



AGENDA

SHORELINE CITY COUNCIL WORKSHOP DINNER MEETING

Monday, November 26, 2018
5:45 p.m.

Conference Room 303 · Shoreline City Hall
17500 Midvale Avenue North

1. **CALL TO ORDER** 5:45 p.m.
2. **COUNCIL OPERATIONS**
 - New City Councilmember Proposed Recruitment/Appointment Process
 - Council Strategic Planning Workshop Timing, Location and Focus
 - 2019 Proclamations
 - Workplace Safety Policy – Duress and Lockdown Button Procedures
3. **ADJOURNMENT** 6:45 p.m.

The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2231 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2230 or see the web page at www.shorelinewa.gov. Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City's Web site at <http://www.shorelinewa.gov/government/council-meetings>.



Memorandum

DATE: November 26, 2018
TO: City Council
FROM: John Norris, Assistant City Manager
RE: Council Operations
CC: Debbie Tarry, City Manager

A couple of times per year, the Council discusses various operational issues that pertain to their legislative body. Tonight, there are multiple topics that staff would like to discuss with the Council.

Council Operational Issues

- New City Councilmember Proposed Recruitment/Appointment Process
- Council Strategic Planning Workshop Timing, Location and Focus
- 2019 Proclamations
- Workplace Safety Policy – Duress and Lockdown Button Procedures

New City Councilmember Proposed Recruitment/Appointment Process

As Council is aware, Deputy Mayor Salomon has won election to the State Senate in the 32nd Legislative District. King and Snohomish County Elections will certify the election on Tuesday, November 27th. Deputy Mayor Salomon has stated his intention to resign his City Council seat (Council Position #6) prior to him starting his new position in the legislature next year.

When a vacancy on the City Council occurs, the Council is governed by both your own Rules of Procedure, Section 2.5, Filling a Council Vacancy, as well as the provision in State law, RCW 42.12.070, Filling Nonpartisan Vacancies (*Attachment A*). As can be seen in Council Rule 2.5, in order to fill a vacancy on the Council, Council shall publish a notice of vacancy with an application form, select certain candidates for interview, hold Council candidate interviews in open session and follow a process to nominate, vote and select a candidate to fill the vacancy.

Staff has put together the following proposed process and timeline for swearing in a new Councilmember to City Council Position No. 6 by January 7, 2019:

- **November 27** – King and Snohomish Counties certify the 2018 election.
- **November 28** – City advertises for City Council nominees using the attached *draft* application instructions and form (*Attachment B*); staff would advertise the position in the following ways:
 - Press release to Shoreline Area News and other online resources,
 - City website and social media,
 - City Manager’s Report to the City Council,
 - Communication with Neighborhood Associations and other partners, and
 - All other available City communication channels.

Application Form would be web-form on the City’s website, but we would also have hard copies available.

- **December 18** - Applications due to the City Clerk by 12:00 noon. Applications will be scanned and emailed to all Councilmembers by the end of the day.
- **December 20, December 21, January 3 or other date amenable to Council (Special Council Meeting)** – It is not possible to know how many candidate applications the Council will receive. Providing a Special Council meeting for Council to review qualifications and determine how many applicants, if not all, will be granted an interview by Council is recommended. This meeting also provides Council an opportunity to review and finalize candidate interview questions. The review of qualifications and interview questions would be conducted in Executive Session, while the identification of candidates to move forward to an interview process would be conducted in Open Session. Staff recommends that this also occur at this meeting.
- **January 7 (Regular Council meeting)**
 - Conduct Council candidate interviews during the regular Council meeting in Open Session following the procedures in Council Rule 2.5C. Currently, there are just consent items scheduled on the Council Agenda Planner for January 7th, so staff would hold off on placing other Action or Discussion items on this agenda so that the meeting could be focused on conducting interviews and appointing a new Councilmember. If Council decides to hold a significant number of candidate interviews, Council could start this meeting earlier than the regular 7:00 pm time by making this a Special Meeting and publishing a different meeting start time.
 - Recess into Executive Session to discuss Council candidate qualifications.
 - Return to Open Session to nominate, vote and select a candidate to fill the vacant Council position.
 - Following the appointment, either a judge, the Mayor, or the City Clerk would swear in the newly appointed Councilmember, and the Councilmember would take their seat on the dais.
 - Following the seating of the new Councilmember, and in alignment with Council Rule of Procedure 2.2D, the Mayor will conduct the election process for a new Deputy Mayor. As Mayor Hall will not be present at the January 14th Council meeting, electing a new Deputy Mayor on January 7th will provide for the availability of the new Deputy Mayor to preside at the following week’s Council meeting.

Staff would like to understand from Council if this proposed process is amenable to them. Additionally, staff would like Council direction on the following items:

- Does Council have a preferable date for the first Special Council meeting?
- Does the Council candidate application form and instruction sheet look ok? Are there any amendments Council would recommend?
- Staff can draft potential interview questions for Council consideration and finalization during the late December/early January Special Council meeting. Does Council want a process to provide proposed interview questions to the City Manager?

Council Strategic Planning Workshop Timing, Location and Focus

Every year, the Council holds an annual Strategic Planning Workshop for annual goal setting as well as for other topics. In 2018, the workshop be held on Friday, March 1st and Saturday, March 2nd. Staff has again reserved the Brightwater Facility in Woodinville for Friday, but Council and staff would not partake in the Brightwater Tour again as was done in 2018. The Saturday session would again be held at City Hall. Following the Friday Workshop, staff is proposing that Councilmembers, Debbie and John and spouses/partners (if available) have dinner at a restaurant near Shoreline.

While Council has been joined by Allegra Calder of Berk Consulting as your Workshop Facilitator for a number of past Planning Workshops, Allegra is unfortunately not available in 2019 on the above dates. Thus, staff has contacted Allegra's colleague at Berk, Brian Murphy, about serving as your Workshop facilitator. Brian has similar experience in providing facilitation services and staff believes that he will be a good fit for Council. More information about Brian can be found on Berk's website: <https://www.berkconsulting.com/brian-murphy>. Brian is planning on joining the Council at another Council Operations Dinner Meeting on January 14 to meet the Council and review and finalize the agenda.

Each year, there are a number of themes that the Council discusses at your Strategic Planning Workshop. For 2019, the themes below are either being proposed by staff or staff has heard from Councilmembers that they would like to review these policy issues:

- 10 Year Review of City Vision and Framework Goal Accomplishments:
 - Next year, the City will be half through the planning horizon of our Vision outlined in the Comprehensive Plan (Vision 2029 was adopted in 2009). This 10-year timeframe seems like an ideal time to check in on the City's progress toward our Vision. Review of City accomplishments, goals and action steps via the Comprehensive Plan Framework Goals will help the Council understand how the City has progressed. Council also expressed a desire at the 2018 Workshop to take a 'higher level' approach to Goal and Action Step planning in the coming year.
- 2019 Potential Ballot Measure - Community and Aquatics Center and Priority Parks Investments
- Sidewalk Project Implementation Work Plan
- Fircrest Surplus Property

- Policy Issues:
 - Financial Reserve Policies
 - Scooter, Bike, and E-bike Share Policies/Regulations
 - Neighborhood Commercial Center Development and Activation

Staff is also working to put together a guest speaker focused on what the City should be thinking about for the future of Shoreline. This will hopefully inform the second 10 years of the City's current planning horizon and the City's future Vision and Comprehensive Planning efforts. Staff would like Council to discuss if the location, dates and themes presented above are amenable to everyone. Staff is also interested in hearing what other themes or focus Council would like for the Workshop so that staff can begin exploring how to implement Council's ideas.

2019 Proclamations

Attachment C to this memo provides the proclamations that Council issued in 2018. Staff would like Council to review this list to confirm that these are the proclamations that the Council would like to continue to present at Council meetings next year. If there are any proclamations that Council would like removed or added, staff would request that Council have that discussion.

In addition to this list, the attachment also provides a list of proclamations that have been presented at Council meetings in prior years and proclamations from this year that were issued by the City but were not presented at a Council meeting. This additional information is being provided for Council's information.

Workplace Safety Policy – Duress and Lockdown Button Procedures

In August of this year, staff finalized an updated Workplace Safety Policy (*Attachment D*). This policy consolidated a number of different policies on safety and emergency management in the work place, and also updated some of the policy direction from those policies.

Given the installation of new safety mechanisms in City Hall (duress and lock down buttons at key locations throughout the building, including the Council Chambers), updated sections on these topics are included in the new policy. Section 5.2 of the policy covers Duress Buttons and Section 5.6 covers Facility Lock Down. Staff would like to highlight the procedures for these two sections of the policy with Council.

Attachments

- Attachment A – Council Rule of Procedure 2.5 and RCW 42.12.070
- Attachment B – *DRAFT* City Councilmember Application Fact Sheet and Form
- Attachment C – 2018 Proclamation List
- Attachment D – Workplace Safety Policy

Shoreline City Council Rule of Procedure 2.5 - Filling a Council Vacancy

- A. If a vacancy occurs in the office of Councilmember, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled, and an application form.
- B. The Council will draw up an application form to aid the Council's selection of the new Councilmember.
- C. Those candidates selected by Council will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Applicants will be asked to answer questions posed by each Councilmember during the interview process. The interview process will be designed to be fair and consistent. Each candidate will then be allowed two (2) minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.
- D. The Council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

RCW 42.12.070 - Filling nonpartisan vacancies.

A vacancy on an elected nonpartisan governing body of a special purpose district where property ownership is not a qualification to vote, a town, or a city other than a first-class city or a charter code city, shall be filled as follows unless the provisions of law relating to the special district, town, or city provide otherwise:

- (1) Where one position is vacant, the remaining members of the governing body shall appoint a qualified person to fill the vacant position.
- (2) Where two or more positions are vacant and two or more members of the governing body remain in office, the remaining members of the governing body shall appoint a qualified person to fill one of the vacant positions, the remaining members of the governing body and the newly appointed person shall appoint another qualified person to fill another vacant position, and so on until each of the vacant positions is filled with each of the new appointees participating in each appointment that is made after his or her appointment.
- (3) If less than two members of a governing body remain in office, the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person or persons to the governing body until the governing body has two members.
- (4) If a governing body fails to appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the authority of the governing body to fill the vacancy shall cease and the county legislative authority of the county in which all or the largest

geographic portion of the city, town, or special district is located shall appoint a qualified person to fill the vacancy.

