op

Erin Vanderberg, Legislative Council Staff, presented a summary of a new software platform, ReadyOp, which is being utilized by the Department of Public Safety for its emergency communication needs.

10:58 AM -- Other Business

The committee discussed the logistics for their tour of the Department of Public Safety's Colorado Information Analysis Center and Emergency Operations Center to follow the meeting.

11:30 AM -- Tour of the Colorado Information Analysis Center

The committee members began the tour of the Colorado Information Analysis Center (CIAC) in Lakewood and were welcomed by Kevin Klein, Director of the Colorado Department of Homeland Security and Emergency Management (DHSEM), and Captain J.P. Burt. Captain Burt explained that the CIAC is an integrated multi-agency, multi-jurisdictional information-sharing network whose mission is to collect, analyze, and disseminate information in a timely manner. He told the committee members that the CIAC partners with public and private safety entities, including: the Colorado Department of Public Health and Environment (CDPHE); local police, sheriff, and fire departments; Emergency Medical Services (EMS); Colorado Bureau of Investigation (CBI); and the National Guard. Captain Burt talked about some of the specific cases with which the CIAC has been involved in recent years.

The committee members were given a brief tour of the offices and were then briefed by staff members from the Colorado Auto Intelligence Coordination Center (ATICC). Mr. Robert Force explained how the ATICC is funded, and used a case study to show how the ATICC can use auto intelligence to charge criminals involved not only with auto theft, but a multitude of crimes, including identity theft, prostitution, and drug trafficking.

12:45 PM -- Tour of the Emergency Operations Center

Next, the committee members traveled to the DHSEM Emergency Operations Center (EOC) in Centennial. At the EOC, the members were given a demonstration of ReadyOp by Mr. Marc Moore of Collabria Software. ReadyOp is cloud-based, next generation communication platform. The application stores a variety of data sets, like contact lists, operational plans, and personnel rosters, which are integrated with communication formats like cell phones, push-to-talk devices, radios, text messages, and e-mail, to name a few. DHSEM is the first division in DPS to utilize the ReadyOp program, and several state agencies are also in the process of implementation. The committee discussed the ability to include ReadyOp as a platform in the updated COOP-COG plans. Mr. Klein answered questions from the committee members and gave them a brief tour of the EOC.

02:35 PM

The committee adjourned.

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Emergency Action Plan

**COLORADO STATE CAPITOL
BUILDING**

200 E. Colfax Ave.
Denver CO

January 1, 2013 - December 31, 2013

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Colorado State Capitol Building - Emergency Action Plan

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GENERAL INFORMATION

This plan is *for your information only*. Do not share it with anyone who is not an employee.

Welcome to the Emergency Action Plan for 2013. This plan will provide you with the information you need to know as an employee or occupant in the Capitol Building regarding how to handle and respond to emergency situations.

For any type of emergency (fire, medical, safety), the only phone number you need to know is (303) 866-3660 (or x3660). This is the number for the Colorado State Patrol, and it can coordinate the necessary response to any emergency situation.

COLORADO STATE PATROL RESPONSIBILITIES

The Colorado State Patrol is responsible for the following:

1. Responding to “duress alarms.”
2. Responding to Suspicious Package” calls.
3. Responding to calls concerning “stranger in the building.”
4. Observing the premises on closed circuit television monitors.
5. Providing & maintaining access codes.
6. Following emergency procedures.
7. Responding to medical calls.
8. Evicting solicitors and loiterers.
9. Securing any and all buildings.

BUILDING SECURITY – INGRESS AND EGRESS CONTROL

Building security is the responsibility of the Colorado State Patrol Command Center, Building Management/Capitol Complex. The security functions that are provided include keypad-secured entrances, video camera monitoring, and “duress alarm” monitoring. Building Management/Capitol Complex maintains the Velocity keypad system (at all entrances to the building). The State Patrol monitors the Velocity system, video cameras located around the perimeter of the building and the lobby. The “duress alarm buttons” located throughout the State Capitol Building are monitored and responded to by State Patrol.

