

# EMERGENCY ACTION PLAN

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## INTRODUCTION & PURPOSE

The purpose of the following emergency procedure guidelines is to communicate to and educate all Laboratory employees about work place emergency procedures. The guidelines provide basic concepts and procedures to be followed in the emergency situations described.

The emergency procedure guidelines are reviewed annually by building tenants and Laboratory Safety Committee Members with updates and amendments made whenever changes occur that will significantly affect the ability of this facility to respond to an emergency situation. This includes revision of the regulations, if the plan fails in an emergency, if the facility changes in a way that significantly increases the potential for an emergency or changes in the response necessary in an emergency, if the list of emergency coordinators changes or if the list of emergency equipment changes. When warranted, revisions are made to the plan within 24 hours.

Although this facility is designed, constructed, maintained and operated in a manner that minimizes the possibility for emergency incidents such as fire, explosions and any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil or surface water, this plan is designed to minimize hazards to human health and the environment in the unlikely event of such incidents. This plan is designed to satisfy the requirements of RCRA contingency plan rules for large quantity generators (LQGs): 40 CFR 262.34(a) (4) and 40 CFR 265.50-265.56.

## GENERAL FACILITY INFORMATION

**Facility Name**

Facility Owner/Operator:

Physical Address: County:

Mailing Address:

facility Telephone:

Facility Fax:

EPA ID Number:

**SIC/NAICS Code:**

**Contingency Plan**

**Coordinator: Telephone:**

**Hazardous Chemical**

**90 Day Accumulation**

**Area: Nearest Hospital:**

### Required Reports

Within fifteen (15) days of any incident requiring implementation of the hazardous spill plan, the emergency coordinator will file a report with the EPA regional administrator and the Assistant Commissioner of the Office of Solid & Hazardous Waste Management (OSHWM). The report will include the following information:

- Name, address & telephone number of owner/operator
- Name, address & telephone number of the facility
- Date, time and type of incident
- Date, time and details regarding implementation of the hazardous spill procedures
- Name and quantity of material involved.
- An assessment of actual or potential hazards to human health and the environment
- Estimated quantity and disposition of recovered material that resulted from the incident

## OVERVIEW OF FACILITY OPERATIONS

The Laboratory building houses x separate laboratories. Occupants include

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Hazardous Waste activities include:

<u>Room/Area Food Lab</u>	<u>Hazardous Waste Products</u>
Virology Inorganics	sulfuric acid mixture (butanol, fat, ammonium hydrogen) guanidine thiocyanate, acetone chloride waste-mercury thiocyanate & pyridine, COD waste, potassium cyanide
Organics	methylene chloride, ethyl acetate, methanol, thylacetate, acid/base neutral in methylene chloride, water, thiofluor, o- phthalaldehyde, carbon disulfide, sodium sulfate waste contains pesticides, solvents, sulfuric acid, silver sulfate, mercuric sulfate, potassium dichromate
Organics GC Pesticide Vials TB - HPCL waste Metals Metals, Organics, TB, Micro Molecular Chemistry Holoacetic Vials Chemistry solvents	pesticides, hexane, ethyl acetate, MTBE acetonitrile, methanol, methylene chloride mercury mixture, leads vacuum pump oil ethidium bromide MCAA, MBAA, DCAA, TCAA, BCAA, DBAA, 2-brinioruibuic acid xylene, methanol, acetone, methylene chloride, acetonitrile, hexane, ethyl acetate

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## EMERGENCY EQUIPMENT

**Emergency Showers** (35) are located inside laboratories or near the laboratory entrances. Evacuation plans show emergency showers via a yellow 'S'.

**Fire Extinguishers** (80) are located on every floor. Evacuation plans show the location of fire extinguishers as follows: stand-alone extinguishers are shown via red fire extinguisher symbols; extinguishers adjacent to spill kits are shown via red dots, and extinguishers adjacent to first aid kits are shown via a white cross within a red dot.

**Fire Suppression** wet pipe system runs above the ceiling throughout the building. In the event of a power outage the system runs via the generator. **Room XXX** is serviced via an Inergen system.

**Fire Exit Stairways** (3) are located at both ends of the North wing and East end of the South wing. Stairway doors have a 1112 hour fire rating, and aid in limiting fire and smoke from entering the stairway and from spreading floor to floor. Evacuation plans show fire exits via a white 'E' within a red square.