- (5) If the county legislative authority of the county fails to appoint a qualified person within one hundred eighty days of the occurrence of the vacancy, the county legislative authority or the remaining members of the governing body of the city, town, or special district may petition the governor to appoint a qualified person to fill the vacancy. The governor may appoint a qualified person to fill the vacancy after being petitioned if at the time the governor fills the vacancy the county legislative authority has not appointed a qualified person to fill the vacancy.
- (6) As provided in chapter [29A.24](#) RCW, each person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.



CITY COUNCILMEMBER APPLICATION FACT SHEET AND INSTRUCTIONS

WHO MAY APPLY?

- City Council Position #6 of the Shoreline City Council will be vacant by January 7, 2019.
- Registered voters who have been residents of Shoreline for at least one year may apply for this position using the attached application form.
- The appointment by the City Council for City Council Position #6 will expire on December 31, 2019. This position will subsequently be filled in the 2019 election cycle.

APPLICATION INSTRUCTIONS AND PROCEDURES

- If you are interested in serving in this Council position, you must complete and submit the City Councilmember Application Form by 12:00 pm on December 18, 2018.
- Application Forms may be submitted using the web-form on the City website. Application Forms may also be mailed, delivered in person or scanned and emailed to the City Clerk's Office using the contact information on the Application Form.
- Please fill out the Application Form as accurately and as comprehensively as possible. If you need additional space to provide your answers, you may include additional sheets of paper.
- Personal information submitted for the position may be requested according to State public disclosure rules. The successful candidate will also be required to file a Personal Financial Affairs Statement with the Public Disclosure Commission within two weeks of appointment.

ABOUT THE SHORELINE CITY COUNCIL

- As the City's governing body, Shoreline's seven elected part-time City Councilmembers establish City policies and laws, adopt an annual budget, approve appropriations, contract for services and grant franchises. The Council hires and evaluates the City Manager, who is responsible for preparing a budget for the Council's consideration; recruiting, hiring, and supervising the government's staff; serving as the Council's chief adviser; and carrying out the Council's policies. Council members and citizens count on the City Manager to provide complete and objective information, the pros and cons of alternatives, and long-term consequences.
- City Councilmembers serve staggered four-year terms; roughly half the Council is up for election every two years. All Councilmembers are "at-large", meaning that they serve the City as a whole as opposed to a specific district.

- The City Council chooses a Mayor and Deputy Mayor from among its members at the first meeting of the new year following an election. The Mayor presides at Council meetings and represents the City at ceremonial functions and inter-governmental meetings. The Deputy Mayor presides in the Mayor's absence.
- Most City Council meetings are held on Monday evenings at 7:00 pm. Occasionally special meetings are scheduled as needed. The City Council typically takes a two week break in the summer and in December. There are no Council meetings on Mondays that are legal holidays.
- The City Council also usually holds Dinner Meetings twice a month on Mondays from 5:45 pm to 6:45 pm prior to the regular Council meeting. Councilmembers may also serve on regional committees and attend workshops and conferences.
- Serving on the Shoreline City Council is a part-time position. The position includes salary and benefits, which are as follows:
 - Salary of \$1,000 per month (or \$12,000 per year).
 - Medical or retirement benefits equal to sixty percent (60%) of minimum premiums for enrollment of a city employee, spouse and one child in Association of Washington Cities (AWC) medical, dental and vision plans. Any amount not used for medical benefits may be used for retirement benefits by contribution to a 457 plan adopted by the City.

CITY COUNCIL APPLICATION REVIEW AND APPOINTMENT PROCESS

- The City Council will review applications, determine qualified candidates, and discuss interview questions in Executive Session at a Special Council Meeting, to be held December XX, 2018, at XX pm, at Shoreline City Hall. The Council will then identify Council candidates to move forward for interviews in open session.
- Following the selection of Council candidates to interview, the City Council will conduct candidate interviews during a Council Meeting open to the public. The current proposed date for this Council meeting is the regular Council meeting of January 7, 2019. Applicants will be asked to answer questions posed by each Councilmember during the interview process. Each candidate will then be allowed two (2) minutes for closing comments. Comments and responses about other applicants will not be allowed.
- The Council may then recess into Executive Session to discuss the qualifications of all candidates. Nominations, voting and selection of a candidate to fill the vacancy will be conducted in open session at this same Council meeting. Following this selection, the new Councilmember is scheduled to be sworn in and seated on the City Council.



CITY COUNCILMEMBER APPLICATION

Application is due by 12:00 pm, December 18, 2018

City Clerk's Office
City of Shoreline
17500 Midvale Avenue N
Shoreline, WA 98133
Phone: (206) 801-2230
clk@shorelinewa.gov

Name _____

Are you a registered voter? _____

Are you a resident of the City of Shoreline? _____

Length of residence in Shoreline? _____

1. List your educational background. _____

2. Please state your occupational background, beginning with your current occupation and employer. _____

3. Describe your community activities and volunteer work. _____

4. Describe your special qualifications applicable to City Council. _____

5. Why do you want to serve on the Shoreline City Council? _____

6. Specify any activities that might create a conflict of interest if you should be appointed to the City Council. _____

PERSONAL INFORMATION

Name _____

Home Address _____

_____ Zip Code _____

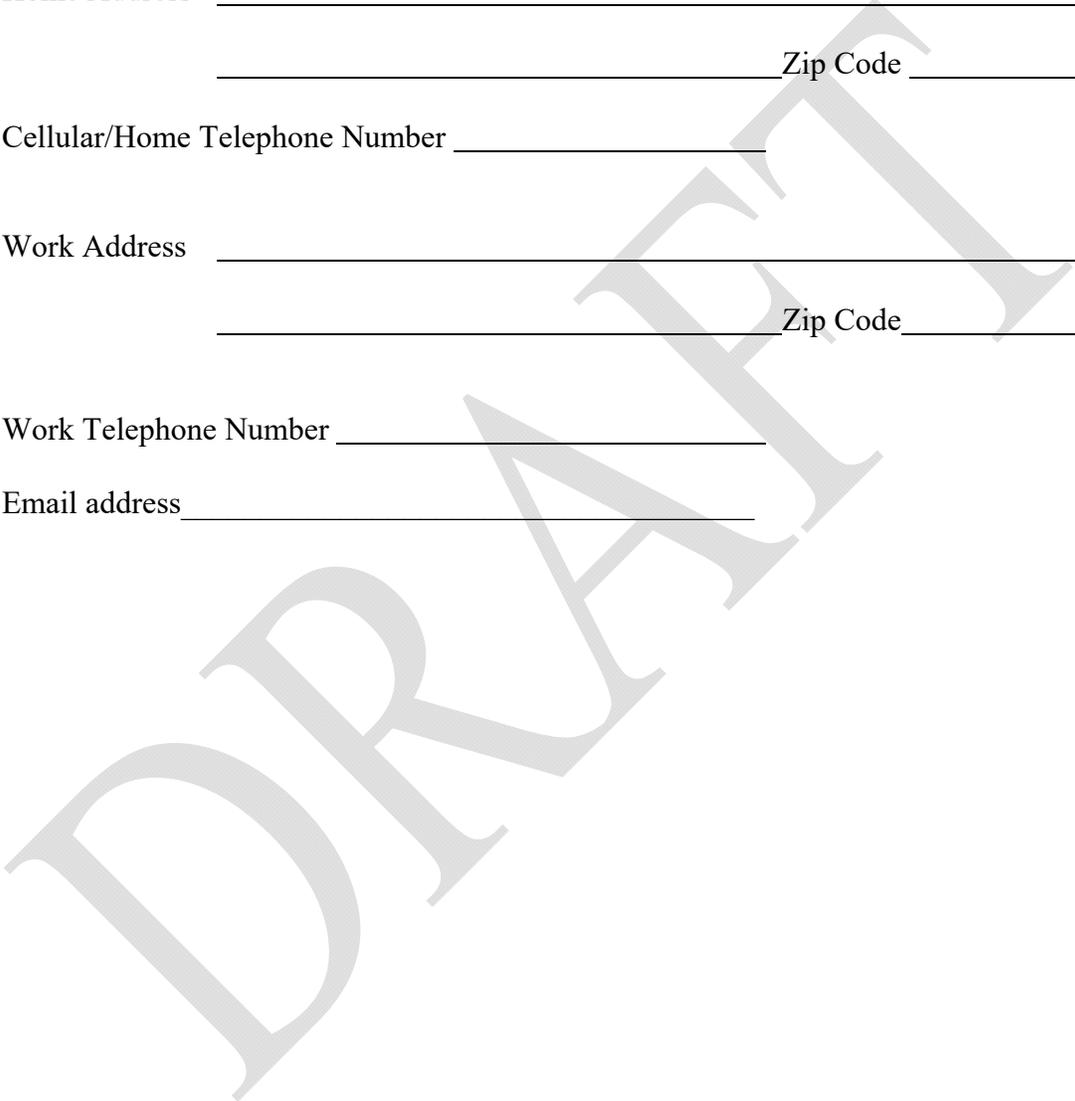
Cellular/Home Telephone Number _____

Work Address _____

_____ Zip Code _____

Work Telephone Number _____

Email address _____



2018 Proclamation List

Council Date	Actual Date	Proclamation	Responsible Dept.
January 8	January 15	Martin Luther King, Jr. Day	PRCS
January 29	February	Black History Month	CMO/CCK
March 26	March 31	Cesar Chavez Day	CMO/CCK
April 16	April 22	Earth Day	Public Works
April 23	April 22-28	Volunteer Week	Community Services
April 30	May	Music4Life	CMO/CCK
May 14	May 19	Armed Services Appreciation Day	PRCS
June 11	June 11	Shoreline State Champions Day	CMO/CCK
June 25	July	Parks, Recreation and Cultural Services Month	PRCS
July 30	August 7	National Night Out Against Crime	Community Services/Police
August 13	August 14-19	Celebrate Shoreline	PRCS
September 17	September 22	Mayor's Day of Concern for the Hungry	Community Services
October 1	October	Safe Shoreline Month (Fire Prevention, Crime Prevention, Emergency Preparedness)	Community Services/Police
October 29	November 15	America Recycles Day	Public Works
November 5	November 11	Veterans Appreciation Day	PRCS
December 3	December 6	Edwin T. Pratt Day	Community Services

