

# **Personal Security & Emergency Response Employee Guide**

*Take this guide with you if you must evacuate the building*

**DECEMBER 2003**

# **SAFETY COMMITTEE**

## **Facility Safety Committee Representative**

Safety Committee Representatives are volunteers who work at your facility. You can, and should, communicate with these representatives if you see an unsafe condition or act occurring. Your Safety Committee Rep will ensure that the condition is remedied as soon as possible.

**Your Safety Committee Rep is:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Ext.:** \_\_\_\_\_

## **Duties and Responsibilities of the Safety Committee Representative**

- During a drill or emergency, ensures that all TVF&R personnel have swiftly and safely evacuated the building.
- Assists and accompanies physically challenged personnel during building evacuation.
- Directs TVF&R personnel to designated assembly areas.
- Assists building occupants in taking appropriate actions during emergencies such as fires, bomb threats, earthquakes, etc.
- Provides immediate basic first aid and/or CPR if necessary.
- Performs a rapid facility damage assessment.

## **SAFETY COMMITTEE**

# IMPORTANT PHONE NUMBERS

- Family emergency contact: \_\_\_\_\_  
Telephone No: \_\_\_\_\_
- Out-of-area personal contact (family member or friend): \_\_\_\_\_  
Telephone No: \_\_\_\_\_
- Your Supervisor: \_\_\_\_\_ Ext. \_\_\_\_\_
- Your Safety Rep: \_\_\_\_\_ Ext. \_\_\_\_\_
- Poison Control ..... (503) 494-8968 **or** 1-800-222-1222

## IMPORTANT PHONE NUMBERS

# BUILDING EVACUATION

- Depart the building immediately:
  - When you hear an announcement over the PA system (or however possible); **or**
  - When a supervisor or other authority notifies you.
- Take only essential items with you.
- Use stairways instead of elevators.
- Assist previously identified physically challenged personnel or any others needing help out of the building.
- Leave the building by the nearest exit (unless otherwise directed).
- When outside, go to the assembly area (see attached maps at the end of this employee guide).
- Remain in the assembly area until you receive further instructions.

## BUILDING EVACUATION

# **SEVERE WEATHER**

## **Prior to the Workday:**

During or in advance of hazardous weather conditions, management will determine if employees need to report to work. Should the decision be made that staff do not have to report to work, this information will be recorded at the number listed below.

## **Early Release *During* the Workday:**

If hazardous weather conditions develop during the workday, the Chief or Assistant Chief may make the decision to release TVF&R administrative personnel. District personnel will be notified via multiple methods, including email, pagers, PA system, etc.

# **SEVERE WEATHER**

# **FIRE**

- If you discover a fire or smell a strong odor of smoke, **DIAL (9) 9-1-1**. If necessary, evacuate first, then dial (9) 9-1-1.
- If your facility has a fire alarm pull station, pull the fire alarm.
- Pass the word by yelling, “Fire Fire Fire” or by any other means possible.
- If you can easily control the fire **without personal risk**, use the nearest fire extinguisher.

Remember: **PASS**

**P**ull the pin.

**A**im nozzle/hose at the base of the fire.

**S**queeze the handle.

**S**weep nozzle/hose back and forth at the base of the flames.

## **EVACUATION**

- When outside, go to the assembly area (see attached maps at the end of this employee guide).
- Remain in the assembly area until you receive further instructions.

# **FIRE**

# **HAZARDOUS MATERIALS INCIDENT**

## **If There Is A Hazmat Incident Near You:**

- Evacuate your facility and follow the instructions you will be given by safety officials.
- If you are instructed to shelter in place, follow the instructions listed below.

## **Protective Actions:**

### **If you are advised to shelter in place:**

- Notify all persons in the building via the PA system or however possible.
- Close all doors and windows.
- Turn off all ventilation systems and shut any outside vent openings, if possible.
- Place wet towels, coats, etc., at the base of doors to help seal against outside air.
- Tape around windows, vents, or doors where there is not a good seal.
- After you have sealed the facility, stay away from exterior doors and windows.
- Turn on the radio or TV for additional information.
- Evacuate the building only when told to do so.