**First Aid Kits** (65) are located throughout the building. Evacuation plans show the location of first aid kits as follows: stand-alone kits are shown via a red cross within a white dot, and kits adjacent to extinguishers are shown via a white cross within a red dot.

A **Public Address System** is available via the building's telephone system. Lift a phone handset and dial **xxxx**. The system responds with 2 quick beeps. Dial 00 to address the entire building, and speak into the handset normally. The PIA system may be used for tornado warnings; power outages or other emergency announcements. The telephone system is tied to UPS and generator in the event of a power outage.

Spill Kits are located in main corridors. There are 13 acid & 13 oil/solvents Spill Kits. They are paired together throughout the building. Evacuation plans show the location of spill kits via red dots. Each kit absorbs approximately 16 gallons of liquid.

### Acid Spill Kits

25 - 16"x20" Haz-Mat  
Pads 10 - 9"x9" Haz-Mat  
Pillows 5 - Disposal Bags  
2-3"x4' Haz-Mat Sock  
1 - 3"x12' Haz-Mat  
Sock 1 - Pair of Gloves  
1 - Pair of Goggles

### Oil/Solvents Spill Kits

25 - 16"x20" Universal  
Pads 10 - 9"x9" Universal  
Pillows 5 - Disposal Bags  
2-3"x4' Blue Sock  
1 - 3"x10' Blue Sock  
1 - Pair of Gloves  
1 - Pair of Goggles

Spill Kit supplies are used to stop spill migration and to create temporary dikes to shield floor drains & door thresholds. Use OSHA approved methods to clean & discard waste.

## COORDINATION AGREEMENTS

Police phone: (xxx) xxx-xxxx

The Police Department has received a copy of the Emergency Plan that includes facility floors plans. They have 24/7 access to the facility via access cards. The Police Department as a group tours the building annually to review the locations of laboratories, high-risk storage rooms, evacuation routes and mechanical rooms. They received MSDS sheets on potassium cyanide & carbon disulfide, and have established evacuation routes and procedures in the event of an emergency.

Fire Department 911 or phone: (xxx) xxx-xxxx

The Fire Department has received a copy of the Emergency Plan that includes facility floors plans. Additionally, they have a full set of electronic blue print discs, which allows a thorough understanding of the building from a remote location. They have 24/7 access to the facility via a set of keys and access cards stowed in a Knox Box at the XXX entry. The Fire Department Hazardous Materials Team tours the building annually to review the locations of laboratories, high-risk storage areas, evacuation routes and mechanical rooms. They received MSDS sheets for the handling of potassium cyanide & carbon disulfide spills.

Nearest Hospital phone: (xxx) xxx-xxxx

The Hospital emergency room Medical Director has received a copy of the Emergency Plan and the MSDS sheets for the handling of potassium cyanide and carbon disulfide. The Medical Director has agreed their facility is able and willing to provide treatment for injuries or illnesses that may result from fires, explosions, or releases at the facility, and indicates that a staff Toxicologist will help provide direction on appropriate treatment.

Environmental Management vendor phone: (xxx) xxx-xxxx

The Environmental Management Services has been contracted to act as the primary spill control response team in the event of a hazardous chemical spill. They received MSDS sheets for the handling of potassium cyanide & carbon disulfide spills,

## SAFETY PERSONNEL ORGANIZATIONAL CHART

### BUILDING MANAGEMENT & EMERGENCY RESPONSE COORDINATORS

REI Real Estate Services	Facilities Manager
REI Real Estate Services	Maintenance Supervisor

### SAFETY COMMITTEE MEMBERS

Indiana State Department of Health (ISDH)	Agency Safety Director
Indiana State Department of Health (ISDH)	Lab Safety Director
Indiana State Police (ISP)	Lab Manager
Indiana State Police (ISP)	Chemical Hygiene Officer
Indiana State Department of Toxicology (ISDT)	Safety Coordinator

### SAFETY SUPPORT TEAM

Safety Coordinator	One per floor & wing
Assistant Safety Coordinator	One per floor & wing

### OFF-SITE EMERGENCY RESPONDERS

		Phone #
Law Enforcement	Police	(xxx)xxx-xxxx
Fire	Fire Department (FD)	911
Hazardous Spills Contractor	Environmental Mgmt	(xxx)xxx-xxxx
Hazardous Spills IFD	FD Hazmat Team	(xxx)xxx-xxxx

### SAFETY TEAM RESPONSIBILITIES AND DUTIES

#### Building Management

- Prepare and keep current an Emergency Contact List.
- Notify building occupants in case of an emergency.
- Remain on site if possible to direct and assist Emergency Responders with access.
- Follow specific instructions dictated by Emergency Responders.