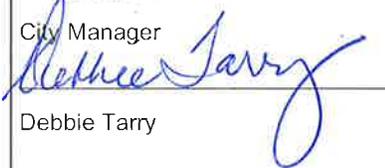
- Proclamations that Council has presented at Council meetings in past years:
 - Arbor Day
 - Sexual Assault Awareness Month
 - Women's Equality Day

**2018 PROCLAMATION REQUESTED
(NOT PRESENTED AT COUNCIL MEETINGS)**

Proclamation	Date Requested	Date Completed
Children's Dental Health Month	10/24/2017	1/10/2018
Kids to Park Day	2/2/2018	2/28/2018
Affordable Housing Week	3/5/2018	4/11/18
Sexual Assault Awareness Month	3/5/2018	4/2/2018
Gun Violence Awareness Day	5/9/2018	5/9/2018
Public Works Week	5/20-5/26/2018	5/17/2018
Constitution Week	7/15/2018	7/25/2018
Childhood Cancer Awareness Month	6/27/2018	8/10/18
Extra Mile Day	9/19/2018	10/17/18
Arbor Day	10/3/2018	10/3/18



POLICY & PROCEDURE

Title: Workplace Safety Policy for City Work Locations		Category: Emergency Management / Safety	Number: 9156
Effective Date: August 2018	Supersedes: Policy # 6889 (5.2.12, 5.2.13), 6982, 7031, 7320, 8198	Policy Originator: Rob Beem CSD Manager	Approved By: City Manager  Debbie Tarry

1. PURPOSE:

The Workplace Safety Policy is intended to: (1) establish administrative policy and procedures for assessing threats and the potential for violence, (2) minimize and help prevent the possibility that a threatening situation will escalate into violence or a crisis, and (3) provide procedures for staff to follow when an emergency, disaster, and/or abnormal event occurs at a City Work Location. This Policy and Procedure gives specific guidelines and procedures for general safety threats, conditions, and situations which may affect the life safety of those utilizing City Work Locations.

A list of possible actions in response to dangerous or threatening situations are listed below. This list is not exhaustive and is not meant to capture all possible responses to any emergency or dangerous situation.

The following procedures are included in this Policy and Procedure:

- 5.1 Calling 911
- 5.2 Duress Button
- 5.3 Incident Notification
- 5.4 Suspicious or Agitated Person
- 5.5 Dangerous Person
- 5.6 Facility Lock Down
- 5.7 Evacuation
- 5.8 Power Failure
- 5.9 Hazardous Materials
- 5.10 Earthquake
- 5.11 Debrief

The following supporting Exhibits are included in this Policy and Procedure:

- Exhibit A: City Work Location Evacuation Maps

2. AFFECTED PARTIES:

- Public
- All Employees

3. POLICY:

3.1. Safety and Security of City Employees

The safety and security of City employees at City Work Locations is of vital importance, and it is the City's administrative policy to promote a safe environment for its employees, customers and visitors. If at any time a Staff member feels threatened or is in an emergency situation, Staff is encouraged to take reasonable actions to ensure their safety and the safety of others if possible. Every Staff member should feel empowered to remove themselves from a threatening or dangerous situation.

3.2. Training

The Emergency Management Coordinator shall be responsible to develop and conduct trainings and emergency drills on a regular basis for all City employees. Employees are expected to participate in these trainings and drills so they maintain familiarity with these procedures.

3.3. Notifications

When a safety threat occurs at one of the City's Work Locations, the protocol in this policy shall be followed and the City Manager's Office, Leadership Team, Managers and Supervisors and Emergency Management staff shall be notified as quickly as possible.

4. DEFINITIONS:

4.1. Site Reporter: A position that should be assumed to be the highest ranking Staff member on site following a City Work Location evacuation. This staff member may delegate this responsibility as needed. The Site Reporter is responsible for the assembling of a final count of Staff who have evacuated a facility safely. This individual, their designee or successor will serve as the City's liaison with the Shoreline Fire Department and/or Police Department for the duration of the Incident.

4.2. City Work Locations: City buildings or other facilities where employees work. These locations are specifically defined in the City of Shoreline Employee Handbook.

4.3. CMO: City Manager's Office; primarily referring to the City Manager and/or Assistant City Manager.

4.4. Dangerous Person: Includes, but is not limited to, individuals who have entered a City Work Location, or are on the grounds of a City Work Location, who display any of the following behaviors:

- a. Brandishing a weapon,
- b. Threatening harm to themselves or others or talking about violence, or
- c. Starting or participating in a physical fight or assault.

- 4.5. Department Reporter:** A pre-assigned position that is responsible for getting to an evacuation meeting place quickly with a list of departmental employees and potential visitors that are known to be in the facility.
- 4.6. Field Staff:** Employees that primarily work outside of a City Work Location or employees that alternate their daily work between a City Work Location and being outside of that location.
- 4.7. Incident:** An emergency, disaster, and/or abnormal event that requires action by the City or its Staff that is outside of normal daily duties. Incidents can include evacuations of City Work Locations, earthquakes, fires or building lock downs due to a Dangerous Person, among other types of emergency situations. All calls to 911 are considered incidents.
- 4.8 PRCS:** Parks, Recreational, and Cultural Services.
- 4.9 Staff:** All City Employees.
- 4.10. Suspicious/Agitated Person:** Includes, but is not limited to, individuals who have entered a City Work Location, or are on the grounds of a City Work Location, who display any of the following behaviors:
- a. Acting agitated or in severe distress, including outwardly disruptive or uncooperative behavior,
 - b. Losing self-control and being verbally abusive or hostile to Staff or others, including yelling, or
 - c. Swearing or using abusive, inappropriate, or sexually suggestive or explicit language.

5. PROCEDURES:

5.1. Calling 911

5.1.1. Purpose: There are multiple reasons to call 911 for assistance. Staff should not hesitate to call 911 when they feel it is appropriate.

5.1.2. Action:

5.1.2.1. In order to call "911" from the City's telephone system (desk phones), a caller must dial 9-911.

5.1.2.2. Whether using a City desk phone or a cell phone, callers should follow the procedures below when calling 911:

5.1.2.2.1. A caller should follow the prompts from the 911 Dispatcher unless it is unsafe to wait for questions or prompts, in which case the caller should be clear, concise, and as calm as possible, giving the location and characterization of the Incident or need for emergency response (i.e., "This is Sam at the Spartan Recreation Center in Shoreline. There is a fire in the building. We are evacuating.")

- 5.1.2.2.2. If for any reason the caller cannot stay on the line with the 911 Dispatcher, the caller should not hang up. The handset/phone should be left off the hook/phone base so that the dispatcher can hear what is happening.
- 5.1.2.2.3. Only after a 911 Dispatcher instructs the caller to hang-up should they do so.
- 5.1.2.2.4. As soon as possible following a 911 call, the caller should follow the notification procedure in Section 5.3.2 of this Policy.

5.2. Duress Button

5.2.1. Purpose: Duress buttons are to be used in the event that staff is unable to call 911 because they do not feel safe to do so.

5.2.2. Action:

- 5.2.2.1. A duress button needs to be triggered only once. Once triggered, Law Enforcement will be dispatched and quickly respond to your location.
- 5.2.2.2. A dispatcher will attempt to verify a duress button activation by calling a desk phone at the location of the triggered button. If there is no answer, a dispatcher will call a designated phone nearby.
- 5.2.2.3. Staff should not answer any phone if they remain in an unsafe and/or threatening situation. Law Enforcement will still respond.
- 5.2.2.4. If staff is able to answer the phone without placing themselves or others in danger, or in the event of an accidental activation, they should answer the phone and respond to the dispatcher's questions.
- 5.2.2.5. After triggering a duress button, staff shall initiate a notification according to Procedure 5.3.2.

5.2.3. Locations:

- 5.2.3.1. City Hall Campus: Duress buttons have been located in inconspicuous locations throughout City Hall in areas that are usual points of contact for staff and public interaction.

5.3. Incident Notifications

5.3.1. Purpose: When an Incident occurs at or near one of the City Work Locations, the City Manager's Office, Leadership Team, Managers and Supervisors and Emergency Management staff should be informed as quickly as possible. All other Staff and the public may also need to be notified before, during, and/or after an Incident takes place for the enhancement of life safety and to limit an Incident's impact on the Staff and visitors who may be occupying one or more of the City Work Locations.

5.3.2. Initial Incident Notification: The staff member who first recognizes, or learns of, an Incident should do the following as soon as possible, depending on the situation and constraints at that time:

5.3.2.1. Send an email to *incident@shorelinewa.gov* very briefly describing the Incident, location, damage, threats, and any other pertinent information and if 911 was called.

5.3.2.2. If unable to send an email:

5.3.2.2.1. Request that another employee send an email on your behalf, or call the City's main phone line (206-801-2700) and describe what happened, where it happened, and if 911 was called.

5.3.2.2.2. Staff who have been asked to send an email or who have responded to a call to 206-801-2700 shall send an email to *incident@shorelinewa.gov* with all information given by the caller/requestor as quickly as possible.

5.3.3. Response Notifications: At times it may be prudent to inform additional staff and/or members of the public of an Incident. City leadership may inform other subordinate or affected Staff. Only the CMO may decide if additional response notifications are warranted to the public and other outside parties. These notifications will be made through any available and prudent method.

5.3.4. All Clear: Following an Incident, there will be a time in which the situation has deescalated to the point in which Staff and the public may again use an impacted facility. This decision and subsequent 'all clear' notification will be made by the CMO or their acting representative through any available and prudent method.