## **HAZARDOUS MATERIALS INCIDENT**

# **EARTHQUAKE**

## **When the Building Begins to Shake:**

**DUCK** - under a table or desk, or crouch next to an interior wall.

**COVER** - your neck and head with your arms and hands.

**HOLD ON!** - **So your protection stays with you!!!**

- Stay clear of windows, glass partitions, bookshelves, cabinets and hanging objects.
- If you are in a wheelchair, take cover if possible; lock your wheels and protect your head with your arms.
- Sprinkler systems may be triggered due to damaged pipes or heads.
- **Do not exit the building while it is shaking!**
- Check for injuries and give assistance as needed.
- **Remember:** You are generally safest in the space you are in at that time if there is cover nearby. The shorter the distance to cover, the better your chance of survival.

## **When You Evacuate the Building (After the Shaking Stops):**

- Be ready to DUCK, COVER and HOLD ON in case of aftershocks.
- Leave the building via the nearest exit (unless otherwise directed) and proceed to the assembly area (see attached maps at the end of this employee guide).
- Use stairways instead of elevators.
- Assist the physically challenged or others who may need help.
- When outside, follow directions to the assembly area.
- Perform a roll-call and account for all staff.
- Remain in the assembly area until you receive further instructions.
- Do not move your car until directed.
- If there is obvious serious damage, DO NOT re-enter the facility until it has been inspected by Facilities staff or other trained personnel.
- Report any damage to the District or Duty Chief.

# **EARTHQUAKE**

# BOMB THREAT – INFORMATION CARD

Date of call: \_\_\_\_\_ Time call ended: \_\_\_\_\_

Time call Received: \_\_\_\_\_ Length of call: \_\_\_\_\_

Call received at (number): \_\_\_\_\_ Name of person receiving call: \_\_\_\_\_

Location of call: \_\_\_\_\_ Title of person receiving call: \_\_\_\_\_

Sex of Caller:  Male  Female Race: \_\_\_\_\_ Approx. Age of Caller: \_\_\_\_\_

## **Stay on the Phone and Ask These Questions:**

Where is the bomb right now? \_\_\_\_\_

When is it going to explode? \_\_\_\_\_

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

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

Did you place the bomb?  Yes Why? \_\_\_\_\_  
 No Do you know who did? \_\_\_\_\_

What is your name? \_\_\_\_\_

What is your address? \_\_\_\_\_

Exact wording of threat: \_\_\_\_\_

## **Caller's Voice:**

- |                                   |  |                                     |                                   |                                     |                                     |
|-----------------------------------|--|-------------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Stuttered                     | <input type="checkbox"/> Nasally    | <input type="checkbox"/> Loud     | <input type="checkbox"/> Normal     | <input type="checkbox"/> Rational   |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Ragged                        | <input type="checkbox"/> Raspy      | <input type="checkbox"/> Soft     | <input type="checkbox"/> Distinct   | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Clearing Throat               | <input type="checkbox"/> Lisp       | <input type="checkbox"/> Slow     | <input type="checkbox"/> Slurred    | <input type="checkbox"/> Emotional  |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Cracking Voice                | <input type="checkbox"/> Deep       | <input type="checkbox"/> Rapid    | <input type="checkbox"/> Disguised  | <input type="checkbox"/> Other      |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Accent (_____)<br><i>type</i> | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Coherent | <input type="checkbox"/> Deliberate |                                     |

If the voice was familiar, who did it sound like? \_\_\_\_\_

## **Background Sounds:**

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory/Machinery | <input type="checkbox"/> House Noises       | <input type="checkbox"/> Booth            |
| <input type="checkbox"/> Crockery      | <input type="checkbox"/> Animal Noises     | <input type="checkbox"/> Motors             | <input type="checkbox"/> Music            |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Clear             | <input type="checkbox"/> Long Distance Call | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> PA system     | <input type="checkbox"/> Static            | <input type="checkbox"/> Local Call         | <input type="checkbox"/> Other            |

## **Threat Language:**

- |   |                               |                                     |                                |                                |
|---|-------------------------------|-------------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Well Spoken (Educated)       | <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped | <input type="checkbox"/> Other |
| <input type="checkbox"/> Message Read by Threat Maker |                               |                                     |                                |                                |

# **BOMB THREAT – INFORMATION CARD**

# **SUSPICIOUS PACKAGE OR OBJECT**

## **If You Identify A Suspicious Package/Object:**

- **DO NOT TOUCH** any suspicious items.
- Notify your supervisor or Dial (9) 9-1-1 and report what the object is.
- **Depart the building immediately:**
  - When you are notified over the PA system or however possible, **or**;
  - When you are notified by a supervisor or other authority.
- Take personal items with you (coats, umbrellas, purses, and keys) if there is time.
- Leave the building via the nearest exit (unless otherwise directed) and go directly to the assembly area (see attached maps at the end of this employee guide).
- As you depart, look around for objects/items that do not appear to belong in the area. Report any suspicious items to your supervisor.
- Use stairways, not elevators.
- Assist the physically challenged or others who may need help.
- Remain in the assembly area until you receive further instructions from law enforcement officials.

**Give the Information to 9-1-1 or law enforcement**

**SUSPICIOUS PACKAGE OR OBJECT**

# SUSPECTED BIOLOGICAL AGENTS

Many businesses and government facilities around the US have received anthrax threat letters. The vast majority of these have been hoaxes. Most were empty envelopes; some have had various harmless powders in them, and a few in 2001 actually contained anthrax. The purpose of these guidelines is to recommend procedures for handling such incidents. Although anthrax is specified due to its “popularity” in threat/hoax use, procedures for threats and “mystery powders” apply regardless of whether anthrax is suspected or even mentioned.

## **EVEN IF IT ISN'T A HOAX, YOU HAVE PLENTY OF TIME**

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist or powder. It does not leap into one's body. All forms of the disease are generally treatable with antibiotics within **days** of exposure.
2. For anthrax and other microbes to be effective as a mass bioterrorism agent, they must be aerosolized into particles 1-5 µm across (0.001-0.005 mm or 0.00004-0.0002 in: smaller than a red blood cell). This is difficult to do, requiring a great deal of skill and special equipment. If these small particles are inhaled, life-threatening infection can occur **if untreated**.
3. Although possible, it is very difficult to aerosolize anthrax out of an envelope or package containing powder. The same facts and conditions are generally true for other microbes likely to be considered as biological weapons.

## **UNOPENED LETTER OR LETTER THAT APPEARS EMPTY:**

1. Place envelope in a plastic bag or glassine envelope.
2. WASH hands with SOAP and WATER.
3. NOTIFY your supervisor, call 9-1-1.

**Comment [DJH1]:** Previous wording seemed to indicate any mail whether suspicious or not.

**Comment [DJH2]:** Changed from calling state police and FBI to calling 9-1-1.

## **ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE:**

1. DO NOT clean powder up. Keep others away.
2. WASH hands with soap and water.
3. DO NOT brush off your clothes.
4. NOTIFY your supervisor, call 9-1-1.
5. LIST all people (as possible) who were in the building at the time and provide the list to local public health authorities. Those with potential exposures may be instructed to watch for fever or other symptoms over the next couple of days.

### **IF ADVISED TO DO SO BY LOCAL HEALTH AUTHORITIES:**

6. REMOVE clothing and place in plastic bag (you will likely be advised to do this at home, but may need to do it at the scene).
7. SHOWER with SOAP and WATER and put on fresh clothing. DO NOT use bleach or other disinfectant.

## **PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS “ANTHRAX”:**

1. DO NOT OPEN package or envelope.
2. LEAVE it and EVACUATE the room.
3. KEEP others from entering.
4. NOTIFY your supervisor, call 9-1-1.

**Comment [DJH3]:** Changed from calling state police and FBI to calling 9-1-1.

## **AEROSOLIZATION, SMALL EXPLOSION, OR LETTER STATING, “ANTHRAX IN HEATING/VENTILLATION SYSTEM”:**

1. LEAVE room immediately.
2. SECURE entry to affected area.
3. SHUT down air handling system.
4. NOTIFY your supervisor, call 9-1-1.
5. REMAIN on/near premises until responders arrive.
6. LIST all people (as possible) who were in the building at the time and provide the list to local public health authorities. Those with potential exposures may be instructed to watch for fever or other symptoms over the next couple of days.

## **FOR ALL SUSPICIOUS/UNLABELED MAIL NOTIFY THE POLICE. DO NOT OPEN:**

- Excessive postage
- No return address
- Handwritten or poorly typed address
- Incorrect titles, or title without a name (e.g., “Fire Chief”)
- Misspellings of common words
- City/state in postmark not matching return address
- Restrictive endorsements (e.g., “Personal,” “Confidential”)
- Oily stains, discoloration, odor
- Excessive tape, string, packaging, etc.
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Visual distractions
- Unusual sounds coming from package (ticking, etc.)

**Note: Legitimate mail commonly has some of the aforementioned characteristics. Each case of “suspicious” mail should be evaluated based on the information and circumstances at hand.**

# **SUSPECTED BIOLOGICAL AGENTS**

# **ASSEMBLY AREAS**

## **ASSEMBLY AREAS**

