

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

Effective

Date

02-23-1994

Modified

Date

03/25/94 05/25/95 11/01/95
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01/12/02 02/21/02 06/20/02
03/25/03 01/21/04 06/02/04
08/09/05 11/07/05 02/00/12

I - 01CAL

Evacuation Plan for the Callaway County Courthouse

- I. POLICY** - The Circuit Court Marshal or a Deputy Marshal acting in his stead may determine when the Callaway County Courthouse will be evacuated if, in his/her judgement, an emergency exists and there is not sufficient time to consult with the Court Administrator and/or the Presiding Judge. If time permits the Marshal or acting Marshal shall confer with the Presiding Judge and/or the Court Administrator before evacuating the Courthouse.
- II. PROCEDURE** - In the event that the building fire alarm sounds or other information is received by the Court Marshal's Office requiring the evacuation of the courthouse building the Marshal or acting Marshal shall, if time permits, consult with the Court Administrator and/or the Presiding Judge before evacuating.
- III. The Circuit Court Marshal or acting Marshal shall:**
- A. Determine via Fire Alarm System, Deputy Marshal's, etc. the particulars of the alarm such as:
 - 1. Type of threat.
 - 2. Location.
 - 3. Severity.
 - 4. Necessity of and direction for evacuation.
 - B. Distribute the status of the alarm and give order to evacuate or not to evacuate to:
 - 1. All deputy marshals in the courtrooms.
 - 2. The holding facility control room operator.
 - 3. Department receptionists.

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C. In the event an evacuation of the building is ordered the Marshal shall contact various agencies to which employees may be evacuated. The following have pre-authorized the use of their facilities in the event they are not being used at the time of the evacuation.

1. Fulton City Hall in Counselors Chambers.
- 2.
- 3.
- 4.
- 5.

D. Mayor Leroy Benton agrees to use of Facilities

1. Assist with the evacuation of the holding facility including the custody elevator.
2. Meet the responding fire personnel and assist them in locating the scene of the emergency.
3. Search each of the five floors of the building to insure that all persons are evacuating.
4. Check public elevators to see that each went to 1st floor and opened doors.
5. Check all restrooms for anyone unaware of the order to evacuate, or unable to evacuate (ADA)
6. Post guards at the entrance to prevent entry by persons unaware of the evacuation.

E. Monitor via on-view and by radio:

1. The evacuation of the building.
2. The execution of duties by those persons assigned to facilitate the evacuation.
3. The emergency personnel to determine when the all clear can be transmitted.

IV. THE DEPUTY MARSHAL shall refuse admittance to the building to any and all persons, excluding emergency personnel, until further notice of the Court Marshal.

V. OFFICER ASSIGNED TO A JURY – Deputy Marshals assigned to a jury are responsible for evacuating said jury to the ~~Columbia Police Department~~ in such a manner as to keep them together and separate from other persons. *Fulton City Hall or Calloway Bldg?*