5.4. Suspicious or Agitated Person

5.4.1. Purpose: When Staff become aware that there is a Suspicious or Agitated Person(s) (see definition) at a City Work Location, the following actions should be taken.

5.4.2. Action:

5.4.2.1. Staff should trust their instincts. If Staff encounters a Suspicious or Agitated Person, Staff should assess the situation and be ready to request help from other Staff members, call 911 or trigger a duress button.

5.4.2.2. As soon as someone begins to become agitated, it is best to call a supervisor to come to assist with the person.

5.4.2.3. Co-workers should be attentive to the situation and either offer help or call someone who can.

5.4.2.4. If the situation escalates, Staff can call 911, respond to the dispatcher and the Police will be dispatched. If 911 is called, an incident notification shall be sent according to Procedure 5.3.2.

5.5. Dangerous Person

5.5.1. Purpose: When Staff become aware that there is a Dangerous Person(s) (see definition) at a City Work Location, the following actions should be taken.

5.5.2. Action:

5.5.2.1. Staff should trust their instincts and get away from the person.

5.5.2.2. Do not confront an armed and/or Dangerous Person.

5.5.2.3. Call 911 as soon as possible (Procedure 5.1).

5.5.2.3.1. If Staff are unable to call 911 or do not feel it is safe to call 911, use the closest Duress Button, if it can be done without putting Staff in a dangerous position (Procedure 5.2).

5.5.2.4. If Staff is able to safely leave the immediate area, then Staff should do so.

5.5.2.5. Staff should direct any public to follow them to safety. If Staff can evacuate the building safely, do so.

5.5.2.5.1. If Staff cannot safely evacuate the building, they should go to an area that can be locked and/or secured. Remain there until notified by Law Enforcement. Try to stay calm and be as quiet as possible. Silence all cell phones. Stay away from windows and turn all lights and audio equipment off.

5.5.3. Limitations: Do not sound the fire alarm. A fire alarm would signal any occupants to evacuate the building and thus could place them in potential harm as they attempt to exit.

5.6. Facility Lock Down

5.6.1. Purpose: A City Work Location may be locked down for several reasons including, but not limited to, a Law Enforcement request, an external threat, or an internal threat.

5.6.2. Action: While each facility has different processes needed to secure the facility, some processes will be the same regardless of location, including staying away from windows and exterior doors and issuing a notification via Procedure 5.3.2. The following actions should be taken to Lock Down a facility.

5.6.2.1. Lock Down Process: The staff member who is notified of a threat, or recognizes a threat, should immediately begin the lock down process. At all locations this process is:

5.6.2.1.1. Secure the building/facility following the specific process for each facility as noted below.

- 5.6.2.1.2. Staff should make a reasonable attempt at a quick walk-through of the interior of the building to urge any patrons, visitors and public to seek shelter with staff if it is safe to do so.
 - 5.6.2.1.3. Move staff and any public or visitors to an interior location away from windows.
 - 5.6.2.1.4. Remain in a safe location until receiving an "all clear" notification from the CMO (Procedure 5.3.4).
- 5.6.2.2. **Lock Down by Location:** The Lock Down process by City Work Locations are as follows:
- 5.6.2.2.1. **City Hall Campus:** Lock Down buttons have been located in inconspicuous locations in areas that are usual points of initial contact for staff and public interaction. Staff at these locations can initiate a lock down by activating the appropriate button. Staff at other locations in the building can initiate a lock down by calling the CMO (206-801-2213). When activated, Lock Down buttons will disable card key doors and elevators. Due to the nature of a lock down, access card readers throughout the City Hall Campus may only work for pre-identified employees and Law Enforcement personnel.
 - 5.6.2.2.2. **PRCS and Public Works Facilities:** Staff at the Spartan Recreation Center, Shoreline Pool, Richmond Highlands Recreation Center, Hamlin Yard, North Maintenance, or the Ronald Wastewater Facility can initiate a lock down by physically locking and/or securing all exterior doors and/or gates.
- 5.6.2.3. **Field Staff:** Once everyone in the particular affected City Work Location is in a safe location, supervisors will, if safe to do so, immediately notify their staff that are in the field or out of the office via any prudent means. This notification should inform them to stay away from the effected locations. Field staff that are normally assigned to a facility that is under lock down should immediately report to Hamlin Yard, until given further directions. If Hamlin Yard is under lock down or is inaccessible, the secondary reporting location is the North Maintenance Facility. If all City Work Locations are in lock down, field staff should remain in place and report their status and location to their supervisor.
- 5.6.2.4. **General Public, Visitors, and Customers:** If a lock down occurs while members of the public are at a City Work Location, staff should assist them to places of safety and communicate with them as much as possible about the situation.
- 5.6.3. **Access:** During a lock down, Staff should not open doors for any person for any reason, except a uniformed officer, and then only if staff is able to do so in a manner that does not jeopardize their or the public's safety.

5.6.4. All Clear:

5.6.4.1. Law Enforcement Initiation: If a City Work Location has been notified by Law Enforcement to go into lock down, then Law Enforcement will notify staff that a City Work Location may return to normal status.

5.6.4.1.1. The staff member receiving the 'all clear' information shall notify the CMO.

5.6.4.1.2. The CMO will send an 'all clear' confirmation message to all Staff from the CMO via Procedure 5.3.4.

5.6.4.1.3. Supervisors should confirm with their Staff who are not in the facility that it is safe to return.

5.6.4.2. Internal Staff Initiation: If a City Work Location has gone into a self-initiated lock down, then the CMO will make the decision to end the lock down.

5.6.4.2.1. The CMO will send an 'all clear' confirmation message to all Staff via Procedure 5.3.4.

5.6.4.2.2. Supervisors should confirm with their Staff who are not in the facility that it is safe to return.

5.7. Evacuation

5.7.1. Purpose: At times of emergency and/or disaster, it may be necessary to evacuate a City Work Location. This procedure outlines what Staff should be aware of and/or responsible for when a City Work Location is being evacuated so that Staff and visitors can exit in a calm and efficient manner. Any Staff members who are meeting with visitors/customers should assist them to find the proper exit route or to get to a designated safe location for their facility.

5.7.2. Action: Notifications may come in the form of a fire alarm, mass email, voice commands, intercom system or any other method available. When you have received proper notification you should:

5.7.2.1. Immediately drop what is being done and walk towards the nearest exit, following the City Work Location's evacuation route (See Exhibit A – City Work Location Evacuation Maps). Do not use elevators if they are available in the City Work Location.

5.7.2.2. Advise any customers/visitors to evacuate the building along with staff in the designated area.

5.7.2.3. Once safely out of the facility, walk directly to the assigned evacuation location for the City Work Location (Procedure 5.7.3).

5.7.2.4. Report in to your designated Department Reporter (Procedure 5.7.4).

- 5.7.2.5. Wait with fellow department staff until the 'all clear' has been given (Procedure 5.7.7).

5.7.3. Evacuation Locations

- 5.7.3.1. **City Hall Campus:** Primary: Key Bank and Walgreens Parking Lot directly west of the City Hall Campus (across Midvale Avenue N). Secondary: Trader Joe's Parking Lot directly south of the City Hall Campus (across N 175th Street).

- 5.7.3.1.1. Persons unable to use the stairs safely should activate the call button at designated "Areas of Refuge" in one of the stairwells and wait there for assistance from emergency responders.

- 5.7.3.2. **Spartan Recreation Center:** Directly east of the building in the grassy area across the access road.

- 5.7.3.3. **Shoreline Pool:** Primary: Directly south of the main entrance to the pool in the park area. Secondary: Directly northwest of the pool building in the park area.

- 5.7.3.4. **Richmond Highlands Recreation Center:** Directly east of the building in the ball field.

- 5.7.3.5. **Hamlin Yard:** Primary: Directly west of the main buildings at the front entrance gate, not in the roadway. Secondary: Directly east of the main buildings at the Hamlin/Fircrest Gate.

- 5.7.3.6. **North Maintenance Facility:** At the main gate on the far east side of the property along 25th Avenue NE.

- 5.7.3.7. **Ronald Wastewater Facility:** Primary: Near the N 175th Street Parking Lot entrance. Secondary: Near the Linden Avenue N Parking Lot entrance.

- 5.7.4. **Department Reporter:** The Department Reporter is responsible for getting to the evacuation location quickly with a list of staff and potential visitors that are known to be in the facility. The Department Director shall assign two staff members as a primary and a secondary Department Reporter. The Department Director shall make all other staff in the department aware of the primary and secondary Department Reporters.

- 5.7.4.1. As Staff is assembling at an evacuation location, Staff shall report to the Department Reporter for their department.

- 5.7.4.2. The Department Reporter shall check off staff names as staff report in.

- 5.7.4.3. The Department Reporter is responsible for providing this information to the Site Reporter.

- 5.7.5. **Site Reporter:** The highest ranking City employee on site will serve as the Site Reporter. The highest ranking Site employee may delegate this responsibility to another staff member. The Site Reporter will:

- 5.7.5.1. Be responsible for getting to the evacuation location quickly and immediately begin gathering the information from the Department Reporters.
 - 5.7.5.2. Be the City's liaison with the arriving Shoreline Fire and/or Police for the duration of the incident.
 - 5.7.5.3. Provide arriving fire/emergency personnel the count and status of staff and guests who have evacuated and remain in the facility.
 - 5.7.5.4. Give information to members of the Leadership Team in case any strategic decisions need to be made.
 - 5.7.5.5. Work with emergency responders and communicate information with Staff.
- 5.7.6. **Notification:** A notification should be sent as soon as possible via Procedure 5.3.
- 5.7.7. **All Clear:** Staff should wait in the evacuation location until direction is given by the Site Reporter. Staff will be informed if it is safe to return to a facility by the Site Reporter.

5.8. Power Failure

- 5.8.1. **Purpose:** In the event of a sustained power loss to a City Work Location, certain actions will need to take place to protect life safety for staff and citizens. Each City Work Location has both similar and unique requirements, but overall these procedures will assist in preserving a safer environment during a power outage.
- 5.8.2. **Action:** It will be the responsibility of Facilities staff to work with the CMO to advise Staff of current operational status of all City Work Locations during a power outage. The following will be implemented following a sustained outage of three minutes or more. Notifications will be sent via Procedure 5.3.2.

