

EMERGENCY AWARENESS GUIDE

In today's social media culture, it is very easy to become distracted by mobile devices such as cellphones, tablets, laptops or even daily conversations. Having situational awareness is crucial to your safety and how you respond to an emergency when it occurs. This Emergency Awareness Guide provides safety tips and information for responding to emergencies. **Emergencies can happen anywhere. . . DON'T GET CAUGHT UNPREPARED!**

HAZARD VS. EMERGENCY

- A **HAZARD** is any type of event, natural or man-made, which can also be unexpected, that has the potential to cause injuries, property damage, infrastructure damage, and possibly fatalities
- An **EMERGENCY** is an unexpected event that warrants immediate action to save lives and to protect property, health and safety

HAZARD CATEGORIES

Hazards typically fall within three categories:



Natural

Weather-related hazards (i.e., Tornadoes, Winter storms Hurricanes,) or earthquake



Security

Man-made emergencies against the public (i.e., active shooter, bomb threat, etc.)



Technological

Chemical, mechanical or power related hazards that can lead to fire, floods, power outages, etc.

All of these situations can pose a threat to people or physical structures so **PLAN AHEAD** by educating yourselves on what to do before, during, and after an emergency by locating the emergency exit signs in your workplace and at least two evacuation routes. Each hazard is unique, and requires different actions based on how they are classified.



SAFE HAVEN

Certain weather-related hazards strike without warning are tornadoes or earthquakes and may require staying inside a facility. Safe Haven in a physical structure such as an office building

If a Tornado or Thunderstorms Warning is issued, take the following Safe Haven steps immediately!

- **MOVE IMMEDIATELY AWAY FROM WINDOWS OR GLASS DOORS!**
- If available, go to a lower level or an office without windows, or a closet
- If lower levels are not accessible, move away from all doors, windows, and exterior walls and into a nearby stairwell
- Do **NOT** leave the safe haven or go outside - until the 'all-clear' is given even if it looks calm
- It may appear the storm has passed but it can pick back up very quickly, so **STAY PUT!**
- If you are outside and see a tornado, take immediate shelter in the nearest building
- If any damage is sustained by any person or any parts of the building, immediately report the incident to the Safety or Security team
- In certain emergencies, security officers or Fire Department personnel may call for an alternate route or an alternate Safe Haven location
- Please follow any instructions provide by Safety or Security personnel - **WITHOUT HESITATION!**



SUSPENDED OPERATIONS OR EARLY RELEASE

Although some weather-related hazards may necessitate that you stay in the facility, others could require operations to be suspended altogether.

If a storm arrives during operating hours, you should **ALWAYS FOLLOW THE PROTOCOL OF THE EMERGENCY OPERATIONS PLAN FOR YOUR FACILITY**. Typically, an **EARLY CLOSURE AND STAFF RELEASE NOTIFICATION** will be published by your leadership team to make sure employees have ample time for their commute home.

FORECASTED STORMS – STAY INFORMED!

Natural Hazards such as Winter storms and Hurricanes are usually forecasted by the National Weather Service to allow time to prepare a safety and resource plan. **IF A STORM ARRIVES OUTSIDE OF OPERATING HOURS:**

- Stay abreast of the latest forecast and closure information
- Sign up for emergency alerts and/or notifications in advance

Below are a few resources to sign-up for notifications and alerts:



LiveSafeApp



<https://www.dhs.gov/how-do-i/for-the-public>

<https://www.dhs.gov/how-do-i/prepare-my-business-emergency>



AlertDC App



<https://www.ready.gov/>



EARTHQUAKES

Earthquakes can happen anytime and anywhere and can last a few seconds or several minutes. If you start to feel the ground vibrating, or the furniture shaking, **STAY INSIDE AND AWAY FROM GLASS, WINDOWS AND DOORWAYS**, then take the following three steps to protect yourself:

Step 1: 

DROP to the ground onto your hands and knees

Step 2: 

COVER your head and neck with both arms to protect yourself

Step 3: 

HOLD ON to the object you're under and remain covered until the shaking stops

REMEMBER NOT to:

IGNITE A FIRE



OR



USE ELEVATORS

Most importantly, **STAY PUT. LISTEN** to directions given by emergency personnel and **LOOK** for any potential hazards on the evacuation routes and to alert others, **MEET** at the designated rally point **CHECK-IN** with your supervisor.

