

Finger Lakes Community College

Emergency Action and Response Plan



CMAC

November 2015

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Record of Changes

Section/Page	Change Made	Date
Various	Initial Creation	July 9, 2012
Cover Page	Added “and Response” to title.	Jan. 2014
p.18	Added Campus Safety/EHS roles and responsibilities to meet requirements listed in OSHA 1910.120(q)(6)(ii).	Jan. 2014
p. 18	Added plan administrators cell phone number.	Jan. 2014
Various	Modifications to reflect venue use, management JRM	April 2014
Entire Document	DHess Contact Info/JRM-Minor terminology update	May 2015
Entire Document	Terminology updated JRM	November 2015

1. Quick Reference

We each have a responsibility to know how to respond in an emergency. In addition to knowing how to report an emergency, the three basic things you need to know are:

- In
- Out
- Away

Depending on the type of emergency and where you happen to be when the emergency occurs, you'll need to take one (or more) of these actions. Refer to Section 10 (Responses to Specific Hazards) for more detailed information on what individuals should do.

1.1. Report an Emergency

- Call: 9-1-1

1.2. Get In or Stay In

Emergencies such as an armed intruder, active shooter, severe weather and an outdoor hazardous material release trigger the get in or stay in response.

- Hazardous Material Release/Severe Weather
 - Stay inside in a safe location. Do not exit the building.
 - If you are outside, enter the closest building.
 - Close doors and stay away from windows.
 - Wait for further instructions from authorities.
- Armed Intruder/Active Shooter (when safe escape is not possible)
 - Stay or go inside a safe room.
 - Lock or barricade the door.
 - Cover door window.
 - Lock and stay away from windows.
 - Get out of sight and stay low and quiet.
 - Turn off lights.
 - Turn off computers.
 - Silence cell phones.
 - Wait for further instructions from authorities.

1.3. Get Out or Stay Out

Emergencies such as a fire, smoke, bomb threat, and indoor hazardous material release trigger the get out or stay out response.

- Evacuate the building using the nearest available exit.
- Report to the pre-determined meeting area, if assigned.
- Follow instructions from authorities.
- Do not re-enter the building until authorized.

Emergencies such as an Active Shooter when escape is a safer option

- If you are outdoors, look for appropriate cover locations (trees, walls, boulders, parked vehicles)
- If you can, call 9-1-1 and inform them of the situation. Provide them with:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of assailants (if known)
 - Identification or description of assailant(s)
 - Number of persons who may be involved

- Your exact location
- Injuries to anyone, if known

- Do not reenter the area, and take steps to prevent others from doing so until authorities arrive
- Once you are in a safe area, do not leave unless a police officer escorts you out
- Remain as calm and as quiet as you can
- Do not attempt to rescue others unless you have been trained, or can reach them in a safe manner
- Above all, do not endanger yourself

1.4. Get Away or Stay Away

In general, people should move away and/or stay away from the affected area. Emergency responders will provide direction on where to go to be safe.

1.4. Medical or Rescue Duties

Only trained emergency responders are assigned to perform medical or rescue duties. No other employees are assigned to perform medical or rescue duties during emergencies. Rescue and medical assistance for injured persons will be provided by the Hopewell Fire District and Canandaigua Ambulance and/or Finger Lakes Ambulance and Campus Safety. Provision of first aid and defibrillation should be provided by trained persons only.

2. Evacuation Notification and Emergency Signals

In the event of an emergency, building occupants may be alerted by any one or a combination of the following:

- The sounding of an alarm
- Verbal Orders
- Written Orders
- Alert notification (text, e-mail, instant message)

Situation	Alarm
Fire	Fire Alarm (with strobes)
Smoke	Fire Alarm (with strobes)
Heat	Fire Alarm (with strobes)
Natural Gas	Verbal Order (with signs or hand signals) Text and/or e-mail message
Hazardous Material	Verbal Order Written Order FLCC Alert Notification
Bomb Threat	Integrated Public Alert Warning System (IPAWS) activated by local, state, or federal authorities Verbal Order Written Order FLCC Alert Notification
Armed Intruder	Integrated Public Alert Warning System (IPAWS) activated by local, state, or federal authorities Verbal Order Written Order FLCC Alert Notification
Severe Weather	Integrated Public Alert Warning System (IPAWS) activated by local, state, or federal authorities Verbal Order Written Order

	FLCC Alert Notification
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3. Evacuation Exits and Procedures

In the event of an emergency, all building occupants must respond to emergency signals and notifications. In the event evacuation is necessary, all occupants will evacuate immediately using the **nearest** available marked exit and proceed to the closest meeting area. In the event of fire, all building occupants are to evacuate immediately.