5.8.2.1. City Hall Campus

- 5.8.2.1.1. **Normal Business Hours** (M-F, 8:00 am – 5:00 pm, except holidays): Facilities will update the CMO of the power outage estimated restoration timeframe using information from Seattle City Light, and work with the CMO to make a decision on whether to close or limit City Hall operations. The CMO will notify Staff and the public of any closures via Procedure 5.3.
- 5.8.2.1.2. **Non Business Hours:** If occupied, on site Staff will notify their supervisor of a power outage. If unable to contact a supervisor, Staff will notify the Customer Response Team at 206-801-2700 and advise them of the situation. The supervisor or the Customer Response Team will notify the CMO who will make a decision about the operational status of City Hall. The CMO may send a message via the Employee Emergency Message Hotline (206-801-2255) about the operational status of the facility.

5.8.2.2. Public Works Facilities

- 5.8.2.2.1.** On site Staff will notify their supervisor of a power outage and if the facility is occupied.
- 5.8.2.2.2.** Supervisors will assess the estimated power restoration timeframe using information from Seattle City Light and base the decision to cease the affected facilities services based upon known information and needs.
- 5.8.2.2.3.** The supervisor will notify the CMO and advise them of a decision about the operational status of the facility. The CMO may send a message via the Employee Emergency Message Hotline (206-801-2255) or send notifications via Procedure 5.3 about the operational status of the facility.

5.8.2.3. PRCS Facilities

- 5.8.2.3.1.** On site Staff will notify their supervisor of a power outage, if the facility is occupied, and if there are any future planned events scheduled in the next 12 hours.
- 5.8.2.3.2.** Supervisors will assess the estimated power restoration timeframe using information from Seattle City Light and base the decision to cease the affected facilities services based upon known information.
- 5.8.2.3.3.** The supervisor will notify the CMO and advise them of a decision about the operational status of the facility. The CMO may send a message via the Employee Emergency Message Hotline (206-801-2255) or send notifications via Procedure 5.3 about the operational status of the facility.
- 5.8.2.3.4.** The supervisor will notify any impacted members of the public (i.e. class participants).

5.9. Hazardous Materials

- 5.9.1. Purpose:** There may be a time in which a significant or impactful release of a known, or unknown, hazardous material may happen near or within a City Work Location. In the event of a release, certain actions will need to take place to protect life safety for Staff and citizens. Each City Work Location has both similar and unique requirements, but overall these procedures will assist in preserving a safer environment during a hazardous materials release.
- 5.9.2. Action:** The Shoreline Fire Department will direct the City's response to all hazardous materials situations. It will be the responsibility of Facilities to work with the CMO and Emergency Management staff to respond appropriately and timely. The following steps will be implemented as directed by the Shoreline Fire Department.
 - 5.9.2.1. Shelter in Place:** It is more likely that a hazardous material release would occur outside of a City Work Location. In this situation, the most common response is to shelter in place by implementing a Facility Lock Down (Procedure 5.6) and

shutting down the HVAC system to limit any possible air-borne materials from entering a building.

5.9.2.1.1. Evacuation: In the event of a hazardous materials release inside of a City Work Location, the most common response is to evacuate (Procedure 5.7).

5.9.2.2. The on-site supervisor will notify their chain of command and the City Manager and inform them of the facility's status. The City Manager may alert other staff using Procedure 5.3.

5.9.2.3. Hazardous Material Storage: The locations of hazardous material storage are noted on the facility evacuation maps contained on Exhibit A of this policy.

5.10. Earthquake

5.10.1. Purpose: In the event of an earthquake, certain actions will need to take place to protect life safety for Staff and citizens. Each City Work Location has both similar and unique requirements, but overall these procedures will assist in preserving a safer environment following an earthquake.

5.10.2. Action: The following will be implemented following a felt earthquake at all City Work Locations.

5.10.2.1. Immediate Personal Safety: As soon as Staff become aware that an earthquake is occurring, staff should take immediate steps to protect themselves.

5.10.2.1.1. If they are inside a building or at a City Work Location these steps may include, duck and cover, fleeing the building, or bracing in a doorway. Most injuries during an earthquake come from falling debris. Staff should keep clear of broken windows, downed power lines, debris and obstructions.

5.10.2.1.2. If they are outside a building this may include getting to an area away from trees, buildings walls and power lines; getting into the fetal position with eyes closed and arms over the back of the neck. Staff should remain in the protective position until the shaking stops.

5.10.2.2. Immediate Bystander Safety: As many City Work Locations are frequented by members of the public, it is important for staff to reasonably assist any member of the public during and following an earthquake if they are able to do so.

5.10.2.3. Evacuation: Once the felt earthquake is complete, a full and complete evacuation of a City Work Location is required until verification that the facility is in safe condition (Procedure 5.7).

5.10.2.4. Reoccupying City Work Locations: It will be the responsibility of the City's Building Official to work with the CMO, Facilities, Emergency Management staff,

and the Shoreline Fire Department to ascertain the current status of all City Work Locations following an earthquake.

5.10.2.5. City Hall Campus, Spartan Recreation Center, Shoreline Pool, and Richmond Highlands Recreation Center

- 5.10.2.5.1.** On site Staff will immediately notify their supervisor of a felt earthquake, if the facility is occupied, if there is any visible damage and if there are any future planned events scheduled within the next 12 hours. Staff or the supervisor shall notify the CMO and Facilities of the location's operational status.
- 5.10.2.5.2.** In the event that medical assistance is required on site, staff should notify 911 of the need for medical assistance using the Procedure 5.2.
- 5.10.2.5.3.** Supervisors will send out an incident notification and assist, if requested, in the building assessment for safe occupancy. A decision to cease operation at the affected facilities will be made by the CMO following a completed damage assessment. Notifications will be handled via Procedure 5.3 in addition to notifying any impacted members of the public (i.e. class participants).

5.10.2.6. Hamlin Yard, North Maintenance Facility, and Ronald Wastewater Facility

- 5.10.2.6.1.** On site Staff will immediately notify their supervisor of a felt earthquake, if the facility is occupied, and if there is any visible damage.
- 5.10.2.6.2.** Supervisors will send out an incident notification (Procedure 5.3) and assist, if requested, in the building assessment for safe occupancy. A decision to cease the affected facilities services will be made by the CMO following a completed damage assessment.

5.11. Debrief

5.11.1. Purpose: There are several things which may need to be done following an Incident. Additionally, an Incident can have lingering effects which may impact staff, first responders, and/or the public. Following an incident, it may deemed appropriate to conduct a debrief with effected staff and/or first responders.

5.11.2. Action:

- 5.11.2.1.** After an Incident is over, staff shall notify their supervisor of their location and current status. Supervisors should account for all of their employees.
- 5.11.2.2.** Staff may be needed for statements to the Police. Any person who may be identified as having information for the Police may need to provide a witness statement.

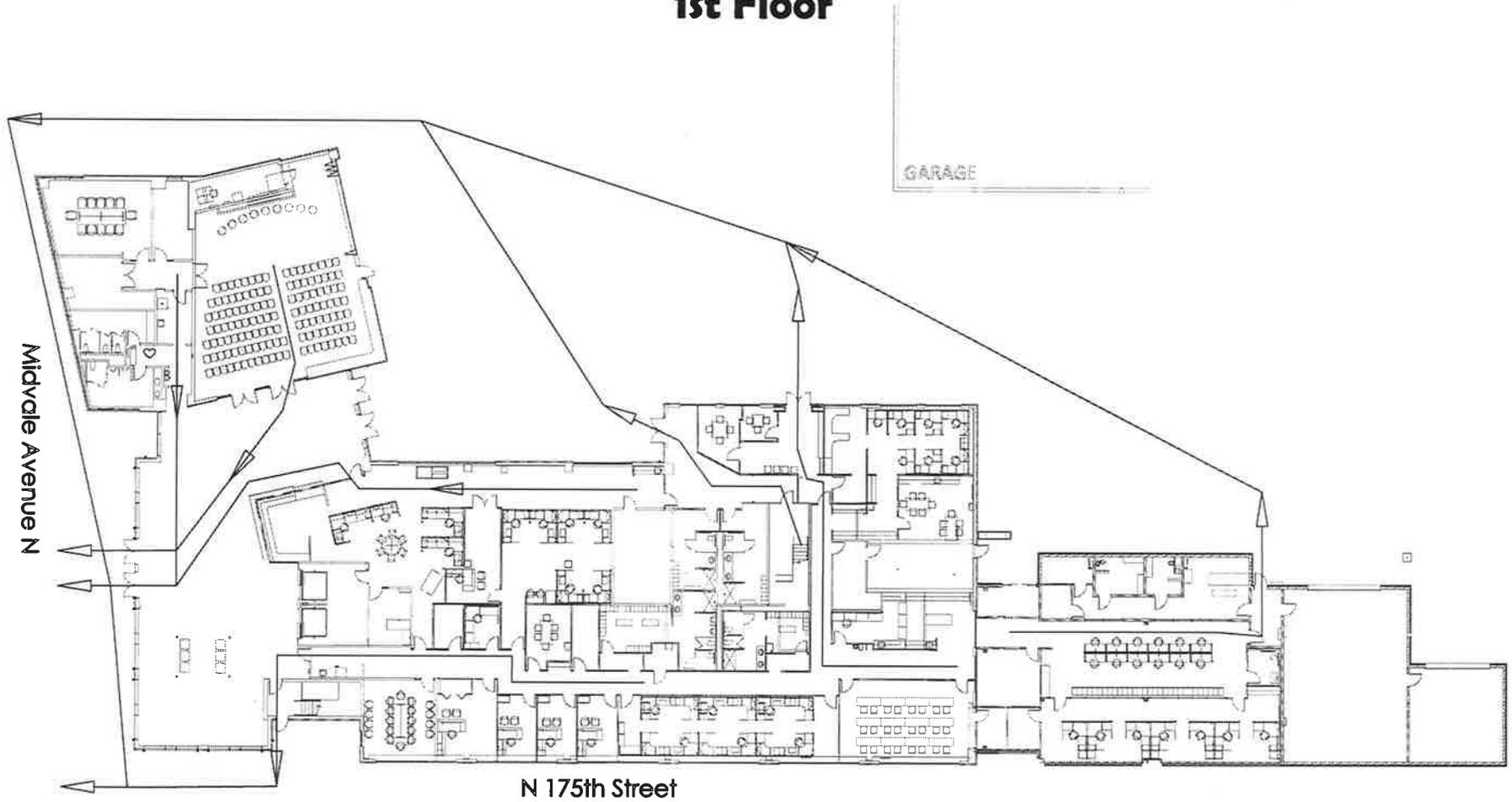
- 5.11.2.3. The CMO will conduct a debrief of the situation with the impacted employees as appropriate.
- 5.11.2.4. The City's Human Resources Department will work with employees who were impacted by an incident either physically and emotionally to ensure they have access to resources to recover from the impacts of the incident.

