

# EMERGENCY ACTION PLAN

For

**IE&S Office**

Approved by: \_\_\_\_\_

Approval Date: \_\_\_\_\_

## EMERGENCY EVACUATION ACTION PLAN

Facility Name: **3700**

Facility Address: **Room 138**

### **EMERGENCY PHONE NUMBERS**

**FIRE DEPARTMENT: 911**

**639-5911** from a Cell Phone

639-5610 (Non emergency)

**PARAMEDICS: 911**

**639-5911** from a Cell Phone

**POLICE: 911**

**639-5911** from a Cell Phone

639-5181 (Non emergency)

Chemical Emergencies (Chemtrec)

1-800-262-8200

Poison Control

1-800-222-1222

# EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

## DESIGNATED RESPONSIBLE OFFICIAL FOR: IE&S

Name: **Kenneth Sator, Director** Phone: **(229-639-6615)**

## EMERGENCY COORDINATOR(S):

Name: **Kathy Berry** Phone: **(229-639-6284)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## AREA/FLOOR MONITORS (If applicable):

Area/Floor: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Area/Floor: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## ASSISTANTS TO PHYSICALLY CHALLENGE (If applicable):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## EVACUATION MUSTER AREAS:

**Primary Location:** \_\_\_\_\_

**Alternate Location:** \_\_\_\_\_

The Marine Corps Logistics Command is dedicated to the protection of its employees from emergencies. This EAP is in place to ensure employee safety from emergencies during regular hours and after hours. It provides a written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

Your cooperation in this important matter is appreciated.

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

Some emergencies require evacuation or escape procedures, while some require employees to stay indoors, or in a safe area. Our emergency egress procedures are designed to respond to many potential emergencies, depending on the degree of seriousness.

**IE&S** employees must exit the building in a safe and orderly manner through one of two exit routes as follows depending on obstructions and availability.

1. Proceed out of the north exit door located at the rear freight elevator. Once outside proceed across the parking lot to the grassy area directly north of the smoking area.
2. Proceed out of the exit door located on the west end of the office near the Manpower office. Once outdoors proceed north to the grassy area on the north side of the parking lot. Once you are on the grassy area proceed east until you are directly north of the smoking area.

If needed, designate an employee to call emergency services such as Security, Fire or Ambulance at **911 or 639-5911 (Cell Phone)**.

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. Designate employees (to be determined) to ensure all bathrooms, closets, and other rooms are vacated prior to leaving the building.
3. Ensure those designated employees assist the physically challenged.

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

1. Advance to assigned locations. Do not linger by exits so others may also quickly evacuate.

2. 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.

3. After all personnel have been evacuated you will remain in muster locations awaiting further instructions.

4. Notify your immediate supervisor or emergency personnel of anyone who is unaccounted for.

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

## **MEDICAL EMERGENCY**

1. Designate an employee(s) to assist individual in need of care. Ask if anyone is trained in CPR/First Aid. Keep the area clear of unneeded employees.

2. Designate an employee to call **911 or (639-5911 if using cell phone)**.

3. Designate an employee to get first aid kit or automated external defibrillator (AED).

4. On first floor, designate an employee to meet emergency response personnel at the entrance of the building and escort to location.

5. If assistance is needed on second or third floor, have employee go down to lobby and hold an elevator open for arriving medical personnel and provide location.

6. On second and third floor, have an employee meet medical personnel at elevator and escort to location.

## **SEVERE WEATHER**

1. 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.

2. 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.

3. 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.
4. 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
5. Designate an employee to call 911 and request assistance, if needed.
6. 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
7. Follow directions of emergency services personnel.

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

## **POWER/UTILITY OUTAGES**

1. Notify your supervisor.
2. Contact Public Works Help Desk: 639-5643
3. Shut down any equipment, such as automated machinery, computers, and powered industrial equipment battery chargers, etc. that might be damaged when power is restored.
4. If so directed, follow your evacuation plan and proceed to your designated muster locations.

## **HAZARDOUS MATERIALS SPILLS, LEAKS, BLOODBORNE PATHOGEN OR ANTHRAX EXPOSURE**

1. In the event that a Hazardous Materials Spill or Leak, or a Bloodborne Pathogen or Anthrax Exposure incident has or is taking place, remain calm.

