

# Emergency and Site Safety for Office Operations

## *Evacuations / Tornadoes / Site Security*

### **Site Evacuations: Know the following for this site.**

1. Evacuation Notification is made by **XXXXXXXXXXXXXX** for this site.
2. Activate the Emergency Evacuation Plan & Alarm -Searchers operate in pairs.
3. Know the location of the 2 closest exits. Know exits other than your entry door.
4. If your not located on a 1<sup>st</sup> floor. Know location of 2 stairways.
5. If a multi-floor site with a landlord. Know landlord's evacuation plan.
6. Know the designated assembly area & title of who is in-charge.
  - a) If fire is discovered report immediately to those at your site & call 911.
  - b) Do not breathe smoke, it can kill. Crawl under smoke to nearest exit.
- 7) Our assembly area is located: **XXXXXXXXXXXXXXXXXXXXXXXXXXXX**

### **Opening Doors During a Fire / Checking a Door for Fire Behind it.**

1. Before opening a door, place the back of your hand on the door.
2. Feel for heat and look for smoke around edges.
3. If either are present do not open the door.

**Option 1:** Call 911. Give your location. Keep smoke out of area with wet towels

**Option 2:** If you must evacuate, stand off to the side to open door. Close eyes and hold breath. Fire may flash into room.

4. If you need to evacuate, cover head with wet cloth/hold breath. Crawl to exit.
5. Newer multi-level building stairwells may provide temporary safe areas for injured or impaired employees to wait for outside rescue.

### **Tornadoes: Safe areas are located **XXXXXXXXXXXXXX** for this site.**

**Tornado Watch** means tornadoes are possible in your area. Remain alert for approaching storms. The NOAA Storm Prediction Center issues tornado and severe thunderstorm watches. <http://www.nws.noaa.gov/>

**Tornado Warning** means a tornado has been sighted or indicated by weather radar – time to take cover! Your local National Weather Service local office issues tornado and severe thunderstorm warnings.

**Site Entry Security:** Display your Identification Badge. Do not let anyone unknown to you or without the company identification onto site.

If you are approached by persons without proper identification, do not let them in. Contact your Supervisor or On-site Security

For additional information on The Emergency Plan for this

Site Contact: **XXXXXXXXXXXXXXXXXXXX** at **XXXXXXXXXXXX**

Every year the United States has more than 1,000 tornados. They appear suddenly in front of forming thunderstorms. Knowing the correct actions to take, increases your chances for survival. Follow these **National Weather Service's** guidelines. It is always important to remember to also use common sense in any emergency.

## TORNADO WATCH

- Tornados are possible in your area
- Remain alert for approaching storms



## TORNADO WARNING

- A tornado has been sighted or indicated by weather radar
- Take cover immediately

# Seeking Shelter

Increase survival odds by knowing your shelter options at work, home, and on the road.

## WHEN INSIDE – Know the Location of Your Tornado Shelter Areas

**1<sup>st</sup> Choice:** Underground shelter (like a basement), then under a table.

**2<sup>nd</sup> Choice:** Interior, windowless rooms located on first floor, then under a table.

**3<sup>rd</sup> Choice:** Restrooms, closets, hallways with no windows, then close door.

Remember there is no true safe area in a Tornado but there are safer ones.

## Once in a Protected Area Take These Extra Safety Steps:

- ✓ In a kneeling position, face a wall, protect your head with your arms.
- ✓ Seek shelter in room under a heavy desk or table, protect your head.
- ✓ After the tornado has passed, evacuate the structure and assemble for a roll call.
- ✓ If employees are missing, relay information to outside emergency agencies.
- ✓ All employees are to remain until dismissed by outside authorities.

### **Your Safest Areas**

- 1)
- 2)
- 3)
- 4)

**IN A VEHICLE** -To drive out of the path of a tornado always move at right angles to it.

- If you must park, to seek inside shelter, do so as not to block the roadway or traffic lanes.
- In some cases, it may be safer to stay in the vehicle. Belt in and stay low. This could be your only choice.

### **BRIDGES FOR SHELTER**

**NO WAY!** Avoid them. They offer little or no protection against flying debris and are seen as death traps as flying debris ends up in corners.

## **MOBILE HOMES**

➤ Leave the mobile home!

➤ Go to a pre-designated shelter.

