

EMERGENCY COORDINATOR'S MANUAL



Office of Administration

Division of Facilities Management, Design & Construction

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MEMORANDUM

TO: Building Occupants
FROM: Cathy Brown, Director 
DATE: March 27, 2013
RE: Safety Management – Facility Issues

The following document outlines important safety management issues that all personnel should fully be aware of and understand. Although it would be my hope we would never have to be concerned with the various emergency situations that are discussed, nevertheless, it is important you are aware of the procedures if necessary.

With that, please read this document carefully and ensure you are completely familiar with these specific procedures. Should you have any questions, you may contact our office at (573) 751-2624.

Thank you.

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ADA: SPECIAL ASSISTANCE REQUIRED

Employee's Name: _____
Work Location: _____
Work Phone: _____
Assistance Needed: _____
Staging Area: _____
Assigned Helper: _____

Employee's Name: _____
Work Location: _____
Work Phone: _____
Assistance Needed: _____
Staging Area: _____
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Employee's Name: _____
Work Location: _____
Work Phone: _____
Assistance Needed: _____
Staging Area: _____
Assigned Helper: _____

BOMB AND LETTER THREATS

I. SITUATION

- Receiving a threat of a bomb by telephone
- Receiving a threat of a bomb by letter

II. ACTION

A. Notification

- Emergency Coordinator (EC) notifies the appropriate authorities and initiates the appropriate protective actions.
- EC notifies agency manager or designated points of contact.
- EC notifies OA/Facilities Management, Design & Construction
- If a threat is received by mail, the EC should report it to the agency manager and local law enforcement immediately. This is direct evidence and latent fingerprints may be lifted from the paper. Do not allow others to handle it.
- If a received package may be a bomb, do not handle it. The EC should contact your agency manager and local law enforcement immediately.
- If any package or item is discovered that does not belong in that environment, the EC should contact the agency manager immediately.

B. Employees response to a telephone bomb threat:

- Remain Calm.
- Keep the person on the phone for as long as possible.
- Use the bomb threat checklist. Obtain and note as much information as possible from the caller.
- Always remember to listen to all the caller says and attempt to note anything that might be different about their voice (male/female, accent, etc)
- Write word for word what the caller says, listen for background noise (street sounds, voices, public address systems, etc). Does the voice sound familiar? Make a note about whom it sounded like.
- If you have caller ID, write down the caller's telephone number
- Remember, the caller is the best source of information you have.

C. Employee's response to a letter bomb threat:

- If you receive a package that you feel may be a bomb, do not handle it and immediately contact the EC or the appropriate authority for your agency.
- Look for clues such as a foreign return address, strange odor being emitted from the package, bulky rigid envelope, protruding wires or any package that might be making a noise.

D. Employees response to a letter threat:

- If you receive a letter threat, be sure to handle the envelope as little as possible. Do not allow others to handle the package as direct evidence and latent finger prints may be lifted from the paper.
- Secure the package in a larger paper envelope if possible. (do not use plastic)

E. Three alternatives to evaluate:

- Ignore the threat
 - Evacuate immediately
 - Search and evacuate if warranted
- F. If an evacuation has been ordered by the Emergency Coordinator (EC) or a law enforcement agency:**
- Personnel should immediately evacuate the building and report to their designated staging area. (Evaluate the safety of staging area.)
 - The Building Managers Office, in coordination with the local law enforcement agency, will advise personnel when it is safe to reenter the building.
- G. Pre-action emergency planning. All personnel should be familiar with:**
- Reporting procedures outlined in this guideline.
 - All means of exiting the building.
 - Identify a safe staging area outside of and away from the building. (Staging areas should not hamper emergency operations.)
 - Each EC should evaluate and select the staging area for his or her building.
 - Each employee shall have a bomb threat checklist near his/her telephone.

EARTHQUAKE

I. Situation

- Minor earthquake – light shaking or swaying of the facility is felt by employees. No items move or fall from desks, shelves or walls.
- Moderate earthquake – shaking and swaying of the facility is felt by employees. Items on desks shift position or items fall from shelves or walls.
- Major earthquake – shaking and swaying is significant and causes employees to have difficulty standing and walking. Desk items (and possibly the desks) shift position. Bookcases may tip over and items fall off shelves.
- Catastrophic earthquake – Employees cannot remain standing, those seated fall out of chairs. Furniture is overturned. Significant cracking of the walls, floors and ceiling is observed.

