

# EMERGENCY ACTION PLAN

for

## Contracts Department

### Building 3700 Room 240

**Date Prepared: 08/07/2012**

**Approved by:**   
**Director, Compliance & Business Management Division**

**Approval Date:** 7 Aug 2012

Emergency Action Plan

All Contracts Department Employees

Upon receipt of this document this Emergency Evacuation Action Plan will be in effect for this facility.

This document shall serve as the official policy on what action management and personnel will take when confronted with emergencies that affect this facility. A comprehensive listing of those actions is contained in the attached Emergency Evacuation Action Plan (EAP).

Your cooperation in this important matter is appreciated.

# EMERGENCY EVACUATION ACTION PLAN

for

Facility Name: **3700**

Facility Address: **Room 240**

## DESIGNATED RESPONSIBLE OFFICIAL

Name: Larry Pendley, Director      Phone: (229-639-6764)

## EMERGENCY COORDINATOR:

Name: Stanton Wills      Phone: (229-639-6735)

## EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: **911**      639-5610 (Non emergency)  
639-5911 from a Base landline phone

PARAMEDICS: **911**  
639-5911 from a Base landline phone

POLICE: **911**      639-5181 (Non emergency)  
639-5911 from a Base landline phone

Chemical Emergencies (Chemtrec)      1-800-262-8200  
Poison Control      1-800-222-1222

## **EMERGENCY EVACUATION ACTION PLAN**

In an emergency situation that requires the complete evacuation of this facility, the following procedures and actions shall take effect.

### **Primary Means of Egress:**

Contracts Department employees must exit the building in a safe and orderly manner through one of three exit routes as follows depending on obstructions and availability and location. Please see attached evacuation map for assistance.

1. Proceed out of the double doors into the hall area. Exit stairwell nearest you. Once on first floor exit north of the building and continue outside. Proceed across the parking lot to the grassy area directly north of the smoking area. The grassy area is our muster point.
2. Proceed out of the exit door located near kitchen area. Exit stairwell nearest you. Once on first floor exit north of the building and continue outside. Once outdoors proceed north to the grassy area on the north side of the parking lot. The grassy area is our muster point.
3. Proceed down the east staircase near (S1910). Once you exit the building, proceed north. Continue across parking lot to the grassy area directly north of the building. The grassy area is our muster point.

If needed, a designated employee will call emergency services such as Police, Fire or Ambulance at **911 or 639-5911**.

1. The primary method of alerting personnel in the building will be accomplished by pulling a Fire Alarm Pull Box and by verbally yelling FIRE.
2. In the event of an emergency all personnel will leave the building immediately. Do not stop for personal belongings, i.e. coats, etc. prior to evacuating the building. Designated employees (to be determined) will ensure all bathrooms, closets, and other rooms are vacated prior to leaving the building.

### **Once outside the building:**

- A.** Advance to assigned locations. Do not linger by exits so others may also quickly evacuate.
- B.** Report to your assigned muster location. Supervisors are responsible for ensuring all personnel are present and report to assigned fire safety representative so the Fire Department and/or other emergency personnel will be informed all personnel are out of the building.
- C.** After all personnel have been evacuated you will remain in muster locations awaiting further instructions.
- D.** Notify your immediate supervisor or emergency personnel of anyone who is unaccounted for.

E. Follow the directions of your supervisor and emergency services personnel at all times.

## **EMERGENCY EVACUATION ACTION PLAN DESTRUCTIVE WEATHER**

1. Report severe weather to your supervisor.
2. Do not evacuate the building until instructed to do so. If there is no time to proceed to a designated shelter, duck or drop to the floor.
3. Seek cover against an interior wall. Crouch down and protect your head and neck with your arms. Avoid danger spots near windows and stay away from possible flying debris and heavy objects.
4. If you take cover under a sturdy piece of furniture, be prepared to move if it becomes unstable. Hold the position until the high winds or tornado subsides and it is safe to move.
5. Be prepared to respond to other crisis situations that can be caused by severe weather, such as:
  - \* Communication failures
  - \* Power and other utility outages
  - \* Floods or flash floods
  - \* Fires in the building
  - \* Natural gas leaks
  - \* Injuries
6. A pre-designated employee will call 911 and request assistance, if needed.
7. Supervisors will conduct head counts to ensure all employees are accounted for and any injuries identified. If anyone is missing, report immediately to emergency personnel
9. Follow directions of emergency services personnel.

**THESE PROCEDURES ALSO APPLY TO  
ANYONE WHO IS IN THE BUILDING  
ON SATURDAYS OR AFTER HOURS.**

## **EMERGENCY EVACUATION ACTION PLAN**

### **BOMBS AND BOMB THREATS**

#### **Suspicious Package Procedures:**

- \* Report the package immediately to your supervisor
- \* Call 911 for assistance
- \* Move people away from the package
- \* Do not move the package or handle the package in any way
- \* Do not key a radio or use a cell phone near the package
- \* Do not publicize the incident in any way
- \* Do not inform non-essential personnel or the public unless directed to do so by official
- \* Follow the directions of emergency personnel and law enforcement

#### **Telephone Bomb Threat Procedures:**

1. Report the call immediately to your supervisor in the facility
2. Attempt to transfer the call to a supervisor and continue to listen. If this is not possible take the call yourself.
3. This notice should be posted by every telephone.  
Questions to ask:
  - \* When is the bomb going to explode?
  - \* Where is it right now?
  - \* What does it look like?
  - \* What kind of bomb is it?
  - \* What will cause it to explode?
  - \* Did you place the bomb?
  - \* Why?
  - \* What is your address?
  - \* What is your name?
3. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Remember every word spoken by the caller and write it down. Record the time the call was received and terminated.
- 4 Inform the caller that the building is occupied and that the explosion of a bomb could result in death or serious injury to many innocent people.
5. Listen for any strange or peculiar background noises such as motors running, music and type of music, and any other noises that might give even a remote clue as to the location from which the call is being made.
6. Determine if the caller's voice is male or female and listen for distinctive speech patterns or accents.
7. Make no comments to the caller; do not aggravate the caller.

# TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud <input type="checkbox"/> High Pitch <input type="checkbox"/> Raspy <input type="checkbox"/> Intoxicated <input type="checkbox"/> Soft <input type="checkbox"/> Deep <input type="checkbox"/> Pleasant <input type="checkbox"/> Other _____	<input type="checkbox"/> Fast <input type="checkbox"/> Distinct <input type="checkbox"/> Stutter <input type="checkbox"/> Slurred <input type="checkbox"/> Slow <input type="checkbox"/> Distorted <input type="checkbox"/> Nasal <input type="checkbox"/> Other _____	<input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Foul <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Other _____
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local <input type="checkbox"/> Foreign <input type="checkbox"/> Race _____ <input type="checkbox"/> Not Local <input type="checkbox"/> Region _____	<input type="checkbox"/> Calm <input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Righteous <input type="checkbox"/> Angry <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing	<input type="checkbox"/> Factory <input type="checkbox"/> Machines <input type="checkbox"/> Music <input type="checkbox"/> Office <input type="checkbox"/> Machines <input type="checkbox"/> Street <input type="checkbox"/> Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Animals <input type="checkbox"/> Quiet <input type="checkbox"/> Voices <input type="checkbox"/> Airplanes <input type="checkbox"/> Party <input type="checkbox"/> Atmosphere

## BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Call 911 and relay information about call. Notify your supervisor immediately.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

## **EMERGENCY EVACUATION ACTION PLAN**

### **POWER/UTILITY OUTAGES**

1. Do not evacuate the building until instructed to do so.
2. Immediately shut down critical building functions and/or equipment, such as automated machinery, computers, and powered industrial equipment battery chargers, etc. that might be damaged when power is restored. Also, turn off as many lights as possible to prevent a power surge when power is restored.
3. Determine if the power failure is affecting only certain areas of the building, the entire building, or the neighborhood. Generally, if all the Emergency Lights activate, the power failure has affected the entire building and/or neighborhood. If all the Emergency Lights did not activate, the power failure is localized to one area of the building, probably due to a circuit breaker tripping.
4. Notify your supervisor.
5. If so directed, follow your evacuation plan and proceed to your designated muster locations
6. A designated employee will call 911 and request assistance, if needed.
7. Supervisors will conduct head counts to ensure all employees are accounted for. If it is determined an employee is unaccounted for, that information shall be reported to emergency service personnel immediately.
8. Follow the directions of emergency services personnel.

## **ACTS OF TERRORISM AND VIOLENCE IN THE WORKPLACE**

### **Threat against personnel:**

1. Notify supervision immediately.
2. Remain calm.
3. Make a mental note of the perpetrator's description. If possible, write down a description:
  - \* To determine race, sex, age, height, weight, hair/eye color, complexion, and appearance, make comparisons between the individual(s) and yourself or people you know
  - \* Remember peculiarities such as tattoos, scars, and prominent features.
  - \* Remember the type and color of clothing worn, including gloves, if worn.
  - \* Remember the size, type and color of weapon(s) used.
  - \* Make a mental note of everything said by the individual, especially comments that are threatening in nature. Write down incident later.
  - \* Notice if the individual touched anything—a door, postal equipment, etc.
  - \* If possible, without endangering your safety, observe the direction taken if the individual leaves and how the person left, and get the vehicle description, license tag number and state, and any vehicle body damage.
4. If you believe others are at risk (i.e., a weapon is involved) evacuate the building at this point in time by sounding the fire alarm and advising your supervisor of the situation.
5. If so directed, follow your evacuation plan and proceed to your designated muster locations.
6. A designated employee will call 911 and request assistance, if an injury has occurred and/or if violence and/or a weapon were involved.
7. Supervisor will conduct a head count to ensure all employees are accounted for. If it is determined an employee is unaccounted for, that information shall be reported to emergency service personnel immediately.
8. Follow directions of emergency services personnel.

## **VIOLENCE AGAINST PERSONNEL**

1. Call 911 and request assistance if an injury has occurred and/or if violence and/or a weapon were involved.
2. If you believe others are at risk (i.e., a weapon is involved) evacuate the building at this point in time by sounding the fire alarm and advising your supervisor of the situation.
3. Evacuate to assigned muster location
4. If the perpetrator is still in the facility, do not confront the individual.
5. If you are the victim or are nearby and the perpetrator is armed, do not attempt to resist and/or disarm the perpetrator.
6. Remain calm.
7. Make a mental note of the perpetrator's description. If possible, write down description.
  - \* To determine race, sex, age, height, weight, hair/eye color, complexion, and appearance, make comparisons between the individual(s) and yourself or people you know.
  - \* Remember peculiarities such as tattoos, scars, and prominent features.
  - \* Remember the type and color of clothing worn, including gloves, if worn.
  - \* Remember the size, type and color of weapon(s) used.
  - \* Make a mental, and later written, note of everything said by the individual, especially comments that are threatening in nature.
  - \* Notice if the individual touched anything—a door, equipment, etc.
  - \* If possible, without endangering your safety, observe the direction taken if the individual leaves and how the person left, and get the vehicle description, license tag number and state, and any vehicle body damage.
8. Be prepared to respond to other crisis situations that may be caused by violence, such as injuries or fatalities.
9. Supervisor will conduct a head count to ensure all employees are accounted for. If it is determined an employee is unaccounted for, that information shall be reported to emergency service personnel immediately.
10. Follow directions of emergency services personnel.