EXHIBIT A ATTACHED: Facility Evacuation Plans

City Hall First Floor, City Hall Second Floor, City Hall Third Floor, City Hall Fourth Floor, Spartan Recreation Center, Shoreline Pool Main Floor, Shoreline Pool Balcony Level, Hamlin Yard, Richmond Highlands, and Ronald Wastewater Shops

EMERGENCY EVACUATION ROUTES

1st Floor



- ♥ Defibrillator
- ⊕ First Aid Kit
- 🧯 Fire Extinguisher



Reserved

Ronald Wastewater Shops

Reserved

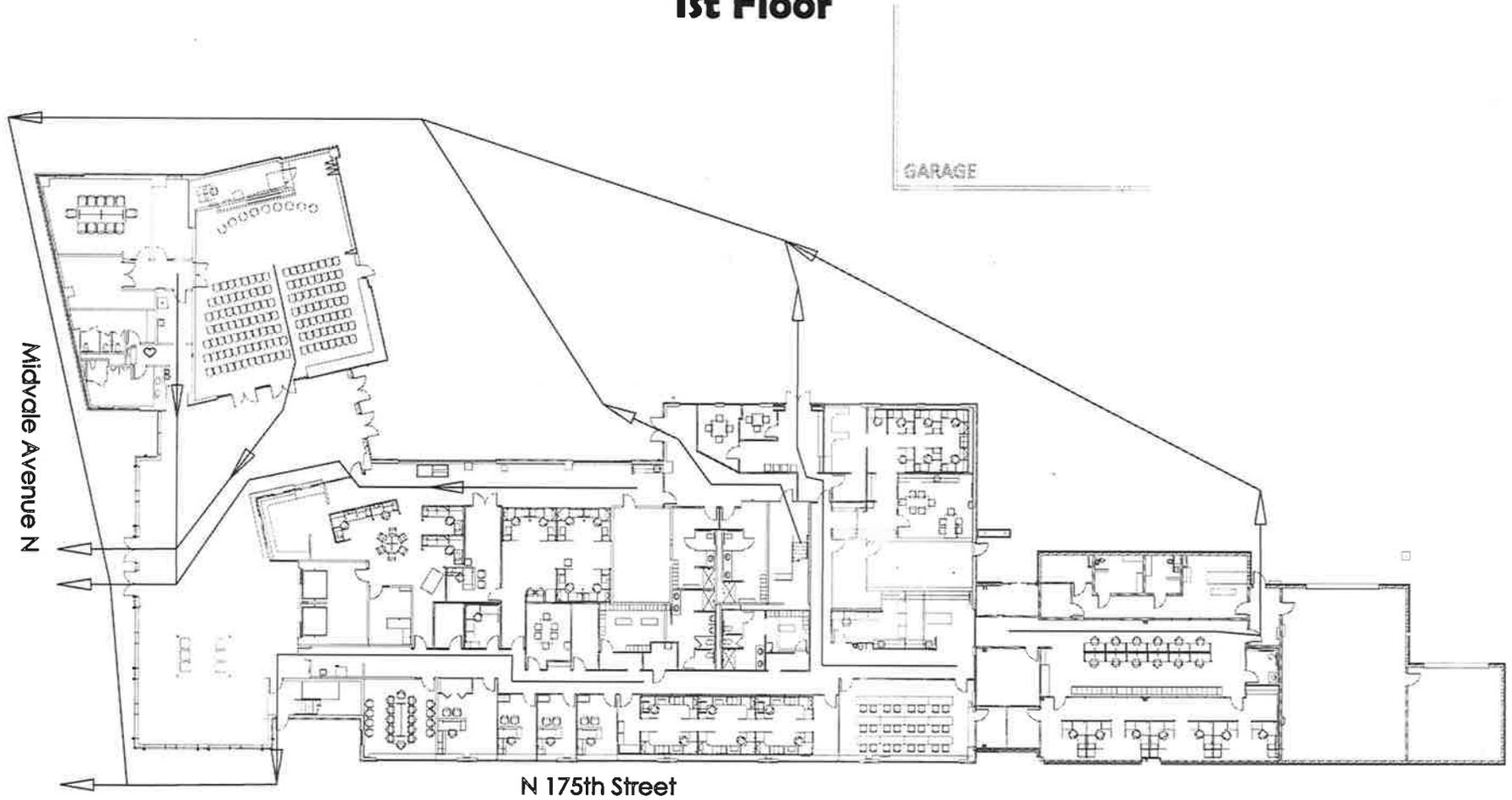
Richmond Highlands Evacuation Plan.

Reserved

Hamlin Yard

EMERGENCY EVACUATION ROUTES

1st Floor



- ♥ Defibrillator
- ⊕ First Aid Kit
- 🧯 Fire Extinguisher



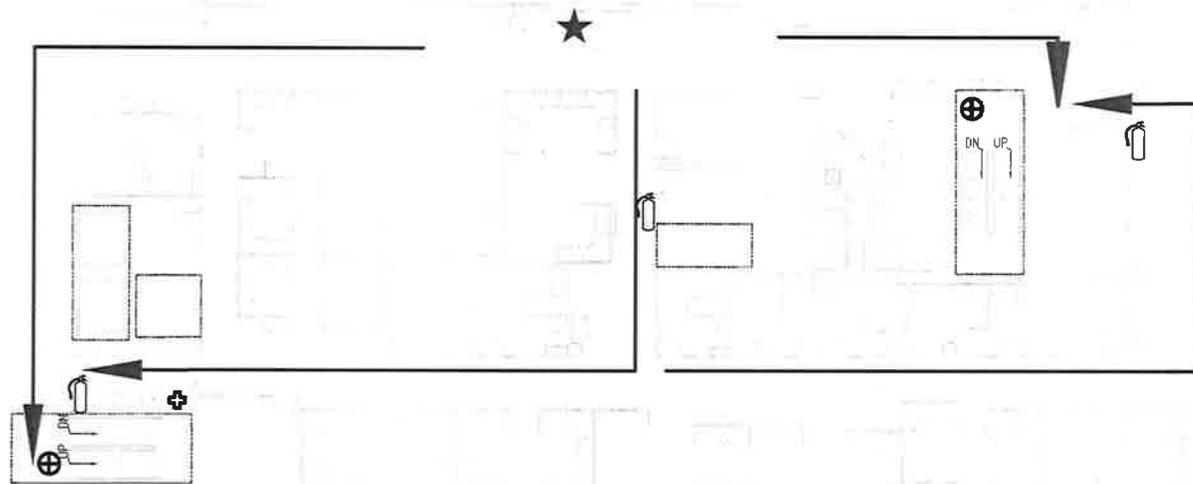
EMERGENCY EVACUATION ROUTES

2nd Floor

- ★ YOU ARE HERE
- ⊕ First Aid Kit
- 🔧 Fire Extinguisher
- ⊕ Area of Refuge Assistance

