



NORTH CAROLINA Office of
State Human Resources

OFFICE OF STATE HUMAN RESOURCES

NUMBER: EAP-1

TOTAL PAGES: 23

SUBJECT: Emergency Action Plan

Effective Date:

Revision Date:

Revision #:

RELATED LEGISLATION:

North Carolina Occupational Safety and Health Standards for General Industry: 29 CFR 1910.38 & 29 CFR 1910.39.

North Carolina Fire Prevention Code, NFPA 101, Life Safety Code.

POLICY STATEMENT

It is the policy of the North Carolina [Agency/University] to identify and develop programs necessary to protect the health and safety of its employees against on-the-job hazards which may cause sickness or injury.

TABLE OF CONTENTS

1.0	General Facility Information	X
2.1	Location of the “Emergency Action Plan”	X
2.2	Facility Contact Information	X
2.3	Facility Life Safety Specifics	X
2.4	Evacuation Routes	X
2.5	Emergency Assembly Areas	X
2.0	Plan Dynamics	X
3.1	Emergency Response/Evacuation Authority/Security	X
3.2	Press Releases/Release of Information to the News Media	X
3.3	Responsibilities/Accountability	X
3.4	Training for the Emergency Action Plan	X
3.5	Drills	X
3.6	Plan Review/Update	X
3.0	Emergency Procedures	
4.1	Methods for Reporting Emergencies	X
4.2	Active Assailant/Workplace Violence	X
4.3	Bomb Threat	X
4.4	Bio-Hazard	X
4.5	Hazardous Material/Waste Spills	X
4.6	Lockdown or Community Lockdown	X
4.7	Explosion	X
4.8	Fire Prevention	X
4.9	Medical Emergencies	X
4.10	Natural Gas Leaks	X
4.11	Odor Complaints	X
4.12	Power Outage	X
4.13	Security Procedures	X
4.14	Severe Weather and Natural Disasters	X
4.15	Suspicious Package/Objects	X
4.16	Suspicious Person	X
4.0	Event Termination	X
5.0	Continuity of Operations	X

LIST OF APPENDICES

Appendix A: Assembly Areas (Primary)	X
Appendix B: Assembly Areas (Alternate Site)	X
Appendix C: Telephone Bomb Threat Checklist/Report	X
Appendix D: See Something, Say Something	X
Appendix E: Fire Prevention Checklist	X

2.0	General Facility Information
2.1	Location of the “Emergency Action Plan”

The Emergency Action Plan shall be available for review and posted in the following office locations: _____

2.2 Facility Contact Information (*EXAMPLE*)

Office	Phone Number
First Floor Security Station	xxx-xxx-xxxx
Human Resources Management	xxx-xxx-xxxx
Secretary’s Office	xxx-xxx-xxxx
Safety Department	xxx-xxx-xxxx

2.3 Facility Life Safety Specifics (*EXAMPLE*)

Safety Element	Location/s
Security – State Capital Police	[If Applicable]
AED	[If Applicable]
Fire Sprinklers	[If Applicable]
Fire Alarm System	[If Applicable]
Fire Extinguishers	See Evacuation Map in hallway
First Aid Team	[If Applicable]
Emergency Evacuation Chairs (360 lb. Weight Limit)	[If Applicable]
Emergency Exit Stairwells	[If Applicable]
Emergency Exits	See Evacuation Map
Fire Alarm Pull Stations	See Evacuation Map
Severe Weather Shelter Areas	See Evacuation Map
Internal Assembly Area	See Evacuation Map
External Assembly Area (Primary/Alternate)	See “Appendix A/B”

2.4 Evacuation Routes

Emergency route maps have been posted in each work area and common area hallway. The following information is marked on evacuation maps:

- Emergency exits;
- primary and secondary evacuation routes;
- locations of fire extinguishers;
- locations of fire alarm manual pull stations; and
- locations of Automatic External Defibrillators (AED).

*All personnel should familiarize themselves with at least two evacuation routes.

2.5 Emergency Assembly Areas

- Primary Assembly Area: _____
- Alternate Assembly Area: _____

(Only proceed to the Alternate location when directed by the ERC or their designee, see Appendix B for assigned area.).

3.0 Plan Dynamics

3.1 Emergency Response/Evacuation Authority/Security

- The Chief of the State Capitol Police, or the Chief's designee, shall exercise at all times those means that, in the opinion of the Chief or the designee, may be effective in protecting all State buildings and grounds, except for the State legislative buildings and grounds as defined in G.S. 120-32.1(d), and the persons within those buildings and grounds from fire, bombs, bomb threats, or any other emergency or potentially hazardous conditions, including both the ordering and control of the evacuation of those buildings and grounds. The Chief, or the Chief's designee, may employ the assistance of other available law enforcement agencies and emergency agencies to aid and assist in evacuations of those buildings and grounds as granted in N.C. G.S. 143B-911 (e).
- Senior Management and/or the Emergency Response Coordinator (HRM Safety Program Director or designee) will initiate the Emergency Action Plan when an emergency event occurs or appears imminent.
- The Emergency Response Coordinator (ERC) or designee, will take immediate action in all emergency response events/drills to oversee the evacuation and accountability of facility personnel and visitors by use of assigned Evacuation Team personnel (Floor Monitors)
- The Emergency Response Coordinator will appoint an Assistant Emergency Response Coordinator to assist and/or act in the ERC's absence as needed.
- Floor Monitors (FM) are designated, trained and responsible during an event for the safety and well-being of the employees and visitors. FMs will assist in the building evacuation by ensuring all employees and visitors have been accounted for and evacuated.