Method of main door access and mechanical surveillance: The Capitol Building’s main entrances, on the first floor north side and the ground level south side, have both video surveillance that feeds to the State Patrol Command Center office and a keypad access code system. The keypad system is also present at the following building entrances: Northwest ground level, southeast ground level and all four doors on the first floor. **The main doors are open from 7:30 a.m. to 5:00 p.m., Monday-Friday for public use and an access code is not required for entry.**

Employees must wear their I.D. badges when in the Colorado State Capitol Building.

Metal Detectors are located in the Capitol on the first floor north side and the ground level south side. They are in use from 7:30 a.m. to 5:00 p.m., Monday-Friday. Security officers and State Patrol Troopers are stationed at the detectors.

Reports of theft and other incidents are reported to the Colorado State Patrol.

COMMUNICATION EQUIPMENT AND SYSTEMS

Communication with building occupants is critical in an emergency situation. The Capitol Building uses the following systems for emergency communication:

1. Audible alarm devices that are programmed to sound on each floor.
2. A public address system is present throughout the building. In emergencies, it will be used by the Denver Fire Department to issue instructions for evacuation procedures. The Colorado State Patrol may also use this system in other emergency situations.
3. An evacuation map is posted on each floor of the building in the elevator lobby ("YOU ARE HERE"). These maps direct occupants to the nearest stair enclosure and exit route.
4. Emergency telephones are located in each elevator cab for two-way communication with Capitol Complex personnel.

COLORADO STATE CAPITOL BUILDING EVACUATION PROCEDURES

Evacuation Outline

(Revised for 2013)

Key Personnel:

The following are key personnel who are involved in the evacuation of the Colorado State Capitol:

1. Colorado State Patrol.
2. Floor / Zone Wardens, Roll Call Officers (See list on pages 16-19)

Evacuations:

The Capitol Building may be evacuated for primarily two types of situations: (1) Fire and (2) Threat situation. In the event that it would become necessary to evacuate the State Capitol for any reason, the following actions will take place:

- The fire alarm will be activated either automatically or manually when it is necessary to evacuate the building.
- You will hear an audible alarm and a taped announcement advising to evacuate.
- Strobe lights will be flashing throughout the building indicating an evacuation.
- When the fire alarm is activated the elevators will automatically respond to the basement level and become inoperable.

Visitors in the State Capitol Building:

All visitors will be evacuated by their Tour Guides. Visitors who are not on guided tours will be evacuated by the Floor Wardens and directed to a designated evacuation site. The Roll Call Officers at each designated evacuation site will notify the Incident Commander of the evacuated visitors in their area. This includes Fire Alarms and Threat Alarms.

Fire Evacuation Procedure:

State Patrol and Security Officers

1. A State Patrol Supervisor or the State Patrol Trooper from Post #2 will respond to the parking gate on the south side of the building and establish the **Fire Incident Command Post**.
2. The State Patrol Trooper on the first floor will respond to the third floor and assist with the evacuation.
3. Security Officers on the basement level will secure the north side and south side entrances. Security Officers on the first floor level will secure the north entrance.
4. State Patrol Troopers and Security Officers will be the last to exit the building. They will then respond to the Fire Incident Command Post.

Floor/Zone Wardens, Roll Call Officers

1. Floor/Zone Wardens ensure assigned areas are evacuated of all occupants (including visitors and tourists) and then report status to Roll Call Officer at the designated evacuation site.
2. Roll Call Officer takes roll call at designated evacuation site and reports status of evacuated occupants (e.g., present or unaccounted for) to State Patrol Supervisor or Trooper at the Fire Incident Command Post. **This step is extremely important.**

Important note: *The Denver Fire Department no longer permits occupants to 'stand by' or 'stay in place' when a fire alarm is activated on their floor. Immediate evacuation of the affected floors is mandatory. Individuals who do not comply with the mandatory evacuation comply commit a class 2 misdemeanor (see §18-8-104, Colorado Revised Statutes)*

Upon initiation of a fire alarm in the building, the mechanical electronic locks on all stairway doors will unlock.

