

Emergency Procedures Plan

ROLES AND RESPONSIBILITIES HANDBOOK

(Name of Organization)
Address

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Section 1 **TO REPORT AN EMERGENCY**

- Immediately dial _ Fire 9-1-1
_ Police 9-1-1
_ Emergency Ambulance 9-1-1

*** * * THEN immediately * * ***

- call the Front Desk (0, -----, or ----)

*** * * AND * * ***

When the emergency alarm system sounds, everyone is required to immediately evacuate the building. DO NOT USE ELEVATORS. NEVER go up the stairway unless specifically directed. Fire and smoke go up, you go down. Proceed down the nearest stairway to the following reassembly areas:

FLOORS

OUTSIDE ASSEMBLY POINTS

Section II **INTRODUCTION**

Section 15, Title 19 of the California Code of Regulations requires that all owners or operators of all office buildings with two or more stories in height have a written emergency procedures plan. Title 8 requires that all employers establish and implement an emergency plan, with sufficient numbers of their employees oriented to the details of emergency preparedness and procedures to take positive action during an emergency.

This emergency response handbook has been designed to assist_____ employees before and during an emergency. As part of_____ management's ongoing concern for the safety of employees and others who may visit our building(s), the guidelines and procedures contained in this emergency plan will be put into practice and maintained by the Director of Safety and other designated staff. Employee participation will help satisfy our requirements. The handbook has been developed in coordination with the City of Oakland Fire Services Agency, Office of Emergency Services and_____ Safety Committee. Every reasonable effort has been made to ensure the accuracy of the materials.

Although these procedures are recommended, common sense should be the guiding principle when facing an emergency situation. No set of procedures can cover every possible scenario.

Safety should be everyone's concern.

Section III BUILDING SAFETY FEATURES

_____ building located on _____ was constructed in _____ of (EXAMPLE concrete and steel). The building is ----- stories high with each floor approximately _____ square feet in size. The first floor includes the main lobby reception area and entrance. (Add text to explain other areas).

The life safety system includes a fire and smoke detection and alarm system, emergency communications system, elevator recall system, and fire control panel. The fire control panel monitors the emergency equipment located on every floor of the building. All floors are equipped with smoke detectors, (pull stations??) audible alarms, (strobe alarms?)(located where??) Voice notification speakers, illuminated exit signs, fire extinguishers, (dry standpipes??) (wet standpipes?? with fire hoses??) and emergency lighting. Each floor has posted evacuation floor plans that indicate the route of exiting the building and identify the location of all fire equipment. (List areas that are sprinklered ?)

Stairwells:

Fire rated doors and walls within stairwells afford occupants exit protection. Each floor of the building has two stairwells which are located at _____ and _____ sides of the building. All stairwells are equipped with emergency lighting and a dry standpipe outlet at each floor. During a fire occupants will use the stairwells to leave their floor.

Fire Alarm & Smoke Detection:

(Fire alarm pull stations ??) and Smoke detectors are located throughout the building. Once activated, a signal will be sent to the fire control panel, which indicates the location of the alarm.. Please note that when a pull station is activated, there is no audible alarm. Security receives the alarm on the fire control panel and will dispatch appropriate building personnel to investigate the matter.

Elevators:

The (insert number of elevators) self-service passenger elevators are equipped with automatic recall, seismic detectors, backup power and an alarm/intercom communication system. All elevators are automatically to the first floor when a common area smoke detector is activated on any floor. Once on the first floor, the elevator doors remain open until they are released by building or fire department personnel.

During an earthquake, seismic detectors can cause all elevator cars to stop. During a power failure, all elevator cars will stop and then be manually called to the first floor one at a time.

BUILDING SAFETY FEATURES (continued)

If an elevator malfunctions, passengers can press the alarm button located on the upper right hand panel of the elevator cab and talk to the security operator who will summon a trained technician.

Emergency Lighting:

An emergency generator operates automatically during a power failure. Emergency lighting is provided in common areas, restrooms, and stairwells.

Extinguishers:

ABC fire extinguishers are located throughout the building. See Section XI, for floor plans for location of extinguishers in the common areas. Should you use any extinguishers, please notify building management so that a replacement extinguisher can be provided.

