

# Tab 5 – Emergency Protocols

## Tornado

A **TORNADO WATCH** is issued by the National Weather Service when a tornado is possible in the area. Remain alert for approaching storms. This is the time to remind family members/co-workers where the safest places within your home/office are located.

A **TORNADO WARNING** is issued from the National Weather Service when a funnel cloud has been sighted or indicated by weather radar.

### Tornado Warning Signs:

- Look out for dark, greenish sky
- Large hail
- Loud roar, similar to a freight train
- Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others
- An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible
- Before a tornado hits, the wind may die down and the air may become very still
- Tornadoes generally occur near the edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado

### During a Tornado, Employees SHOULD:

- Shut office doors, if possible.
- Listen to a NOAA radio for additional instructions or move to the nearest tornado shelter area.
- All building occupants are to seek shelter in pre-designated area upon notification or instructions. The best shelter from a tornado is a steel framed or reinforced concrete structure, along interior hallways or in small interior rooms
- Go to the center of the room. Stay away from corners because they tend to attract debris
- Get beneath a sturdy table or desk if possible
- Lie low with hands covering the back of the head to reduce neck and head injury
- Be aware of flying debris – it causes most fatalities and injuries

### During a Tornado, Employees SHOULD NOT:

- Open windows, use time to seek shelter
- Go near windows or rooms with wide, free span roof

### After the Tornado Passes:

- Call for help
- Watch out for fallen power lines, shattered glass, splintered wood, or other sharp objects
- Monitor situation by continually listening to the radio or a NOAA weather alert radio.
- Use flashlights if power is off. **DO NOT USE CANDLES AT ANY TIME.**
- Stay out of damaged buildings

- Do not try to move seriously injured persons unless they are in immediate danger of further injury
- Give first aid when necessary
- Be alert to other potential hazards

#### **Inspecting a Damaged Building after a Tornado:**

- Check for gas leaks – If you smell gas or hear a blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside of the main valve if you can and call the gas company. If you turn off the gas for any reason, a professional must turn it back on.
- Look for electrical system damage – If you see sparks, broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician for advice.
- Check for sewage and water line damage – If you suspect sewage lines are damaged, avoid using toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can often obtain safe water by melting ice cubes, or from water heaters, or from a toilet tank (not the bowl).

## **Earthquake**

Earthquakes strike suddenly, violently, and typically without warning. Some ways we may be warned that an earthquake has occurred in the area may include:

- The NOAA Weather Radio
- The CALVES/COWS indoor/outdoor warning system (select counties only)
- Local TV/radio

Once the alert has been issued, it is the responsibility of the person that heard the warning to alert the entire health department via telephonic intercom system or by other appropriate means (ex: voice). Once the announcement is made, it is up to each staff member to determine what location would provide the best protection.

#### **Places to Shelter**

- Drop, Cover, and Hold On — Take cover under a sturdy desk, table, or bench, or against an inside wall, and hold on. If there is no desk or table near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Do not use elevators
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures and furniture.
- Stay inside until the shaking stops and it is safe to go outside. Most injuries during earthquakes occur when people are hit by falling objects while entering or leaving buildings.
- Be aware that electricity may go out or that sprinkler systems or fire alarms may turn on.

### **Unsafe Places to Shelter**

- Near windows
- Near hanging objects such as mirrors, pictures, TVs, etc.
- Near shelves or cabinets

### **During Earthquake**

- Drop, cover and hold on
- Protect your eyes by pressing your face against your arm

### **After the Earthquake Passes**

- Expect aftershocks. Stay inside the health department until you are sure it is safe to exit.
- Be knowledgeable of where the BRDHD disaster supply boxes are and what they contain.
- Use the telephone only to report life-threatening emergencies (NOTE: cell phones may create a spark)

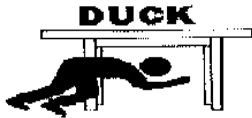
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### **Earthquake Preparedness Tips**

# Handling Anthrax/Biological Agents

This information was distributed from CDC via the Health Alert Network in October 2001.