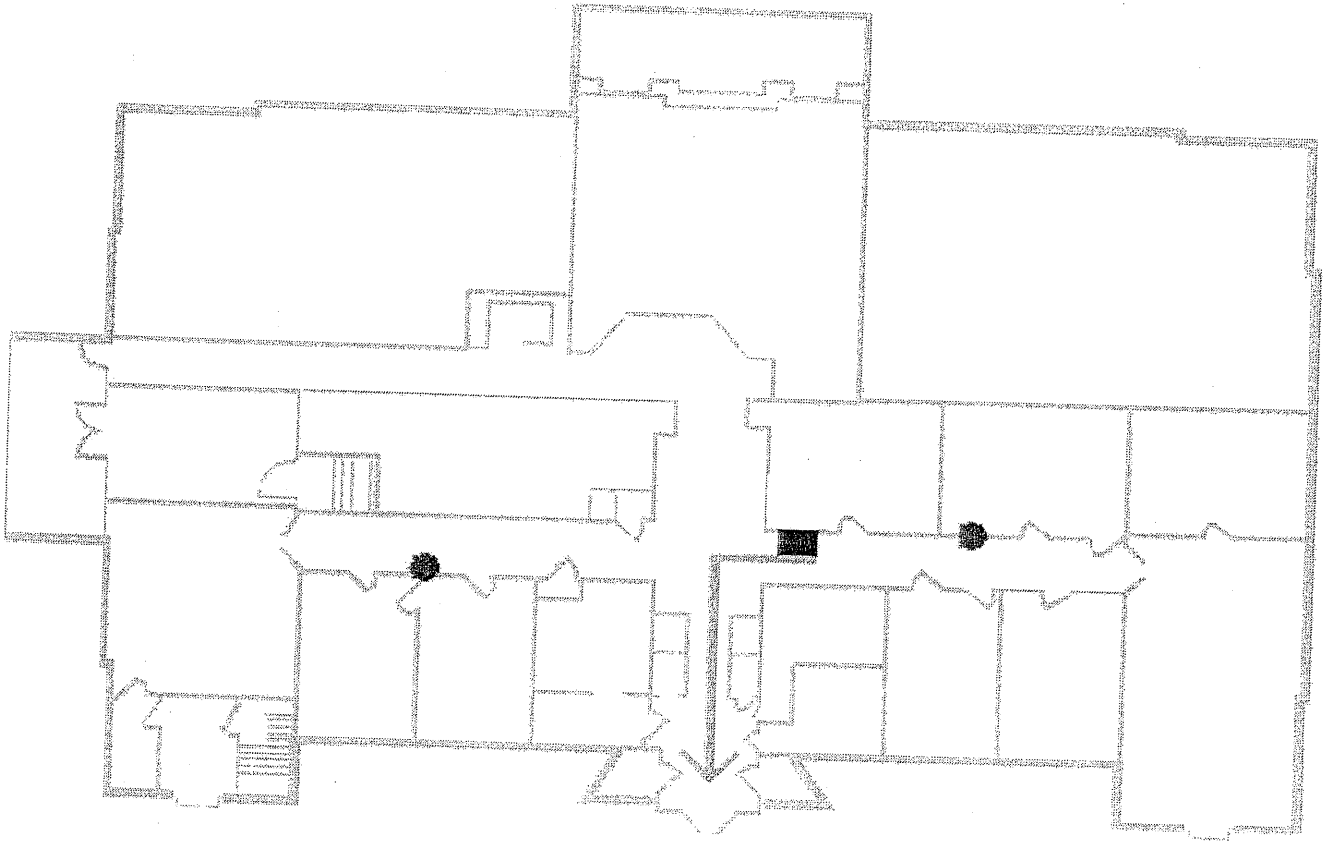
VI. DEPARTMENT HEADS - Each department head shall pre-appoint an emergency coordinator and at least one alternate. (Pages 9,10)


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VII. Emergency Coordinators, upon learning of an order from the Marshal's Office to evacuate the building, will: *or Commissioners office*


- A. Pass along the order to evacuate to all employees and civilians in their work area.
- B. Take a position near the front entrance of their work area.
- C. Direct persons leaving their work area toward the appropriate stairway, exit and assembly area.
- D. When everyone is out, walk through their work area to be sure everyone has evacuated, lock the main door to their area, if applicable, and evacuate to their assembly area.
- E. Proceed to their appointed assembly area and inventory the persons present.
- G. If persons are missing who should be at the assembly area, notify the Marshal at the main entrance of the courthouse.
- H. The Court Marshal shall conduct bi-annual training meetings with the emergency coordinators.