II. Action

A. Minor Earthquake:

EC will visually inspect facility to determine the condition of the building for noticeable damage which will be reported to the Incident Command Center, Building Managers Office or the Real Estate Services section of the Division of Facilities Management, Design and Construction.

B. Moderate, major or catastrophic earthquake:

Facility evacuation plan will be implemented once the shaking has stopped. All employees will evacuate the building to their designated areas. A roll call will be conducted to determine if anyone remains in the building.

- During evacuation, the EC will visually inspect building for noticeable damage and hazards to report to the Incident Command Center.

- If an employee is missing the EC will report the employee name and last known location to the Incident Command Center or available emergency services personnel.
- If no hazards or structurally unsafe damage is located following an inspection, an all clear will be issued and occupants will be allowed to enter the facility. This decision will be made by the Office of Administration in conjunction with the Incident Command Center.
- If the building is closed, security will be established around the facility to prevent occupants from entering.

C. Post-Earthquake Concerns:

Following a major catastrophic earthquake, damage to roads, bridges, utilities and other structures in the vicinity of the state facility may prevent or hinder employee travel. Consideration must be given to providing information to employees regarding safe or open routes home and to providing temporary shelter if all routes are closed. Additional consideration must be given to the possibility that personal belongings such as keys, briefcases and purses cannot be retrieved from the damaged building preventing the use of private vehicles and the lack of funds for commercial transportation. It may be as long as 24-72 hours before relief agencies can reach the earthquake are following a major catastrophic event. Attempt to determine extent of damage to roads, bridges, etc. Provide this information to employees.

If damage is widespread and travel is not feasible:

- Set up temporary sheltering near the building, but not inside if structural damage is found (Note: Aftershocks may be nearly as strong as the initial earthquake.)
- Locate a source of water (cans, bottles, etc.) and stockpile if possible.
- Locate a suitable material for shelter from sun, rain or cold weather. Many items can be used from the building debris.
- Locate food stuffs. Best if in cans or sealed containers.
- Determine location of operating community shelters. Move employees there if feasible.

FIRE

I. Situation:

- Strong smell of smoke
- Light smoke conditions.
- Heavy smoke conditions.
- Discovery of a fire.

II. Action:

This action checklist will be activated when notified by the EC, agency manager or an individual when the facility is at risk from fire or smoke.

A. Notification:

- Immediately notify Missouri Capitol Police (2-2222) or if you are outside of the Jefferson City area, notify your local fire department by calling 9-1-1 (or the appropriate emergency number for your area).
- Give the dispatcher/communications officer the following information:
 - Office Address
 - Location of the fire
 - Number and type of injury
- Alert other persons in the area if necessary.
- If the internal fire alarm system has not activated, immediately activate the buildings fire alarm system.
- If the automatic fire alarm system fails to operate yell "fire" several times. Immediately evacuate the building and report to your designated staging area. If evacuation is not possible, your safest action may be to stay inside and protect yourself from smoke until the fire department arrives.
- Take a head count to determine if everyone is evacuated.

B. Emergency escape actions:

When the fire alarm system is activated or personnel are notified of a fire emergency:

- Immediately stop what you are doing.
- Remain calm
- Follow established evacuation plan
- Feel door with back of hand prior to opening. If the door is warm, use an alternate escape route.
- Use windows as alternate exits
- Once you have exited the building, DO NOT GO BACK INSIDE.
- Personnel should report to a designated staging area and supervisors should ensure all personnel have exited the building.
- Any missing personnel should be reported to the Incident Command Center or available Emergency personnel.

In multilevel buildings, the safest action may be for employees to stay inside and protect themselves from smoke until the fire department arrives. "Safe areas" should be identified beforehand where employees will gather prior to the arrival of the fire department. Exterior windows and all doors should be properly marked to alert emergency personnel that employees are gathered inside. Employees should take the following steps:

- Take steps to protect themselves and stay calm.
- If possible, go to a room with a window or balcony and a telephone.
- Close all doors between them and the fire.