Upon activation of a fire alarm, all occupants of the affected floors will immediately begin an evacuation of their floor, proceeding down a stairway, if necessary, to exit the building and assemble at the designated evacuation site. Every tenant is assigned an evacuation site to which he or she must report after evacuation from the building. (See page 7 for details.) At each evacuation site, a roll call of the employees and visitors will be performed. Evacuated occupants must remain at the evacuation site, if safe to do so, until State Patrol and or Building Management/Capitol Complex has received authorization from the Denver Fire Department to direct the evacuated occupants either to return to the building and normal operations or to follow some other instruction. Strict adherence to this plan must be maintained.

Stair Enclosures

Evacuation of the building occurs through the building stair enclosures. Stair enclosures are the lifelines out of the building for emergencies. The third floor has four open stairways to the second floor. The second floor has four open stairways to the first floor. All are clearly marked with exit signs.

Re-entry to the Capitol Building

Once the State Patrol or the Denver Fire Department has determined it is safe to re-enter the Capitol Building, State Patrol supervision will check with Fire and or Capitol Complex Maintenance Staff to ensure all systems have been reset. State Patrol will then notify the Floor/Zone Wardens and Roll Call Officers that the building is clear and open for re-entry.

Preventing Unauthorized Entry:

To prevent unauthorized persons from entering the Capitol Building, the following steps must be taken by the Floor/Zone Wardens:

Basement Level:

The Floor/Zone wardens on the north side of the Capitol will stand by northwest and northeast doors. They will make sure that **only State Employees are using these entrances to re-enter the building after an evacuation.**

First Floor:

The Floor/Zone wardens on the west, east and south side of the Capitol will stand by these doors. They will make sure that **only State Employees are using these entrances to re-enter the building after an evacuation.**

Fire Evacuations: Designated Evacuation Site Locations

Upon evacuation from the Capitol Building for a fire, evacuated building occupants should assemble at the following designated evacuation site locations:

- **House of Representatives and Staff Members** will assemble on the **northeast lawn (Grant St. side)** of the Capitol Building.
- **Senate and Staff Members** will assemble on the **southeast lawn (Grant St. side)** of the Capitol Building.
- **Legislative Council, Lt. Governor's Office, Tour Guides, Treasurer's Office and OSPB** will assemble on the **northwest lawn, north of the Civil War Soldier** of the Capitol Building.
- **Legislative Legal Services, Governor's Office, Governor's Press Governor's Policy** will assemble on the **southwest lawn, south of the Civil War Soldier** of the Capitol Building.
- **Reporters, Capitol Custodians, Cafeteria personnel and Governor's Legal Counsel** will assemble at the **Indian/Buffalo Memorial on the east side** of the Capitol Building.

THREAT ALARMS: EVACUATION OR SHELTER IN PLACE

There are two types of threat alarms. One type, such as a bomb threat, may require the evacuation of the Capitol Building. The other type, such as a civil unrest disturbance or riot, may require occupants of the Capitol Building to remain in the building and shelter in place.