3.2 Press Releases/Release of Information to News Media

All press releases concerning the [Agency/University] facilities, staff and operations should be made by the [Agency/University] Chancellor, President, Secretary, Public Information Officer (PIO), or other designee.

3.3 Responsibilities/Accountability

3.3.1 Senior Management and Supervisors

- Senior Management is responsible for the review, approval, and enforcement of this plan.

- Supervisors shall review the Emergency Action Plan (EAP) with all employees annually.
- Senior Management will appoint a Floor Monitor from each department and allow designees time for annual training, meeting attendance, and other duties identified by the “ERC”.
- Supervisors shall orient new hires and transferred employees to their new work stations and include “Life Safety” specific information to include locations of exits, AED’s, evacuation floor plans, fire extinguishers, evacuation procedures, assigned assembly locations, etc.
- Supervisors shall be familiar with and follow evacuation procedures – See “Emergency Procedures” section of this plan.

3.3.2 Employees

- Employees shall be familiar with and follow procedures as set forth in this EAP.
- Employees shall be familiar with and follow evacuation procedures – See “Emergency Procedures” section of this plan.
- Employees are responsible for their visitors; therefore, they are encouraged to arrange meetings on the first floor or ground floor to ensure accessibility to the facility.
- Employees shall know the location of Emergency Exits and assembly areas.
- Employees are to report to assigned assembly area during an evacuation wearing their State I.D. badges at all times.
- Employees are responsible for informing their Supervisor, Floor Monitor and ERC if they are unable to self-evacuate due to physical impairment.
- Employees shall not hold card-access doors open allowing breaches of security.

3.3.3 Emergency Response Coordinator will:

- Inform Floor Monitors of the location of the Command Center.
- Assign an alternate Command Center site as deemed necessary.
- Ensure all FMs and alternates are trained in their required duties annually.
- Require an updated FM list to be provided by the Floor Monitor Leader any time personnel are added or removed as Floor Monitors.
- Ensure exit routes and assembly areas are reviewed with FMs annually and/or whenever changes are made.
- Create an evacuation plan for any known onsite physically-impaired person to include: an “Area of Refuge”; special communications during an event; a goal of having an assigned Floor Monitor; potential use of an Evacuation chair; and Emergency Responder notification procedures. The plan is to be shared with the person, their supervisor, and area Floor Monitor.

- Ensure Floor Monitors are trained to use the Evacuation Chairs.
- Complete an evacuation summary for each incident of evacuation.
- Coordinate annual fire drills, severe weather drills, and lockdown drills.
- Initiate actions to locate missing employee if not accounted for. The highest ranking official available may also assess the situation and initiate actions to locate a missing employee.
- Ensure that primary and secondary shelter areas are identified and labeled.
- Inform personnel of any changes to the EAP.

During an Evacuation the ERC will:

- Don orange safety vest, and take air horn/whistle, pen, Accountability Form, and After Action Form to the Command Center.
- Determine if assembly areas are adequate and safe. If not, instruct FMs to move employees to the alternate location, or other safe location as the situation warrants.
- Receive information from FM's regarding which areas have been cleared of employees; location of employees still in the building; and event information. This information is then communicated to the Emergency Responders Incident Command Post and State Capital Police.
- Assign four FM's as door guards to keep personnel from re-entering the building until directed by the Emergency Response Coordinator.
- Assign FMs to control traffic entering and exiting the assembly areas where personnel are staged.
- Provide status updates to Senior Management/Management as information is received concerning the event.
- Provide re-entry directions to FM's after the Authority Having Jurisdiction (AHJ) indicates it is safe to re-enter; the electrical shop fire alarm technician has determined the fire alarm system has been reset and has held for five (5) minutes; and re-entry has been coordinated with State Capital Police. [This applies to downtown government complex locations. Facilities outside downtown Raleigh will have alternate means of alarm re-set procedures.

3.3.4 Floor Monitor Leader (FML) will:

- Create and maintain a listing of personnel assigned to the FM position.
- Will merge the listing of personnel in assigned areas as provided by the FMs into a master personnel listing and send an electronic version to each FM to maintain, as well as the ERC.
- Will assist the ERC in coordinating FM meetings, trainings, etc.
- Will assist the ERC in identifying equipment needs of personnel assigned as FMs.

3.3.5 Floor Monitors (FM) will:

- Evacuate all assigned areas and assist Supervisors in accounting for each employee by using personnel lists and Accountability Forms.
- Create a list of personnel in their assigned areas and provide an electronic copy to the FM Leader.
- Take the personnel list, accountability form, and a pen to the assembly area and perform personnel accountability.
- Note personnel who delay evacuating and/or refuse to evacuate or participate; the name and location of personnel stationed in “Areas of Refuge”; and missing persons. The FM will report the information to the ERC.
- Assess assigned areas to determine if situations exist requiring special exiting assistance for employees or visitors and notify the ERC.
- Ensure all exit routes are marked with an exit sign illuminated by a reliable light source, evaluate the alarm system, and notify the ERC if it appears to be operating improperly (e.g. low volume, strobes not flashing).
- Ensure “Exit Paths of Travel”, “Exit Doors”, and the “Exit Discharge” are free of obstructions at all times.
- Ensure doors, passageways or stairways that are “neither exits “nor “access to exits”, are appropriately marked.
- Ensure that personnel are aware of the locations of Severe Weather Shelters.
- Provide summary reports after each evacuation.
- When the FM is not onsite, the FM’s supervisor/designee will perform the FM duties.