- If there is a telephone in the room, call the fire department to report their location in the building.
- If possible, open the window, do not break it.
- If smoke rushes in, close the window.
- Wait at the window and signal for help with a light colored cloth.

All personnel should be familiar with the following:

- Reporting procedures for reporting a fire.
- Location of all pull-stations (fire alarm box) within their work area.
- Location of fire extinguisher(s) in their work area and how to operate them.
- All means of exiting from the building.
- Location of “safe areas” in the building.
- Location of staging area outside of the building. Staging areas must not hamper emergency operations.
- Telephone, number and location of all staff.

FLOOD

I. Situation

When heavy rains cause flooding to impact the building by entering the facility or affecting access to the building or parking areas.

When the National Weather Service forecasts indicate streams or rivers will surpass flood levels, which affect the facility or parking areas.

When a pipe ruptures or a sewer system malfunction occurs, which floods the facility.

II. Action

This action checklist will be activated when notified by the Building Manager, Real Estate Services Manager or emergency services personnel. An emergency contact telephone listing is included on page ? for your use.

A. Notification: Emergency telephone numbers are located on page ?

- Notify EC of flooding situation or forecast.
- EC notifies members of emergency planning committee (if multi-tenant facility).
- EC notifies the Building Manager or Real Estate Services of situation.

B. Situation Assessment:

Immediate threat: water is entering the building or affecting the facility now.

- Determine impact on equipment, facility utilization and employee safety.

- If sewage is affecting the building, evacuate affected section(s) of the building, as necessary, for employee safety.
- Shut off all electrical equipment in the affected area.
- Designate staff members to move furniture and equipment out of the impacted area.
- Designate staff members to prevent additional damage by covering essential equipment, blocking flow of water.

Forecasted flooding:

- EC notifies agency manager if flood warning or forecast is received for area that includes the facility.
- EC contacts Building Manager's Office or Real Estate Services coordinator to inform them of the pending issue to determine if the facility will be affected.
- Assistance from local emergency management agency or fire department may be necessary to determine impact.

If the facility will be affected, the EC should:

- Evaluate water expected to reach the interior of facility.
- Determine method to remove furniture and equipment from impacted area. Options may be limited by time available, but include commercial movers, agency employees, etc.
- Determine if an alternate work site is available or needed for temporary relocation.
- Determine if storage site is available or needed.
- Inform agency staff of forecast and plans.
- Contact Building Manager's Office for shut off of electrical service to the facility.

If access to the facility will be affected, the EC should:

- Determine which routes or areas will be impacted.
- Determine if parking or building entrances will be affected.
- If building entrance is affected, identify alternate entrances for employees and visitors.
- If parking will be affected, identify alternate parking locations.
- If routes to the facility are affected, identify alternate or available routes.
- EC notifies agency of procedural changes and the expected duration.
- EC monitors flood forecasts twice daily for changes in predicted flood levels.
- Review protective measures to determine if additional actions are necessary.
- Inform Facilities Management Building Manager's Office of any change in status for the facility. All building closures and/or relocations must be reported as soon as a determination is made.
- Inform employees of change and status.

HAZARDOUS MATERIALS GUIDELINES

I. Situation:

Your facility is at risk from a hazardous materials incident.

II. Action:

This action checklist will be activated when notified by the agency manager, EC or emergency personnel when the facility is at risk from a hazardous materials incident.

A. Notification:

Facility that does not use or store hazardous materials products as part of the daily operation should:

- Be able to locate or be able to direct fire department personnel to building utilities shutdown locations (e.g.: heating, air condition, electric, gas, etc.)
- Be able to assist in preparing the building for in-place sheltering. Close all doors to the outside, close and lock all windows (windows seal better when locked).
- Seal gaps under doorways and windows with wet towels and those around doorways and windows with duct tape or similar thick tape.
- Facility Maintenance Personnel should set all ventilation systems to 100 percent recirculation so that no outside air is drawn into the structure. Where this is not possible, ventilation systems should be shut down.
- Seal any gaps around widow type air conditioners, restrooms and other spaces.
- Close as many internal doors as possible in the building.
- If an outdoor explosion is possible, close drapes and shades over windows. Stay away from windows to prevent potential injury from flying glass.
- If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth and move to a safe area.
- Tune in to the Emergency Alter System channel on the radio or television for information concerning the hazardous material incident and in-place sheltering.