No matter where you are, know how to protect yourself and your family during an earthquake. Practice taking cover as if there were an earthquake and learn the safest places in your home and work. Practice getting out of your home and check to see if the planned exits are clear and if they can become blocked in an earthquake. Practice turning off your electricity and water. Know how to turn off the gas, but do not practice this step. In the event of an earthquake, once you turn off your gas, only your utility company should turn it back on for safety reasons.



Take COVER under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.



## Tips

When in a HIGH-RISE BUILDING, move against an interior wall if you are not near a desk or table. Protect your head and neck with your arms. Do not use the elevators.

When OUTDOORS, move to a clear area away from trees, signs, buildings, or downed electrical wires and poles.

When on a SIDEWALK NEAR BUILDINGS, duck into a doorway to protect yourself from falling bricks, glass, plaster and other debris.

When DRIVING, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your vehicle until the shaking stops.

When in a CROWDED STORE OR OTHER PUBLIC PLACE, move away from display shelves containing objects that could fall. Do not rush for the exit.

When in a STADIUM OR THEATER, stay in your seat, get below the level of the back of the seat and cover your head and neck with your arms.

If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

Kentucky Division of Emergency Management  
Earthquake Preparedness Program

*Many facilities in communities across the county have received anthrax letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents.*

## DO NOT PANIC

- Anthrax organisms can cause infection in the skin, gastrointestinal system, or in the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

- For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

### **Suspicious Unopened Letter or Package Marked with Threatening Message**

- Do not shake or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
- Then leave the room and close the door, or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and water to prevent spreading any powder to your face.
- Report the incident to the local police and notify your immediate supervisor.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give this list to law enforcement officials for follow-up investigations.

### **Envelope With Powder and Powder Spills Out Onto Surface**

- Do not try to clean up the powder. Cover the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and close the door, or section off the area to prevent others from entering (i.e., keep others away).
- Wash your hands with soap and water to prevent spreading any powder to your face.
- Report the incident to local police and notify your immediate supervisor.
- Remove heavily contaminated clothing as soon as possible and place it in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responses for proper handling.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- List all people who were in the room or area. Give this list to law enforcement officials for further investigation. Keep a copy of the list so that proper instructions can be given for medical follow-up.

### **Question of Room Contamination by Aerosolization**

- Turn off all fans or ventilation units in the area.
- Leave the area immediately.
- Close the door, or section off the area to prevent others from entering (i.e., keep others away).
- Dial “911” to report the incident to local police and the local FBI field office.
- Shut down the air handling system in the building, if possible.
- List all people who were in the room or area. Give this list to law enforcement officials for further investigation. Keep a copy of the list so that proper instructions can be given for medical follow-up.

### **How to Identify Suspicious Packages and Letters:**

- Excessive postage
- Handwritten or poorly typed address

- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security materials such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address.

## Active Shooter

*The information provided in the Active Shooter section was adopted from the Active Shooter: How to Respond from the U.S. Department of Homeland Security, found at [http://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf). For additional information on active shooters, please reference the aforementioned guide or contact your local police department.*

An Active Shooter is someone actively engaged in killing or attempting to kill people in a confined and/or populated area. There is usually no pattern to his/her actions and situations usually evolve quickly.

Because active shooter situations are often over within 10+ minutes (and before law enforcement ever arrives), individuals must be prepared to deal with an active shooter situation through their own plan.

Practices you should take part in before an actual active shooter situation occurs in your area are to be aware of your environment and to always remember to take note of possible exits in the facility you are in. With preparation, you will feel more in control if a situation does arise.

### **How to Respond When an Active Shooter is in Your Area**

When an active shooter(s) are close or in your area, quickly determine the most reasonable way to protect your own life first. Others who are in the area are more likely to follow your lead and act effectively if they see someone in charge and how they are handling the situation. The next few steps listed below are some correct ways to respond to an active shooter situation.

**Run** – If there is an opportunity to evacuate safely, you should attempt an escape. Be Sure to:

- Have an escape plan in mind and help others, if possible
- Save yourself regardless if others in the area agree to follow
- Leave your belongings behind and keep hands within view
- Prevent others from entering the area where the active shooter may be
- Do not attempt to move wounded people
- Call 911

**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 shooter’s eyesight and be able to provide some protection against shots fired.

