

COURTHOUSE EMERGENCY NOTIFICATION PROCEDURES

One of the following procedures should be followed in the event you need assistance for **NON-EMERGENCIES, EMERGENCIES, OR LIFE THREATENING EMERGENCIES**:

1. For **non-emergencies** such as suspicious behavior in the parking lot, hallways, etc., call the non-emergency number at the Communications Department, 785-5900.
2. For **emergencies** such as fire, accident, any health related emergency of employees or public - dial 911. Communications will dispatch the appropriate emergency service to your specific location, simultaneously, Courthouse Security will be contacted by radio and pager.
3. For **LIFE THREATENING EMERGENCIES** immediately press the **panic button**. This is a SILENT alarm transmitted directly through the security company to Communications. Communications will immediately dispatch an emergency signal to the Sheriff's Department (including Court Security officers).

Approved:

2-28-98

Date

Attest:

Juan Hambrick
Ex-Officio Clerk

BOARD OF COMMISSIONERS:

[Signature]
Chairman

[Signature]
Commissioner

[Signature]
Commissioner