Evacuation exits from CMAC

Basement, 1st Floor & 2nd Floor:

- Noted on the map in Appendix 11.5

DO	DO NOT
Use the stairs	Use the elevators
Move with deliberate speed and quietly	Rush or scream
Assist others as needed	Re-enter the building
Move well away from the building	Congregate around doors or access areas

4. Portable Fire Extinguisher Use

Portable fire extinguishers are located throughout all buildings, and may be used in the event of an emergency.

5. Areas of Refuge

An area of refuge is a specified area which is in close proximity or has direct access to an exit where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency evacuation. Persons who use an area of refuge during an emergency evacuation should contact 911.

Areas of Refuge:

- CMAC Building
 - 2nd Floor Elevator Lobby both sides of the shell

6. Critical Operations

There are no critical operations that would require anyone to delay evacuation.

7. Medical or Rescue Duties

Only trained emergency responders are assigned to perform medical or rescue duties. No other employees are assigned to perform medical or rescue duties during emergencies. Rescue and medical assistance for injured persons will be provided by the Hopewell Fire District and Canandaigua Ambulance and/or Finger Lakes Ambulance and Campus Safety. Provision of first aid should be provided by trained persons only.

8. Meeting Areas

8.1 General

After an emergency evacuation, employees are to immediately meet in the following locations, and await further instructions. See map in Section 11.5.

8.2 Inclement Weather

If a decision is made to conduct a partial or full evacuation of the CMAC facilities, patrons will be given the option to move into the covered area of the CMAC facility, return to their vehicles, or in extreme circumstances, shelter inside the FLCC campus facilities. Consideration will be given regarding the size of the crowd, nature of the weather, and potential for crowd and evacuation related safety problems affecting safe access to the FLCC buildings.

9. Accountability Following Evacuation

A checklist may be used for employee supervisors for taking accountability of all personnel (Appendix 2). Those supervisors should immediately report employees who are unaccounted for to FLCC Administrators and/or FLCC Campus Safety.

10. Response to Specific Hazards

Hazards most likely to impact CMAC have been identified with specific response actions individuals should take to each.

These hazards include:

- Fire
- Medical Emergencies
- Medical Emergencies Involving Hazardous Materials
- Hazardous Material Spill
- Utility Failure
- Severe Weather
- Armed Intruder
- Bomb Threat
- Civil Disturbance
- Earthquake

10.1. Fire

What you should do:

- Evacuate the building using the nearest available stairwell or exit. Do not use elevators.
- If an alarm is not sounding, pull red fire alarm on your way out, if possible.
- Close doors on your way out, if possible.
- Assist mobility impaired persons.
- Report to the nearest assembly point.
- Await further instructions

All building occupants are to evacuate the facility. There are no critical operations that would require employees to remain behind during an emergency evacuation.

What you should know:

- All FLCC and CMAC facilities are fully equipped with a fire alarm system, a telephone system and in some instances, the ability to utilize voice communications.
- Most facilities contain both audible and visual notification appliances for alarms.
- When the fire department is dispatched, only the fire department authorities can approve re-entry to the building.

10.2. Medical Emergencies

What you should do:

- **Call 911** or direct someone to do so and provide the following information:
 - Building name
 - Exact location within the building
 - Your name and phone number
 - Nature of the emergency /description of injured person's injury or illness
 - **Do not hang up until advised to do so by operator.**
- Render first aid if you are trained to do so.
- Check to see if an AED is available.
- Stay calm. Keep injured person warm with a coat or blanket
- Do not move the injured person unless there is danger of further injury.
- Do not give the injured person anything to eat or drink.