- To prevent an active shooter from entering your hiding place:
  - Lock the door
  - If you are unable to lock the door, block with any available heavy furniture
- If the active shooter is nearby:
  - Silence your cell phone and/or pager
  - Turn off any other source of noise
  - Hide behind large items where you can’t be seen
  - Remain still and quiet

- If evacuating and hiding are not possibilities:
  - Again, try to remain calm and dial 911
  - If you cannot speak, leave the line open and allow for dispatch to listen and/or to find your location.

**Fight** – As a **LAST RESORT**, and only when your life is in imminent danger, attempt to disarm or distract the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing item
- Yelling

### **How to Respond When Law Enforcement Arrives**

The purpose of law enforcement is to stop the active shooter as soon as possible. Officers should go directly to the area where the last shots were fired. Other things you can expect from law enforcement are:

- Officers should arrive in teams
- Officers may wear external bulletproof vests, Kevlar helmets, and/or equipment.
- Officers may be armed with rifles, shotguns, and/or handguns
- Officers may have use pepper spray and/or tear gas to control the situation

How to act towards law enforcement when they arrive to the situation:



- Remain calm and follow officer's instructions.
- Put down any items in your hands (i.e., bags, jackets)
- Avoid making quick movements toward officers
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or directions when evacuating

Information needed by law enforcement and by the 911 dispatcher:

- Location of the active shooter
- Number of shooters
- Physical description of shooter(s)
- Number of weapons and potential victims

### **Managing After the Shooting**

After the active shooter(s) have been disarmed and is no longer a threat, management should begin post-event assessments. These should include:

- Accounting for all people to determine who is missing and/or injured.
- Determine the method for notifying individual's families who were affected. You also have to determine how to notify the next of kin about casualties.
- Offer healthcare specialist (i.e., psychologist) to the individuals who were a part of the situation. You can also refer them to a professional that will fit their needs.

### **Potential Employee Violence:**

There are also indicators of potential violence from employees that happen over time. If some of the following behaviors are recognized, active steps should be taken in managing and treating them:

- Increased use of alcohol or drugs
- Unexplained absenteeism
- Decrease in personal appearance/hygiene
- Depression/severe mood swings
- Resistance and overreaction to change in procedures in the workplace.
- Violations of company policies, even after being warned
- Unstable and emotional responses
- Outbursts of anger/rage
- Suicidal
- Paranoid behaviors/comments
- Increased problems at home (including financial problems)
- Domestic workplace problems
- Violent incidents
- Talk of firearms and/or dangerous weapons.

## Missing Child in the Health Department – Code Adam

If an individual reports that a child is missing, staff shall obtain a detailed and accurate description of the child using the form below.

Trained staff will use the paging system to initiate the Code Adam alert. This alert is being used at many retail stores around the country. Staff will describe the child's physical features and clothing. The alerts will indicate to all employees to monitor all entrances while other employees begin looking for the child within the building. *No one is allowed to leave the building until the child is found.*

- Whoever is covering the front desk downstairs will lock the front entrance doors and watch the front side door for anyone entering or trying to exit.
- Staff downstairs will man doors.
- There will need to be someone appointed upstairs to man any stairwell door for possible escape.
- All staff should stop what they are doing and look for the child.

If the child is not found within 10 minutes, the person that took the initial report needs to call law enforcement.

If the child is found and appears to have been merely lost, the child shall be reunited with their parent/guardian.

If the child is found accompanied by someone other than a parent or legal guardian, staff shall attempt to delay their departure without putting the child, staff, or patrons at risk or in harm's way. Law enforcement should be notified and provided with a detailed description of the person accompanying the child.

The form below should be used when a missing child is reported. These forms will be kept in a folder at all registration desks, as this is the most likely place a parent or guardian would go to report a missing child.

# CODE ADAM

Date: \_\_\_\_\_ Time Reported: \_\_\_\_\_

Name: \_\_\_\_\_

Gender: Male  Female

Race: \_\_\_\_\_ Age: \_\_\_\_\_

Eye and Hair Color: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Clothes Worn: \_\_\_\_\_

Any Distinguishing Characteristics: \_\_\_\_\_

\_\_\_\_\_

Location Last Seen: \_\_\_\_\_

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