Midvale Avenue N

OPEN TO BELOW



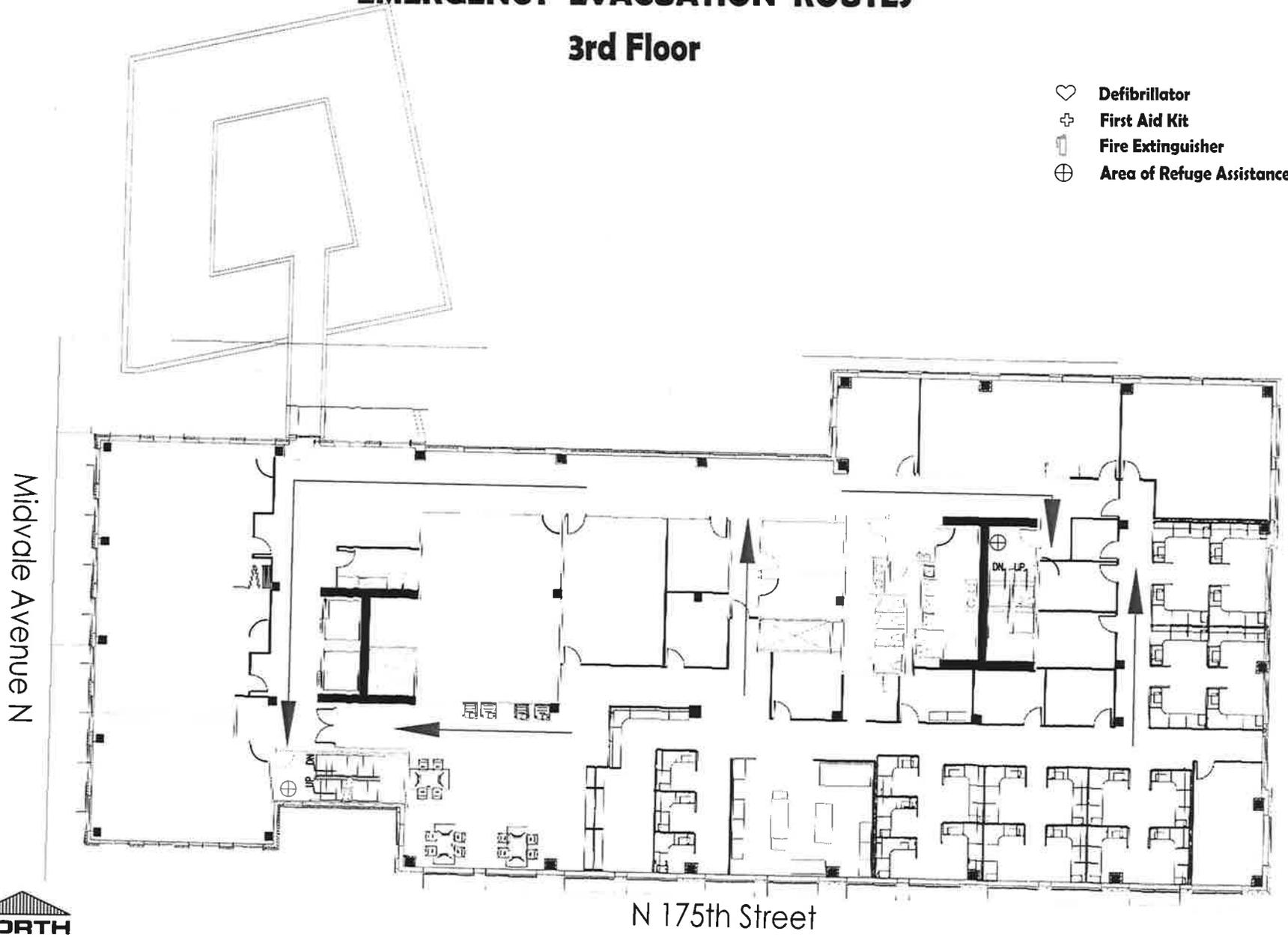
N 175th Street



EMERGENCY EVACUATION ROUTES

3rd Floor

- ♥ Defibrillator
- + First Aid Kit
- 🔥 Fire Extinguisher
- ⊕ Area of Refuge Assistance

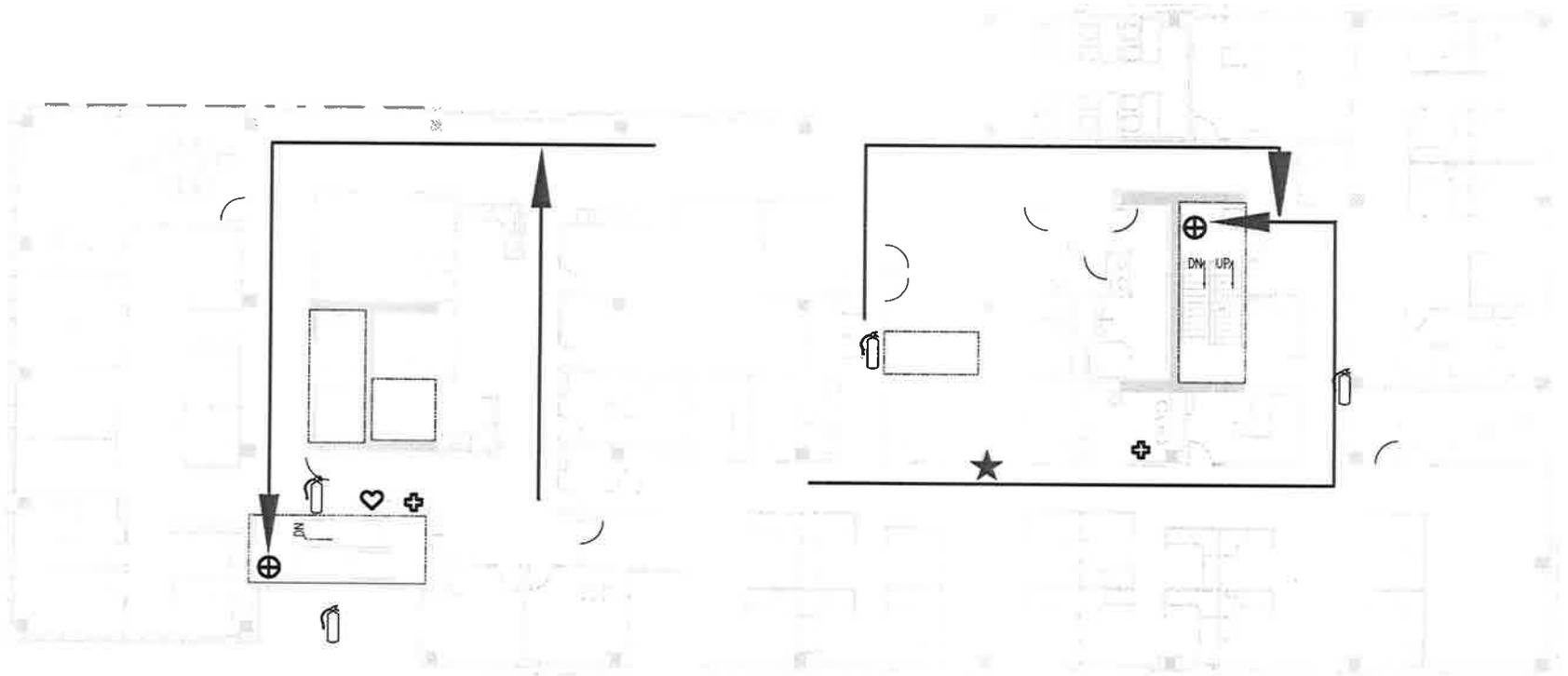


EMERGENCY EVACUATION ROUTES

4th Floor

- ★ YOU ARE HERE
- ♥ Defibrillator
- ⊕ First Aid Kit
- 🔧 Fire Extinguisher
- ⊕ Area of Refuge Assistance

Midvale Avenue N



N 175th Street





EMERGENCY PROCEDURES

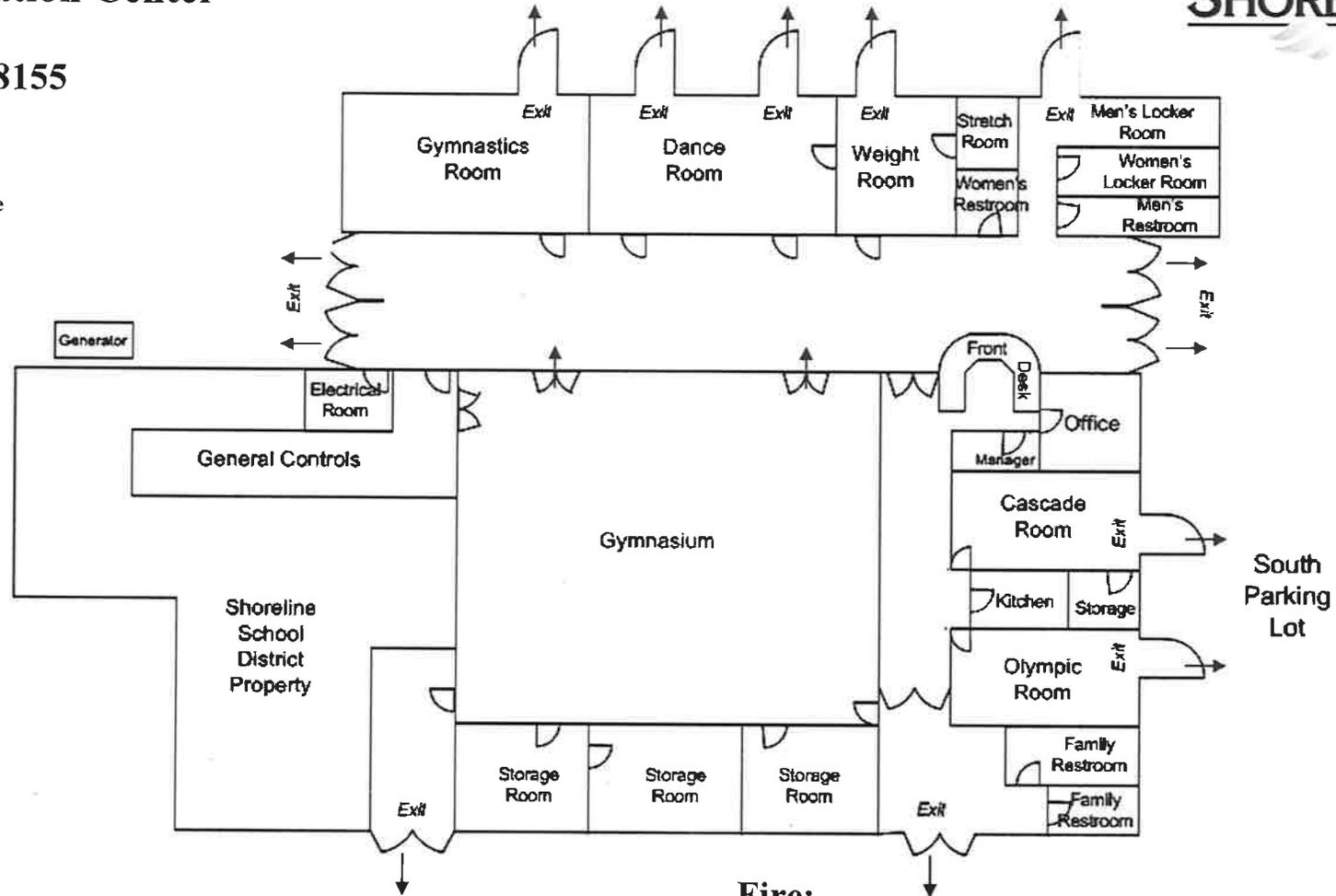
Spartan Recreation Center

202 NE 185th St.

Shoreline, WA 98155

(206) 801-2600

Red arrows = primary route
Blue arrows = secondary route



Earthquake:

- Stay away from windows and unsecured items.
- Take cover and hold under a desk, sturdy table, or door frame.
- When shaking stops, calmly evacuate according to diagram.
- **Report to the southeast parking lot...near the grass field.**

Fire:

- Close all doors and windows.
- Alert other occupants of the danger.
- Evacuate according to the diagram.
- **Report to the southeast parking lot...near the grass field.**
- Do not re-enter the building until directed to do so.