Public Address:

_____ employees and visitors will be alerted to an emergency situation by audible alarm and emergency announcements made over the public address system. The building and security staff will use two-way radios to coordinate emergency action.

In the event of an emergency, an audible alarm will be heard. The sound of the alarm is a slow whoop. White flashing strobe lights will also activate in the common areas for the hearing impaired.

The public address system will be used during emergencies to provide relocation/evacuation instructions and other information. When the announcements occur, relocate to an area in which you can clearly hear the announcement.

Evacuation Chairs (If you have evacuation chairs explain their use here).

Section IV General Emergency Information for All Employees

In the event of an emergency, Managers and Supervisors will give instructions to employees and any members of the public in the building, close doors, and provide other required safety and first aid measures, unless otherwise directed by emergency response personnel.

Some emergencies may require evacuation of the building.
In this event verbal notice and/or alarms will be used to sound the evacuation.

- Remain calm and orderly; walk quickly but do not run.
- Follow instructions of Managers or other emergency personnel.
- Give assistance to any disabled persons in the area.
- Exit by the nearest stairway; **DO NOT USE THE ELEVATOR.**
- Go to an your assigned re-assembly site, outside area away from the building. Keep roadways and walkways clear for emergency personnel and vehicles. Our designated meeting place is the bike racks in the parking lot.
- Check in with your Manager or Supervisor so that you can be accounted for.
- WAIT FOR INSTRUCTIONS.** Do not re-enter the building until instructed to do so by Managers or emergency personnel.
- Become familiar with emergency procedures before an emergency.
- Review this plan twice each year, with self assessment to ensure familiarity with:
 - _ Fire extinguisher locations & use
 - _ Occupancy issues
 - _ All emergency exits - seek a primary and secondary exit point.
 - _ Location of first aid kits
 - _ Location of other safety/emergency supplies

If smoke is on your floor:

- Pull the fire alarm box. Call 9-1-1 to report the fire and then call the Front (Office numbers or for after hours - at home number to call).
- Crawl on your hands and knees to the designated stairwell exit. Once in the stairwell, stand up and walk down and out of the building. * **DO NOT** enter a smoke filled stairwell. Use an alternate stairwell exit.

If you can't evacuate:

- In a fire or earthquake where exiting appears unsafe or blocked, it is best to remain in your office or take refuge in the restroom. If a fire, close all doors and seal off cracks.
- In the event of a systems failure and there is no public address, follow the directions of your floor warden.

If you discover a fire:

- If it is a small fire you may attempt to put it out with a fire extinguisher. Pull the fire alarm first.
REMEMBER:
P - pull pin,
A - aim hose at base of flame,
S - squeeze handle,
S - sweep from side to side.
- Keep yourself between an exit and the fire at all times. Do not go past the fire to retrieve a fire extinguisher. **Use two people if possible, standing behind the person with the extinguisher watching using safety precautions**
- If the fire can't be put out, all personnel (Floor manager) should be promptly notified so everyone can leave the area and exit the floor by the stairway(s).
- Close doors behind you as you leave to slow down the spread of the fire. Proceed down the stairs and evacuate the building.

Be careful about opening doors:

- Touch closed doors with the back of your hand before opening them.
- If the door feels hot or warm, go to an alternate exit. A fire on the other side could blast through if the door is opened.

If your and/or someone's clothes are on fire:

- “Stop** (cover your face with hands), **Drop**(to the floor), and **Roll”**
- If you are helping someone else, Smother the fire with a fire resistant blanket, rug, or heavy coat.
- Call for medical help.
- Remove any smoldering clothing if it is not stuck on. Remove any jewelry on the burn victim. Cool the burn area with cold running water if possible. Administer further first aid if trained.