Threat Alarm Evacuation Procedure

In the event of a threat alarm that requires evacuation of the Capitol Building (and the surrounding grounds), the following procedure applies:

1. **Reverse 911 Calls:** The State Patrol will utilize the reverse 911 phone call system to make phone calls to occupants throughout the entire Capitol Building. The recorded message will instruct occupants to evacuate the Capitol Building due to a threat alarm.
2. **Public Address Announcement:** The State Patrol will utilize the public address system to announce the need to evacuate the entire Capitol Building. In addition to this message, there will be an audible alarm.
3. **Building Evacuation:** Building occupants should quickly gather any necessary personal items (coats, keys, purse, etc.) and evacuate the building in an orderly manner. Floor/Zone Wardens ensure assigned areas are evacuated of all occupants (including visitors and tourists) and then report status to Roll Call Officer at the designated evacuation site. A persons designated as a 'buddy' to a mobility-impaired individual (see page 9) will assist that individual evacuate the building.
The Roll Call Officer takes roll call at designated evacuation site and reports status of evacuated occupants (e.g., present or unaccounted for) to State Patrol Supervisor or Trooper at the designated evacuation site. **This step is extremely important.**
4. **Off-site Evacuation Assembly Location:** Evacuated building occupants will assemble to the north parking lot of the State Office Building (the Department of Education Building) at 201 East Colfax Avenue.
5. **Command Post:** The State Patrol will establish an incident command post at the off-site evacuation assembly location.

Threat Alarm Shelter in Place Procedure

In the event of a threat alarm that requires occupants to remain in the building and shelter in place, the following procedure applies:

1. **Building lock down:** The Capitol Building will enter 'lock down' mode, which means the doors will automatically lock and no one will be allowed to enter or exit the building.
2. **Reverse 911 calls:** The State Patrol will utilize the reverse 911 phone call system to make phone calls to occupants throughout the entire Capitol Building. The recorded message will notify occupants about the need to shelter in place.
3. **Shelter in place:** Employees and any other building occupants will proceed to any office that is able to be locked. Main entrances to an agency (i.e., entrances that connect to a central hallway of the Capitol Building) should be locked.

Employees and other occupants must stay in the locked rooms until they receive notice

from the State Patrol that the threat has been handled and it is no longer necessary to shelter in place.

Individuals with Impaired Mobility

The following procedures have been implemented to provide maximum safety for anyone in the Capitol Building who is mobility-impaired. Always include mobility-impaired individuals in your planning processes. They are the experts on their condition, and their input is always valuable.

1. A comprehensive, confidential list of mobility-impaired individuals titled “Individuals Requiring Fire Department Assistance to Evacuate,” with the **DATE** the list was updated, shall be kept in the Colorado State Patrol Command Center and **POSTED** in the Fire Command Center located on the Capitol Building basement level at all times for use during any type of emergency. This list shall include:
 - The name of the mobility-impaired individual;
 - The nature of the physical challenge that results in the individual being mobility-impaired (e.g., wheelchair-bound; broken leg requiring crutches);
 - The floor of the Capitol Building on which the individual works;
 - The name and phone number of the Floor Warden with responsibility for the floor on which the individual works;
 - Identification of where the individual will remain while waiting for rescue by the Fire Department (e.g., north stairwell/refuge area).

This list shall be updated weekly until the individual is no longer mobility impaired. All Office Managers (or positions with similar responsibilities) must e-mail the State Patrol Communications Center (Heather.White@cdps.state.co.us) an updated list of mobility-impaired individuals in their agency every Monday morning. The State Patrol will then update the master list and post it as required.

2. Each Floor Warden must assign at least **two people** to be the mobility-impaired individual’s “buddy.” In this way, someone is always able to stay with the individual needing assistance.
3. In the event of an emergency, the mobility-impaired individual should never be left alone. One of the individual’s assigned “buddies” should always take the person to the nearest stair enclosure landing or designated refuge area.

