

**Form for 1.2.4 (Page 1 of 5)**  
**Interview Protocol on Emergency Procedures**

**Part I. Training**

1. Have you received any briefings or training regarding emergency procedures at the courthouse?

1. Yes
2. No

**If No, go to Part II, Knowledge of Emergency Procedures.**

*For the following items, please indicate how long it has been since you were briefed on your responsibilities and the correct procedures to follow in each circumstance. Circle the number beside your answer.*

2. A general power outage

1. Within the last 6 months
2. Between 6 and 12 months ago
3. Between 12 and 36 months ago
4. Over 3 years ago
5. Can't remember or don't recall ever being briefed on these procedures

3. A weather emergency

1. Within the last 6 months
2. Between 6 and 12 months ago
3. Between 12 and 36 months ago
4. Over 3 years ago
5. Can't remember or don't recall ever being briefed on these procedures

4. A bomb threat

1. Within the last 6 months
2. Between 6 and 12 months ago
3. Between 12 and 36 months ago
4. Over 3 years ago
5. Can't remember or don't recall ever being briefed on these procedures

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5. A threat of violence to a judge or other court personnel
  1. Within the last 6 months
  2. Between 6 and 12 months ago
  3. Between 12 and 36 months ago
  4. Over 3 years ago
  5. Can't remember or don't recall ever being briefed on these procedures
  
6. An escape by a criminal defendant
  1. Within the last 6 months
  2. Between 6 and 12 months ago
  3. Between 12 and 36 months ago
  4. Over 3 years ago
  5. Can't remember or don't recall ever being briefed on these procedures
  
7. A hostage situation
  1. Within the last 6 months
  2. Between 6 and 12 months ago
  3. Between 12 and 36 months ago
  4. Over 3 years ago
  5. Can't remember or don't recall ever being briefed on these procedures
  
8. Have you ever participated in an evacuation drill?
  1. Yes
  2. No
  3. Can't recall
  
9. If yes, approximately how long did it take to evacuate the building?
  1. 15 minutes or less
  2. Between 15 and 30 minutes
  3. Between 30 minutes and 1 hour
  4. More than 1 hour
  5. Don't know

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10. If yes, during the course of the drill, were there individuals who did not appear to know the correct evacuation route?
1. Yes
  2. No
  3. Didn't notice

**Part II. Knowledge of Emergency Procedures**

*Instructions for interviewer: The following questions require you to evaluate the employee's knowledge of a procedure on a scale of 1 to 4. Some judgment will be required in the application of the scale. The following criteria should be used:*

- 1 – Knows nothing about the procedure; may not even know whether a policy or procedure exists.
- 2 – Knows that there is a policy or procedure. At least knows where it is written or who is responsible for knowing.
- 3 – Has a general idea what the procedure is but cannot describe all of the relevant details.
- 4 – Can describe the procedure in detail.

*For the following two items, please describe the evacuation route from your workstation.*

- |     |   | Circle Response |   |   |   |
|-----|---|-----------------|---|---|---|
| 11. | In the case of a fire   | 1               | 2 | 3 | 4 |
| 12. | In the case of other kinds of emergencies, if different from a fire emergency | 1               | 2 | 3 | 4 |

*Please indicate what you would do in the following situations:*

- |     |                        |   |   |   |   |
|-----|------------------------|---|---|---|---|
| 13. | A general power outage | 1 | 2 | 3 | 4 |
| 14. | Weather emergency      | 1 | 2 | 3 | 4 |
| 15. | A bomb threat          | 1 | 2 | 3 | 4 |

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- |     |  |   |   |   |   |
|-----|--|---|---|---|---|
| 16. | Outburst by a mentally disabled individual | 1 | 2 | 3 | 4 |
| 17. | An escape attempt by a criminal defendant  | 1 | 2 | 3 | 4 |
| 18. | A hostage situation                        | 1 | 2 | 3 | 4 |

*For the following items, please describe:*

- |     |   |   |   |   |   |
|-----|---|---|---|---|---|
| 19. | What is expected of you if you are outside of your normal workstation in the courthouse when an emergency arises.                   | 1 | 2 | 3 | 4 |
| 20. | What your responsibilities are (if any) for other employees or the public if an emergency arises while you are at your workstation. | 1 | 2 | 3 | 4 |
| 21. | The location of the fire extinguisher closest to your workstation.  | 1 | 2 | 3 | 4 |
| 22. | The location of the fire alarm closest to your workstation.   | 1 | 2 | 3 | 4 |
| 23. | The location of any other alarm close to your workstation. What is its purpose?   | 1 | 2 | 3 | 4 |
| 24. | The circumstances under which you are expected to take responsibility for emergency preservation of records.                        | 1 | 2 | 3 | 4 |
| 25. | The steps you are expected to take in those situations.   | 1 | 2 | 3 | 4 |

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26. What emergency phone numbers are you expected to know?

Name \_\_\_\_\_ Number \_\_\_\_\_

Name \_\_\_\_\_ Number \_\_\_\_\_

Name \_\_\_\_\_ Number \_\_\_\_\_

Name \_\_\_\_\_ Number \_\_\_\_\_

**Part III. Comments**

*Please comment on the procedures or security measures that are needed or that need improvement.*

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