SAFETY DIRECTOR (Building Safety Coordinator) RESPONSIBILITY CHECKLIST _

- Establish and coordinate emergency operations for the building and its staff. Implement and maintain the facility emergency plan.
- Assign a responsible person to the position of deputy safety director from the management staff.
- Solicit responsible persons for the position of floor warden from among the staff.
- Educate and train the deputy fire safety director and floor wardens about their duties.
- Check on the availability of the deputy fire safety director and floor wardens on a regular basis. Arrange for a proper program of accountability regarding who is available, what training is required.
- Train the deputy fire safety director and engineers on the operation of the fire control panel. Train these operators to perform the duties of the fire safety director during periods when the building is not normally occupied and the fire safety director is not on the premises.
- Maintain a plan for inspection and periodic testing to provide for the ready use of the life safety system, fire pumps, emergency generator, emergency lighting, smoke detectors, sprinkler system, voice notification system, HVAC system. (Note: Eliminate any of the above that are not pertinent to your bldg.)
- Instruct floor wardens in the daily visual inspection of fire and life safety equipment on their floor or in their area.
- Conduct annual fire safety drills with all occupants of the building.
- Establish a program, along OSHA guidelines, to educate personnel in the use of fire extinguishers.
- Develop a program for the education of new employees and the re-education on a regular basis of all employees.
- Maintain a fire binder for the fire department's use. This binder should include floor plans of the building, a description of the fire control system, and the names and location of physically challenged employees who work in the building.
- Check that the floor wardens have, prior to an emergency, assigned persons to assist non-ambulatory and physically challenged individuals in the event of an emergency.

SAFETY DIRECTOR (Building Safety Coordinator) (continued):

In case of fire:

- Implement the fire emergency plan
- Have a reliable method of promptly notifying the fire department or other emergency services.
- Keep the lobby clear for responding fire units.
- Hand to the first arriving fire chief a prepared fire binder.
- Be able to advise fire fighters about the HVAC system operation, other service equipment in the building, cut off valves for electric and gas lines and other information pertaining to the building.
- Be aware of the fire department's fire attack procedures.
- Be able to provide the fire department with keys to locked rooms, closets, secured areas, and keys required for emergency devices and equipment.
- Advise the fire department upon their arrival to the building of the location of non-ambulatory and physically challenged individuals.
- Maintain the re-set directions for all automatic fire equipment.

Fire Drills:

All employees are required to participate in a fire drill at least once a year.

- Notify the floor wardens. Tell them to review their manuals and to have their team members do the same so that all can refresh their memories about how the team should function.
- Notify the floor wardens. Inform them that there will be a fire drill.
- Use the public address system to announce that a fire drill is being conducted and sound the alarm.
- After the drill, you may wish to send a questionnaire to the floor wardens requesting their assistance in bettering the drills.

Deputy Safety Director:

- Will assume the duties of the fire safety director in his/her absence.
- Perform all tasks assigned by the safety director.
- Shall serve as the floor warden for all unoccupied spaces in the building.

Section V EMERGENCY RESPONSE TEAM MEMBERS

GENERAL RESPONSIBILITIES CHECKLIST _

- Maintain up-to-date roster of life-safety team members.
- Attend annual refresher training, as scheduled by the facility manager.
- Maintain roster of full-and part time staff, including information pertaining to special needs (refer to sample “Employee Roster”).
- Orient new employees to safety features of floor and building and responsibilities associated with Floor Manager/Stairway-Elevator Monitor responsibilities.
- Participate in annual emergency drill, as coordinated by the Building Coordinator.
- Complete quarterly safety inspection of individual work spaces and common areas. (Check for non-structural and fire hazards.)
- Submit Safety Inventory Checklist to Safety Director within one week following the inspection.
- Facilitate mitigation efforts as instructed by the Safety Director.

LIFE-SAFETY TEAM ROSTER

NEW EMPLOYEE ORIENTATION CHECKLIST _

- Location of emergency stairwells.
- Location of fire alarm pull stations
- Location of fire extinguishers.
- Location of first-aid kit.
- Review of 9 -1-1 guidelines.
- Recommended personal emergency supplies.
- Availability of Area of Rescue Assistance.
- Evacuation procedures; pre-designated assembly area:
- Relocation procedures; pre-designated assembly area;
- Special needs.
- Introduction to life-safety team members.

ASSISTANCE FOR PEOPLE WITH DISABILITIES

Evacuation or Relocation of People with Disabilities

Ask the person what type of assistance he/she requires. Follow the instructions carefully; the individual you are assisting knows what is best for him/her. Remember, people have rights.

Life-safety team members should notify the floor warden that the individual is being evacuated or relocated to an Area of Rescue Assistance. Ask them to explain the special circumstances which necessitated the relocation (e.g. wheelchair with oxygen, individual too heavy to lift, etc.). Team members must also notify the floor warden of individuals who do not evacuate or who have special evacuation needs.