Facility that uses or stores hazardous material products as part of their daily operation should:

- Immediately notify Missouri Capitol Police (2-2222) or the fire department by dialing 9-1-1 (or the appropriate emergency number for your area).
- Direct the fire department personnel to building utilities shutdown locations (HVAC, gas, electric, etc.).
- Provide emergency response personnel with the location of Material Safety Data Sheets (MSDS).
- EC should ensure that personnel are familiar with the facility safety plan and the actions to be taken should a hazardous materials incident occur.

- EC should work with emergency response personnel to notify other persons in the area if necessary.
- EC should check that personnel are wearing appropriate safety equipment as directed in the facility or section safety plan.
- EC should ensure that personnel know the location of all emergency safety equipment (eye wash, showers, breathing apparatus, etc.) and how to use them.

III. Pre-Action Emergency Planning:

EC should ensure that all personnel are familiar with the following:

- Location of shutoff(s) for utilities
- All means of egress from the building.
- Location of designated staging area.
- In-place sheltering requirements
- Location of Material Safety Data Sheets (MSDS).
- Location of emergency stations and fire extinguisher(s).

**REPORTING INSTRUCTIONS FOR
HAZARDOUS MATERIALS SPILL OR INCIDENT**

1. Date of Release: _____ Time of Release: _____
2. Duration of Release: _____ Hours: Minutes: _____
3. Amount of Release: Lbs. _____ • Gals. _____
4. Extremely Hazardous Chemical: Yes _____ • No _____
5. Chemical Name: _____
6. Location: City / County: _____
- Facility Name: _____
- Facility Address: _____
7. Health Risks: _____ Acute / Chronic _____
- _____ Acute / Chronic _____
- _____ Acute / Chronic _____
- _____ Acute / Chronic _____
8. Release Medium: Air _____ • Water _____ • Soil _____ • Sewer _____ • Drain _____
9. Precautions (Public Safety): _____
- In-Place Sheltering _____
- Evacuation _____
10. Incident Description: Fire _____ • Spill _____ • Drum _____ • Storage Tank _____
11. General Information: 4 Digit ID #: _____
- Placard / Label: _____
- Shipper/Carrier Name: _____
- NFPA 704 Symbol: Health (Blue) # _____
- Flammability (Red) # _____
- Reactivity (Yellow) # _____
- Special Hazard Symbol (White): _____
12. *Agencies Notified: _____
- (Ensure the safety of all staff and visitors before notifying agencies.)
- Local Fire Department Yes _____ • No _____ Time: _____
- Dept. of Natural Resources Yes _____ • No _____ Time: _____
- (573) 634-2436
- National Response Center Yes _____ • No _____ Time: _____
- 1-800-424-8802 (Extremely Hazardous Substances)

NOTE: Each facility should review facility safety plan, emergency response plan and the local emergency response plan for reporting a hazardous materials incident.

Medical Emergencies

I. Situation

Any employee or guest in a state-owned or leased building becomes seriously ill or injured.

II. Action

This action checklist will be activated by the EC, agency manager or agency personnel.

- When an employee or guest becomes seriously ill or injured, an ambulance should be called immediately using the emergency number (Capitol Police 2-2222 or 9-1-1 outside of the Jefferson City area).
- Employees trained in First Aid and CPR should be allowed to assess the victim.
- If the victim is conscious, ascertain any allergies, heart or other conditions and current medications. Any medical information will assist medical person if the victim loses consciousness.
- Emergency response people should be met at the entrance and directed to the victim.
- Employees and guests who are not assisting the victim should stay clear of the immediate area.
- The family of the victim should be notified at the request of the victim.

A. Medical Emergencies:

All employees and guests who become seriously ill or injured should receive emergency care as soon as possible. EC in each facility should plan for emergency medical care using the following checklist.