EMERGENCY PROCEDURES

Shoreline Pool

Earthquake:

- Evacuate swimming pool
- Stay away from windows and unsecured items.
- Take cover and hold under a desk, a sturdy table or a door frame.
- When shaking stops, calmly evacuate according to diagram.
- Report to the park/restroom area southeast of the pool.

Fire:

- Evacuate swimming pool and leave your station.
- Contain the fire by closing all doors and windows.
- Alert other occupants of the danger.
- Call 9-1-1 to notify the Fire Department.
- Evacuate the building according to the diagram.
- Report to park/restroom area south east of the pool and do not leave until everyone is accounted for.
- Report missing people to the Fire Department.
- Do not re-enter the building until directed to do so.

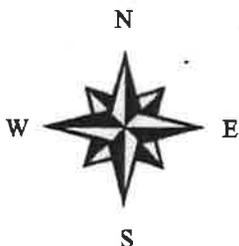
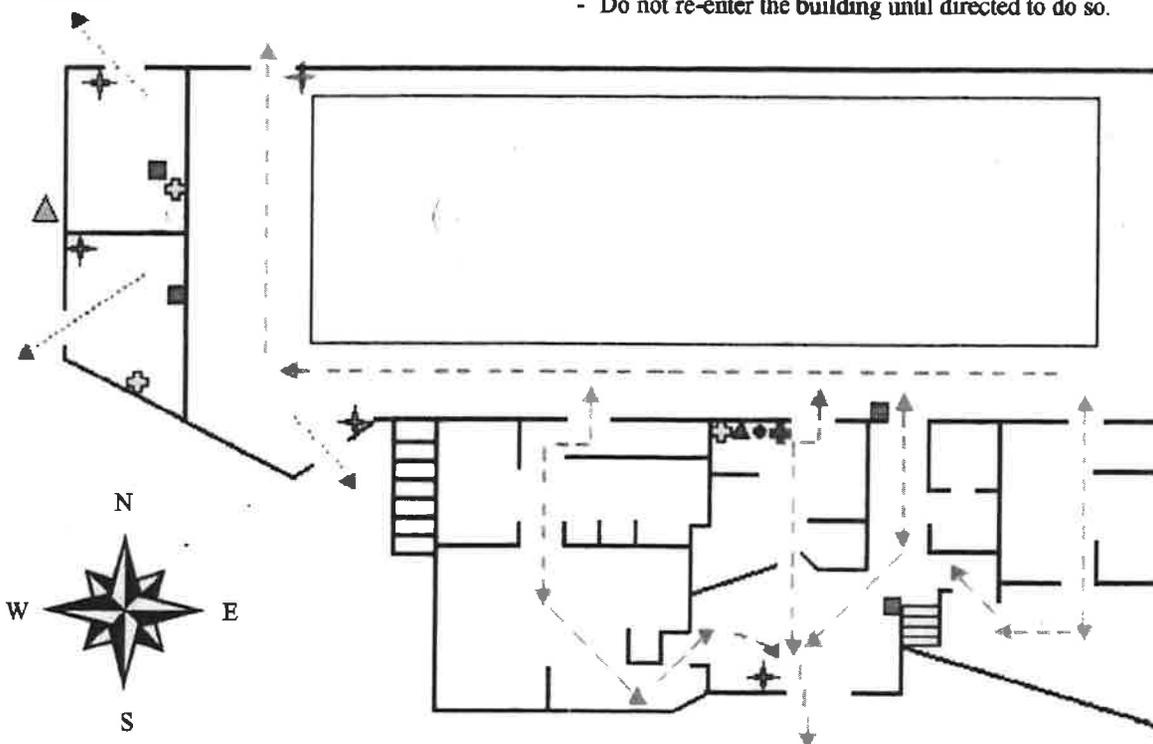
Chemical Spill:

Chlorine:

- Call 9-1-1
- Remain upwind at all times.
- Evacuate through either front door or back doors, not through the breakroom doors.
- Do not re-enter the building until directed to do so.

Powdered:

- Wear protective goggles, gloves, masks.
- Clean up with water, avoid inhalation.
- Specialized procedures and handling information available in pool office.



Primary Evacuation Route	— →
Secondary Evacuation Route	- - →
First Responder Kit	●
Fire Alarm	✦
First Aid Kit	⊕
Chemical Storage	▲
Defibrillator	▲
Emergency Eye Wash	⊕
Fire Extinguisher	■



EMERGENCY PROCEDURES

Shoreline Pool Balcony

Earthquake:

- Evacuate swimming pool
- Stay away from windows and unsecured items.
- Take cover and hold under a desk, a sturdy table or a door frame.
- When shaking stops, calmly evacuate according to diagram.
- Report to the park/restroom area southeast of the pool.

Fire:

- Evacuate swimming pool and leave your station.
- Contain the fire by closing all doors and windows.
- Alert other occupants of the danger.
- Call 9-1-1 to notify the Fire Department.
- Evacuate the building according to the diagram.
- Report to park/restroom area southeast of the pool and do not leave until everyone is accounted for.
- Report missing people to the Fire Department.
- Do not re-enter the building until directed to do so.

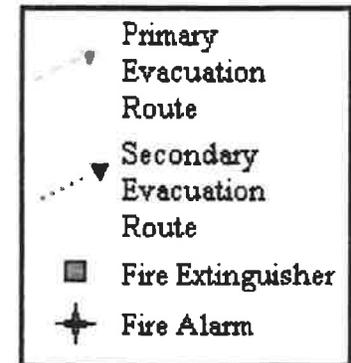
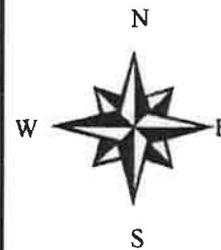
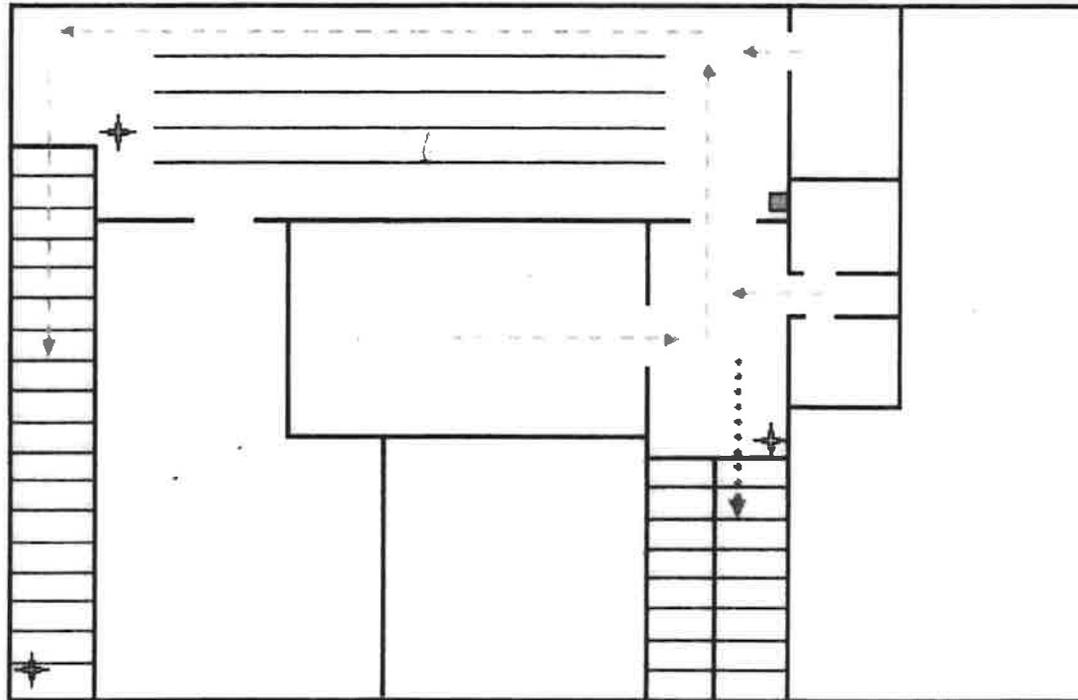
Chemical Spill:

Chlorine:

- Call 9-1-1
- Remain upwind at all times.
- Evacuate through either front door or back doors, not through the breakroom doors.
- Do not re-enter the building until directed to do so.

Powdered:

- Wear protective goggles, gloves, masks.
- Clean up with water, avoid inhalation.
- Specialized procedures and handling information available in pool office.



Reserved

Hamlin Yard

Reserved

Richmond Highlands Evacuation Plan.

Reserved

Ronald Wastewater Shops



Receiving Number

9156

Document Number

(City Clerk will assign this number upon final approval)

POLICY & PROCEDURE/ ADMINISTRATIVE ORDER ROUTING FORM

Instructions

1. Before using this form, make sure the policy is routed via e-mail to capture any comments or changes.
2. Request a Receiving Number from the City Clerk's Office.
3. Review and proofread before printing the final document that will accompany this routing form. Documents less than ten pages long should be printed one-sided.
4. Remember to specify whether the staff listed at the end of the page should **review** or **approve** the final policy. Approval requires a signature on the first page of the policy.
5. Policy must be routed to the next person on the list and logged on the portal for tracking. Once the policy has been reviewed and approved, send it with this form and any attachments to the City Clerk's Office for recording.

Originator	Beem, Rob	Routed by	Alie, Victoria
Department/Division	CSD	Date	Aug 29, 2018

TYPE OF DOCUMENT

Policy or Procedure Number/Category 6. Operations and Emergency Management (Facility Evacuation Plan, EOC Staffing)

DOCUMENT DESCRIPTION

Document Title Workplace Safety Policy for City Work Locations

Effective Date 8/29/2018 Supersedes 6889 (5.2.12, 5.2.13), 6982, 7031, 7320, 8198

Document Description (1) establish administrative policy and procedures for assessing threats and the potential for violence, (2) minimize and help prevent the possibility that a threatening situation will escalate into violence or a crisis, and (3) provide procedures for staff to follow when an emergency, disaster, and/or abnormal event occurs at a City Work Location

REVIEW AND APPROVAL

To Review or Approve?	Name, Title	To Review or Approve?	Name, Title
Approve (sign the policy)	Debbie Tarry, City Manager		