NO ONE CAN PREDICT WITH CERTAINTY - WHEN NATURAL HAZARDS OR EMERGENCIES WILL HAPPEN, it's important to create make a **PREPAREDNESS PLAN** to protect yourself and others.

PLAN AHEAD

MONITOR for updates on forecasts

REGISTER for emergency notifications

LISTEN to local news and weather

BE PREPARED



ACTIVE SHOOTER

Unfortunately, more than ever before, we can find ourselves at risk to an active shooter event. Because these events are unpredictable and tend to escalate quickly, it's important to be aware of:

- What to do if you find yourself in an active shooting event
- How to recognize signs of potential violence, and
- What to expect after an active shooting incident

Your goal in an **ACTIVE SHOOTER event** is to follow three key actions



- GET AWAY!
- Look for escape routes
- Leave your belongings behind
- Call 911



- Get out of the view of the shooter
- Find a room with a door lock
- Use heavy items to block the door
- BE QUIET! Turn off your cell phone



- Look for self defense weapons
- Incapacitate them and FLEE!
- Act aggressively
- Neutralize the shooter

Next, **BE PREPARED - SIGN UP FOR ACTIVE SHOOTER TRAINING** and **ALWAYS BE AWARE OF YOUR SURROUNDINGS**

STAY INFORMED

If you see something,
SAY SOMETHING

- Signup for Active Shooter Training
- If you see something, say something to Security right away
- Be aware of your environment and any possible danger

Make a plan to inform others
Look for the two nearest exits
Have a mental escape path in mind
Identify places to hide
Understand the plans for persons with disabilities
Sign up for Ready.gov to be aware of alerts in your area

BE PREPARED

Make a plan, and know where
nearest exits are located

Once the **Active Shooter** event is over, remember to...

Keep your hands visible and empty

Follow law enforcement instructions and evacuate as directed
Take care of yourself first, then help the wounded, and
Once it's over, consider going to counseling to help cope with the effects of the trauma



BOMB THREAT

If you receive a bomb threat by phone, you should take the following actions:

- **DON'T HANG UP!**
- **LISTEN**, be polite and show interest
- Determine if the caller **MALE** or **FEMALE**
- **INFORM** co-worker of bomb threat
- Document **PERTINENT CALLER IDENTIFIERS**
- Try to **REMAIN CALM**
- **KEEP THEM TALKING** by asking questions
- **CHECK** the Caller ID
- Use another phone to **CALL AUTHORITIES**
- **WRITE EVERYTHING DOWN!**



SUSPICIOUS PACKAGE

It is important when handling or receiving mail to remain alert for the following indicators of potentially dangerous mail and packages:

- | | |
|--------------------------------------|---|
| Powdery Substances | Oily or discoloration on exterior |
| Excessive weight or postage | Strange odor |
| Strange or Ticking Sounds | Poorly or handwritten letters or packages |
| Bulky or lopsided envelopes or boxes | Protruding wires or exposed aluminum foil |
| No return address | Foreign postage |

Protocol for handling suspicious letters or packages~

DO

- Isolate the package or letter
- Calmly alert others
- Leave area and close doors
- Immediately notify authorities
- Provide information on location, description of the package and sender information

DO NOT

- Open the package
- Smell, touch or taste it
- Shake or bump it
- Use 2-way radio or cell phone
- Activate the alarm or evacuate unless directed by authorities



TECHNOLOGICAL HAZARDS (HAZMAT, ELECTRICAL, FIRE, etc.)

Most technological hazards are categorized as toxic contaminations, electrical, or fire events. If you encounter a hazardous chemical, biological or chemical event, take the following actions:

- **STAY AWAY** from the area to minimize exposure and risk of contamination
- Close and lock all exterior doors and windows
- Close vents and any interior doors
- Turn off air conditioners
- If instructed by Safety and Security Personnel, leave immediately

Technological hazards typically result in a facility **EVACUATION** triggered by an alarm or Security or Safety Personnel direction

1. Immediately leave the building
2. Direct people with mobility impairment to the nearest emergency stairwell, or elevator, for rescue assistance
3. Take your personal possessions that are near you - with you, however
4. Do not go elsewhere to retrieve possessions
5. Leave the building through the nearest exit
6. Once outside the building, proceed to your designated assembly area, and do not leave until "All Clear" is announced