#### Safety Committee Members

- Implement emergency plans.
- Coordinate and implement a safe evacuation of building occupants in the event of a fire or other emergency
- Remain on site if possible to assist building management & Emergency Responders with access to secured areas.
- Prepare and keep current a Building Emergency Contact List, which includes the names and telephone numbers of Safety Coordinators.
- Prepare and keep a current list of personnel with Disabilities and Special needs and their locations.
- Follow specific protocol as dictated by individual State Agencies.

## SAFETY COMMITTEE MEMBER INSTRUCTIONS

The successful execution of an emergency evacuation depends up on the confidence, cooperation and coordination of all Safety Committee Members.

- Evacuate occupants, and direct them to:
  - a.) the fire evacuation location (distance of 250 feet), or
  - b.) the explosion location (distance of 1000 feet), or
  - c.) an appropriate assembly area out of harm's way as determined by the Emergency Responder in charge.
- If possible, meet at the Primary Command area for Emergency Responders.
- If the Primary Command area is unavailable, then meet in the Secondary Command area.

**IMPORTANT:** If conditions are such that the floor occupants and visitors are in danger and neither the Fire Department nor the Police Department can be reached, the Safety Committee Members may find the need to exercise their own judgment and relocate occupants & visitors without having received specific Emergency Responder evacuation instructions.

## SAFETY COORDINATOR

In the event of a Fire Drill, actual fire emergency or other type of emergency, the Safety Coordinator will be in charge of all persons within his or her floor and wing of the building. It is recommended to have at least one Safety Coordinator per floor and per wing. The activities and responsibilities are as follows:

### General Duties:

- Know the floor layout.
- Know the locations of fire stairs and fire exits.
- Know the locations of fire alarm manual pull stations.
- Know the locations of fire extinguishers
- Know the locations of first aid kits, spill kits, and emergency showers.
- Select an Alternate. Consider absences and vacations.
- Provide emergency manuals to floor occupants.

### Specific Duties:

- Direct the evacuation by specifying the stairway to be used.
- Encourage people to move quickly and calmly.
- If the Fire Department Official in charge decides that a specific elevator is safe for use, the Safety Director may be directed to use that elevator to evacuate any disabled persons from his or her floor of the building.
- Confirm your wing of the building is fully evacuated.
- Await further instruction or the 'All Clear' at the assembly area.

## ALTERNATE SAFETY COORDINATOR

The Alternate Safety Coordinator shall assume all duties of the Safety Coordinator in the absence of the Safety Coordinator. It is recommended to have at least one Alternate Safety Coordinator per floor and per wing.

### General Duties:

- Described on the Safety Coordinator page.

### Specific Duties:

- Described on the Safety Coordinator page.

## FIRE EMERGENCY

If you discover a fire in the building, follow these guidelines:

- Call 9-911 or activate a fire pull station, by grasping the white handle & pulling downward. This will dial an alarm monitoring company that, in turn, calls 911 **and** REI Real Estate Services **and** the Police Dept.
- Remain calm.
- Exit building via a fire stairway (avoid elevators due to entrapment risk)
  - √ Mobility impairment may require an alternate exodus if assistance personnel are unavailable for a stairway evacuation. If so:
  - √ Advise a co-worker that you are taking the elevator
  - √ Take a freight elevator to the 1<sup>st</sup> floor
  - √ Leave via the nearest exit
- Assemble in the **XXXX**.
- Safety Committee members shall take head counts, and notify critical off-site personnel.
- Remain outdoors until Emergency Responders or the Safety Team issues an 'All Clear'.