- Identify employees who have had current training in First Aid and Cardiopulmonary Resuscitation (CPR) and who would be willing to provide initial care.
- Plan for a First Aid Kit with appropriate supplies, accessible to all staff. It should be accessible and checked regularly so supplies are replaced and items do not become outdated.
- Arrangements should be made to provide First Aid and CPR training for employees in the facilities. If First Aid is not immediately provided to victims with severe bleeding or those needing CPR within minutes, it may be too late even if the ambulance arrives within a short period of time.
- An ambulance should be called immediately if the injury or illness appears serious. If in doubt, call the ambulance service. An employee or family member may be asked to take the employee or guest to an appropriate place for care if the illness or injury is minor.
- If several people become ill or injured as a result of an incident at a facility, the local ambulance service should be called immediately. The first ambulance on the scene may establish an incident command post to provide triage and emergency care to the

victims at the scene. The second ambulance may begin transportation of the injured to the appropriate medical facilities for further care. Other vehicles may be used for transportation of the victims at the discretion of local authorities.

- It is imperative to cooperate with local authorities if a major incident occurs resulting in multiple injuries or deaths. Local jurisdictions have action plans in place to handle major incidents.

RIOT

I. Situation

When an assembly of seven or more persons are present at a facility who have agreed to violate any of the criminal laws of this state or the United States with force or violence (unlawful assembly).

When this facility is contiguous with an area or areas where seven or more persons have agreed to and are violating state or federal laws with force or violence (rioting); and it reasonably appears that the situation is fluid enough to involve this facility.

II. Action:

This action checklist will be activated when notified by agency manager, Emergency Coordinator or agency personnel with the facility is at risk from riot.

A. Immediate assessment:

- Does the situation meet the criteria for riot and or unlawful assembly (see Situation, above)?
- Is the threat potential, probable, imminent, or in progress?
- Size of the assembly?
- Level of force or violence?
- Is the assembly part of an organization with a known agenda and track record? Consider the implications of what is known or unknown.
- Time of day, day of the week, facility population, and special conditions at the site.
- Physical location of the crowd, relative to evacuation route.

B. Preventative measures in which to reduce the effects of situation:

- Secure building
- Criticality of the work performed at the facility?
- Assess the impact of and plan for temporarily losing or curtailing some public services.
- Essential services to be maintained at all cost? Where? How?
- Perform a vulnerability analysis of the facility. What exacerbating conditions exist?
- Review effectiveness of building access control, methods, policy, and procedure.
- Automated life-safety systems (fire, security, etc.) procedures for testing

and maintenance.

- Consider security and safety of vital records and off site redundant record storage for vital records.

C. Notification:

- Notify the police or other responsible law enforcement authority when it reasonable appears the criteria for unlawful assembly is or probably will be met, a riot appears imminent or a riot is in progress.
- Notify at least the next level of authority in the organizations chain of command, in all cases.
- Notify the Building Managers Office (751-2624) or Real Estate Services (751-1003) in all cases.
- Notify the facility general population in the case of probably events as well as imminent and in-progress events.

D. Preparation:

- Activate information gathering capability when conditions indicate rioting appears to be a potential or probable situation.

E. Response:

- Continue to provide at least vital public services with essential employees, off site.
- Dismiss non-essential personnel on a callback basis.
- Recall non-essential personnel as needed.

F. Recovery:

- Evaluate the impact of and eliminate or minimize conditions caused by reduced public services.
- Recall non-essential personnel as needed.
- Evaluate the psychological effect the event may have had on employee's sense of well being and morale. Make referrals to employee assistance programs as necessary.
- If damage has occurred, coordinate repairs and temporary housing with the persons/agency responsible for facility structure, leasing and maintenance.
- Begin process of securing emergency funding if necessary.
- Return to full operation.

SEVERE WEATHER

I. Situation:

- Tornado watch or warning is issued for the geographic area by the National Weather Service.
- Severe thunderstorm watch or warning is issued for the geographic area by the National Weather Service.
- Winter storm watch or warning is issued for the geographic area by the National Weather Service.

II. Action:

A. Tornado

This action checklist will be activated by the Emergency Coordinator or agency manager under the above conditions.

Watch:

- EC informs senior agency personnel that a watch has been issued.
- EC informs employees of tornado watch and location of building shelter area.
- EC continues to monitor local Emergency Alert System (EAS) for any further announcements.