Do not evacuate a wheelchair down stairs; only evacuate the person who sits in it. (An exception would be when oxygen or other life-safety supplies are connected to the wheelchair. In this situation, move the person while in the chair to a stairwell landing or an Area of Rescue Assistance. Carry the individual to safety. Once the person is removed from the wheelchair, know that this person may be unable to move from that position or location independently. The floor warden must immediately notify on-scene Fire or Police personnel of this person's location.

If time and safety permit, tag the wheelchair with the owner's name. Attempt to reunite the owner with the wheelchair as quickly as possible.

Service animals must be evacuated with their owner.

Provide verbal instructions and information for people with impaired vision.

Turn lights off and on to attract the attention of people with hearing limitations (**NOTE: After an earthquake, DO NOT turn any switches on or off until you are sure there is no gas leak.**) Check work spaces, bathrooms and areas of common use. Use the floor wardens' preprinted "**EVACUATE NOW!**" placards to direct people with hearing impairments.

ALTERNATE BUILDING COORDINATOR RESPONSIBILITY CHECKLIST _

The Alternate Safety Director will consist of other senior management personnel. Responsibilities are as follows:

- Assist with evacuation when an alarm has been activated. Make decision to evacuate in cases other than when an alarm has been activated in Safety Director's absence.
- Ensure that disabled visitors or other persons in the building will receive assistance in evacuating the building when notified.
- Provide leadership, assistance and follow-up to ensure establishment and continuity of the facilities' Emergency-Evacuation Plan.
- Assist in providing Floor Managers with information and guidance for development of emergency preparedness activities on their respective floors.
- Familiarize oneself with the Safety Director's Responsibility checklist found on pages 7 and 8.

FLOOR WARDEN (Manager) RESPONSIBILITY CHECKLIST _

- Ensure safety and evacuation of all occupants on respective floors.
- Provide Building Safety Coordinator with updated assignment information. Assign persons to perform the duties of assistant floor warden, stairwell monitor, elevator monitor, searcher, and first aid coordinator. Appoint area wardens (coordinators) if your floor is extremely large and beyond the control of one person.
- Prior to an emergency, assign two people and an alternate to assist each non-ambulatory and physically challenged person on your floor. Maintain a record of all physically challenged persons in your area. Updated lists should be sent to the security office whenever there are changes.
- Monitor your floor for equipment malfunction or safety hazards and report any findings to building management. Use the safety report form on page _____. Make a daily check that fire exit doors are close and stairways are unobstructed.
- Ensure that the floor plan showing evacuation routes and other fire/life safety information is posted in a common area & accessible to all employees.
- Establish communications with the Building Safety Coordinator at _____ at first indication that an emergency situation exists within the building WHEN AN ALARM HAS NOT BEEN ACTIVATED.
 - _ Notify monitors to implement emergency procedures.
 - _ Receive and report any unsafe conditions on floor/stairway areas.
 - _ Receive reports from Area Coordinators and Monitors that all areas have been evacuated.
 - _ Exit building to assembly area.

AREA WARDENS (COORDINATORS) (Supervisors) RESPONSIBILITY CHECKLIST _

Area Coordinators are managers and supervisors who are responsible for the safety of their own employees and for visitors to their work areas.

- Ensure the safety and evacuation of staff and the public within a department and/or assigned area of the building.
- Monitor assignments and ensure that the Floor Manager has the updated assignments.
- Coordinate staff training on the building's Emergency-Evacuation Plan.
- Ensure that evacuation routes are posted on bulletin boards and other strategic locations throughout the area or department.
- Search areas as assigned. Assign searchers to assist.
- Receive reports from searchers (if additional searchers are used.)
- Notify the Floor Manager of any persons needing assistance.
- Report to the Floor Manager that the area has been evacuated.
- Exit building to assembly area.

STAIRWAY MONITORS RESPONSIBILITY CHECKLIST _

- Respond to assigned stairways, opening doors, and expediting control and safe flow of personnel in stairway.
- Instruct personnel to stay to the right side of the stairway to allow for firefighter's, police or medical personnel's access.
- Prevent personnel from running down stairs.
- Direct personnel to alternate stairways if unsafe.
- Exit building to assembly area.

ELEVATOR MONITORS RESPONSIBILITY CHECKLIST _

- Respond to elevators and allow only designated officials to use the elevators. (Designated officials being police or firefighters and medical personnel.)