During an Evacuation FMs will:

- Don assigned orange safety vests and take the personnel list, pen, and accountability forms to the assembly area.
- Search assigned areas and evacuate personnel out of the closest available exit.
- Knock loudly and attempt to open all closed doors to notify occupants there is an emergency. NOTE: During a bomb threat, doors will be kept in the same position as when the bomb threat was reported.
- Monitor work areas for smoke, flames, unusual odors or sounds, audible alarms, and flashing strobe lights. FMs will report findings to the ERC in the Command Center.
- Ensure all employees are directed away from primary traffic lanes during an evacuation and report to their assigned assembly areas.

3.4 Training for the Emergency Action Plan:

- The EAP shall be practiced during each evacuation, whether actual or simulated.
- EAP Training shall be conducted annually and assigned as necessary to maintain proficiency.

- Employees will be proficient in the duties assigned.
- Employees will be trained to assist in the procedures for safe and orderly evacuation, assembly, and accounting for employees.

3.5 Drills

- Weather Emergency Drills will be conducted annually (typically in March), prior to the beginning of seasons involving dangerous weather.
- Evacuation drills will be conducted at least once annually or when changes to procedures are implemented. Drills are conducted by [Agency/University] Human Resources Management, Safety Management staff.

3.6 Plan Review/Update

This plan will be reviewed and updated at least once annually by [Agency/University] Human Resources Management, Safety Management and the Evacuation Team.

4.0 Emergency Procedures

- An evacuation event should proceed as rapidly and safely as possible.
- This plan establishes procedures for employees to follow to minimize confusion and panic.
- All employees are expected to comply with this program and are subject to disciplinary action in those cases determined to indicate willful violation of these procedures, i.e. insubordination.
- All personnel shall immediately evacuate the facility upon the following notification: activation of the alarm; a marine air horn blast; a signal whistle; an email; word of mouth; an intercom system; or when directed by members of the HRM-Safety Section, State Capital Police, FMs, or Senior Management/Management.

4.1 Methods for Reporting Emergencies

- Call 9-911 and follow up with a call to State Capital Police at (9) 919-733-3333
- Use the manual fire alarm pull stations located at each stairwell and building exit.
- A marine air horn blast or signal whistle will be used to signal personnel of an impending severe weather situation.
- Lockdown situations will be communicated via email and word of mouth. The fifth floor has an intercom system for their announcements.

4.2 Active Assailant/Workplace Violence

4.2.1 Active Assailant

Respond using the **Run, Hide, Fight** protocol. Make the best decision on how to take action based on your particular circumstances.

Run

If there is an accessible and safe escape route, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active assailant may be located.
- Keep your hands visible.
- Follow the instructions of any police officer without hesitation.
- Do not attempt to move wounded people.

Hide

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active assailants' view.
- Provide protection if shots are fired in your direction (e.g. an office with a closed and locked door).
- Blockade the door with heavy furniture.
- Silence your cell phone and/or other electronic devices that may make noise.
- Turn off sources of noise (e.g. radios, televisions).
- Hide behind large items (e.g. cabinets, desks).
- Remain quiet.
- Dial State Capitol Police (9) (919) 733-3333 or 9-911, to alert police of the active assailants' location. If you cannot speak, leave the line open and allow the dispatcher to listen.

Fight

Take action against the active assailant. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active assailant; committing to act to save your life by:

- Act as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling and making noise.

4.2.2 How to react when Law Enforcement arrives:

- Remain calm, and follow the officers' instructions.
- Put down any items in your hands (e.g. bags, jackets, laptop cases).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers.
- Do not attempt to hold on to or grab an officer for safety.

- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed to the nearest exit as directed.

4.2.3 Information to provide to Law Enforcement or 911 Tele Communicators:

- Location of the active assailant(s).
- Number of assailant(s).
- Physical description of assailant(s).
- Number and type of weapons held by the assailant(s).
- Number of potential victims and their location(s).

4.2.4 Workplace Violence Reporting

All incidents of workplace violence shall be immediately reported to Management, Human Resources Management, and the ERC.

4.3 Bomb Threat

- If you receive a bomb threat phone call, do not panic and hang up. Remain calm; try to keep the caller on the line to obtain as much information as possible and attempt to write every word spoken by the caller.
- Listen to what the caller has to say and use “Appendix C” to gather as much information from the caller as possible.
- Immediately after the call, contact the appropriate official(s) in the order indicated below and be prepared to give as much information as possible.
 1. State Capital Police (9) (919) 733-3333
 2. Emergency Responders 9-911
 3. Emergency Response Coordinator (xxx) xxx-xxxx
- Exit the building quickly and calmly via the nearest emergency exit and report to the designated assembly area at least 150 yards from the facility.
- Remain in the assembly area for further instructions from the ERC and State Capital Police.
- Do not block entrances, roadways, walkways or fire hydrants.
- Do not re-enter the building until instructed by the Emergency Response Coordinator and State Capital Police.
- No employee or visitor will use an elevator for emergency evacuation purposes.
- Do not turn off any electrical devices. Keep all doors/windows in the same position as when the Bomb Threat notification was sounded when possible.

