

INTRODUCTION

The United Way of Gaston County has developed this Emergency Action Checklist to assist businesses/organizations when they have an emergency or crisis that directly impacts the office and staff. Everyone should be familiar with the actions suggested in this plan, and should participate in regular exercises to verify that the steps in the plan continue to be appropriate.

Priorities

It is important to be perfectly clear about our priorities in any emergency:

Actions relating to LIFE SAFETY should always be the first and foremost consideration.

Alarms and Alerts

There must be a method to get everyone's attention in the event of an emergency. For instance, some buildings have a fire alarm system. Some don't. Other methods of alerting may be a public address system, the blast of an air horn, or simply a runner who physically goes around notifying everyone. The type of system used is less important than ensuring that everyone understands and responds appropriately to your particular alerts. The two main alerts in our building are:

Evacuation (fire, inside chemical spill, other) alert: *Insert method of alert*

Shelter (severe weather, tornado, outside hazardous spill, other) alert: *Insert method of alert*

Phone to Emergency 9-1-1 Center

To call for emergency assistance from any phone, dial as follows: *Insert exact number with prefix to call 9-1-1*

Accountability Check

Whenever you move to a shelter location, or exit in an evacuation, the first action after arriving should be to check to see that everyone made it. This is called an "Accountability Check." Any absent staff or guests should be reported immediately to Incident Command (highest leadership position).

Rally Point

A "Rally Point" is a pre-determined location where everyone will meet after evacuating the building. An alternate rally point should also be designated in case the first location is not available. Emphasize to staff how important the accountability check at the rally point is, and that in an evacuation they must never go to their car and leave before checking in at the rally point.

EVACUATION

WHEN: In the event of a fire, chemical release in the building or some other condition which makes remaining in the building dangerous.

METHOD OF ALERT: *Insert method of notification here*

- Activate fire alarm or EVACUATION alert.
- If not automatically done by alarm, call Emergency 9-1-1.
- If appropriate, direct staff to check source of alarm and verify situation.
- Assist persons with disabilities.
- If deemed safe, shut down & disconnect computer.
- Get “Go-Kit.” (pre-assembled package of essential supplies)
- Bring most recent data backup.
- Close (do NOT lock) all doors as you exit.
- Exit building using most direct, safe route.
- Check all spaces for evacuation compliance.
- At rally point, do accountability check.
- Meet with arriving Emergency Responders and make contact with the Incident Commander.
- Report any absent persons, injuries, etc.
- Remain until official “All Clear” or otherwise directed.
- Reset alarm system after receiving official approval.

BOMB THREAT OR SUSPICIOUS PACKAGE

WHEN: When a bomb threat is received, or a suspicious package is found.

METHOD OF ALERT: Runner (DO NOT use electronic devices)

BOMB THREAT

- If phoned or voice threat, use the “Bomb Threat” data collection form.
- If found item; do not approach, touch, move or shake item.
- If deemed a legitimate threat, initiate building evacuation. DO NOT USE ELECTRONIC DEVICES (PHONE, RADIO, FIRE ALARM, ETC.)
- Call Emergency 9-1-1 and provide all available information.
- Check all spaces for evacuation compliance.
- Get “Go-Kit.” (pre-assembled package of essential supplies)
- Meet with arriving Emergency Responders and make contact with the Incident Commander.
- At rally point, do accountability check.
- Remain until official “All Clear” or otherwise directed.

SUSPICIOUS MAIL or PACKAGE

- If unsure, consult “Suspicious Mail” poster.
- Do not shake, open or empty, place on table or floor.
- Isolate: Place in plastic bag & seal – if too large, cover.
- Wash your hands with antibacterial product if available.
- Do not leave area.
- Call authorities; Emergency 9-1-1.
- Proceed as directed by authorities.

SHELTER FOR SEVERE WEATHER

Severe Weather WATCH: Conditions favor the development of severe storms.

Severe Weather WARNING: There is an immediate threat in this area, take shelter.

