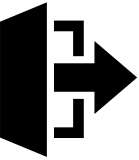










# EMERGENCY RESPONSE GUIDE

This quick reference guide provides a brief description of initial response actions that an employee may take when needed to prepare for and respond to events that have or may interrupt normal operations. This guide does not supersede any Standard Operating Procedures (SOP) or Emergency Response Plans (ERPs). Additional information on listed events can be found in each building's Emergency Response Plan.

EVENT	ALL	FLOOR MARSHALL	EMER. RESPONSE TEAM	CONTACTS	
	<b>GENERAL EVACUATION</b>	<ul style="list-style-type: none"> <li>Assist visitors</li> <li>Use nearest exit</li> <li>Report to assembly area</li> </ul>	<ul style="list-style-type: none"> <li>Assist employees and visitors</li> <li>Check floor</li> <li>Report to command post</li> </ul>	<ul style="list-style-type: none"> <li>Establish command post</li> <li>Account for employees</li> <li>Work with first responders</li> </ul>	<ul style="list-style-type: none"> <li>County Executive</li> </ul>
	<b>FIRE</b>	<ul style="list-style-type: none"> <li>Inform those around you</li> <li>Pull the nearest fire alarm</li> <li>Evacuate; use closest exit</li> <li>Report to assembly area</li> </ul>	<ul style="list-style-type: none"> <li>Assist employees and visitors</li> <li>Check floor</li> <li>Report to command post</li> </ul>	<ul style="list-style-type: none"> <li>Establish command post</li> <li>Account for employees</li> <li>Work with first responders</li> </ul>	<ul style="list-style-type: none"> <li>9-911 if dialing out</li> <li>911 from mobile</li> </ul>
	<b>SEVERE WEATHER WATCH</b>	<ul style="list-style-type: none"> <li>Continue normal work</li> <li>Be alert for changing weather conditions</li> <li>Prepare to shelter in place</li> </ul>	<ul style="list-style-type: none"> <li>Monitor changing weather conditions</li> <li>Prepare to shelter in place</li> </ul>	<ul style="list-style-type: none"> <li>Disseminate Severe Weather Watches</li> <li>Monitor changing weather conditions</li> <li>Ready to shelter in place</li> </ul>	<ul style="list-style-type: none"> <li>9-911 if dialing out</li> <li>911 from mobile</li> </ul>
	<b>TORNADO WARNING</b>	<ul style="list-style-type: none"> <li>Report to a windowless, interior room, hallway or stairwell</li> <li>Close all doors to prevent flying debris</li> <li>Remain in shelter area until directed to return to work</li> </ul>	<ul style="list-style-type: none"> <li>Assist employees and visitors</li> <li>Assist with search and rescue as needed</li> </ul>	<ul style="list-style-type: none"> <li>Monitor situation</li> <li>Be ready to establish a command post</li> </ul>	<ul style="list-style-type: none"> <li>9-911 if dialing out</li> <li>911 from mobile</li> </ul>
	<b>BOMB THREAT</b>	<ul style="list-style-type: none"> <li>Gather as much information as possible</li> <li>Notify supervisor</li> <li>Cooperate with law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate search of the floor/area making a visual check for unusual or suspicious circumstances</li> <li>If you see something, say something</li> <li>Be ready to evacuate</li> </ul>	<ul style="list-style-type: none"> <li>Notify the appropriate personnel</li> <li>Work with law enforcement to coordinate search of workplace</li> <li>Prepare for evacuation</li> </ul>	<ul style="list-style-type: none"> <li>9-911 or 911</li> <li>Supervisor</li> <li>County Executive</li> </ul>
	<b>WORKPLACE THREATS</b>	<ul style="list-style-type: none"> <li>Consider safe exit routes</li> <li>Help diffuse situation if safe to do so</li> <li>Call for supervisor if needed</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared to implement the plan</li> <li>Assist with evacuation as needed</li> </ul>	<ul style="list-style-type: none"> <li>Monitor situation</li> <li>Be prepared to implement the plan</li> <li>Coordinate with law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>9-911 or 911</li> <li>Supervisor</li> <li>County Executive</li> </ul>
	<b>ACTIVE SHOOTER</b>	<ul style="list-style-type: none"> <li>Remain calm</li> <li>Run</li> <li>Hide</li> <li>Fight</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared to implement the plan</li> <li>Assist with evacuation as needed</li> </ul>	<ul style="list-style-type: none"> <li>Monitor the situation</li> <li>Be prepared to implement the plan</li> <li>Coordinate with law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>9-911 if dialing out</li> <li>911 from mobile</li> <li>County Executive</li> </ul>
	<b>MEDICAL EMERGENCY</b>	<ul style="list-style-type: none"> <li>Call 911</li> <li>Initiate first-aid, CPR, or AED according to training</li> </ul>	<ul style="list-style-type: none"> <li>Assist as needed</li> </ul>	<ul style="list-style-type: none"> <li>Monitor situation</li> <li>Coordinate with responders as needed</li> </ul>	<ul style="list-style-type: none"> <li>9-911 if dialing out</li> <li>911 from mobile</li> <li>Supervisor</li> </ul>
	<b>HAZMAT – SHELTER IN PLACE</b>	<ul style="list-style-type: none"> <li>Go to an upper floor (<math>\geq 2^{\text{nd}}</math>)</li> <li>Do not use elevators</li> <li>Go to an interior room</li> <li>Close &amp; seal all doors windows and air vents</li> </ul>	<ul style="list-style-type: none"> <li>Assist as needed</li> </ul>	<ul style="list-style-type: none"> <li>Bring everyone inside</li> <li>Lock outside doors, close windows &amp; vents.</li> <li>Turn off fans, HVAC, and elevators.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor</li> </ul>