

**THIRTEENTH JUDICIAL CIRCUIT COURT
MARSHAL'S DIRECTIVES MANUAL**

Effective

Modified

Date

Date

04/24/2006

I-04

COURTHOUSE SEVERE WEATHER RESPONSE

I. Introduction: Upon learning of severe weather requiring action to protect life and property, the Marshal or a deputy marshal acting in his stead shall activate a Severe Weather Response. Such response is as follows:

II. Marshal's Radio Announcement - "Shortly, we will activate a Severe Weather Response."

III. Specific marshal(s) will direct employees and public to ground floor of courthouse.

A. A Marshal shall assist the marshal assigned to a jury in "keeping the jury". (Escort to Secure Location away from the public)

B. A Marshal Assigned to the:

- 1.** 1st floor – sweep, direct, and secure work areas – reassign to ground floor, adjust congestion as needed.
- 2.** 2nd floor – sweep, direct, and secure work areas – reassign to ground floor, adjust congestion as needed.
- 3.** 3rd floor – sweep, direct, and secure work areas – reassign to ground floor, adjust congestion as needed.

IV. Marshal's Intercom System Announcement

A. "This is the Circuit Court Marshal's Office. We are activating a Severe Weather Response. This is not a test. All persons in the courthouse are to go to the ground floor, stay as far away from windows as possible, and remain on the ground floor until the all clear notice is announced. This is not a test."

V. Marshal Telephones Receptionists via intercom

Assessor	Auditor	Circuit Clerk	County Clerk	County Collector
County Commission	Prosecutor	Recorder	Treasurer	

**THIRTEENTH JUDICIAL CIRCUIT COURT
MARSHAL'S DIRECTIVES MANUAL**

“This is the Circuit Court Marshal’s Office. We are activating a Severe Weather Response. Please announce in your work area that all persons in the courthouse are to go to the ground floor, stay as far away from windows as possible, and remain on the ground floor until the all clear notice is announced. This is not a test.”

VI. When to implement Emergency Procedure.

- A.** Fire Alarm or Emergency Warning Sirens Sound.
1. The Circuit Court Marshal or his stead shall: Determine via Radio, TV, and phone the particulars of the emergency such as:
 - a. Type of emergency (fire, thunderstorm, tornado, nuclear attack, etc.)
 - b. Current location of the threat.
 - c. Direction of travel.
 - d. Estimated time of arrival.
 2. Advise all Deputy Marshals of the pertinent facts.
 3. Telephone department receptionists and advise them of the pertinent facts.
 4. Announce on the public address system, “This is a tornado warning. All persons in the Callaway County Courthouse are to go to the ground floor and stay in an area away from windows, until further notice.”
 5. Continue to monitor information and distribute same on a timely basis to the above persons.
- B.** Department receptionists shall distribute the above information to other employees through the chain of command established by their department heads.
- C.** Stay indoors, on lower floors, in smaller rooms, away from windows, **USE COMMON SENSE and DON’T PANIC.** If order to evacuate the building is given follow building evacuation plan.