
FIRE EMERGENCY, NATURAL DISASTER/SEVERE WEATHER, AND MAN-MADE DISASTER

Fire Emergency Procedure:

- 1) Familiarize yourself with the location of the evacuation routes (primary and secondary), first aid station or kit, each fire alarm, each fire extinguisher, the nearest public telephone, and the location of the stairway (as indicated on the Emergency Evacuation Diagrams).
- 2) Should you discover fire anywhere in the building, immediately activate the nearest fire alarm pull box and call the fire department (911 if available). State your name, location, and type of fire.
- 3) Only consider attempting to extinguish a fire if it is very minor and you have been trained in the proper operation and use of portable fire extinguishers.
- 4) When the fire alarm sounds, immediately leave the area using your designated evacuation route.
- 5) When evacuating do not use elevators, keep to the right, walk – do not run, and remain calm but take immediate action.
- 6) Stay in single file in the stairways, as fire department personnel may be coming up the same stairway.
- 7) A preplanned procedure has been established to assist non-ambulatory individuals.
- 8) Obey the directions of your building Emergency Response Officials.
- 9) Small fires can spread rapidly and overwhelm an area. To contain the fire, close all doors behind you as you exit the building.
- 10) Before opening any door of a room or office that leads to the main hallway feel the door first to see if it is hot.
 - a) If the door is not hot, open it slowly.
 - b) Then if conditions allow, proceed to the nearest stairway and follow the evacuation plan.
 - c) If smoke is too heavy, do not enter a hallway.
 - d) Close the door and place a towel or article of clothing along the bottom edge of the door.
 - e) Open the windows for fresh air and hang a sheet, or other similar article, out the window to let the fire department know you are still inside.
- 11) If all exits from a floor are blocked or if for any reason you must remain in a room/office during a fire or other emergency, remain calm, call 911 (if available) and advise of your location and situation. Wait for the fire department to assist you.
- 12) Notify your supervisor in the event of injury to individuals.
- 13) Periodic fire drills will be conducted throughout the year; however, treat every alarm as if there were an actual fire.
- 14) After exiting the building get far away from the building, all staff members are to assemble in the _____ for accountability. You should remain outside the building until the fire department or management staff informs you that it is safe to return to the building.

Tornado Procedure:

Tornado Watch: Conditions are right for a tornado to develop in the area, and one should be on the alert for further weather developments.

- 1) Familiarize yourself with the primary and secondary safe area locations and the emergency routes as indicated on the floor maps.
- 2) Tornado Watch will be announced to each department through telephone, intercom, or voice.

- 3) Depending on the severity of the weather, the watch period should be used to prepare for an easy transition into designated shelter areas. Review Tornado Warning Procedures.
- 4) An announcement will be made to advise when the tornado watch is discontinued.

Tornado Warning: A tornado has been sighted or indicated by radar, usually within a ten mile radius of our location, and the following emergency procedures will be carried out to ensure safety.

- 1) When a Tornado Warning has been announced to each department through telephone, intercom, or voice remain calm but take immediate action.
- 2) Personnel should walk, not run, to the designated area. Close the doors of each room as they are evacuated.
- 3) Close the doors of each room as they are evacuated.
- 4) Do not open windows in the building.
- 5) Do not attempt to leave the building.
- 6) Avoid all glass areas, doors, and entrances.
- 7) As severe weather clears and the "All Clear" announcement is made by the National Weather Service a verbal announcement will be made throughout the building.
- 8) Notify your supervisor in the event of injury to individuals or damage to the building.
- 9) After the disaster or emergency:
 - a) Use extreme caution in entering or working in buildings that may have been damaged or weakened, as they may collapse without warning.
 - b) Be aware of the possibility of gas leaks or electrical short circuits. If detected, notify gas company, electrical company, the police, or fire department. Don't go back into the building until you have been ensured it is safe by these officials.
 - c) Stay away from fallen or damaged electrical wires.
 - d) Stay away from disaster areas. Sightseeing will interfere with emergency operations, and may be dangerous.

Emergency Man-Made Disaster Plan

- 1) Familiarize yourself with the location of the evacuation routes (primary and secondary), first aid station or kit, the nearest public telephone, and the location of the stairway (as indicated on the Emergency Evacuation Diagrams).
- 2) When a bomb threat or warning is phoned in, the person receiving the call should, to the degree possible, attempt to find out as much information as possible.
 - a) Do not hang up, let the caller terminate the call.
 - b) Get as much information from the caller as obtainable.
 - c) Get the exact time of the call.
 - d) Get the Caller ID (if phone has a Caller ID).
 - e) Write down the exact words the caller used.
 - f) Attempt to answer all the questions as accurately and completely as possible.
 - g) Estimate the sex, race, and age of the caller.
 - h) Be alert to the nature/character of the caller's voice.
 - i) Listen for background noises.
- 3) Upon notification of a bomb threat or bomb emergency, personnel shall report the call immediately to 911 (if available).
- 4) The recommendation to evacuate or reenter a structure/location during a bomb threat is the responsibility of the Management Response Team. However, due to the nature of some bomb threats, the Emergency Response Officials may direct the immediate evacuation of the structure/location.
- 5) If it is determined that the facility is to be evacuated, follow the emergency evacuation routes.

- 6) All cellular phones and two-way radios shall be turned off within a two-block radius of the threat. All communications to and from the threat scene shall be made by phone.
- 7) If an explosive device is alleged to be within the building but has not been located, the authorities will determine if a search is desired. Follow all instructions from the authorities.
- 8) Emergency Response officials may ask employees or others with knowledge of the contents and layout of the building to assist in identifying any unusual parcels or items.
 - a) Searches of areas for explosive devices with instructions:
 - i. Be thorough
 - ii. Each staff should look around their offices to see if there are any unusual packages or items in their work area. These should be reported to security. Only you will know what belongs in your office. Do not lock your office as this will hinder the bomb search.
 - iii. If necessary move people away from the suspicious item.
 - iv. Look for anything and everything that might conceal a bomb.
 - v. Do not panic persons in the area.
 - vi. Do not touch, move, or jar anything suspicious that you may locate.
 - b) The authorities will determine if the assistance of bomb disposal personnel and/or bomb detection canine may be requested.
- 9) If a suspected device is located, an evacuation of the area will be conducted based on available information.
 - a) Do not attempt to move or otherwise disturb the device(s)
 - b) If time permits, try to have people check their area before leaving.
 - c) Get people to take personal items such as purses, briefcases, gym bags, backpacks, lunch bags, etc., with them when they leave.
 - d) Only emergency response officials will be allowed into the immediate area.
- 10) Personnel have been designated to help disabled employees or visitors seek shelter. More than one or two people will assume this responsibility to see that assistance is available.
- 11) Personnel have been designated to see that the evacuation is complete by checking areas where the alarm may not have been heard, such as restrooms and storage areas.
- 12) If a suspicious letter or package is received:
 - a) Inform your department coordinator immediately.
 - b) Ask around to see if anyone can identify package.
 - c) Do not open it!
 - i. Inform department staff and building coordinator as soon as possible.
 - ii. Contact the police department by calling 911 (if available).
 - iii. Give dispatcher description and location of package
 - iv. Follow the instructions given by the police
 - v. Instruct staff to evacuate if told to do so by emergency response officials
- 13) All staff should be relocated to a pre-designated area. You should be at least 300 feet away from the threatened building. A headcount should be made and any missing persons should be reported to security.
- 14) Employees should take their personal belongings with them when they evacuate because you may not be able to get back into the building for several hours.
- 15) No one will re-enter the area until authorities give permission.

Date