

# **PA CareerLink® - Chester County Shelter-in- Office Plan**

**10/17/2016**

## **1. INTRODUCTION**

### **1.1 PURPOSE**

The purpose of this document is to provide the employees of the **PA CareerLink® - Chester County and United Way Financial Stability Center** and the public within the office during a potential threat of violence or an active shooter within the building with a procedure to follow for a shelter-in-place plan. **The PA CareerLink® - Chester County and United Way Financial Stability Center** is located at on the **Oaklands Corporate Center, 479 Thomas Jones Way, Suite 500, Exton, PA 19341.**

### **1.2 SCOPE**

This plan is to be implemented by the employees of the **PA CareerLink® - Chester County and United Way Financial Stability Center** when there is an active shooter or potential threat of violence within the building and there is need for a shelter-in-place action plan.

### **1.3 TRAINING**

The **PA CareerLink® Site Administrator and PA CareerLink Supervisor** are responsible for ensuring that employees of this office follow this procedure and develop an understanding of the plans objectives and other inter-related activities.

### **1.4 DEFINITIONS**

All clear – will be defined by the County Security Committee.

Open Cubicle – work area constructed with low panels, open walk way and no locked door.

Private Room – work area with floor to ceiling walls and locked door(s).

Shelter-in-place activation – will be defined by the County Security Committee.

### **1.5 PRECAUTIONS**

This plan will be used in conjunction with additional emergency directives ordered by the Chester County Sheriff's Office, Law Enforcement or other Emergency Personnel.

### **1.6 RESPONSIBILITY**

a. **The PA CareerLink® Site Administrator** is the responsible party to create, review and update the plan and procedures of this office at least on an annual basis or when the circumstances require it. It is also their responsibility to train employees on what to do during a shelter-in-place event and to ensure that the employees know and understand the procedures and plans objectives.

b. **County Security Committee – Quality Manager and Trainers**

It is the responsibility of the County Security Committee to review this office's plan and procedure to ensure quality and effectiveness of the plan's content and feasibility and to make appropriate recommendations to improve the plan. It is also the responsibility of this committee to provide training information on best practices for shelter in place plans.

## 1.7 EQUIPMENT

The following is a list of equipment and supplies that the office will need to obtain in order to perform the procedures of this plan effectively:

- **Panic/Notification Button for Reception Desk**

## 2. PROCEDURE

It is the responsibility of each department employee to ensure that they know the procedures of this plan and to understand what is expected of them in the event a shelter in place activation occurs. Questions about this plan should be directed to the **PA CareerLink® Site Administrator and/or PA CareerLink® Supervisor**

Step	Action
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| 1 | In the event of a shelter in place activation, employees will relocate according to the action plan depending on whether the active shooter is in the building or is in the office.   |
| 2 | If the active shooter is in the building employees will have to consider the concept of <b>“Run, Hide and Fight”</b> . Employees are responsible for assisting the public in the office by directing them to the emergency exits or into the designated shelter in place rooms as long as it does not jeopardize the safety of other employees or themselves. Once all employees and the public are safely in the shelter in place location, the door will be locked. Staff will also be responsible for locking the door to the office or placing a security bar up against the door. <b>Emergency exists and Shelter-in-Place rooms are highlighted on the attached building floor plan.</b>                                  |
| 3 | <p>The <b>Shelter-in-Place</b> rooms within our facility include:</p> <ul style="list-style-type: none"><li>• EARN Program Private Offices: Rooms 146, 147, 148</li><li>• GED Testing/Assessment Room – Room 152</li><li>• GED Classroom – Room 153</li><li>• Locked Staff Area – Combo Lock Code 1099#<br/><i>Within the Locked Staff Area, are the following Shelter-in-Place rooms:</i><ul style="list-style-type: none"><li>○ United Way FSC Office – Room 112</li><li>○ PA CareerLink® Supervisor Office – Room 114</li><li>○ PA CareerLink® Administrator Office – Room 118</li></ul></li></ul>   |
| 4 | If the active shooter is in the office, all employees will have to assess the situation and determine the best place for safety would be for them based on where the shooter is located in the office. Employees will know from their training that if possible they should try to make it to the shelter in place location but will also have to consider hiding within their open cubicle depending if this is their best option for safety. The employees will have to consider the concept of “Run, Hide or Fight” in this scenario. Any employees who lock themselves in a private room will know to either hit a panic button or to call the Sheriff’s office/911 to make them aware of the active shooter in the office. |

- 5 In both situations employees will turn all electronic devices to vibrate and ensure the public does the same. Employees will ensure that all doors to the private rooms are locked and the blinds are closed if applicable.
- 6 Employees will know not to leave the shelter in place location until there is an official all clear call by the Sheriffs or other appropriate law enforcement.

### **3. REFERENCES**

Department floor plan with designated **Shelter-in-Place locations** and **emergency exits** notated.