Individuals Requiring Fire Department Assistance to Evacuate

Last Updated: January 1, 2012

Name	Floor	Floor Warden	Impairment	Refuge Area
Legislative Legal Services	Basement	Patti Dahlberg	N/A	None
Legislative Council	Basement	Amy Zook	N/A	None
Governor's Office	1 st Floor	Kristina Mueller	N/A	South Door 1 st Floor
OSPB	1 st Floor	Michelle More	N/A	North Door 1 st Floor
Treasury Office	1 st . Floor	Clare Jozwiak	N/A	West Door 1 st Floor
House of Representatives	2 nd Floor	Marilyn Eddins	N/A	Rotunda: North side
Senate	2 nd Floor	Cindi Markwell	N/A	Rotunda: South side
House of Representatives	3 rd Floor	Marilyn Eddins	N/A	Northwest and Northeast Stairwell
Senate	Senate 2nd Floor Room 274	Cindi Markwell x4838 Jesse Mallory x3931 Kevin VanWinkle x4147	David Keimig Wheelchair	Northeast Stairwell
Senate	3 rd Floor	Cindi Markwell	N/A	Southwest Stairwell
House of Representatives	2 nd Floor	Marilyn Eddins	N/A	Rotunda: South side

OTHER EMERGENCIES

Accident or Illness – Medical Emergency

In the event of an **accident or illness**:

1. Immediately call the **State Patrol at (303) 866-3660 (or x3660)**.
2. **Give the State Patrol operator the following information:**
 - Your name
 - Name and address of the building in which the ill or injured person is located (e.g., Capitol Building at 200 E. Colfax Ave.)
 - Floor or location of the ill or injured person
 - Any details available about the accident or illness

Do not hang up until State Patrol operator requests that you do so.
3. Have someone meet the responding State Patrol Troopers to guide them to the ill or injured person.

If you call to report a “Medical Emergency,” firefighters, police, and an ambulance will be dispatched at the same time.

Do not move the ill or injured person unless he or she cannot remain at that location without further endangering his or her life. Perform first aid to your level of training. Some floor wardens have been trained in CPR and first aid. Have someone notify the floor warden for assistance until the State Patrol Troopers or other emergency personnel arrive.

Automated External Defibrillators - AED's

Automated External Defibrillators (AED) are available for medical emergencies related to potentially life-threatening cardiac conditions. There are 6 AED's in the Capitol Building. They are located at:

- **Basement Floor** – Sergeant-at-arms Desk (Room 0110)
- **1st Floor** – Governor's Office (Bathroom)
- **1st Floor** - Troopers Office Room 100
- **2nd Floor** – House and Senate Sergeant-at-arms desks in the legislative chambers.
- **3rd Floor** – Attic (stairs to Dome) & Room 355

The AED's are very easy to use. Just follow the simple audio instructions given by the machine.

Suspicious Individual/Stranger in Building – Hostage Situation – Civil Unrest or Riots

Suspicious Individual/Stranger in Building

The best way to avoid having to deal with a stranger in the building is to help ensure that all security policies are followed, by keeping valuables locked away, and by keeping office doors locked when the offices are not occupied. Don't create a situation that will attract strangers.

Report the presence of suspicious individuals in or about the property to the **State Patrol at (303-866-3660 (or x3660))**. A physical description of the individual and the location where he or she was last seen will also be important information to communicate.

If a stranger is discovered in the building, it is best to address them in a non-threatening manner, asking who/what they are looking for. Never attempt to restrain the individual. If the individual becomes confrontational, do not react aggressively. Immediately remove yourself from the situation, contact **State Patrol at (303) 866-3660 (or x3660)**, and provide the State Patrol operator with a description of the individual and the location where the individual was last seen.

Hostage Situation

Report any situation involving hostages to the **State Patrol at (303) 866-3660 (or x3660)** and provide the following information:

- A physical description of the person(s) and their location;
- Whether or not the person(s) are armed;
- The number of hostages and their location.

The State Patrol will notify the Denver Police Department of the situation.

After the State Patrol has been notified, **stay in place and lock office doors**. Wait for instruction from the State Patrol or other law enforcement authorities.

Civil Unrest or Riots

In the event of civil unrest or riots outside the Capitol Building, **stay in the building and stay away from windows**. Call the **State Patrol at (303) 866-3660 (or x3660)** to report the disturbance and then wait for instructions from the State Patrol or the Denver Police Department.