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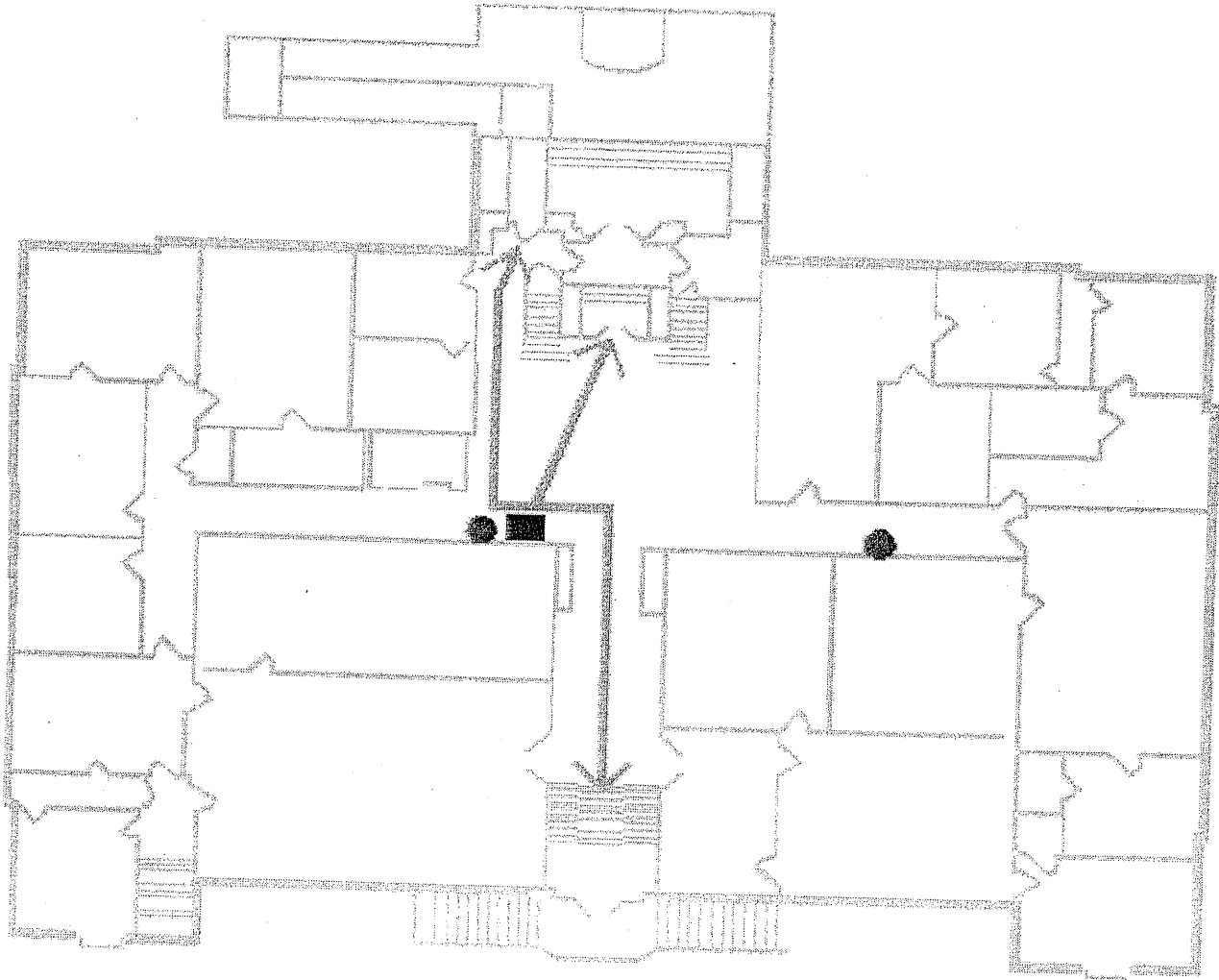
 GROUND FLOOR


 You Are Here

 Evacuation Route

 Fire Extinguisher


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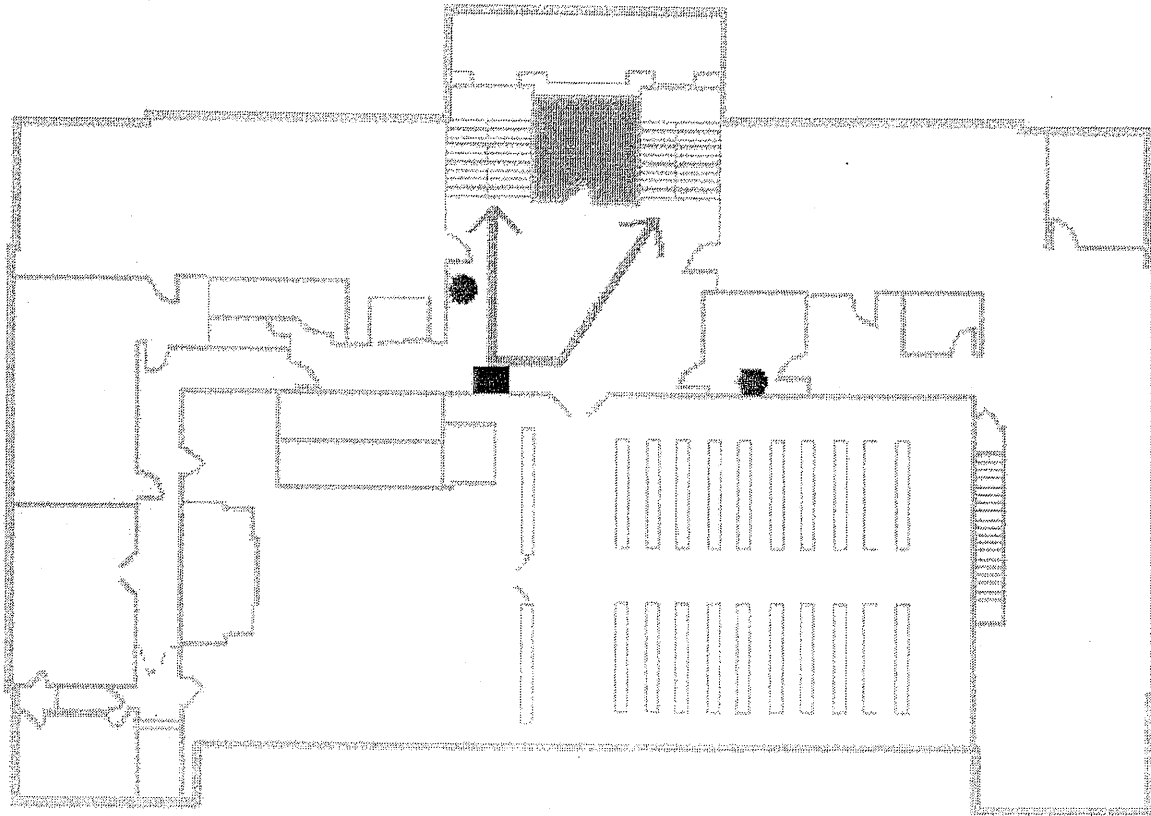
 FIRST FLOOR

