

EMERGENCY RESPONSE GUIDE

This quick reference guide provides a brief description of initial response actions that an employee may take when necessary to prepare for, or respond to, an event that has or the potential to, interrupt normal operations. This guide is not intended to override any Standard Operating Procedures (SOP) or the Emergency Response Plans. For additional information on events listed below refer to your building's Emergency Response Plan.

EVENT	ALL	FLOOR MARSHALL	EMER. RESPONSE TEAM	CONTACTS
 GENERAL EVACUATION	<ul style="list-style-type: none"> Assist visitors Use the nearest exit Report to the assembly area 	<ul style="list-style-type: none"> Assist employees/visitor Check floor Report to command post 	<ul style="list-style-type: none"> Establish a command post Account for employees Work with police/fire 	<ul style="list-style-type: none"> County Executive
 FIRE	<ul style="list-style-type: none"> Upon discovery of fire Inform those around you Pull the nearest fire alarm Evacuate, using closest exit Report to the assembly area 	<ul style="list-style-type: none"> Assist employees/visitor Check floor Report to command post 	<ul style="list-style-type: none"> Establish a command post Account for employees Work with police/fire 	<ul style="list-style-type: none"> 9-911 or 911 depending on phone
 SEVERE WEATHER WATCH	<ul style="list-style-type: none"> Maintain normal work patterns Be alert to the possibility of changing weather conditions Be prepared to shelter in place 	<ul style="list-style-type: none"> Monitor changing weather conditions Be prepared to shelter in place 	<ul style="list-style-type: none"> Disseminate Severe Weather Watches Monitor changing weather conditions Be prepared to shelter in place 	<ul style="list-style-type: none"> 9-911 or 911
 TORNADO WARNING	<ul style="list-style-type: none"> Report to a windowless, interior room, hallway or stairwell Close all doors to prevent flying debris Remain in the shelter area until directed to return to work 	<ul style="list-style-type: none"> Assist employees and visitors Assist with search and rescue (if necessary) 	<ul style="list-style-type: none"> Monitor situation Be prepared to establish a command post 	<ul style="list-style-type: none"> 9-911 or 911
 BOMB THREAT	<ul style="list-style-type: none"> Gather as much information as possible Notify supervisor Cooperate with orders to search workplace and/or evacuate 	<ul style="list-style-type: none"> Coordinate search of the floor/area making a visual check of the area for anything unusual or suspicious Notify law enforcement if anything unusual or suspicious is found Be prepared to evacuate 	<ul style="list-style-type: none"> Notify the appropriate personnel Work with law enforcement to coordinate workplace search Prepare for evacuation 	<ul style="list-style-type: none"> 9-911 or 911 Supervisor County Executive
 WORKPLACE THREATS	<ul style="list-style-type: none"> Be aware of safe exit routes Attempt to diffuse the situation If needed, call for supervisor 	<ul style="list-style-type: none"> Be prepared to implement the plan Assist with evacuation, if needed 	<ul style="list-style-type: none"> Monitor the situation Be prepared to implement the plan Coordinate with law enforcement 	<ul style="list-style-type: none"> 9-911 or 911 Supervisor County Executive
 ACTIVE SHOOTER	<ul style="list-style-type: none"> Stay calm Run Hide Fight 	<ul style="list-style-type: none"> Be prepared to implement the plan Assist with evacuation, if needed 	<ul style="list-style-type: none"> Monitor the situation Be prepared to implement the plan Coordinate with law enforcement 	<ul style="list-style-type: none"> 9-911 or 911 County Executive
 MEDICAL EMERGENCY	<ul style="list-style-type: none"> Call 911 If trained, begin CPR or use AED 	<ul style="list-style-type: none"> Assist as needed 		<ul style="list-style-type: none"> 9-911 or 911 Supervisor
 CHEMICAL SPILL-SHELTER IN PLACE	<ul style="list-style-type: none"> Remain calm Go to an upper floor (2 or above) Do not use the elevators. Go into an interior room Close the door, seal all windows, doors and air vents 	<ul style="list-style-type: none"> Assist as necessary 	<ul style="list-style-type: none"> Close the building and bring everyone inside Lock outside doors, close windows and air vents. Turn off fans, air conditioning, elevators and forced air heating systems 	