4.4 Bio-Hazard

- Contact DOA Housekeeping to clean up bio-hazards.
- Contact a member of the First Aid Team, a FM, or Safety team member if Housekeeping is unavailable. A First Aid Team listing is located on each floor next to the “West-side” elevator.
- Barricade the area to prevent further exposure or accidental tracking to other areas.
- Wear appropriate PPE for clean-up activities.

4.5 Hazardous Material/Waste Spills

4.5.1 Small Chemical Spill (Less than 5 gallons)

- Secure the area to prevent exposure and spread to adjoining areas.
- Evacuate the area if the substance is odorous or fuming.
- Contact DOA Housekeeping for clean-up according to the product Safety Data Sheet (SDS).
- Wear appropriate Personal Protective Equipment (PPE).
- Do not attempt to contain, stop, or clean-up the spill unless trained to do so.
- Notify the FM and ERC if the area requires evacuation.

4.5.2 Large Chemical Spill (Greater than 5 gallons)

- Immediately notify the ERC, State Capital Police, and Emergency Responders.
- Remove injured persons from the area if this can be done safely.
- Evacuate and secure the area to prevent entry by unauthorized personnel.
- The ERC, State Capital Police, and Emergency Responders will determine the need for building evacuation and provide appropriate directions to the facility occupants.
- Do not attempt to contain, stop, or clean-up the spill unless trained to do so.
- The ERC, State Capital Police, and Emergency Responders will determine the best course of actions to take for spill control and clean-up.

4.6 Community Lockdown

- Notification of a Lockdown will be by email/word of mouth by the ERC, State Capital Police, FMs, or Senior Management/Management.
- All personnel and visitors are to remain in the facility until the lockdown has been lifted and you have received clearance to leave from the ERC, State Capital Police, FMs, or Senior Management/Management.

4.7 Explosion

- If an explosion occurs, pull the nearest fire alarm manual pull station and alert others.
- Call 9-911, State Capital Police (9) (919) 733-3333, and the ERC (xxx) xxx-xxxx from a safe location.
- Evacuate building as safely and quickly as possible via the nearest emergency exit and report to the designated assembly area.
- Do not use elevators.

- Do not block entrances, roadways, walkways or fire hydrants.
- Do not re-enter the building until instructed by the Emergency Response Coordinator and State Capital Police.

4.8 Fire Prevention

Prevention of fires in the workplace is the responsibility of everyone, but must be monitored by each supervisor overseeing any work activity that involves a major fire hazard. Every effort will be made by the agency/university to identify those hazards that might cause fires and establish a means for controlling them.

A fire prevention plan shall be written, reviewed at least annually, and updated as needed to maintain compliance with applicable regulations and standards and remain state of the art in fire protection.

Workplace inspection reports and fire incident reports will be maintained and used to provide corrections and improvements to the plan. This plan will be available for employee review at any time during all normal working hours.

4.8.1 Fire Classifications

Fires are classified into four groups according to sources of fuel: Class A, B, C and D based on the type of fuel source. Table 1 below describes the classifications of fire that can be used in making a hazard assessment.

Table 1

Class A	Ordinary combustible materials such as paper, wood, cloth, and some rubber and plastic materials.
Class B	Flammable liquids, flammable gases, greases and similar materials, and some rubber and plastic materials.
Class C	Energized electrical equipment and power supply circuits and related materials.
Class D	Combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium.

4.8.2 Determining Fire Hazards

This section consists of two steps: first, identifying the existing fire hazards in the workplace and second, taking action to resolve them. The inspection checklist (located at end of program) provides a guide for precise fire-safe practices that must be followed. The location of these major fire hazards are denoted in the table found at the end of this program. Also found is a listing of the personnel responsible for the maintenance of the equipment and systems installed to prevent or control fires.

Material hazards will be identified, as evident on the specific safety data sheets (SDS), and labeled on containers as soon as they arrive in the workplace. The identification system will also be incorporated into the agency/universities hazard communication program.

4.8.3 Storage and Handling Procedures

The storage of material will be arranged such that adequate clearance is maintained away from heating surfaces, air ducts, heaters, flue pipes and lighting fixtures. All storage containers or areas will prominently display signs to identify the material stored within. Storage of chemicals will be separated from other materials in storage, from handling operations and from incompatible materials. All individual containers will be identified as to their contents.

Only containers designed, constructed and tested in accordance with the U.S. Department of Transportation specifications and regulations are used for storage of compressed or liquefied gases. Compressed gas storage rooms will be areas reserved exclusively for that purpose with good ventilation and at least one-hour fire resistance rating. The gas cylinders will be secured in place and stored away from any heat or ignition source. Pressurized gas cylinders will never be used without pressure regulators.

