

EMERGENCY ACTION PLANS

OFFICE NAME _____

FIRE EMERGENCY

If you discover a fire:

1. CLEAR anyone in immediate danger
2. CONFINE the fire by closing all doors and windows to the area.
3. CALL THE FIRE DEPARTMENT and notify supervisor.
4. Use fire extinguisher IF it is safe to do so. (Fire extinguisher(s) located _____)
NEVER attempt to put out a fire alone. Be sure to use the right type of extinguisher.
5. ACTIVATE a manual pull station to sound the alarm, if necessary. (Manual pull stations are located .)
6. EVACUATE if necessary. Walk to the closest safe exit. Proceed to the safe refuge area which is located _____



If you hear the fire alarm:

1. Feel the door to see if it is hot. If not hot, open cautiously. Stand behind the door; be prepared to close quickly.
2. If there is no smoke present, proceed to the nearest stairwell Exit. Follow safe stairwell procedures; evacuate and proceed to the Safe Refuge Area.
3. If you do encounter smoke, crawl on your hands and knees along the wall to a safe Emergency Exit. Evacuate the building and proceed to the Safe Refuge Area.
4. Follow instructions from Emergency Personnel.

FIRE PROCEDURES (Cont'd)

If the door is hot:

1. **DO NOT OPEN IT.**
2. Use an alternate door, if safe.
3. If no alternate door is available, call Fire Department. Give them your exact location and all known facts.
4. Seal the bottom of the door with cloth material to keep out smoke.
5. If water is available, wet cloths and seal the door and any vents.
6. Retreat. Close as many doors between you and the fire as possible.
7. Signal at the window using brightly colored material.
8. If there is smoke in the room:
 - Stay low - air is cooler and cleaner closer to the floor.
 - Hold a wet cloth over your mouth and nose.
 - Do not break the window - once broken it cannot be closed. If there is smoke outside the window, the smoke may enter into the room you are in. Breaking a window should only be done as a last resort.

Remain calm. Help is on the way.

EARTHQUAKE EMERGENCIES

After an Earthquake:

1. Check for injured and assist. Do not attempt to move a seriously injured person unless they are in immediate danger of further injury.
2. Inspect suite for damage. Check for fires. Check utilities - gas and water leaks and electrical shorts.
3. If you suspect a gas leak DO NOT use matches, cigarette lighters or turn on electrical switches or appliances. If you smell gas, contact Engineering and the Fire Department immediately.
4. Open doors carefully. Watch for falling objects.



5. Wear shoes and gloves for protection from debris and broken glass.
6. Stay away from windows and glass.
7. Replace telephone receivers so telephone system will work. However, telephones should be used for emergency calls only.
8. Listen to radio for emergency reports.
9. Do not cause panic with the spreading of rumors regarding the building condition, extent of damage and injuries, etc.
10. Cooperate with public officials.
11. BE PREPARED FOR AFTERSHOCKS.

WHEN CAN OCCUPANTS GO HOME?

It is best that in the event of an earthquake or community wide disaster during normal working hours, that all occupants should remain at work. It may be too dangerous to attempt to go home right away. Encourage occupants to listen to radio reports for areas and roads that have sustained damage. Discourage leaving until they know roads are undamaged and traffic is moving.

EARTHQUAKE PREPAREDNESS



1. Know location of safe refuge area in case evacuation is necessary. In most cases, it is safer to remain inside the building.

2. It is recommended that you have:

- A First Aid Kit (check & maintain quarterly)
- A radio and flashlight with extra batteries (check & maintain quarterly)
- Heavy gloves in case of broken glass
- Sturdy shoes, preferably with rubber soles
- If you are on medication, have a 72 hour (minimum) supply with you at all times
- Water - store extra bottles and rotate quarterly
- Packaged or canned food - survival rations



3. Have a plan for reuniting your staff. All staff members should have the telephone number of an out-of-state contact person and instructions to call them as soon as possible to report their location and condition.



4. Reduce non-structural hazards. Secure bookcases, filing cabinets, etc. to the wall. Remove all heavy objects from high shelves and secure liquids to prevent spillage.

During an Earthquake:

DUCK Get under a desk, table or other sturdy object and hold on. Or brace yourself against a wall in the core of the building.

COVER your head and **HOLD** on to your protection.

- Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter. Do not dash for exits, since stairwells may be damaged. Do not use elevators until they are checked for safety.
- Do not be surprised if electricity goes out.
- **Do not smoke or use matches or lighters in case of gas leaks.**



BOMB THREATS

Upon receipt of a bomb threat, immediately contact the Police Department by dialing 911. Following notification of the Police Department, immediately notify Administration and report the incident. The recommendation of local authorities will govern any action taken.

CHECKLIST:

Questions to ask caller:

1. When is the bomb going to explode?
2. Where is it right now?
3. What kind of bomb is it?
4. What does it look like?
5. What will cause it to explode?
6. Did you place the bomb? Why?
7. What is your name?
8. What is your address?

Exact wording of threat: _____

Sex of Caller _____ Age _____ Time _____ Date _____ Length of Call _____

Background noise: _____

Number at which call was received: _____

Remarks: _____