What you should know:

- Medical emergencies and accidents may occur at any time and may involve a student, employee or visitor.
- Some emergencies may only require first aid care, while others may require immediate medical attention.

10.3. Medical Emergency Involving Hazardous Materials

What you should do:

- Evacuate the building if the hazardous material cannot be contained or controlled
- Clear the area to ensure no additional hazardous material exposures are occurring
- **Once you are in a safe place, dial 911** or direct someone to do so and provide the following information:
 - Building name
 - Your name and phone number
 - Exact location within the building
 - Nature of the emergency /description of injured person's injury or illness
 - The name of the hazardous material/chemical the injured person was exposed to
 - **Do not hang up until advised to do so by operator (unless calling from the hazard area).**
- Pull and review the Safety Data Sheet (SDS) of the hazardous material/chemical to determine exposure response and have it available for emergency responders.
- Begin irrigating with water from emergency shower or eyewash station if prescribed to do so by the SDS.

What you should know:

- Be familiar with the SDSs for each chemical that you are working with so that you are familiar with exposure response procedures.
- Be familiar with where the SDSs are stored for the chemicals you are working with.
- Wear appropriate personnel protective equipment to avoid exposure incidents.
- Avoid working with hazardous material alone so that a partner can assist you in the event of an exposure incident.

10.4. Hazardous Materials Release

What you should do:

Spill/Release Inside the Building:

- Evacuate the building if the hazardous material spill cannot be contained or controlled.
- Clear the area to ensure no hazardous material exposures are occurring
- Once you are in a safe place, **dial 911** and provide the following information:
 - Building Name
 - Your name and phone number
 - Location of the spill and/or materials released
 - Characteristics of spill (colors, smells, visible gases)
 - Name of substance, if known
 - Injuries, if any.
 - Do not hang up until advised to do so by operator (unless calling from the hazard area).
- DO NOT eat or drink anything or apply cosmetics in the area impacted by the spill.

Spill Outside the Building:

- Notify **911** and provide the following information:

- Building address, including nearest cross street or nearest adjacent bldg(s)
 - Your name and phone number
 - Location of the spill and/or materials released
 - Characteristics of spill (colors, smells, visible gases)
 - Name of substance, if known
 - Injuries, if any
 - **Do not hang up until advised to do so by operator (unless calling from the hazard area).**
- Alert others in the immediate area to leave the area
 - Restrict access to the affected area
 - Try to protect drainage areas and soil from contamination

What you should know:

- Hazardous material spills may occur inside a building, such as a spill in a chemistry lab.
- More likely, incidents of disaster magnitude will occur outside, such as a truck accident involving large quantities of toxic material.
- An emergency response is not required for incidental spills which are classified as minor spills that pose no threat to human health, property or the environment.
- If an indoor release meets one or more of the following conditions, it shall constitute an emergency and require emergency response efforts:
 - Over 500-milliliters of a liquid or 1-pound of a solid for known chemicals or **any size of acutely toxic, radioactive or unidentified chemical or combination of chemicals** (i.e. strong oxidizers, phenol, reactive, peroxide, carcinogen, P and U listed waste);
 - Human fluids, such as but not limited to blood, urine, and saliva, should ONLY be cleaned up by someone who has received Bloodborne Pathogens training. Refer to the FLCC Bloodborne Pathogens Plan;
 - Mercury spills should only be cleaned up by someone trained to do so such as a stockroom lab technician or the Environmental Health & Safety Department.
- If an outdoor release poses a threat to human health, property or the environment then an emergency response is required.
- You may be instructed to Shelter in Place.

10.5. Utility Failure

Power Outage:

What you should do:

- **Call 911** and provide the following information:
 - Location of the site affected
 - Type of problem or outage
 - **Do not hang up until advised to do so by operator.**
- Advise Event management, and employees of the problem and actions to be taken once a determination has been made.

What you should know:

- Depending on the extent and expected duration of the outage, Event Management will determine responses such as the delay of an event or event cancellation.,.
- During failure of electricity, gas, water, or other utilities FLCC and CMAC may remain in operation depending on the scope of the problem.
- There is no need to immediately evacuate. Wait for instructions. You may be advised to shelter in place.