If all exit routes or stairways are blocked and evacuation is impossible:

- Close all doors between you and the fire or smoke. Seal the crack at the bottom of the doors with towels or paper.
- Go to an office with an outside window.
- Do not open or break the window.
- Call 9-911. Give your location and the number of people trapped.
- Remain calm. Emergency Responders will assist upon their arrival.

### Simple Fire Prevention Precautions

- Know the location of manual pull stations and how to operate them.
- Know at least two (2) evacuation routes from your area in case one is inaccessible.
- Keep all areas clean and orderly.
- Keep aisles, exits and fire protection equipment unobstructed.
- Advise the Front Desk at **xxxx** of:
  - √ Burning or smoky odors
  - √ Leaking gas, oil or solvents
  - √ Overheating of equipment or materials
  - √ Defective electrical equipment
  - √ All wiring sparking and arching

## MEDICAL EMERGENCY

If a medical emergency should occur:

- Call 9-911.
- Identify person needing assistance, type of emergency and specific location in the building.
- Call the Front Desk Attendant at xxxx so the building can be readied for emergency access.
- Direct someone from your floor to meet Emergency Responders at the designated elevator on your floor.
- Receptionist will call maintenance personnel who will ready entries and one elevator for Emergency Responder use.
- Maintenance staff will escort Emergency Responders to the appropriate floor, and will hand-off Emergency Responders.
- Do not move the ill or injured person(s). Try to make the individual(s) as comfortable as possible.
- Complete an Incident Report

## TORNADO

Upon receiving a tornado warning from the National Weather Service of an impending tornado in the area a PA announcement will be made. Follow these general guidelines:

- Remain calm.
- Move away from windows as soon as possible.
- Use stairways to move to the lower level of the building.
- Avoid the 1<sup>st</sup> floor lobby if possible.
- If you are unable to reach the lower level of the building move to an interior room without windows. Take cover under a sturdy piece of furniture, and then cover your head with your arms.
- DO NOT leave the building unless told to do so by Emergency Responders or Safety Committee Members.
- DO NOT use elevators unless told to do so by Emergency Responders.
- Limit telephone usage to genuine emergencies
- Remain in the lower level until Emergency Responders or the Safety Team issues an 'All Clear'.
- Safety Committee Members shall take head counts, and notify critical off-site personnel.

Note: the weather radio will be activated to keep Safety Committee Members apprised of weather conditions.

*Front Desk Attendant shall lift desk phone handset and dial **xxxx**, then 00 and announce the following upon receiving a tornado warning:*

*Attention please. The weather service issued a tornado warning for this area. Please remain calm & proceed to your designated shelter area in the basement. Avoid the main lobby & rooms with windows if possible.*

*Repeating: a tornado warning was issued. Proceed to your designated shelter area in the basement. The warning is in effect until **a.m./p.m.** Remain in shelter areas until the "All Clear" is given.*

*Upon completing announcement call the **Police Dept.** at **(xxx) xxx-xxxx** then evacuate.*

*All Clear Announcement: The tornado threat has passed, you may return to your work area.*

## EARTHQUAKE

- Stay Calm.

If outside, stay there:

- Move to an open area away from wires, trees and buildings.
- Remain there until the shaking stops

If inside

- Take cover under a heavy desk or table
- If a table or desk is unavailable crouch next to an inside wall
- Stay away from windows, if practical
- Stay away from unsecured heavy objects
- Do not run for fire exits
- Do not evacuate the building until notified
- Do not use elevators
- Do not use candles, matches or other open flames after the shaking stops. Flammable gases may be leaking from ruptured gas lines or tanks.

Be prepared for aftershocks

## HAZARDOUS SPILL PROCEDURES

For a minor chemical spill with which you are thoroughly familiar, and you are certain it does not pose an immediate threat to building occupants, the following may be done:

- Immediately stop or contain the leaking source by knowing the location & operation of shutoff valves.
- Put on appropriate PPE, and then use Spill Kit supplies located in corridors to stop spill migration. Create a temporary dike to shield & protect floor drains & door thresholds.
- Use OSHA approved methods to clean and discard waste.
- Call Front Desk at **xxxx**.