4.8.4 Housekeeping and Fire Prevention Techniques

The following are housekeeping techniques and procedures to prevent occurrences of fire:

- Keep storage and working areas free of trash.
- Place oily rags in covered containers and dispose of daily.
- Do not use gasoline or other flammable solvent or finish to clean floors.
- Use noncombustible oil-absorptive materials for sweeping floors.
- Dispose of materials in noncombustible containers that are emptied daily.
- Remove accumulation of combustible dust.
- Don't refuel gasoline powered equipment in a confined space, especially in the presence of equipment such as furnaces or water heaters.
- Don't refuel gasoline powered equipment while it is hot.
- Don't refuel plastic gasoline containers in the back of a truck bed.
- Follow proper storage and handling procedures.
- Ensure combustible materials in areas are present only in quantities required for the work operation.
- Clean up any spill of flammable liquids immediately.
- Ensure that if a worker's clothing becomes contaminated with flammable liquids, the individual changes clothes before continuing to work.
- Post "No Smoking" caution signs near the storage areas.
- Report any hazardous condition such as old wiring, worn insulation and broken electrical equipment to the supervisor.
- Keep motors clean and in good working order.

- Don't overload electrical outlets.
- Ensure all equipment is turned off at the end of the workday.
- Maintain the right type of fire extinguisher available for use.
- Use the safest cleaning solvents (nonflammable and nontoxic) when cleaning electrical equipment.
- Ensure that all passageways and fire doors are unobstructed. Stairwell doors must never be propped open, and materials must not be stored in stairwells.
- Periodically remove over-spray residue from walls, floors and ceilings of spray booths and ventilation ducts.
- Remove contaminated spray booth filters from the building as soon as replaced or keep immersed in water until disposed.
- Don't allow material to block automatic sprinkler systems or to be piled around fire extinguisher locations. To obtain the proper distribution of water, a minimum of 18 inches of clear space must be maintained below sprinkler
- deflectors. If there are no sprinklers, a 3-foot clearance between piled material and the ceiling must be maintained to permit use of hose streams. These distances must be doubled when stock is piled higher than 15 feet.
- Check daily for any discarded lumber, broken pallets or pieces of material stored on site and remove properly.
- Repile immediately any pile of material that falls into an aisle or clear space.
- Use weed killers that are not toxic and do not pose a fire hazard.

4.8.5 Fire Protection Equipment

Every building will be equipped with an electrically managed, manually operated fire alarm system. When activated, the system will sound alarms that can be heard above the ambient noise levels throughout the workplace. The fire alarm will also be automatically transmitted to the fire department. Any fire suppression or fire detection system will automatically actuate the building alarm system.

The automatic sprinkler system, if applicable, will adhere to NFPA 13, Standard for the Installation of Sprinkler Systems.

The sprinkler system and components will be electrically supervised to ensure reliable operation. This includes gate valve tamper switches with a local alarm at a constantly attended site when the valve is closed. If a single water supply is provided by a connection to the city water supply, a low pressure monitor will be included. If pressure tanks are the primary source of water, air pressure, water level and temperature will be supervised. If fire pumps are provided to boost system pressure, supervision will monitor loss of pump power, pump running indication, low system pressure and low pump suction pressure.

If portable fire extinguishers are required or placed in a building, the fire extinguishers must be kept fully charged and in their designated places. The extinguishers must not be obstructed or obscured from view. The fire extinguishers must be inspected at least monthly to make sure that they are in their designated places, have not been tampered with or actuated, and are not corroded or otherwise impaired. The attached inspection tags on fire extinguishers will be initialed and dated each month.

The location of all hydrants, hose houses, portable fire extinguishers or other fire protective equipment will be properly marked with arrows and signs painted on the pavement. Painted arrows and signs will be repainted as necessary to ensure readability.

4.8.6 Training

All employees will be instructed on the locations and proper use of fire extinguishers in their work areas. Employees will also be instructed as to how to operate the building's fire alarm system, and be familiar with evacuation routes. The training of all employees will include the locations and types of materials and processes that pose potential fire hazards.

Ongoing training will include regularly scheduled fire drills. The training program will also emphasize the following:

- Use and disposal of smoking materials.
- The importance of electrical safety.
- Proper use of electrical appliances and equipment.
- Unplugging heat-producing equipment and appliances at the end of each workday.
- Correct storage of combustible and flammable materials.
- Safe handling of compressed gases and flammable liquids (where appropriate).

4.8.7 Fires

- Pull the nearest fire alarm manual pull station and alert others.
- Close doors and windows if possible.
- Evacuate.
- Exit the building quickly and calmly via the nearest emergency exit and report to the designated assembly area.
- Remain in the assembly area for further instructions from the ERC and State Capital Police.
- Do not block entrances, roadways, walkways or fire hydrants.
- Contact the appropriate official(s) in the order indicated below and be prepared to give as much information as possible.
 1. State Capital Police (9) (919) 733-3333
 2. Emergency Responders 9-911
 3. Emergency Response Coordinator (xxx) xxx-xxxx
- Do not re-enter the building until instructed by the Emergency Response Coordinator and State Capital Police.
- No employee or visitor will use an elevator for emergency evacuation purposes.

4.8.8 Minor Fires

A minor fire is any fire that can be easily extinguished (e.g. inside a small trash can). Only personnel trained and documented in the proper use of fire extinguishers, who observe or accidentally start a minor fire, should use a fire extinguisher to put out the fire.

Remember the acronym “PASS”:

P – PULL pin: remove pin tie and pin from the handle assembly.

A – AIM at the base of the fire.

S – SQUEEZE or press the handle to start the flow of fire retardant.

S – SWEEP slowly at base of fire until it goes out.