MESSENGERS RESPONSIBILITY CHECKLIST _

- Assigned as necessary to assist the Building Safety Coordinator and Emergency Floor Personnel.

SEARCHERS RESPONSIBILITY CHECKLIST _

- Search restrooms and other areas as assigned. Notify the Floor Warden or Area Coordinator of any persons needing assistance.
- Life-safety team members will mark all searched areas with a Post-it.

PERSONS WITH DISABILITIES MONITORS RESPONSIBILITY CHECKLIST _

- Go immediately to the location of the disabled person and assists in his/her evacuation from the building.
- Make prior arrangements to locate and identify which disabled persons working in the building would need assistance during an evacuation.
- Wherever possible, arrangements should be made with disabled persons, and those who normally provide transportation for him/her, to continue to provide transportation away from the area in the event it becomes necessary.
- Notify the Floor Warden (Manager) or the Building Safety Coordinator at ext.____. Emergency response personnel will assist in evacuating the disabled person.
- Refer to page 12 of this handbook for additional information regarding assisting the disabled in times of emergency.

Section VII EARTHQUAKE EMERGENCIES

During an earthquake:

- If you are in the building, STAY INSIDE. DO NOT EVACUATE.
- If you are outside, STAY OUTSIDE. Move to an open area away from the building, trees, power lines, and roadways.
- Call out “EARTHQUAKE, DUCK, COVER AND HOLD”
Duck, cover and hold. Wait until ground-shaking stops. Visually assess safety before emerging. REMEMBER, AFTERSHOCKS MAY OCCUR.
- Keep away from overhead fixtures, windows, filing cabinets and bookcases.
- Assist any disabled persons in the area and find a safe place for them.

After an Earthquake:

- Call out, “Is everyone Okay?”
- Do not evacuate unless you are instructed to do so by the Building Safety Coordinator/Building Security or other authority.
- Assign responsible employees to assist with rescue, first aid and hazard mitigation.
- Assign life-safety team members to verify the safety and well being of employees or visitors with disabilities.
- Access emergency supplies.
- Assign life-safety team members to conduct damage assessment. (Refer to Damage Assessment Form on page 20).
- Check for safety hazards; fire, electrical, gas leaks, water supply, etc. Send preliminary damage assessment information via a “runner” to the Safety Director or Alternate Safety Coordinator.
- Encourage employees and visitors to stay on their floor of the building until area outside has been checked for falling debris, electrical wires, etc.
- Do not use telephones. Place all phones back on-hook.

DAMAGE ASSESSMENT FORM

Section VIII

FIRE/SMOKE EMERGENCIES

- Designate someone to call 9-1-1.
- Notify Front Desk by calling 0, or -----, or -----, Building Coordinator at Ext. _____ and give location of smoke/fire as required.
- Extinguish small, incipient fires, as trained.
- Designate a life-safety team member (stairway monitor and elevator monitor) to monitor, stairwell and elevator.
- Designate a life-safety member to assist any disabled employee and/or visitors.
- Designate a life-safety team member to alert occupants to emergency conditions.
- Post a blank sheet of paper on the door or window of an area where people have taken refuge.
- Conduct a final “sweep” check of floor to confirm complete evacuation.
- Notify fire or police personnel as to the location of people who have not been evacuated and/or wheelchairs and other special devices.
- Notify fire or police personnel as to the location of people who have been evacuated without their wheelchairs.
- At pre-designated assembly area, cross-check names on employee roster with employees present.
- Report names of employees unaccounted for to Building Safety Coordinator or to management.

Hazard Mitigation

SAFETY INVENTORY CHECKLIST _

DATE OF INVENTORY: _____

FLOOR INSPECTED:

STATUS OF EMERGENCY EXITS:

MITIGATION REQUIRED:

DATE OF CORRECTION:

WORK SPACE CONDITIONS:

MITIGATION REQUIRED:

DATE OF CORRECTION:

STATUS OF CORRIDORS/AISLES:

MITIGATION REQUIRED:

DATE OF CORRECTION:

STATUS OF AREA OF RESCUE ASSISTANCE:

MITIGATION REQUIRED:

DATE OF CORRECTION:

STATUS OF EMERGENCY SUPPLIES/FIRST AID KITS:

MITIGATION REQUIRED:

DATE OF CORRECTION:

SUPPLIES NEEDED:

DATE SUPPLIES ORDERED:

DATE OF FIRE EXTINGUISHER SERVICE:

Signature of Floor Manager

Date

Section IX MEDICAL EMERGENCIES

In the event of a serious illness or injury on company grounds, immediately call the Front Desk (0, or ----, or ----). Note any jewelry with an inscription of medical information and give appropriate first aid until the paramedics arrive. Do not move the victim unless absolutely necessary.