For a chemical spill that poses a life and health hazard do the following:

- Person(s) in direct contact of a dangerous chemical shall remove contaminated clothing, and immediately flush all contacted bodily areas with copious amounts of water for at least 15 minutes. Call for assistance if necessary.
- Call Front Desk at **xxxx** and give the name of the chemical, the estimated volume involved, and the number of persons who were injured or exposed. The front desk attendant will keep you on the phone line and initiate a conference call to **9-911**.
- Make every possible attempt to direct individuals away from the immediate spill area.
- Exit the building via a fire stairway.
- Assemble in the far North East area of the parking lot.
- Safety Committee Members shall take head counts, and notify critical off-site personnel.
- Remain outdoors until Emergency Responders or the Safety Team issues an 'All Clear'.

Log the spill on appropriate Facility & Agency Management spill reporting forms so they can coordinate the required reporting under applicable State & Federal laws.

**Front Desk Attendant** to lift desk phone handset and dial **xxxx**, then 00 and announce the following upon completion of 911 call:

*Attention please. A hazardous spill has occurred. Please remain calm & immediately evacuate via the nearest emergency exit. Repeating: immediately evacuate to North parking lot and remain outdoors until Emergency Responders give an "All Clear".*

*Upon completing announcement call the **Environmental Management vendor** (xxx) xxx-xxxx and the **Police Department** at (xxx)xxx-xxxx, and then evacuate.*

## GAS

If you smell a gas odor:

- Call Front Desk at **xxxx**.
- Describe odor and area affected
- Do not operate electrical switches, appliances or battery operated devices if a natural gas leak is suspected. This could create sparks that could ignite gas.

REI personnel will report to the area with gas detection sensor, and determine along with the appropriate Agency safety personnel if evacuation is required.

If a gas line break has occurred or you hear gas escaping:

- Call Front Desk at **xxxx** and give your name, location of odor and any related information. The Front Desk Attendant will keep you on the phone and initiate a conference call to 9-911.
- Do not use the elevators.
- Exit the building via the nearest exit or a fire stairway.
- Assemble at least 300 yds from building at **XXXX**
- Safety Committee members shall take head counts, and notify critical off-site personnel.
- Remain outdoors until Emergency Responders or the Safety Team issues an 'All Clear'.

Note: Gas detection sensors are located in the major 'at risk' rooms within the building. These sensors alert maintenance staff when gas limits approach permissible limits.

**Front Desk Attendant** to lift desk phone handset and dial **xxxx**, then 00 and announce the following upon completion of 911 call:

*Attention please. A building gas leak has occurred. Please remain calm & evacuate via the nearest emergency exit and gather in **XXXX**. Repeating: due to a gas leak evacuate to the. Remain outdoors until Emergency Responders give an "All Clear".*

*Upon completing announcement call the **Police Department** at **(xxx)xxx-xxxx**, and then evacuate.*

## LABORATORY COAT POLICY

Due to laboratory coats being worn as protective clothing when performing laboratory work: Lab coats shall not be worn outside of analytical laboratories

## POWER OUTAGE

If a loss of power should occur:

- Remain calm.
- REI will investigate the cause, and will work toward gaining knowledge of the anticipated restoration time.
- Turn off or unplug critical electrical equipment to avoid power surge when building returns to normal power.
- Avoid using restroom facilities, if possible, as commodes & sinks will not function since these devices operate via electronic sensors.
- Keep phone lines clear, so Management can contact you.
- If it is necessary to leave a floor use stairs to exit.
- If you are on an elevator, it will stop but WILL NOT fall. A battery system will take the elevator to the next lowest floor and open the doors for passenger egress. An elevator cab emergency phone button may also be pressed which dials the elevator monitoring company. Do not try to get out of the elevator. Wait for assistance. Help will reach you as soon as possible. (Note: only ISDH service elevator #4 operates via generator power.)
- If building evacuation is necessary, Agency Management will be advised.

## ELEVATOR EMERGENCY

In the event of an elevator emergency or malfunction:

- Remain Calm. Each elevator is equipped with an emergency phone which directly calls an elevator monitoring company. Be prepared to give the building name, location and elevator number.
- If an elevator stops between floors and the cab doors open, DO NOT try to climb or jump out of the elevator. Wait for Assistance. The elevators could regain movement unless the Fire Department or technician disconnects them.
- During a power outage, the elevator will stop but WILL NOT fall. A battery system will take the elevator to the next lowest floor and open the doors for passenger egress. An elevator cab emergency phone button may also be pressed which dials the elevator monitoring company. Do not try to get out of the elevator. Wait for assistance. Help will reach you as soon as possible.  
(Note: only ISDH service elevator #4 operates when building is under generator power.)
- During a fire alarm, all elevators will continue to operate normally unless a smoke detector in proximity of the elevator activates. In that scenario the elevator will go to a non-fire floor, and automatically open for passengers to exit.