Report the fire to the ERC, State Capital Police, and Emergency Responders

4.9 Medical Emergencies

- Check the scene for safety issues first before entering an area or initiating victim contact.
- Dial 9-911
- Provide the following information:
 1. Nature of the medical emergency
 2. Location of the emergency (address, building, room number)
 3. Your name and phone number from which you are calling
- **Send someone to notify the closest First Aid Team member.** A First Aid Team listing is located on each floor next to the “West-side” elevator.
- Send someone to pick up the AED* if needed.
- Send two (2) personnel to the lobby to meet Emergency Responders. One member escorts the initial arriving Emergency Responder to the patient. The second member escorts additional Emergency Responders upon their arrival.
- Contact State Capital Police and the ERC.
- Do not move the patient unless absolutely necessary.
- Attempt first aid only if trained and qualified. Wearing appropriate PPE; initiate the appropriate first aid until a First Aid Team member arrives and relieves you.
- If rendering assistance to personnel exposed to hazardous materials, consult the “Safety Data Sheets” (SDS), wear the appropriate PPE, and provide First Aid as directed in the “SDS”.

*Automatic External Defibrillators (AED) are located on _____.

4.10 Natural Gas Leak

- Do not cut off or turn on any electronic devices.
- Evacuate.
- Exit the building quickly and calmly via the nearest emergency exit and report to the designated assembly area.

- Remain in the assembly area for further instructions from the ERC and State Capital Police.
- Do not block entrances, roadways, walkways, or fire hydrants.
- Contact the appropriate official(s) in the order indicated below and be prepared to give as much information as possible.
 1. State Capital Police (9) (919) 733-3333
 2. Emergency Responders 9-911
 3. Emergency Response Coordinator (xxx) xxx-xxxx
- Do not re-enter the building until instructed by the Emergency Response Coordinator and State Capital Police.
- No employee or visitor will use an elevator for emergency evacuation purposes.

4.11 Odor Complaints

- Report strange or suspicious odors and possible hazard origin to your Safety Leader, FM, ERC, Senior Management/Management, and possibly State Capital Police.
- If you experience symptoms of eyes watering, nose burning or trouble breathing, evacuate the area and prevent entry by other personnel.
- Seek assistance from a First Aid Team member if medical treatment is needed.
- Call 9-911 if deemed necessary.

4.12 Power Outage

- Report power outage to your Safety Leader, FM, Senior Management/Management who will determine if Facilities Management, the ERC, or Emergency Responders need to be contacted.
- Remain at your work station unless directed by the ERC, FM, Safety Leader, Senior Management/Management, or State Capital Police to take other action.
- Turn off unnecessary electrical equipment to prevent damage when power is restored.
- The ERC, Assistant Emergency Response Coordinator in coordination with Senior Management/Management will determine the action to be taken based on situational analysis.

4.13 Security Procedures

- All persons working in State buildings, whether state employee or visitor, are required to display their badge (either State ID or visitor badge) between the shoulder area and no lower than six inches below the waist, while in any State agency building at all times.
- Every State employee assigned to work in a State Government building must either authenticate through one of the doors controlled by a badge reader or, upon entering the building, each state employee must display their ID badge.
- If a visitor does not have a State employee ID badge, the visitor must sign in with the State Capital Police officer or designated security officer in the front lobby and show a picture ID in order to

obtain a numbered and currently dated visitor's badge. Visitors will remain in the lobby until their escort arrives to assist the visitor(s).

- When a visitor exits the building, the visitor will return the badge to the receptionist or officer in the lobby and sign out.
- Contractors and other visitors who will need access to the building for more than five (5) consecutive days may be issued a badge from a pool of numbered badges reserved for this purpose. These badges will be returned to the receptionist or officer when the contractor's services to the agency are completed. Contractors with these badges will need to list their badge number on the sign-in sheet at the start of their work day when entering the building; picture ID will not be required in this circumstance, unless requested by the officer on duty.
- If an employee encounters someone without a badge and is not sure that the person is a State government employee, the employee should advise the person without a badge to return to the lobby in order to obtain a badge. If an employee is not comfortable in advising a stranger to check in and obtain a visitor's badge, the employee is encouraged to contact the State Capital Police.
- When individuals are allowed to return back inside the building after evacuation, such as a fire drill or real emergency, all entering persons must display their badges (either State or visitor badge) to persons monitoring the entry points. Persons monitoring entry may include, but are not limited to, police officers, fire personnel, or other designated safety coordinators.
- When an employee resigns, retires, or is otherwise separated from State employment, he/she must turn in his/her badge to the designated Personnel Contact within the employee's division on their last day of employment.
- Human Resources Management personnel, who coordinate employee separation from the State, will be accountable for ensuring that Facility Security is notified to deactivate the separated employee's badge on the last day of employment.
- Do not hold open doors or allow trailing individuals into your building. If you observe suspicious people, report them by contacting State Capitol Police at (9) (919) 733-3333 or the Department of Homeland Security Fusion Center at (9) 1-888-624-7222. If it is urgent, dial 9-911.

4.14 Severe Weather and Natural Disasters

The ERC and FMs will monitor weather conditions and determine if there is a need to activate emergency procedures. Since severe weather can strike with little to no forewarning, employees should be familiar with severe weather safety procedures and act quickly to ensure their safety.

4.14.1 Blizzard/Snowstorm

- Remain calm and await instructions from the ERC, State Capital Police, FMs, or Senior Management/Management.