METHOD OF ALERT: *Insert method of notification here*

Severe Weather WATCH

- Notify staff of Watch condition.
- Monitor for changing conditions:
 - TV/Radio
 - Internet weather
 - Alert Sirens
- Inspect shelter area for readiness.
- Review actions for WARNING.

Severe Weather WARNING

- Initiate Severe Weather WARNING alert.
- Contact and direct groups outside of building to return to shelter immediately.
- Get “Go-Kit.” (pre-assembled package of essential supplies)
- Move to designated shelter area.
- Do accountability check.
- Continue to monitor information sources.
- Remain until official “All Clear” or otherwise directed.
- Perform injury & damage assessment.

SHELTER – IN – PLACE FOR A HAZARDOUS MATERIALS RELEASE

WHEN: When the outside air is, or could be hazardous, usually due to a chemical release.

METHOD OF ALERT: *Insert method of notification here*

- Initiate Shelter-in-place alarm.
- Get “Go-Kit.” (pre-assembled package of essential supplies)
- Move to nearest designated room or nearest space that can be made air tight.
- Do accountability check.
- Notify 9-1-1 of shelter-in-place. Give status of any affected persons.
- Direct staff to shutdown HVAC systems.
- If instructed by officials, seal space.
 - Cover all vents & openings using available materials:
 - Tape
 - Plastic Sheeting
 - Wet towels or similar
- Monitor information sources for changing conditions.
- Remain until official “All Clear” or otherwise directed.

LOCKDOWN

PERIMETER LOCKDOWN

When a danger or threat is believed to be in the general area.

FULL LOCKDOWN

Threat of imminent danger, intruder, violence, weapon, or other, already in or near the building.

METHOD OF ALERT: *Insert method of notification here*

Perimeter Lockdown

- Initiate Perimeter Lockdown.
- Inform groups outside of building (advise to return or not).
- Report threat to authorities.
- Have people outside return to the building.
- Lock and check all exterior doors.
- Notify staff of perimeter lockdown.
- Monitor information sources for changing conditions.
- Continue normal activities with greater vigilance.

Full Lockdown

- Initiate Full Lockdown.
- Inform groups outside of building (advise to return or not).
- Lock all doors and windows, turn lights out.
- Stay low, away from doors & windows.
- Leave window coverings open.
- Call Emergency 9-1-1 to report conditions:
 - Location & type of threat, description of suspect(s)
 - Injuries / hostages
 - Other – weapons, etc.
- Remain until official “All Clear” or otherwise directed

LOCAL EMERGENCY CONTACTS

Name	Position	Working Hours	After Hours
Emergency 9-1-1 Center		9-1-1	
Police Department	General Line		
Fire Department	General Line		
Non-Emergency	General Line	704-866-3300	704-866-3300
Health & Human Services		2-1-1	
Poison Control		1-800-222-1222	
County Health Department	General Line	704-853-5000	704-866-3300
Local Emergency Manager	General Line	704-866-3350	704-866-3300
Red Cross		704-864-2623	
Salvation Army		704-867-6145	

OFFICE EMERGENCY KIT

In larger events it is possible that emergency workers may be overwhelmed and unable to immediately assist everyone who needs them.

Recognizing that when an emergency happens you may be at work and unable to leave, have the following supplies stored in a safe place to ensure the welfare of staff until help arrives.

- Flashlight w/ spare batteries
- Battery powered or hand-crank radio w/ spare batteries
- Bottled water (one gallon per day per person)
- First aid kit
- Basic hygiene and sanitary supplies
- Disposable rubber/latex gloves
- Mylar blankets
- Non-perishable foods
- Emergency phone list
- Writing pads, pens & pencils
- Basic tools; screwdrivers, hammer, pliers, knife, adjustable wrench, pry bar
- Work gloves
- Matches or lighter in waterproof container
- Spare keys to vehicles, office and building
- Extension cords
- Duct tape & plastic sheeting