## BOMB THREAT

Although it has been proven that a large majority of bomb threat calls are false alarms meant to disrupt the normal work of a person or company, at no time should any threat be disregarded. When a bomb threat call is received:

- Keep caller on the telephone as long as possible. Ask the caller to repeat information.
- Obtain information from the caller such as location of the bomb, time of detonation, appearance or description of bomb and reason for planting the bomb. See checklist on the following page.
- Tell caller the building is occupied and that an explosion might cause death of innocent people.
- Listen for background noises that would help in determining where the call was made.
- Call the Front Desk at **xxxx** and convey as many facts as possible.
- Immediately cease operation of radio sending equipment such as pagers, walkie-talkies, cell phones, etc. Such equipment can cause bomb detonation.
- Exit the building via an emergency exit.
- Assemble at least 300 yards from the building at **XXXX**
- Do not smoke.
- Take note of anyone suspicious, and advise a Safety Committee Member.
- Remain outdoors until Emergency Responders or the Safety Team issues an 'All Clear'.
- Safety Committee Members shall take head counts, and notify critical off-site personnel.

*Front Desk Attendant to lift desk phone handset; dial **xxxx**, then 00; and announce the following after receiving a bomb threat evacuation order:.*

*Attention please. A building threat has been received. Evacuate via the nearest emergency exit, and gather in the **XXXX**. Turn off cell phones, walkie-talkies and pagers. Repeating: evacuate & gather at **XXXX**. Remain outdoors until Emergency Responders issue an "All Clear".*

*Upon completing announcement call 9-911 & the **Police Department** at **(xxx)xxx-xxxx**, and then evacuate.*

# BOMB THREAT CHECKLIST

Stay Calm. Keep the caller on the phone as long as possible and get the following information:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Exact Wording of Threat: \_\_\_\_\_  
\_\_\_\_\_

### QUESTIONS TO ASK:

When is the bomb going to explode? \_\_\_\_\_

Where is it right now? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Did you place this bomb? \_\_\_\_\_

Why are you warning us? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

### Description of Caller's Voice:

Sex of Caller

Young

Loud

Slurred

Voice Familiar

Old

Soft

Nasal

Accent

Middle Age

Calm

Stutter

Disguised

Rapid

Serious

Lisp

Distinct

Slow

Angry

Deep

Crying

Raspy

Other

### Background Noise:

Airplanes

Voices

Factory Equipment \_\_\_\_\_

Train

Cafe/Bar

Office Equipment \_\_\_\_\_

Traffic

Music

Local \_\_\_\_\_

Construction

Motor

Long Distance \_\_\_\_\_

**Threat language** Well Spoken Incoherent Taped

Foul Irrational

Message read by threat maker \_\_\_\_\_

Time Caller Hung Up: \_\_\_\_\_

Comments/Observations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number Called: \_\_\_\_\_

## INTERNAL EXPLOSION

If an internal explosion occurs follow these general guidelines:

- √ "Duck & cover" as soon as possible. In other words, get down and try to hide under something that may protect you or at least your head.
- √ Maintain cover for several seconds after the impact as the blast may occur more than once as it reflects off objects and structures.
- √ Listen for falling debris to stop before emerging from cover.
- √ Watch for fire as damaged structures carry fire risks due to broken electrical wiring or natural gas leaks. Think carefully about the best spot to shelter for the next few minutes.
- √ Call the Front Desk at **xxxx** and order a building evacuation. Convey extent of damage and personal injuries if known.
- √ Exit the building via a fire stairway if possible taking refuge in the safest areas along the way.
- √ Assemble in the **XXXX**.
- √ Safety Committee Members shall notify critical off-site personnel.
- √ Follow directives of Emergency Responders once they arrive on site.