4.14.2 Earthquake

Minimize your movements in locating a nearby safe place.

- Remain calm and await instructions from the ERC, State Capital Police, FMs, or Senior Management/Management.
- Seek shelter under a piece of furniture; and wait until the shaking stops.
- Cover your face and head with your arms and crouch in an inside corner of the building.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Be aware the electricity may go out and the sprinkler systems/fire alarms may activate.
- DO NOT use the elevators.

If trapped under debris:

- Minimize movement that will stir up dust or cause debris to shift.
- Cover your mouth with a handkerchief or clothing.
- Tap various patterns on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort.

4.14.3 Hurricane

- Remain calm and await instructions from the ERC, State Capital Police, FMs, or Senior Management/Management.

4.14.4 Thunderstorm

- Remain calm and await instructions from the ERC, State Capital Police, FMs, or Senior Management/Management.

4.14.5 Tornado

- **Tornado Watch:** Conditions are favorable for severe thunderstorms/tornadoes.
- **Tornado Warning:** Tornado sighting in the area.

Tornado Watch

Remain calm and await instructions from the ERC, State Capital Police, FMs, or Senior Management/Management

Tornado Warning

(Note: Not every tornado warning will result in an order to seek shelter and shall be evaluated by the ERC, FMs, and Senior Management/Management to coordinate and communicate Emergency Actions with personnel.)

- The ERC or designee will monitor the severe weather and communicate with personnel via email or word of mouth with updates on the impending weather.
- Notification to move to a severe weather shelter will be conducted via air horn, e-mail, and/or verbal announcement, if time allows.
- Seek shelter in small interior rooms without windows or severe shelter weather rooms identified with signs.
- Kneel down and put hands over the neck/head area when a tornado strikes. Seek shelter under heavy furniture.
- Report all damage and injuries.
- The ERC and FMs will take weather radios to severe weather shelter areas to monitor storm related information until such time as it has been determined that the emergency is over.
- Remain in place and await instructions from the ERC, State Capital Police, or FMs.
- Use the **East stairwell** to move personnel to lower levels during tornados.
- Fifth (5th) floor personnel will report to the third (3rd) floor interior hallway; and fourth (4th) floor personnel will report to the second (2nd) floor interior hallway.

4.15 Suspicious Packages/Objects

Any time a foreign-like substance (e.g. white powder, crystalline substance, etc.) falls from a package, letter, or similar object when being opened, or in the act of being opened, use the following procedure:

- **Stop!** Put the item down gently. DO NOT touch or open.
- Evacuate other personnel from the area and prevent entry into the area.
- Close the door to the area.
- Notify the State Capital Police, ERC, FM, Supervisor, and Emergency Responders.
- Keep “Exposed” personnel separated from “Unexposed” personnel. Perform medical monitoring of potentially exposed personnel until relieved by Emergency Responders.
- **Contaminated and Potentially Contaminated personnel are to REMAIN in place** until evacuated by Emergency Responders. Keep all other persons clear of the area.
- **HVAC systems are to be shut down!**
- Be cautious of well packaged, unsolicited items or deliveries by non-recognized services.

LETTER & BOMB PACKAGE AWARENESS

Receiving Mail: Be Alert for the Following

- | | |
|--------------------------------|--|
| ➤ Excessive postage | ➤ Incorrect titles or titles w/o names |
| ➤ Oily stains or discoloration | ➤ Odor emanating from the item |

- No return address
- Rigid, lopsided, or uneven envelope
- Misspellings of common words
- Restrictive markings such as Confidential, Personal, etc.
- Foreign mail, Air Mail, and Special Delivery
- Visual distractions
- Protruding wires or foil
- String/twine passing into item
- Handwritten or poorly typed address
- Unusual bulk, weight, or balance
- Unusual or needless instructions
- Excessive securing material such as masking tape, string, etc.
- Round/cylindrical/angular contour/thickness
- Excessive precautionary labeling
- External wire or metallic tape

Opening Mail: Be Alert for the Following

- Unusual Inner Sheath Wrapping
- Unusual resistance to withdraw contents
- Unusual metallic, plastic, or rubber-like material or items
- Any Inner Binding, Wire, or Twine
- Electrical or mechanical items
- Wooden boxing or containers within containers

4.16 Suspicious Person

- Visitors should have a photo ID, display a currently dated visitor badge, and follow the sign-in process.
- Remember the “See Something, Say Something” program. If you see something suspicious, please contact State Capitol Police at (9) (919) 733-3333 or the Fusion Center at (9) 1-888-624-7222. If it is urgent, dial 9-111.
- Do not open doors for strangers in your secured building or hold doors open.

5.0 Event Termination

- The ERC in coordination with State Capital Police will provide instructions for re-entering the building, after consulting with Facility Management and Emergency Response Personnel.
- Facility Management will reset all alarm systems after the AHJ (i.e. Law Enforcement, Fire, or HazMat) has determined the building is safe to re-occupy.
- Employees will be released to return to their work stations or be provided with further instructions by Management.
- Employees must show their State ID badge to door guards/State Capital Police when re-entering the facility. Employees who do not have their State ID badge are required to report to the front entrance and await an escort from their departmental representative. Visitors must be escorted by their host.
- The Emergency Response Coordinator, Safety personnel, FMs, and other identified personnel will meet in the dining room (ground floor) or alternate location for an “After Action Report” of the event.