Bomb Threat

Basic Tenant Responsibilities

1. Each tenant should brief themselves on the bomb threat procedures listed below.
2. Each tenant should have a copy of the bomb threat checklist near the receptionist's telephone and/or at each desk (See checklist on page 14)

Bomb Threat Emergency Procedures

If you receive a bomb threat by telephone:

1. Immediately ask the caller the questions listed on the bomb threat checklist. This information will be extremely helpful to the State Patrol and the police.
2. After the caller has hung up, immediately fill out the remaining portion of the bomb threat checklist. This information will be extremely helpful to State Patrol and the police.
3. **Call the State Patrol at (303) 866-3660 (or x3660) that you have received a bomb threat.** The State Patrol will contact the Denver Police Department.
4. Do not make statements to newspapers, radio, or television news. Leave that to the police.
5. In the event the Capitol Building must be evacuated in response to the bomb threat, follow the "Threat Alarm Evacuation Procedure" on page 8.

Written bomb threats are received less frequently than telephone threats but must be considered just as carefully.

If you receive a written bomb threat:

1. **Avoid physically handling the written threat.** The written threat is evidence and will be analyzed by the Police Department for fingerprints, postmarks, handwriting and typewriting.
2. **Isolate and insulate:** Isolate the letter and insulate yourself and others by moving to a safer location.
3. **Call the State Patrol at (303) 866-3660 (or x3660) that you have received a bomb threat.** The State Patrol will contact the Denver Police Department.
4. Do not make statements to newspapers, radio, or television news. Leave that to the police.

*If a suspected bomb/device is found, **DO NOT TOUCH IT.***

1. **Contact the Colorado State Patrol at (303) 866-3660 (or x3660) to report the suspected device** and clear the immediate area.
***** Two-way radios should never be used in the area of suspected device. *****
***** Do not use cell phones in the area of the suspected device. *****
2. Guard the area, keeping people away, until a State Patrol Trooper responds and can examine the device. If the State Patrol Trooper believes the suspected device to be a bomb, his/her authority immediately exceeds that of the tenant or landlord and his/her instructions are to be followed.

BOMB THREAT CHECKLIST

Date: _____ Name of Company: _____

Name and position of person taking call: _____

Telephone number call came in on: _____

FILL OUT COMPLETELY IMMEDIATELY AFTER BOMB THREAT

1. When is the bomb set to explode? _____
2. Where is the bomb located? _____
3. What does the bomb look like? _____
4. What type of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did the caller place the bomb? _____
7. Why did the caller place the bomb? _____
8. What is the caller's name and address? _____
9. Caller's: Sex _____ Age _____ Race _____ Length of Call _____

DESCRIPTION OF CALLER'S VOICE: (Check all that apply)

- | | | | |
|-------------|---------------------|--------------------|---------------|
| ___ Calm | ___ Laughing | ___ Lisp | ___ Disguised |
| ___ Angry | ___ Crying | ___ Raspy | ___ Accent |
| ___ Excited | ___ Normal | ___ Deep | ___ Familiar |
| ___ Slow | ___ Distinct | ___ Ragged | ___ Loud |
| ___ Slurred | ___ Rapid | ___ Nasal | ___ Soft |
| ___ Stutter | ___ Clearing throat | ___ Deep breathing | |

If voice is familiar, whom did it sound like? _____

BACKGROUND SOUNDS:

- | | | | |
|-----------------------------|------------------|-------------------|-------------------|
| ___ Street Noises | ___ House Noises | ___ Factory | ___ Local Call |
| ___ Crockery | ___ Motor | ___ Machinery | ___ Long Distance |
| ___ Voices | ___ Office | ___ Animal noises | ___ Phone booth |
| ___ PA System | ___ Clear | ___ Music | ___ Static |
| ___ Other: (describe) _____ | | | |