**Front Desk Attendant** shall lift desk phone handset; dial **xxxx**, then 00; and announce the following after receiving an internal explosion evacuation order:

*Attention please. A building explosion has occurred. Evacuate immediately via the nearest emergency exit, and gather in the **XXXX**. Repeating: Evacuate & gather in **XXXX**. Remain outdoors until Emergency Responders give an "All Clear".*

*Upon completing announcement call 9-911 & the **Police Dept.** at **(xxx)xxx-xxxx** and then evacuate.*

## EXTERNAL EXPLOSION

If an external explosion occurs follow these general guidelines:

- √ "Duck & cover" as soon as possible. In other words, get down and try to hide under something that may protect you or at least your head.
- √ Maintain cover for several seconds after the impact as the blast may occur more than once as it reflects off objects and structures.
- √ Listen for falling debris to stop before emerging from cover.
- √ Seek shelter in a small interior room or the lower level of the building if possible. Put as much mass and distance as possible between you and the building exterior. If an attack has occurred, keep in mind that it is possible for more attacks.
- √ Call the Front Desk at **xxxx** and order an external explosion PA announcement. Convey extent of damage and personal injuries if known.
- √ Watch for fire as damaged structures carry fire risks due to broken electrical wiring or natural gas leaks.
- √ Follow directives of Emergency Responders once they arrive on site.
- √ If fire or other threats necessitate moving outdoors, try to avoid the blast vicinity. Clues to help determine the direction of a blast are: trees & power poles mostly fall in a direction opposite a blast, and flash burn damage mostly occurs on surfaces facing an explosion. If possible move perpendicular to wind direction to avoid further debris fallout
- √ Note: it may be difficult for Emergency Responders to reach an explosion area, so you may need to exercise your own judgment without receiving specific instructions.

*Front Desk Attendant shall lift desk phone handset; dial **xxxx**, then 00; and announce the following after receiving an external explosion order:*

Attention please. An outdoor explosion has occurred. Please immediately seek shelter in an interior room or the basement. Repeating: due to an outdoor explosion seek shelter away from exterior walls & windows and in interior rooms or the basement. Remain in a shelter location until an "All Clear" is given.

Upon completing announcement call 9-911 & the **Police Dept.** at **(xxx)xxx-xxxx**, and then seek shelter.

## SUSPICIOUS PERSONS

If an employee observes suspicious person(s) in the work area, please do the following:

- √ Contact the Front Desk at **xxxx** and convey the location, activities and description of the individual(s)
- √ Do not attempt to confront the individual (s) yourself.

Building personnel will question the suspicious individual(s) to determine the reason for their presence. Should additional assistance be needed they will call the Police Dept. at **xxx-xxx-xxx**.

## SUSPICIOUS PACKAGE

If an employee discovers an unusual or out-of-place package in the work area, please do the following:

- √ Call the Front Desk at **xxxx** so that the Safety Team can notify the Police Dept. at **xxx-xxx-xxxx**
- √ Instruct Employees not to touch, move or dismantle the package in any way

Should a building evacuation be required, Employees will receive evacuation instructions.

## SHELTER-IN-PLACE

In the event of a hazardous materials accident or threat, public safety officials may instruct building occupants to shelter-in-place as it may be the most effective method of protecting people. A PA announcement will be made instructing occupants to:

- √ Remain calm upon hearing a Shelter-in Place PA announcement
- √ Use stairways and elevators to move to lower level of the building
- √ Stay away from windows & doors
- √ Assemble with your specific Agency if possible
- √ Only use telephone for emergency calls
- √ Remain in the lower level until Emergency Responders or the Safety Team issues an 'All Clear'.
- √ Safety Committee members shall take head counts, and notify critical off-site personnel.

Depending on the type or location of the threat, the shelter -in-place location may vary. Listen carefully to the PA announcement as it will direct you to the best shelter area for that threat.

Maintenance will be working behind the scenes to:

- Control the outside air intake and ventilation systems
- Seal doors and entries
- Disable elevators
- Monitor the Emergency Radio

**Front Desk Attendant** shall lift desk phone handset; dial **xxx**, then 00; and announce the following after receiving a Shelter in Place directive.

**Announcement:** Attention please. Due to an outdoor chemical spill City Officials issued a shelter-in-place directive. Please proceed to basement. After occupants gather, entries will be sealed. Repeating: due to an outdoor chemical spill make your way to the basement immediately as entries will be sealed in 5 to 10 minutes.