Natural Gas Odor:

What you should do:

- Evacuate the building and report to the pre-determined meeting place. **DO NOT PULL THE FIRE ALARM.**
- Notify **911** and provide the following information:
 - Location of the site affected
 - Type of problem or outage
 - **Do not hang up until advised to do so by operator.**

What you should know:

- Depending on the extent and expected duration of the outage, the Management Team will determine follow-on responses such as relocation, consolidation of food service, etc.
- Wait for instructions.

10.6. Severe Weather

What you should do:

- Follow instructions from authorities.
- Remain or move indoors.
- If you cannot move indoors, stay in low areas away from power lines, trees and buildings. Cover your head.
- Go to a safe location in the building, generally lower levels.
- Stay away from windows.
- Follow instructions from authorities- ex. National Weather Service Alerts

What you should know:

- CMAC Event Management and Campus Safety monitor reports regarding conditions from the following sources:
 - Ontario County Office of Emergency Management
 - National Weather Service
- In the event weather conditions deteriorate and become threatening, CMAC Event Management will monitor the weather via the internet, local emergency management and the national weather service. Upon notification of severe weather conditions (wind and/or electrical storms, severe rain, tornado) that threaten the safety of the patrons and staff, representatives from Event Management at CMAC, the Ontario County Sheriff's Office and FLCC Campus Safety will meet and confer on measures to be taken (delay event & shelter in place, evacuate the facility and cancel the event, or seek immediate shelter.) FLCC Campus Safety and event staff assume this

responsibility for College events at the site that are not managed by CMAC. Staffing levels of each agency will be discussed and considered before any action plan is implemented.

- Conditions that could give rise to CMAC or FLCC implementing a severe weather closure include but are not limited to:
 - o CMAC or Campus Safety receiving storm data from these sources of an area wide “storm warning advisory of no unnecessary travel,”
 - o Ontario County Office of Emergency Management advises “emergency travel only”
- You may be advised to seek shelter
- You may be advised to shelter in place
- You may be advised to return to your vehicle

10.7. Armed Intruder

What you should do:

General:

- Move immediately out of the area to a safe location if you can. Notify others of the danger as you leave an area
- Move toward any police or campus safety unit (keep hands on head and do what police/safety officials tell you)
- DO NOT approach the person with the weapon
- If you are in a classroom, room or office, TAKE COVER:
 - Secure the door. If the door has no lock and the door opens in, a good heavy door wedge can be used if available. Use heavy furniture or equipment to barricade the door
 - If the door has a window, cover it if you can
 - Lock windows
 - Turn off lights
 - Silence cell phones
 - Get out of sight and stay low and quiet
- If you are outdoors, look for appropriate cover locations (trees, walls, boulders, parked vehicles)
- If you can, **call 9-1-1** and inform them of the situation. Provide them with:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of assailants (if known)
 - Identification or description of assailant(s)
 - Number of persons who may be involved
 - Your exact location
 - Injuries to anyone, if known
- Do not reenter the area, and take steps to prevent others from doing so until authorities arrive
- Once you are in a safe area, do not leave unless a police officer escorts you out
- Remain as calm and as quiet as you can
- Do not attempt to rescue others unless you have been trained, or can reach them in a safe manner
- Above all, do not endanger yourself

When trapped with a gunman:

- Do not provoke the gunman
- If no shooting is occurring, do what the gunman says and do not move suddenly
- If shooting starts, you must decide to:
 - **Run-** for an exit while zigzagging
 - **Hide-** and stay still
 - **Fight-** Attack the gunman

What you should know:

- Once notified of an active shooter, Campus Safety and local police will likely be the first responders on the scene
- Police are trained to respond to an active shooting incident by proceeding to the origin of audible gunfire. This may be in an open area such as a parking lot or inside a building
- The police will move quickly into the affected area until the shooter is located and stopped or is no longer a threat to life or safety
- If you are wounded or with someone who may be wounded, expect the officers to bypass you in their search as they must find the shooter and eliminate the threat
- To assist police, please remain calm and patient during this time, to prevent any interference with police operations
- If you know where the suspect is, have his description, tell the police
- Rescue teams will follow to aid you and others
- FLCC or 911 will provide updates to the community using many modes of internal and external channels when confirmed information is available
- Fully cooperate with law enforcement directives