6.0 Continuity of Operations

In the event there is an emergency that results in the workplace being closed, follow the steps below to maintain “Continuity of Operations” within your Agency/Division.

- Keep all contact information current and on file as directed within your Agency/Division.
- Keep all contact information current within Beacon.
- Your supervisor or their designee will notify you if the “COOP” is activated.
- The employee “Emergency Call-in Line” will provide up-to-date- information during “COOP” activation or other events.

Appendix A: Assembly Areas (Primary)

[Insert Drawings of Assembly Areas for Facility]

Appendix B: Emergency Evacuation Maps

[Insert Maps of Assembly Areas for Facility]

Appendix C

Telephone Bomb Threat Checklist/Report

Be Calm, Be Courteous, Listen, Do Not Interrupt the Caller!

Your Name: _____ Time: _____ Date: _____
 Description of Caller: Male ___ Female ___ Adult ___ Juvenile ___ Approximate Age: _____
 Origin of Call: Local ___ Long Distance ___ Phone # call is received at: _____

Voice Characteristics (Circle)			Speech (Circle)			Language (Circle One)		
High Pitch	Soft	Loud	Lisp	Fast	Slow	Excellent	Good	Fair
Intoxicated	Deep	Raspy	Distinct	Distorted	Stutter	Poor	Foul	Other
Pleasant	Stressed	Broken	Sincere	Giggling	Slurred	Taped	Irrational	
Nasal	Excited	Angry	Calm	Accent	Normal	Is the message scripted?		
Crackling	Familiar	Squeaky	Laughter	Ragged	Rational	Is voice familiar? Who does it sound like?		
Whispered	Disguised	Crying	Irrational	Righteous	Emotional	_____		

Background Noises (Circle)							Accent (Circle)	
Factory	Machines	Music	Office	Street	Traffic	Trains	Local	Not Local
Animals	Quiet	Voices	Airplanes	Party	Dishware	House	Foreign	Region
PA System	Static						Race	

Pretend to have difficulty hearing & keep caller talking if possible. If caller seems agreeable to further conversation, ask questions like:

1. When will the bomb go off?
2. Where is the bomb located?
3. What does the bomb or package look like?
4. How do you know so much about the bomb?
5. Did you place the bomb?
6. Why?
7. What is your name and address?
8. Where are you calling from?

If the building is occupied, inform the caller that detonating the bomb could cause injury/death.

Contact State Capital Police (9) (919) 733-3333 & ERC to Relay Call Information

**Appendix D: See Something, Say Something
Report Suspicious Activity**

Every State employee is required to display their State issued ID badge (no exceptions).

Visitors should have a photo ID, display a currently dated visitor badge, and follow a sign-in process.

Remember the “See Something, Say Something” program. If you see something suspicious, please contact State Capitol Police at (9) (919) 733-3333 or the Fusion Center at (9) 1-888-624-7222. If it is urgent, dial 9-111.

Do not open doors for strangers in your secured building or hold doors open.



Appendix E: Fire Prevention Checklist

Fire Prevention Checklist

This checklist should be reviewed regularly and kept up-to-date.

Electrical Equipment

- No makeshift wiring
- Extension cords serviceable
- Motors and tools free of dirt and grease areas (if required)
- Lights clear of combustible materials
- Fuse and control boxes clean and closed
- Circuits properly fused or otherwise protected
- Equipment approved for use in hazardous
- Safest cleaning solvents used

Friction

- Machinery properly lubricated
- Machinery properly adjusted and/or aligned

Special Fire-Hazard Materials

- Storage of special flammable isolated
- Nonmetal stock free of tramp metal

Welding and Cutting

- Area surveyed for fire safety
- Permit issued
- Combustible removed or covered

Open Flames

- Kept away from spray rooms and booths
- No gas leak
- Portable torches clear of flammable surfaces

Portable Heaters

- Set up with ample horizontal and overhead clearances
- Secured against tipping or upset
- Combustibles removed or covered
- Safely mounted on noncombustible surfaces
- Use of steel drums prohibited
- Not used as rubbish burners

Hot Surfaces

- Hot pipes clear of combustible materials
- Ample containers available and serviceable
- Soldering irons kept off combustible surfaces
- Ashes in metal containers

Smoking and Matches

- No smoking” and “smoking” areas clearly marked areas
- Discarded cigarette containers available and serviceable
- No discarded smoking materials in prohibited
- Ashes in metal containers

Spontaneous Ignition

- Flammable waste material in closed metal containers
- Flammable waste material containers emptied frequently
- Piled material kept dry and well ventilated
- Trash receptacle emptied daily

Static Electricity

- Flammable liquid dispensing vessels grounded and bonded
- Moving machinery grounded
- Proper humidity maintained

Housekeeping

- No accumulation of rubbish
- Safe storage of flammables
- Passageways clear of obstacles freely
- Automatic sprinklers unobstructed
- Premises free of unnecessary combustible materials
- No leaks or dripping of flammables and floor free of spills
- Fire doors unblocked and operating

Fire Protection

- Proper type of fire extinguisher
- Fire extinguisher in proper location
- Access to fire extinguishers unobstructed
- Access to fire extinguishers clearly marked
- Fire protection equipment turned on
- Extinguishing system in working order
- Service date current
- Personnel trained in use of equipment
- Personnel exits unobstructed and maintained