 You Are Here

 Evacuation Route

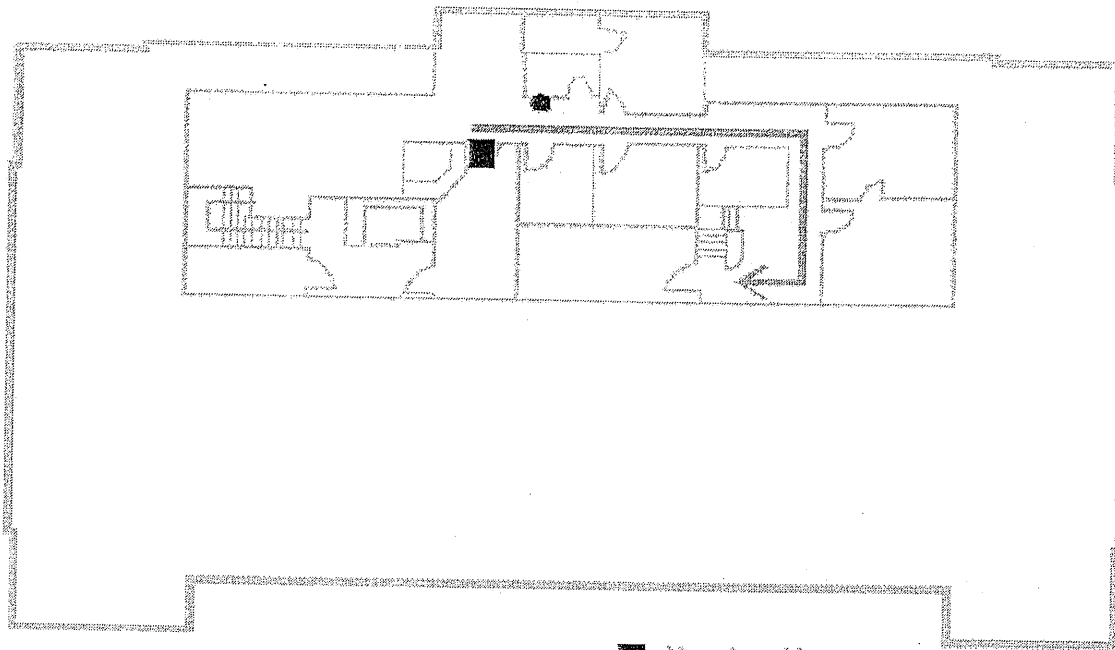
 Fire Extinguisher

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- SECOND FLOOR
- You Are Here
 - ← Evacuation Route
 - Rescue Area
 - Fire Extinguisher