THREAT LANGUAGE/ACCENT: _____

- | | | | |
|-----------------|----------------------------------|----------------|----------------|
| ___ Well-spoken | ___ Foul | ___ Incoherent | ___ Irrational |
| ___ Taped | ___ Message read by Threat Maker | | |

REMARKS:

RESPONSIBILITIES OF EMERGENCY STAFF

Position	Responsibility
Drill Evaluator Building Warden STATE PATROL	Assists in the training of all personnel. Conducts and evaluates emergency drills. Plan emergency drills. Receives reports from each Floor Warden in an evacuation and gives an evacuation building report and location of mobility impaired to the Fire Department.
Floor Warden Employees wearing vest	Individual assigned to coordinate emergency evacuations of a specific floor or area and to ensure that all occupants have evacuated the building. The Floor Warden is also responsible for verifying the evacuation of <u>all</u> spaces, including rest rooms. <i>Close but do not lock all doors.</i>
Zone Warden Employees wearing vest	Individual assigned to monitor people in his/her work area and be responsible for their safe evacuation in an emergency. <i>Close but do not lock all doors.</i> Report or signal Floor Warden that an assigned area is clear as the area is exited. Report immediately to the Roll Call Officer at the assembly point to assist in the roll call of evacuees.
Aide to Employees with Mobility Impairment (“buddy”)	Employee assigned to assist occupants with mobility impairments during emergencies and drills.
Roll Call Officer Employees wearing vest & whistle	Assigned to monitor assembly points and take attendance/roll call as occupants arrive. Communication between assembly points and the Command Post.

State Capitol Building

Floor / Zone Wardens & Roll Call Officers

Basement (Ground Level)

Legislative Council: Assembly Point - North of Civil War Soldier

Position:	Name:	Room #:	Phone #:
Floor Warden	Amy Zook	029	866-4750
Alt. Floor Warden	Robin Jones	029	866-3521
Roll Call Officer	Robin Jones	029	866-3521
Zone Warden	Natalie Mullis	048	866-4778
Zone Warden	Clare Pramuk	011	866-4777
Zone Warden	Marie Garcia	001	866-4749
Zone Warden	David Beaujon	045	866-4781
Zone Warden	Molly Otto	048	866-4011

Legislative Legal Services: Assembly Point - South of Civil War Soldier

Position:	Name:	Room #:	Phone #:
Floor Warden	Patti Dahlberg	091	866-2045
Alt. Floor Warden	Matt Dawkins	091	866-4351
Roll Call Officer	Matt Dawkins	091	866-4351
Alt. Roll Call Officer	Linda Harris	091	866-2045
Zone Warden	Brita Darling	079	866-2241
Zone Warden	Robert Garcia	091	866-2045
Zone Warden	Anja Boyd	0102	866-2179
Alt. Zone Warden	Rebecca Hausmann	048	866-2172
Zone Warden	Tom Morris	081	866-4218
Zone Warden	John Kilgour	0100	866-4338

Capitol Café: Assembly Point - Indian Buffalo Memorial

Position:	Name:	Room #:	Phone #:
Operator		034	866-2985

State Capitol Building
Floor / Zone Wardens & Roll Call Officers
Interim: January-December 2012

First Floor

Governor's Office: Assembly Point - South of Civil War Soldier

Position:	Name:	Room #:	Phone #:
Floor Warden	Kristina Mueller	136	866-6290
Alt. Zone &	Cally King	136	866-6378
Zone Warden	Jay Hemphill	136	866-6451

Lt. Governor's Office: Assembly Point - North of Civil War Soldier

Position:	Name:	Room #:	Phone #:
Floor/Zone Warden	Suzanne Hultin	130	866-2077
Alt. Floor/Zone Warden	Andrew Freedman	130	866-2526

