

# EMERGENCY ACTION GUIDES FOR EMPLOYEES

For all emergency situations requiring immediate response, call the Security Center (SC) (extension 3911). This number is monitored 24 hours a day; 7 days a week. They can respond quickly and can obtain fire, police, and medical assistance (Health Unit/ambulance). **DO NOT CALL 911!** Be sure to identify yourself and give the nature and location of the emergency. Extension 3911 is a recorded line for quality control purposes.

Thefts and other non-emergency security violations should be reported to the SC on extension 3238. Questions regarding badges and parking should be referred to the Security Office, building 66, room 110 (extension 3595).

## **FIRE OR SMOKE**

- If there is evidence of fire or smoke, activate the fire alarm.
- Evacuate the building using the nearest exit and go to your designated meeting area away from the building. Follow the instructions of supervisors and safety/security reps.
- Employees who have been approved to use safe zones will go there initially during a fire alarm. In the case of a confirmed fire, employees in safe zones will be assisted in evacuating the building by Facilities Management Section (FMS) personnel.
- Employees will report to the supervisor or designee for roll call.
- Stay in the evacuation area until the security guards announce that employees can re-enter the buildings.
- NO SMOKING is allowed during the duration of the emergency.

## **SERIOUS ILLNESS OR INJURY**

- If you are qualified, initiate CPR/First Aid, otherwise, notify nearest trained person in your area. The names of these employees are posted on all safety/security bulletin boards.
- Do not move a seriously injured or unconscious person unless absolutely necessary.
- Notify your supervisor.

- If a supervisor is not immediately available, ensure one employee calls the SC (extension 3911). Give the location of the employee and nature of the injury or illness (i.e., Is employee breathing? Is employee conscious/unconscious?, Does employee have a heartbeat?, Does employee have heavy bleeding?) Inform the SC if the Health Unit has been contacted and if a nurse is on the scene. Request that the SC call an ambulance if one is needed.
- If a supervisor is not immediately available, call the Health Unit in building 63E (extension 3263) if during normal working hours (6:30 a.m. to 4:30 p.m.) Monday through Friday. After normal working hours and on weekends/holidays, the SC will call for emergency medical services.

### **DEMONSTRATION**

- Inform the SC (extension 3911).
- DO NOT talk to or attempt to interfere with demonstrators.

### **UNLAWFUL ACT**

- Call the SC (extension 3911).
- DO NOT attempt to apprehend violator or disturb the scene of the crime.

### **UNUSUAL ODORS**

- Notify your supervisor immediately.
- If the odor is being caused by a hazardous material, **DO NOT** handle.

### **BOMB THREAT CALL**

- If you receive a bomb threat call, try to get information from the caller regarding location of the bomb, time to detonate, etc. Record this information on Form NPC-1055, "Guidelines for Handling Telephone Threats".
- Try to get someone's attention to call the SC and have them trace the call **immediately**. Give them the telephone extension that the bomb threat call is received. Be discreet and write the information on a piece of paper to avoid letting the caller know attempts are being made to trace the call.
- If you cannot get someone's attention, stay on the line as long as possible with the bomb threat caller and annotate information on Form NPC-1055. **NEVER** hang up on the caller.

- After the bomb threat caller has hung up, call the SC (extension 3911), if they haven't already been contacted, and report the incident and the telephone extension that the call was on so it can be traced.
- The branch chief and the employee who took the bomb threat call will proceed to the Office of the Chief (bringing Form NPC-1055 with them).

### **SUSPICIOUS OBJECTS (possible bomb)**

- DO NOT HANDLE the object. Leave the immediate area and inform other employees in the immediate area to leave.
- Inform your supervisor about the suspicious object. If your supervisor cannot be found immediately, call the SC (extension 3911) and give them information about the object.
- Listen and follow the directions of any announcements given about evacuation.

### **TORNADO WARNING**

- Take cover at tornado shelter areas.
- Crouch or lie on the floor (typical school tornado drills). Protect your head by covering up with a jacket, sweater, etc. or with your hands.
- NO TALKING is allowed by employees during a tornado warning. Supervisors and safety/security representatives must be able to hear PA announcements so that proper emergency action can be taken.
- If a tornado strikes your building, follow instructions from your supervisor on evacuation.
- Return to your worksite once the SC announces the "all-clear".

### **ELEVATOR EMERGENCY**

- Call the SC (extension 3911).
- If stranded in the elevator, activate the direct line to the SC by lifting the telephone receiver.

### **INCIDENTS OF VIOLENCE OR THREATS TO EMPLOYEES**

- Report all incidents of violence or threats to your supervisor. If there is an incidence of violence and your supervisor is not in the area, report the incident to another supervisor in the area or notify the nearest security guard.