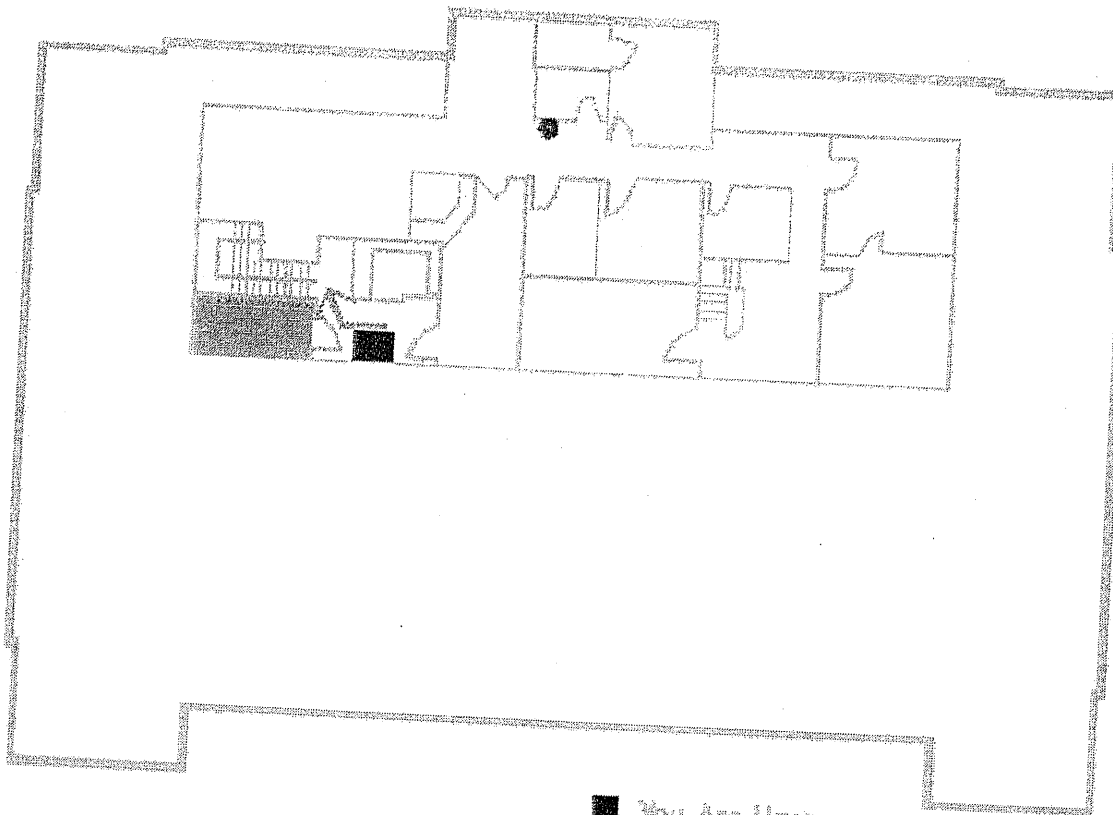
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THIRD FLOOR

- You Are Here
- ← Evacuation Route
- Fire Extinguisher

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THIRD FLOOR

- You Are Here
- ← Evacuation Route
- Escape Area
- Fire Extinguisher

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VII. ASSIGNED STAIRWAYS, EXITS AND ASSEMBLY AREAS

LOCATION	STAIRWAY	EXIT	ASSEMBLY AREA – All WEATHER	<i>In The Event Of Inclement Weather:</i>
Assessor			Fulton City Hall	The Deputy Marshal
Auditor		South Ground	Fulton City Hall	Will Direct Employees to one of the Following Locations: All Weather Fulton City Hall
Circuit Clerk		North 1 st Fl	Fulton City Hall	
County Collector		South Ground	Fulton City Hall	
County Commission		South Ground	Fulton City Hall	
Custody Person in Court		South ground	Fulton City Hall	
Facility Main/Housekeep		South Ground	Fulton City Hall	
In Custody		South Ground	Fulton City Hall	
Judges/Court Reporters		South Ground	Fulton City Hall	
Prosecuting Attorney		North 1 ST fl	Fulton City Hall	
Recorder		<i>Norht 1 st fl</i>	Fulton City Hall	
Treasurer		North 1 ST Fl	Fulton City Hall	
Public		North 1 ST FL	Fulton City hall	

Emergency Coordinators

AREA	COORDINATOR	ALTERNATE
Assessor	Dan Roe	Vicky McDonald
Auditor	Rosemary Gannaway	John Newsom
Circuit Clerk	Judy Groner	Amy Michael
County Collector	Pam Ostreich	Anyone in Office
County Commission	Gary Jungerman, Doc Kritzer, Rany Kleindeinst, Terasa Steifferman	
Facility Maint/Housekeep	Donnie Horstman	
Prosecutor	Chris Wilson	Casey Clevenger
Recorder	Christine Kleindeinst	Anyone in Office
Treasurer	Deb Zerr	Lori Stires