10.8. Bomb Threat

What you should do:

Telephone threat:

- Keep the caller on the telephone as long as possible to obtain further information
- Listen carefully to all information provided by the caller and to make a note of any voice characteristics, accents, or background noises, as these may also be important clues
- A list of questions to ask is provided in this Appendix 3
- Have someone else call 911 as soon as possible

Suspicious object:

- Do not touch or move the object
- Do not use cell phones in the immediate area
- Clear the area
- Call 911

Written threat:

- Handle the written threat as little as possible
- Note the date, time, location you received the written threat

- Call 911
- Provide the written threat to Campus Safety or law enforcement.

What you should know:

- The Telephone Bomb Threat Report Form (found in Appendix 3) is intended to obtain important information relative to the severity of the threat as well as identifying the person responsible for making the threatening call- Keep a copy of this by your phone
- Be calm and courteous – DO NOT interrupt the caller
- When the incident is reported to campus safety, they will take appropriate measures and employ appropriate resources to thoroughly investigate the threat including notification to law enforcement; conducting facility searches if necessary; and notifying the FLCC community
- Have a copy of the Telephone Bomb Threat Report Form near your phone

10.9. Civil Disturbances

What you should do:

- Report disruptive circumstances to **by calling 911**
- **Follow the instructions given by 911**
- Do not argue with participant(s)
- Have employees, visitors or students leave the immediate area of disturbance
- Lock all doors
- Stay away from windows and exterior doors
- Remain inside building, unless instructed otherwise by Campus Safety
- Campus Safety will issue further instructions upon arrival

What you should know:

- Inserting yourself in a violent situation may only lead to you and others getting hurt
- Let the authorities deal with the situation

10.10 Earthquake

What you should do:

Indoors

- If possible, stand in a doorway, against an interior wall or seek protection underneath furniture, such as a desk or table.
- Place your arms over your head to protect yourself from head injuries.
- Distance yourself from windows that may break and large or heavy objects which may fall.
- Wait for the shaking to cease before leaving the building.

Outdoors

- Distance yourself from trees, power lines, utility poles and buildings.
- If you are driving, pull your vehicle over in a location away from trees, bridges, power lines, utility poles and buildings.
- Wait for the shaking to cease before leaving your vehicle.

Afterwards

- Once the shaking has stopped, begin to carefully evacuate. Take items such as keys, wallet, medicines or other emergency supplies only if they are within reach.
- While leaving the building, be cautious about falling objects and structural damage. Be alert for persons who are injured or trapped.
- If available, turn on a radio or television for information.
- Phone systems may become overloaded for 15-30 minutes after an incident, which may delay emergency responders. Only use the phone during this time if it is an emergency.

What you should know:

- To prepare for an earthquake, you should:
 - Secure shelves and prevent objects from falling by using latching doors or raised edges. Place breakables and heavy objects on lower shelves.
 - Bolt top-heavy furniture and equipment to the walls or floor. Overhead lights, heavy artwork, and mirrors need to be anchored.
 - Store flammable liquids in flammable liquids storage cabinets.
- Aftershocks may occur after an earthquake, though generally not as strong

11. Appendices

1. Roles and Responsibilities
2. Personnel Accountability Checklist
3. Bomb Threat Report Form
4. Alert Notifications
5. Maps

11.1. Roles and Responsibilities

Administrators

- Ensure all department employees in the building are aware of the EAP
- Ensure all department employees in the building follow the plan
- Debrief incidents using the EAP as a guide

Employees

- Know the building Emergency Action Plan
- Take appropriate action according to the Plan
- Do not delay when instructed to evacuate, shelter-in-place or other action directed by authorities

Attendees

- Follow instructions from employees
- Do not delay when instructed to evacuate, shelter-in-place or other action directed by authorities

Department Representatives

- Know the evacuation plan for their assigned floor / area
- Work with emergency responders to keep people from re-entering the building until allowed by competent authority
- Go to assigned Meeting Area or alternate location and take accountability

Campus Safety/EHS

- Encourage employee awareness of and familiarity with the EAP
- Facilitate incident debriefing
- Incorporate recommendations and continual improvement to EAP based on incident and annual review

11.3. Telephone Bomb Threat Report Form

INSTRUCTIONS: Be calm. Be courteous. Listen. Do not interrupt the caller. Notify supervisor / security officer by prearranged signal while caller is on the line.

