

EMERGENCY PROCEDURES GUIDE – EMERGENCY RESPONSE

Emergency Number for this Facility: _____

Immediate Emergency Response: 911 Security Control Center: _____

Local Police Non-Emergency: _____ Fire Department Non-Emergency: _____

Medical Response Non-Emergency: _____

Medical Emergency – Call 911. State your name, location, nature of victim’s illness/injury. Ask passersby to call Security at _____. If you have training, administer 1st Aid. Do not move injured party. Do not come into contact with blood or bodily fluids.

Fire - Call 911 and Facility Emergency Number if fire is small and does not pose immediate threat. Utilize available fire extinguisher to suppress. If extinguisher does not fully suppress, or if fire is beyond control of hand extinguisher, activate closes manual pull station. Notify Security Control Center to initiate building evacuation. Remain in area at a safe distance to warn others away, until directed to evacuate.

Active Shooter – Take immediate steps to protect yourself. As soon as possible, call 911, then Facility Emergency Number. Warn others if possible. Depending on situation, either move quickly to secure room which may be locked from inside, or evacuate to safe area outside of building. Report to senior manager (incident command) to provide information about situation.

Workplace Violence - If threat is imminent, call 911. If information only call Security Control Center. Report details of situation to police and/or security. Assure that intended victim(s) are warned and moved to secure location. Advise whether weapon is involved. Threats may be verbal, written, transmitted electronically, or overheard.

Bomb Threat/Suspicious Packages – Treat every threat or suspicion as real. Do not remove suspicious objects. Contact Security Control Center immediately. Do not use cell phone or portable radio in immediate vicinity of suspicious objects. If telephone transmitted threat Ask: Where is bomb? What does it look like? When will it detonate? Why are you doing this? Who are you? Use your Bomb Threat Form to record answers. Contact Security immediately. If object is involved, keep others away until relieved by supervisor or security.

Power Outage – Call facility emergency number and report your location. Provide assistance to others as you are able. Unplug computers and other appliances to avoid damage when power returns. Do NOT use candles, flares, or open flames. Proceed to exits by use of flashlights, emergency lights, or other light sources.

Severe Weather – Advise others of warnings received. Move away from windows, glass, and unsecured objects. Go to secure area or shelter. Do NOT use elevators or electronic walkways. Assist disabled persons seeking shelter. Remain in safe area until “all clear” given by reliable source.

Explosion – Move immediately to protected area. Call Facility Emergency Number to report on your location and situation. Call 911 if unable to connect with Facility number. Stay away from windows, glass, movable objects. Follow directions of dispatcher and emergency responders. Evacuate as directed. Do not use Elevators or electronic walkways. Assist disabled persons during evacuation. Be alert for secondary explosions.

Evacuation – When notified an evacuation is in progress, go immediately to assigned area. If you have no assignment, begin moving towards exit as directed. Do not use elevators. Assist others who require help. Report to assigned floor marshal as required. Do not leave assembly area without being released by incident command.

Flooding/Water Damage – Notify Security immediately. Unplug any electrical appliances near area of flooding. If you are aware of water source and can safely do so, turn off water. Be prepared to assist in the covering of objects, removal of objects, or moving objects from threatened area.

Chemical Spills – If in contact with any toxic chemical, flush immediately with water. Remove contaminated clothing. Call Facility Emergency Number. Move to safe area. Assist with evacuation of area as assigned.

Crime Prevention – Keep your personal and company valuables locked and secured at all times. Report suspicious persons, vehicles, activities to Security Management as soon as you are able. Don't leave keys, ID cards, access cards, or other issued equipment unsecured, at any time. Keep offices locked when not in use. Be aware of your surroundings at all times. When exiting building in the hours of darkness, use caution. Contact Security for escort if you are concerned for your personal safety. If approached in a threatening manner, make as much noise as possible and depart as quickly as you are able.

This Emergency Guideline is provided by Layne Consultants International as a general format for your use. Read each section carefully and insert appropriate numbers or titles as appropriate to your operations. This document should be printed on one sheet, back to back, laminated, and placed in a prominent place at every workstation, on every desk. Additional copies should be placed in company vehicles.