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Unit Receptionists

UNIT	NAME	PHONE #
Assessor	Dan Roe	Vicky McDonald
Auditor	Rosemary Gannaway	John Newsom
Circuit Clerk	Judy Groner	Amy Michael
County Collector	Pam Ostreich	Anyone in Office
County Commission	Gary Jungerman, Doc Kritzer, Rany Kleindeinst, Terasa Steifferman	
Facility Maint/Housekeep	Donnie Horstman	
Prosecutor	Chris Wilson	Casey Clevenger
Recorder	Christine Kleindeinst	Anyone in Office
Treasurer	Deb Zerr	Lori Stires

FIRST-CALL LIST

County Commission	Gary Jungerman, Doc Kritzer, Rhandy Kleindienst	642-0737
Circuit Clerks Office	Judy Groner	642-0780
Prosecuting Attorney	Chris Wilson	642-0714
Facilities Maintenance	Donnie Horstman	642-0737
Presiding Judge	Boone County	573-886-4062
Court Administrator	Kathy Lloyd	573-886-4058
Court Marshal	Leslie Werner	573-886-4075
Sergeant Court Marshal	Barry Francis	573-886-4474

BOMB THREAT IN HOUSE PHONE LIST

Presiding Judge 886-4062 **Court Administrator** 886-4058

Court Marshal

886-4075

Sergeant Court Marshal

886-4474

Unit	Department Head	Phone Number	Alt Name/Number
Assessor	Dan Roe	642-0766	N/A
Auditor	Rosemary Gannaway	642-0727	N/A
Circuit Clerk	Judy Groner	642-0780	N/A
County Collector	Pam Ostriech	642-0747	N/A
County Commission	Teresa Stefferman	642-0737	N/A
Facility Maint/Housekeep	Donnie Horstman	642-0797	N/A
Prosecutor	Chris Wilson	642-0714	N/A
Recorder	Christine Klendienst	642-0787	N/A
Treasurer	Deb Zerr	642-0770	N/A

Appendix A Bomb Threat Checklist

1. **Do not hang up the phone until advised to do so by the Court Marshal's Office.**
2. Get the attention of **another employee** to assist you.
3. **Ask the following questions:**
 - A. **When** is the bomb going to go off? _____
 - B. **Where** is the bomb right now? _____
 - C. What does the bomb **look like**? _____
 - D. **What kind** of bomb is it? _____
 - E. What will **cause** the bomb to explode? _____
 - F. **Did you** place the bomb? _____
 - G. **Why** are you doing this? _____
 - H. **Where** are you right now? _____
 - I. What is your **name**? _____
4. **Tell the Caller:** "The building is occupied, if a bomb goes off people will be injured or killed."
5. About the **Call:**
 - A. **Date** of the call: _____
 - B. **Time** of the call: _____
 - C. **Phone Number** on which call was receive: _____
 - D. Check what symbols are in the **Caller ID** window: _____
 - E. What is the **exact wording** of the threat? _____

6. About the **Caller:** Sex: _____ Race: _____ Age: _____
7. About The **Language:** Educated _____ Irrational _____
Incoherent _____ Foul _____
8. About the - **Message:** Read by caller _____ Taped message _____
9. About the **Caller's Voice:** (check all that apply)

Normal _____	Calm _____	Angry _____	Excited _____	Loud _____	Crying _____	Laughing _____
Soft _____	Slow _____	Rapid _____	Distinct _____	Deep _____	Nasal _____	Stutter _____
Raspy _____	Lisp _____	Slurred _____	Whispered _____	Ragged _____	Disguised _____	Accent _____
Clearing Throat _____	Deep Breathing _____	Cracking Voice _____				

 Familiar: (Who did it sound like?) _____
 Other: _____
10. **Background sounds:**

Clear _____	Street Noise _____	Factory Mach. _____	Voices _____
Crockery (dishes) _____	Animals _____	PA System _____	Static _____
Long Distance _____	Local _____	Motor _____	Office Mach. _____
Other: _____			Booth _____
11. **Your Name:** _____ **Position:** _____
Check List Completed: _____ **Date:** _____ **Time:** _____
12. **Marshal's Office: 573-642-0781 or 573-642-0785**

Appendix A

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GET

HELP

FAST