Call the **Police Dept.** at **xxx-xxx-xxxx** and advise of Shelter-In-Place action.

**Final Announcement:** This is a 2 minute warning. To avoid possible exposure to harmful toxins, building occupants should be in the lower level within 2 minutes. All entries will be sealed, and will not be unsealed until City Officials authorize.

**All Clear Announcement:** All Clear. It is safe to leave the shelter area. You may return to your work area.

## WORKPLACE VIOLENCE

Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats & verbal abuse to physical assaults & homicide. Nothing guarantees that an employee will not become a victim of workplace violence. Types of workplace violence include:

- √ **Criminal Violence:** perpetrated by individuals who have no relationship with the organization or victim. Normally the aim is to access cash, stock, drugs or perform some other criminal or unlawful act.
- √ **Worker-on-Worker Violence:** perpetrated by individuals working within the organization; colleagues, supervisors, etc. This is often linked to protests against enforced redundancies, grudges, against specific members of staff, or in response to disciplinary action that an individual perceives as being unjust.
- √ **Service User Violence:** perpetrated by individuals who are recipients of a service provided in the workplace or by the victim. This often arises through frustration with a service delivery or some other by-product of the organization's core business activities.
- √ **Domestic Violence:** perpetrated by individuals outside the organization who have a relationship with an employee i.e. partner, spouses or acquaintances. This is often perpetrated within the work setting, simply because the offender knows where a given individual is during the course of a working day.

The tips below may help to reduce the odds of violence and aggression:

- √ Alert supervisors to any concerns about safety, security, workplace bullying, intimidations, threatening behavior.
- √ As a part of regular workplace meetings discuss abnormal workplace gossip, and incidents where someone verbalizes frustrations.
- √ Maintain eye contact & remain calm when dealing with an angry employee. Take their conversation seriously. Avoid traveling alone into unfamiliar locations or situations whenever possible.

Carry only minimal money & required identification into community settings

- √ Be aware of surroundings coming & going, and before arriving at a destination put personal belongings out of sight.
- √ Keep keys in hand to avoid fumbling delays.
- √ Avoid traveling alone into unfamiliar locations or situations whenever possible.
- √ Report violent incidents to the local police immediately.

Understanding causes of violence helps eliminate, reduce or manage occurrences.

## ACTIVE SHOOTER PROCEDURE

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined & populated area, typically through firearm use. This may be a current or former employee. Remain calm, and follow these general guidelines:

- Locate switch box & turn key to activate Active Shooter PA message, or
- Call 9-911 and state the following:
  - √ Active Shooter is at the site
  - √ Location & number of shooter(s)
  - √ Description of shooter(s) . When finished:
  - √ Call the Front Desk at x3614, and have attendant start active shooter message
- Assess threats and identify locations, then quickly determine the most reasonable way to protect your own life. You have two primary options: stay or leave
  - A. Shelter-In-Place (stay)
    - √ Move to a place of shelter & lock the door if possible
    - √ **Keep quiet!** Talking or loud noises draws attention. Silence cell phone
    - √ **Stay out of sight!** Turn off room lights, and hide behind or under furniture
    - √ Use door viewer to identify others before permitting access
  - B. Evacuate (leave)
    - √ Leave belongings, and go cautiously
    - √ **Minimize your visibility!** Shooters look for targets
    - √ Avoid using elevators
    - √ Keep hands visible as encountering officers is possible
    - √ Take cover when outdoors
    - √ Have an escape route in mind, and prepare to defend yourself
- Law Enforcement Interaction
  - √ Expect both uniformed & plain clothed officers
  - √ Obey officer instructions
  - √ Don't ask for directions or follow officers as their priority is stopping the shooter(s)
  - √ Provide known information upon request
- Eliminating Threat & Securing site
  - √ Expect law enforcement to unlock, check & clear all rooms
  - √ Ask officers to slide ID under door if requested to unlock a room while sheltered
  - √ Anticipate going to a designated location for crime scene interviews
  - √ Obtain officer permission before leaving a designated area

*Active Shooter Announcement: There is an active shooter in the building seek shelter immediately. Law enforcement is on the way. Message repeats over & over until deactivated.*