- Assign life-safety team member to call the Front Desk ----, or ----, or ----) or 9-1-1.
- Notify the Building Safety Coordinator at _____.
- Stay with the victim until help arrives.
- Provide first aid, as trained.
- Ask someone to notify victim's supervisor of incident.
- Secure employee/victim's personal belongings.
- Send someone to meet emergency responders and escort to victim.
- Notify employee/victim's emergency contact person.

In the event of a non-emergency illness or injury on company grounds, notify your Supervisor or Manager and Personnel (#).

- Fill out all required forms to report injury/problem. (Medical Incident Report found in back of handbook). Follow procedures for filing report.

Section X OTHER EMERGENCIES

BOMB THREATS

- In case of a bomb threat or other emergency**, notify the Front Desk at _____, or _____ & the Building Safety Coordinator at Ext._____.

If necessary obtain an outside line by dialing 9 and then call 9-1-1. Follow ALL instructions given by the police dispatcher.

- Isolate employee who received the threat.
- Alert employees and visitors not to turn on or use radios.

IF A SUSPICIOUS PACKAGE OR OBJECT IS FOUND:

- Assign a life-safety team member to prevent anyone from approaching or touching unidentified packages or objects.
- Initiate an evacuation away from the floor on which a suspicious device is located.
- Take roll call of evacuated employees upon arrival at the predesignated assembly area.
- Report all pertinent information to police personnel arriving on the scene.
- Lead employees back to their floor after police personnel have secured the building.

EVACUATION DURING BOMB THREATS

Recommend:

- Evacuate one floor at a time in the following sequence:
 - 1) Floor on which a device is located
 - 2) Floors above the device
 - 3) Floors below the device
 - 4) Remaining floors/areas

Bomb Threat (continued)

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?

Exact wording of threat:

- 6) Did you place the bomb? _____
 7) Why? _____
 8) What is your address? _____
 9) What is your name? _____

What is caller's:

Sex: _____ Approximate Age: _____

Caller's voice:

- | | | | |
|----------------------------------|-----------------------------------|--|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | <input type="checkbox"/> If voice is familiar, |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Who did it sound |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep breathing | Like? _____ |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking voice | _____ |

Background sounds:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Cafe/bar | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | |

Phone line sounds:

- | | |
|---|--|
| <input type="checkbox"/> Factory machines | <input type="checkbox"/> Local |
| <input type="checkbox"/> Office machines | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Phone booth |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |
| _____ | _____ |
| _____ | _____ |

Threat language:

- | | | | |
|---|--------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped | | |

Remarks: _____ Report call immediately to Front Desk

and _____

Necessary information about call receiver:

Name: _____ Date: _____ Phone number: _____ Position: _____

EXPLOSION

In the event of an explosion in the building, employees should take the following actions:

- Immediately take cover under tables, desks, or other such objects which will give protection against flying glass or debris.

- After the effects of the explosion have subsided, call the Front Desk (#____, or _____, or _____).
- If necessary, activate the building's alarm system.
- Evacuate the immediate area of the explosion.
- Seek and assist injured and disabled persons in evacuating the building.
- Exit by way of the stairways, after they have been inspected for damage. Do not use the elevator.
- Once outside, move at least 150 feet away from the building. Keep roadways and walkways clear for emergency personnel and vehicles.
- Wait for further instructions from emergency personnel. Do not re-enter the building until instructed to do so.

POWER FAILURE

Do:

- Keep at least one flashlight ready to use.
- Keep calm.

In the event of a power failure the Building is equipped with an emergency generator which will activate automatically to run all life safety systems.

Turn off computer equipment and small appliances.