Office of State Planning and Budget: Assembly Point - North of Civil War Soldier

Position:	Name:	Room #:	Phone #:
Floor Warden	Michelle More	111	866-3866
Alt. Floor Warden	Julie Vaeth	111	866-4205
Roll Call Officer	Erick Scheminske	136	866-3024
Alt. Roll Call Officer	Justin Derdowski	111	866-4267
Zone Warden	Bettina Schneider	111	866-2982
Zone Warden	Zak Brewer	111	866-2972
Zone Warden	Julie Vaeth	111	866-3866
Zone Warden	Jason Schrock	111	866-3174

State Treasurer: Assembly Point - North of Civil War Soldier

Position:	Name:	Room #:	Phone #:
Floor/Zone Warden	Clare Jozwiak	140	866-2280
Roll Call Officer	Charles Scheibe	140	866-5826
Roll Call Officer & Zone Warden	Denise Knutsen	131	866-3565

Governor's Legal Counsel: Assembly Point - Indian Buffalo

Position:	Name:	Room #:	Phone #:
Floor/Zone Warden	Daniel Anzar	121	866-6390
Alt. Zone Warden	James Eklund	121	866-2760
Roll Call Officer			

State Capitol Building
Floor / Zone Wardens & Roll Call Officers
Interim: January-December 2012

First Floor (continued)

Governor's Office Press/Communications: Assembly Point - South of Civil War Soldier

Position:	Name:	Room #:	Phone #:
Zone Warden	Tyler Mounsey	127	866-2142
Alt. Zone Warden	[Name?]	127	866-2126
Roll Call Officer	Mark Broste	127	866-6748

Governor's Policy and Research: Assembly Point - South of Civil War Soldier.

Position:	Name:	Room #:	Phone #:
Floor Warden	Adrienne Russman	125	866-6126

Capitol Tours: Assembly Point - North of Civil War Soldier

Position:	Name:	Room #:	Phone #:
Floor Warden	Theresa Holst	Tour Desk	866-4747
Zone Warden	Simon Maghakyan	Tour Desk	866-4288

Second and Third Floors

House of Representatives: Assembly Point - Northeast Lawn (Grant St. Side)

Position:	Name:	Room #:	Phone #:
Floor Warden	Marilyn Eddins	271	866-2903
Roll Call Officer	Pat Geddis	House Chambers	866-2761
Zone Warden	Dean Toda	222	866-3844
Zone Warden	David Oppenheim	222	866-2302
Zone Warden	Owens Loftus	212	866-5679
Zone Warden	Kweku Boafo	246	866-2348
Zone Warden	Teresa Rosenthal	271	866-2544

Senate: Assembly Point - Southeast Lawn (Grant St. Side)

Position:	Name:	Room #:	Phone #:
Floor Warden	Cindi Markwell	356	866-4348
Roll Call Officer	Chris McGowne	251	866-4834
Zone Warden	MacKenzie Lintz	263-269	866-3181
Zone Warden	Jack Wylie	250	866-3181
Zone Warden	Renee White	274	866-2318
Zone Warden	Lori Brown	274	866-2638
Zone Warden	John McKay	346	866-5289

State Capitol Building
Floor / Zone Wardens & Roll Call Officers
Interim: January-December 2012

Third Floor

House Gallery & Dome: Assembly Point – North of Civil War Soldier

Position:	Name:	Room #:	Phone #:
Zone Warden	Dome Staff	House Gallery	866-3834
Zone Warden	Kristen Albers	346	866-2316
Zone Warden	Senate Sergeant	Committee Rooms	
Zone Warden	Jaima Mellor-Lindquist	Senate Gallery	

Other

Capitol Maintenance/Housekeeping: Assembly Point - Indian Buffalo Memorial

Position:	Name:	Room #:	Phone #:
Floor Warden	Ben Martinez	Capitol	303-916-5452
Floor Warden	Joseph Jiron	Capitol	303-916-9240
Floor Warden	Brad Skeers	Capitol	303-916-5669