➤ As a last resort, lie down in a ditch, depression, or culvert. Lie face down and protect your head with your arms.

## **IN OPEN COUNTRY**

As a last resort, lie face down in a ditch, depression, or culvert. Protect your head with your arms. Stay away from cars, which can roll onto you.



### **NOAA All Hazards**

**Radios:** Homes and businesses need to have these type of radios on-site. The local NWS office issues tornado & severe thunderstorm warnings.

<http://www.nws.noaa.gov/>

# Emergency Reporting Contacts For This Site

**Location:**

**Address:**

**Land Line Phone:**

## Dial 9-911 To Report Fire, Police or Medical Emergency

- Non Emergency - Fire Dept:
- Non Emergency - Police Dept:
- Non Emergency – Medical:

## Local Area Hospitals

- 
- 

**National Poison Control Number - (800) 222 -1222**

**Chain of Contact:** Report all emergencies to: **XXXXXXXXXXXX** at this site.

During normal operations this area functions as the: \_\_\_\_\_

During off-hour emergencies, call: \_\_\_\_\_

## Emergency Chain of Command

Emergency Director: **XXXXXXXXXX** Located at: **XXXXXX**



Emergency Coordinator(s): **XXXXXXXXXX** Located Here



Searchers (Operate in Pairs / Cover Assigned Areas): **XXXXXXXXXXXXXXXXXXXX**



Stairwell Monitors: **XXXXXXXXXX**

All employees need to know how to check a door for smoke and heat before opening.



Material Safety Data Sheet are Located at: **XXXXXXXXXXXXXXXXXX**  
(MSDS) Chemical ingredients in a product, precautions when using it, the effects of exposures and first aid



Human Relations and Corporate Communications: **XXXXXXXXXX**



All Employees Know Your Emergency Response Procedures

# To All Our Employees

## Do You Know Your Emergency Response Procedures?

### REPORTING AND RESPONDING SUMMARY FOR SITE EMERGENCIES

Reporting of Fire	Call (insert #) <b>XXXXXXXXXXXX</b> Our site's emergency call center is located at: <b>XXXXXXXXXXXX</b>	During normal operations it functions as: <b>XXXXXXXXXXXX</b>
After Hours	Call <b>(Insert after-hours phone # and location if different from above)</b>	Provide the following if different from above. Police Fire and Medical ph #'s
All Clear Signal	<b>Insert How employees are notified</b>	Return to normal activities.

Remember not every variable can be covered in a written procedure. Use common sense as required. Everyone's first goal is to protect life.

Know the primary and alternate escape routes from your department, all areas of the building you may enter, and your assigned assembly area.

**IN ALL EMERGENCIES** report to our inside emergency phone number: **XXXXXXXXXX**

**IMMEDIATELY DIAL XXXXXXXXX**

**911 or your local emergency response number AND REQUEST HELP.**

ACTION PLANS	NOTIFICATION	RESPONSE
General Evacuation Procedure	Alarm and or Announcement <b>Evacuate to assembly area</b>	If visitors/contractors are on-site assist them to evacuate to assembly area. Site assembly area is located: <b>XXXXXXXXXXXX</b>
Tornado Emergency Procedure	Verbal or Mechanical Announcement <b>(Insert your facility's method)</b>	Proceed to the your designated "Safest Areas," Restrooms, Storage Rooms, etc. Rooms without windows. Protect your head.
Bomb Threat Procedure	<b>Call (insert #) to report</b>	Document call. Use documentation form provided in our procedure.
Medical Emergency Procedures	Call <b>(insert #)</b> to report. If no answer call for outside help.	Have those trained provide first aid. Designate employees to meet and direct medical responders to victim.
Hazardous Materials Emergency	By Notification from outside agencies.	Follow notification instructions. If sheltering in place, shut down air movers & isolate outside air intakes.
Earthquake or Sudden Structural Failure	Building becomes unstable or has collapsed	Take cover in archways or under heavy desk, when movement settles, evacuate.
Disabled Employees	All above methods of notification	Assigned employees to assist the disabled or injured.
Armed Robbery or Criminal Activity	Contact supervisor or Call 911 as needed	Document event. Use documentation form provided in our procedure.

**Do You Have Any Questions? Contact: XXXXXXXXXX at XXXXX**