Warning:

- EC informs all employees that a warning has been issued.
- EC moves all employees to the designated shelter area.
- Remain in shelter until warning has been cancelled.

Tornado hits building or adjacent area:

- EC visually inspects building as employees evacuate following the incident.
- Evacuate the building
- Call local emergency personnel.
- Call Building Manager (751-2624) or Real Estate Services (751-1003) as indicated by your location.
- Do not enter a damaged structure unless emergency personnel give approval to retrieve personal items.
- Establish security around the building to prevent unauthorized entry and looting.

NOTE: High winds from a tornado passing nearby can damage adjacent structures. Care must be used when exiting a shelter due to wind damage, water, downed electrical lines and debris.

B. Thunderstorms

Severe thunderstorms can cause minor damage to buildings due to high winds and hail. Precautions to be taken include steps to minimize rain water entering building and damage to items easily affected by high winds such as outside tables, chairs, trash receptacles, etc.

Watch:

- EC notifies senior agency managers of thunderstorm watch.
- Close windows and doors.
- Move or secure items outside such as tables, chairs or trash receptacles.

Warning:

- EC notifies senior agency managers of thunderstorm warning.
- Close open windows and doors.
- Move or secure items outside such as tables, chairs or trash receptacles.
- Notify senior agency managers when warning is cancelled or expires.

C. Winter Storms

Watch:

- EC notifies senior agency managers of winter storm watch.
- EC monitors Emergency Alert System for updates.

Warning:

- EC notifies senior agency managers of winter storm watch.
- EC monitors Emergency Alert System for updates.
- EC coordinates with senior agency staff to determine if reducing staffing levels to essential personnel only is warranted.
- EC notifies senior agency managers when watch expires or is cancelled.

NOTE: If a winter storm results in hazardous travel conditions, an announcement will be distributed by the Division of Facilities Management, Design and Construction. Information will be updated on the Office of Administration web page immediately when the hazardous travel policy is implemented.

WORKPLACE VIOLENCE

Definition: Words or actions harming someone or creating an adverse or hostile work environment.

I. Situation:

When indications are that there is a disturbance or sound of gunshots, etc, in or around the facility.

When the Emergency Coordinator has been notified of an impending violent situation that could cause harm to anyone inside the facility.

II. Actions:

This action checklist will be activated when notified by the EC, agency manager or personnel when the facility is at risk from workplace violence.

A. Preventative measure in which to reduce effects of situation:

- Precautionary plan should be developed – how to prepare and prevent a situation from escalating into violence.
- Be aware of the client population that is being served.

B. Immediate Assessment:

Confirm and ascertain the type of incident.

- Barricaded suspect/hostage
- Gunfight
- Sniper, ambush, drive by shooting
- Attack on a facility – Shooting Rampage
- Other – robbery, assault, etc.
- Obtain essential information without endangering yourself or others.

C. Summon Help:

- Call Missouri Capitol Police (2-2222) or your local emergency services personnel by dialing 9-1-1.
- Have someone else notify department emergency notification point.
- Implement department crisis management plans.
- Gather key staff available for emergency duties.
- Direct non-essential staff to a safe area.

D. Sound Warning to Employees:

- Emergency warning and condition signals (entire site).
- Immediate sheltering action for those exposed to danger.

E. Lock Down Building, Secure Areas, Monitor Situation:

- Exterior doors are locked
- Interior doors are locked when possible
- Staff assigned to secure areas, monitor conditions
- Recognize and be ready for contingencies.

F. Wait For Police:

- Keep responding units updated on situation via 9-1-1
- Assemble witnesses/victims
- Suggest possible areas for staging, command post, emergency medical, etc.
- Gather key information for law enforcement
- Maintain event and status log.

G. Stabilize Elements of Situation When Safe:

- Care for injured (safety for those assisting)
- Contractors, visitors instruction
- Protect crime scene, evidence

H. Work With Police to Resolve Situation:

- Stay at command post, support incident commander
- Provide information
- Incident specific
- Site background and resources
- Personal background on all person involved
- Special staff resources, abilities and training
- Direct staff
- Coordinate department response
- On-site staging area
- Off-site staging areas, hospitals, etc.
- Government/Department coordination

I. After "All Clear":

Only law enforcement and/or emergency services personnel are authorized to give the all clear.