Report the call to 911

DATE:		TIME:	
SOURCE OF TELEPHONE CALL			
Name or number displayed on your phone.			
Call from on or off campus?			
EXACT WORDING OF THE THREAT:			
QUESTIONS TO ASK:			
1. When is the bomb going to explode?			
2. Where is the bomb right now?			
3. What kind of bomb is it?			
4. What does it look like?			
5. What will cause it to explode?			
6. Why did you place the bomb?			
7. What is your name and address?			
TRY TO DETERMINE THE FOLLOWING - CIRCLE AS APPROPRIATE			
Caller's Identity	Male Female Adult Juvenile Age ____ years		
Voice	Loud Soft High-pitched Deep Intoxicated Other ____		
Accent	Local Foreign Region (describe) _____		
Speech	Fast Slow Distinct Distorted Stutter Slurred Nasal		
Language	Excellent Good Fair Poor Foul Other _____		
Manner	Calm Angry Rational Irrational Coherent Incoherent		
	Deliberate Righteous Laughing Intoxicated		
Background Noise	Office Machines Factory Machines Bedlam Trains Animals Music		
	Voices Airplanes Street-Traffic Party-atmosphere Mixed Other		
ADDITIONAL INFORMATION			

11.4. FLCC Alert Notifications

1. Campus Wide Emergency Message

FLCC Alert Campus-wide emergency. Seek shelter indoors, close windows and doors. Do not enter campus. Wait for additional instructions.

2. Building Emergency Message

FLCC Alert- Building emergency at _____. Stay away from _____. Wait for instructions.

3. Armed Intruder

FLCC Alert- Person with a gun seen near _____. Do not enter campus. Lock or barricade doors. Wait for instructions.

4. Active Shooter

FLCC Alert- Shots fired near _____. Seek safety. Do not enter campus. Wait for instructions

5. Severe Weather Warning Message

FLCC Alert- (Severe T-storm/Tornado) warning until _____AM/PM. Seek shelter indoors at lowest level, away from windows.

6. Bomb Threat

FLCC Alert- Bomb threat has been made against FLCC. Evacuate _____ and remove personal belongings. Do not enter campus. Wait for instructions.

7. Campus Closure Message

FLCC Alert- FLCC is closed as of (time and date). Campus will reopen at (time and date).