PUBLIC RIOT/CIVIL DISTURBANCE

Follow the instructions of the Building Safety Coordinator, Alternate, or in their absence, other senior management personnel. Employees will be notified over the public address system when it is safe to leave the building.

Avoid the area of disturbance. Avoid moving about or leaving the building.

Floor Wardens should check that all doors are closed and the blinds or drapes drawn.

Avoid windows.

Lock all entrance doors to offices.

Report any suspicious person to Front Desk, Security and to the Building Safety Coordinator and to the Police Department.

Security will lock off lobby doors.

Security will recall the elevators and lock them at the lobby level if the building is entered by unauthorized persons.

Building Safety Coordinator Call _____, or outside line _____.

CHEMICAL SPILLS

If immediate hazard exists, call the Front Desk (_____) and evacuate the area.

Confine the spill.

- Evacuate the immediate area and limit access.
- Notify the nearest Supervisor or Manager.

If a person is contaminated by a chemical:

- Take off contaminated clothing.
- Flush skin with cool water immediately for 15-30 minutes.
- Call the Front Desk who will contact emergency personnel if necessary.
- Assist with first aid.

**SHELTER-IN-PLACE GUIDELINES
(Hazardous Materials/Toxic Spills)**

If you are told to Shelter-in-Place:

- Close all windows.
- Turn off all fans, heating and air conditioning systems.
- Go to an above ground room with the fewest windows and doors.
- Wet some towels and jam them in the crack under the doors, if fumes are coming in. Tape around doors, windows, exhaust fans or vents. Use plastic garbage bags to cover outlets and heat registers.
- If you are told there is danger of explosion, close the window shades, blinds or curtains. To avoid injury, stay away from the windows.
- Stay in the room/office and listen to your radio/Building Management or your supervisor until you are told all is safe or you are told to evacuate.

MANAGING DIFFICULT PEOPLE

- Don't over react. Be assertive but not aggressive.
DON'T TAKE IT PERSONALLY.
- Speak in a clear, firm voice.

- Maintain eye contact with the individual. This helps “ground” the person.
- Assist co-workers who might be in a difficult situation. Page or phone them to diffuse a tense situation.
- Notify your supervisor immediately. The supervisor will decide if the police should be called.
- Maintain space or a barrier (desk or counter) between you and the harasser. He/she may feel challenged or threatened if his/her personal space feels violated.
- Don’t threaten or raise your voice.
- Don’t show visible anger or fear.
- Don’t argue or engage in name-calling.
- Limit your body movements -- keep arm and hand gestures calm and still.
- Don’t lie or give incorrect information.
- Listen to the person. DON’T INTERRUPT. Respond after he/she has finished.

OTHER STRATEGIES:

Emergency Drill Review

Date: _____ Time of drill: _____
Start Completion

Scenario: _____

Floors involved: _____ Shift involved: _____

Observers:

Name	Department
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Problems noted:

Recommended retraining:

Recommended mitigation:

Signature

Date

FLOOR PLANS

ACCIDENT REPORT

NAME(S) OF AFFECTED ASSOCIATE(S):

DEPARTMENT: _____ EXT.:

ACCIDENT/INJURY REPORTED TO:

DATE OF ACCIDENT/INJURY/ILLNESS: _____ TIME:

NATURE OF ACCIDENT/INJURY/ILLNESS:

PART(S) OF BODY AFFECTED:

SITE OF ACCIDENT/INJURY:

DID YOU/WILL YOU SEEK MEDICAL ATTENTION? _____YES _____NO

COMMENTS:

SIGNATURE:

DATE:

PLEASE TURN THIS FORM IN TO _____ AS SOON AS POSSIBLE
EMERGENCY RESPONSE TEAM TRAINING
EVALUATION

Please fill in the blank or check ✓ the box(es) that most accurately reflect your impressions of this training.

The goals and objectives for the training were:

Clearly identified Somewhat clear Unclear No opinion

The length of the presentation was:

Adequate Too long Too short No opinion

The pace of the presentation was:

Adequate Too fast Too slow No opinion

The presenters' understanding of the material was:

Thorough Adequate Insufficient No opinion

The presentations were:

Informative

Not informative

No opinion

The written materials were:

Useful

Not useful

No opinion

The video(s) were:

Useful

Not useful

No opinion

The training could have been improved by:

Topics I would like to have training on in the future include:

Name: _____

Dept.: