

Emergency Procedures

EVACUATION ROUTES

• Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull stations' location
5. Assembly points

MEDICAL EMERGENCY

Call **911** for:

- Paramedics
- Ambulance
- Fire Department
- Other

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number), and
- c. Your name and phone number from which you are calling.

• Do not move victim unless absolutely necessary.

• If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich Maneuver in case of choking.
3. Keep the victim warm with blankets or other coverings
4. Attempt first aid **ONLY** if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify Fire Department by calling **911**.
- If the fire alarm is not available, notify patrons and staff about the fire emergency and commence evacuation

Fight the fire **ONLY** if:

- The Fire Department has been notified.
- The building evacuation is being supervised by other staff
- The fire is small and is not spreading to other areas.

- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority announces that it is safe to reenter.

Staff must:

- Ensure that the building is empty, checking both restrooms and all public and staff areas unless doing so jeopardizes his/her safety.
- Disconnect utilities unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel and patrons.
- Ensure that everyone has evacuated the building area.
- Ensure that exit doors are closed but unlocked
- Provide the Fire Department personnel with all necessary information about the facility.
- Assist all physically challenged staff and patrons in emergency evacuation.

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

___ Loud
___ High Pitch
___ Raspy
___ Intoxicated
___ Soft
___ Deep
___ Pleasant

Other _____

___ Fair
___ Foul
___ Good
___ Poor

Other _____

MANNER

___ Calm
___ Rational
___ Coherent
___ Deliberate
___ Righteous
___ Angry
___ Irrational
___ Incoherent
___ Emotional
___ Laughing

Other _____

___ Music
___ Office
___ Machines
___ Street
___ Traffic
___ Trains
___ Animals
___ Quiet
___ Voices
___ Airplanes
___ Party

Other _____

SPEECH

___ Fast
___ Distinct
___ Stutter
___ Slurred
___ Slow
___ Distorted
___ Nasal

Other _____

ACCENT

___ Local
___ Foreign
___ Race
___ Not Local
___ Region _____

LANGUAGE

___ Excellent

BACKGROUND NOISES

___ Factory
___ Machines

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 Police at 911 and relay information about call.

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.

Notify your supervisor immediately.