2. Notify your supervisor that a Hazardous Materials Spill or Leak, or Bloodborne Pathogen or Anthrax Exposure incident has or is taking place.
3. Do not move, touch, or attempt to clean up the suspicious or leaking material or package or spill.
4. Isolate the area where the leak or spill is located or where contamination is known to or may be present.
5. Stop the operations in the area of the contamination.
6. If possible make note of any labeling or warnings on the package or container.
7. If necessary, shut down the air-handling system in the entire building and turn off any fans or air conditioners that may be on.
8. Designate an employee to **911** and request assistance.
9. If a spill or leak is generating gases, odors, exhibiting any type of reaction, or is creating an atmosphere affecting breathing, immediately evacuate the area or building, if necessary, by sounding the evacuation alarm and following the Emergency Evacuation Plan.
10. Be prepared to respond to other crisis situations, such as injuries or fatalities, which may occur as a result of such an incident.
11. Supervisor will conduct a head count to confirm that all employees are accounted for. If it is determined an employee is unaccounted for, that information shall be reported to the arriving emergency service personnel.
12. Supervisor will develop and maintain a written list of all individuals, which may have come in contact with the spill, leak, blood product, or suspicious package or powder.
13. In the event anyone came in contact, either through actual bodily contact or contact with their clothing or personal belongings, with the spill, leak, blood product, or suspicious package or powder, all decontamination of the person or their personal effects shall be conducted by emergency services personnel to ensure that current procedures and methods are employed and so that accurate records may be maintained in the event of a need for a follow-up medical examination. At no time is a person permitted to leave the area until they have been cleared to do so by emergency services personnel.
14. At all times follow the directions of your supervisor and emergency services personnel.

# **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. Designate an employee to 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.

## **ACTIVE SHOOTER**

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases, active shooters use

firearms, and there may be no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

**Early recognition of a threat can prevent an incident. Pre-attack indicators may include**

- Anti-American statements asserting that US policy and authority is illegitimate
- Aggression or threats toward coworkers
- Presence of unauthorized weapons
- Unfounded allegations of US persecution or prejudice against a minority group or religion
- Abnormal mood swings or depression, withdrawn behavior, decrease in hygiene, suicidal remarks, paranoia
- Flashbacks to prior traumatic events
- Abuse of alcohol or drugs
- Repeated violation of policies
- Talk of domestic / financial problems

**Active shooter situations are unpredictable and can evolve quickly.**

**Potential responses include**

- Evacuate
- Shelter in place
- Take action against the active shooter
- Cooperate with first responders
- You can also adapt your response to the type of weapon used by an attacker:
  - Ricocheting bullets tend to hug the floor; crouching (not lying) on the floor may reduce exposure
  - Grenade shrapnel rises from the detonation; lying on the floor reduces exposure and having feet toward the blast may protect the head

An active shooter situation may be over within minutes, before law enforcement arrives. Be mentally and physically prepared to deal with an active shooter situation. If you are in the vicinity of an active shooter situation, you have several options for response.

**Evacuate.** If there is an escape path, attempt to evacuate. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind
- Help others escape, if possible
- Prevent others from entering an area where the active shooter may be

- Keep your hands visible
- Follow the instructions of police officers
- Do not attempt to move wounded people \* Call 911 when you are safe
- Evacuations may not always be possible and you may need to consider other options. If evacuation is not possible, consider the following

**Shelter in Place:** Find a place where the active shooter is less likely to find you. The place you choose should:

- Be out of the shooter's view
- Provide protection if shots are fired your way
- Have locks on the door
- Have furniture to blockade the door
- Close and lock all windows and doors and turn off the lights

Silence your cell phone, hide behind large items, remain quiet and calm, and call emergency personnel if possible.

Do not respond to any voice commands until you can verify with certainty that they are being issued by a law enforcement officer.

**Take action against the active shooter:** As a last resort, and only when your life is in imminent danger, try to disrupt or incapacitate the shooter by:

- Acting aggressively against him or her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions
- Taking action against the shooter may be risky, but it may be your best chance for survival

**When first responders arrive, support their efforts and do not be a distraction:**

- Remain calm and follow instructions
- Put down any items in your hands
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements
- Do not cling to emergency personnel
- Avoid pointing, screaming, or yelling
- Do not stop to ask first responders for help or direction when evacuating
- Evacuate in the direction first responders are entering

**Provide first responders with the following information:**

- Location of the active shooter
- Number of shooters
- Physical description of shooter(s)

- Number and type of weapons held by the shooter(s)
- Number of potential victims
- Until you are released, remain at whatever assembly point authorities designate

## **BOMBS AND BOMB THREATS**

### **Suspicious Package Procedures:**

- Report the package immediately to your supervisor
- Call 911
- Move people away from the package, start evacuation of building
- 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
- Follow the directions of emergency personnel and law enforcement
- Do not publicize the incident in any way, do not inform non-essential personnel or the public unless directed to do so by official

### **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?
4. 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.
5. 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.

6. 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.

7. Determine if the caller's voice is male or female and listen for distinctive speech patterns or accents.

8. Make no comments to the caller; do not aggravate the caller.

9. Start evacuating personnel if caller stated bomb is located in your building.

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