- Provide emergency medical care
- Account for all employees and visitors
- On site head count
- Account for others at hospital or those moved to off-site locations
- Assist employees with notifying coworker and family members of the situation

- Support law enforcement follow-up activities
- De-brief employees
- Arrange for site security if necessary
- Work with specialists - counselors, EMT's, Hospitals, Employee Assistance Program (EAP), Crisis Intervention Team, Public Information Officer, etc.
- Facilities clean up and repair support

J. Initiate Recover and Follow-up Activities:

- Brief staff and provide access to support (EAP)
- Plan for resumption of operations ("next day" plan)
- Arrange for facility clean-up and repair
- Begin long-term recovery

GLOSSARY

ADA – Americans with Disabilities Act, U.S. civil rights law that forbids discrimination against otherwise qualified individuals on the basis of a physical or mental handicap. The act is also designed to end most physical barriers to disabled persons in employment and in the use of accommodations, transportation, and telecommunications.

Building Operations - The section within the Division of Facilities Management, Design and Construction that is responsible for state-owned facilities.

CPR - Cardiopulmonary Resuscitation is an emergency procedure used to treat victims of cardiac and respiratory arrest. Special training is recommended for CPR, which combines external heart massage (to keep the blood flowing through the body) with artificial respiration (to keep air flowing in and out of the lungs).

EAS - Emergency Alert System is a nation-wide system of informing the public during emergency situations involving severe weather, disasters or major disruptions of city services.

EC - Emergency Coordinator is the person designated by the tenant agency to represent them in managing the planned response to any emergency that occurs within the facility.

EMS - Emergency Medical Services are trained medical response personnel that respond to calls for assistance from the public.

Exacerbating conditions - Any situation found in a facility that could increase the severity, violence, or bitterness of a situation.

FM DC - Division of Facilities Management, Design and Construction is a division within Office of Administration that is responsible State-owned and leased facilities.

HAVC - Heating, ventilation and air conditioning in a facility.

MSDS - Material Safety Data Sheets.

OA - Office of Administration

Real Estate Services - The section within the Division of Facilities Management, Design and Construction that is responsible for leased facilities.

Thunderstorm Warning - An alert issued by the National Weather Service when a severe thunderstorm has been spotted on radar or by eye-witness reports. When a severe Thunderstorm Warning is issued, shelter should be taken immediately until the danger has passed.

Thunderstorm Watch - An alert issued by the National Weather Service that states that weather conditions are right that could cause severe thunderstorms to develop.

Tornado Warning - An Alert issued by the National Weather Service when a tornado has been spotted on radar or by eye-witness reports. When a Tornado Warning is issued, shelter should be taken immediately until the danger has passed.

Tornado Watch - An Alert issued by the National Weather Service which states that weather conditions are right which could cause tornadoes to develop.

Critical Incident Report

Report Filed By: _____

Address: _____

Telephone Number: _____

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

Injuries: _____

Property Damage: _____

Emergency Organization Responding: _____

Observations: _____

Send completed report to:

Division of Facilities Management, Design & Construction
Facility Operations Manager or Real Estate Services Manager
PO Box 809
301 W. High Street, Suite 730
Jefferson City, Missouri 65102
Fax Number: (573) 751-7277

Emergency Telephone Numbers

Employees Name: _____

Work Location: _____

Agency Committee Member: _____

Agency Committee Member: _____

Missouri Capitol Police: (573) 522-2222

Emergency Services: 911

Police Department (non-emergency): _____

Building Operations/Building Manager's Office: (573) 751-2624

Real Estate Services Office: (573) 751-1003

National Weather Service Office: _____

State Emergency Management Agency: (573) 526-9100

Recommended Training for Emergency Coordinators

- First Aid
- Cardiopulmonary Resuscitation (CPR)

Related web sites:

- <http://www.redcross.org>
- <http://www.fema.gov>
- <http://www.atf.treas.gov>
- <http://oa.mo.gov/fmdc/>
- <http://www.sema.dps.mo.gov>