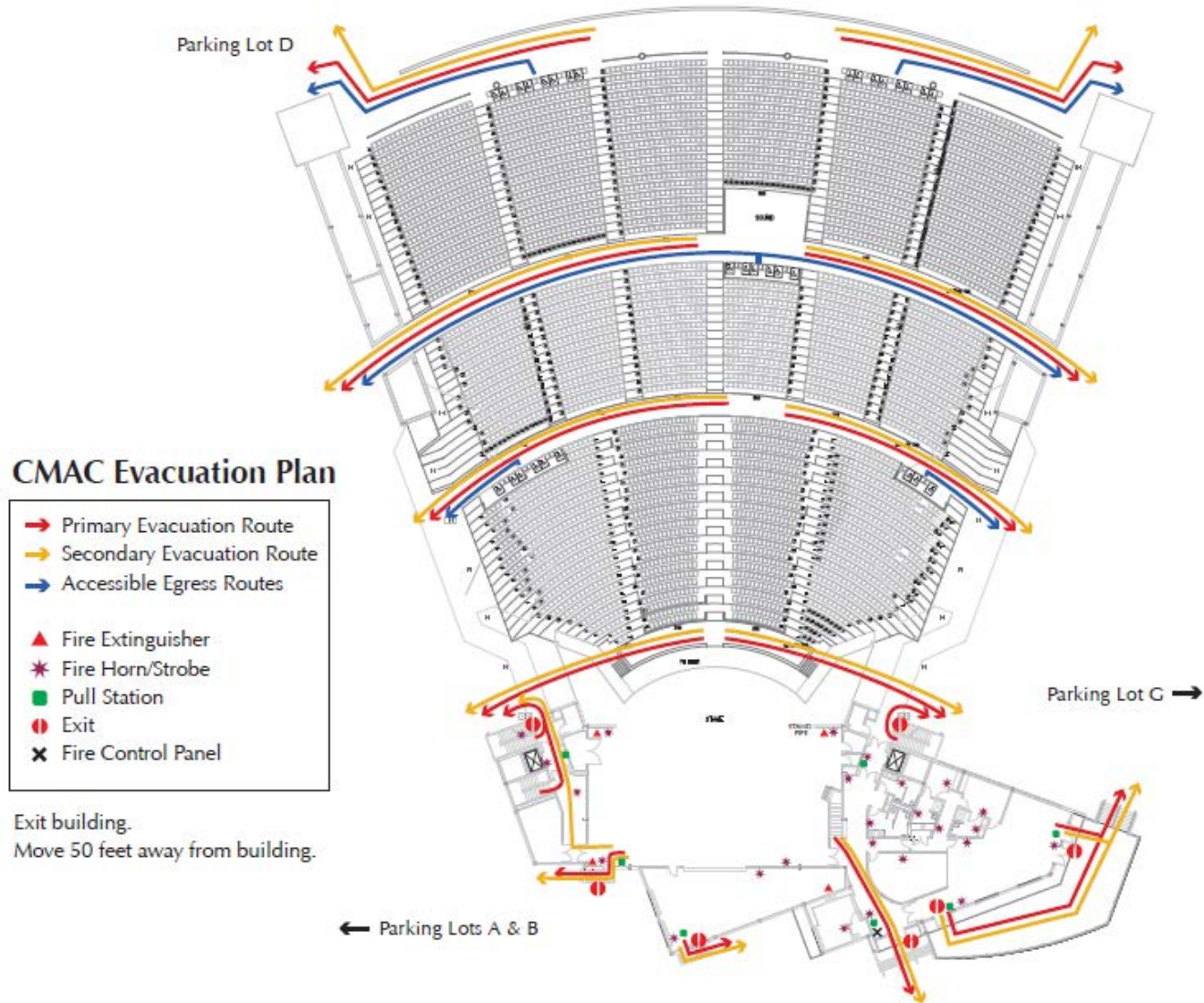
8. Test Message

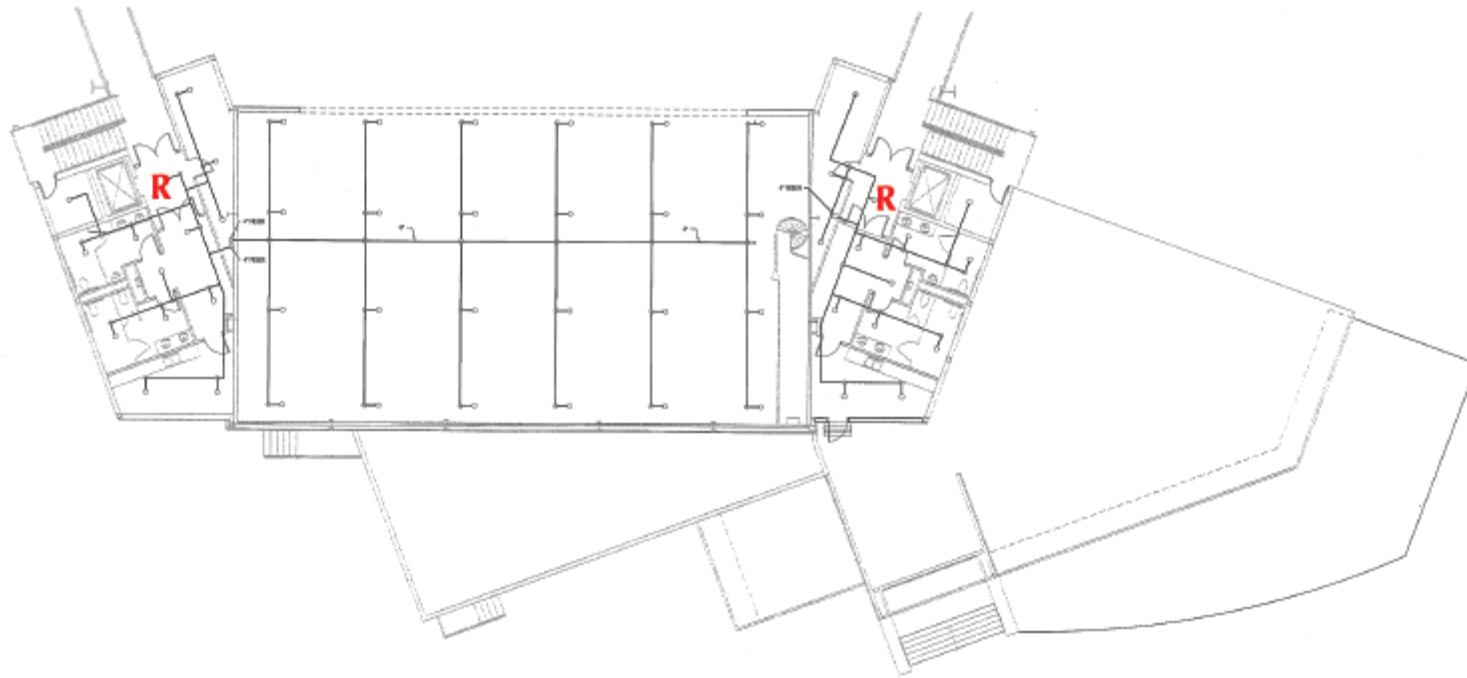
FLCC Alert- TEST. This is a test of the Emergency Mass Notification System. No action is needed. This is only a test.

9. All Clear Message

FLCC Alert- Emergency is over. All Clear. Emergency is over. All Clear.

11.5. Maps





CMAC Evacuation Plan

R Area of Refuge

UPPER FLOOR PLAN



CMAC Evacuation Plan

█ Normal Fire Department Access
H Fire Hydrants
AP Assembly Points



- A** General Parking
 - B** Handicap and Guest Parking Lot
 - C** Loading Dock Entrance
 - D** Permit Parking
 - E** Handicap Parking Lot
 - F** College Suites Permit Parking
 - G** General Parking
-
- 1** College Suites
 - 2** Socha Pavilion
 - 3** Child Care Center
 - 4** Tennis Courts
 - 5** Student Center (*Auditorium, Bookstore, Cafeteria, One Stop Center, Student Life*)
 - 6** B-Wing (*Administration, Academic Programs, Art Gallery*)
 - 7** Library and A-Wing Classrooms
 - 8** C-Wing (*Academic Programs*)
 - 9** D-Wing (*Music, Locker Rooms, Health Services*)
 - 10** Gymnasium
 - 11** Ontario Building
 - 12** Athletic Fields
 - 13** CMAC
 - 14** Honors House



Finger Lakes Community College
Canandaigua Campus

11.7 – Get in or Stay in Emergency Locations and Instructions (CMAC)

FLCC Gym or Main Building

General Instructions:

When an Alert is sent with instructions to get in rooms, lock or barricade doors, and words to that effect:

- Notify workers in the building of situations. Those in office areas should lock/barricade doors, stay away from windows, and stay low and quiet.
- Tell patrons to move to designated “Get In – Stay In” safe rooms.
- Station Workers at Main Entrance Doors
 - Station them away from glass, but with a view of the outside
 - Lock Doors
 - They should offer any passersby shelter if it safe to do so
 - Tell people to move to the “Get In – Stay In” safe rooms
- Make a Building Announcement (“Attention, there is a potential emergency on campus. Move to XXXXXX area. We will update you once further information is given. Thank you.”)
- Posted signs on main entrance doors, notifying people that they cannot exit the bldg.
- Notify other workers scheduled to come in the next shift to stay home until further notice.
- Email staff about what is going on – tell them to seek shelter.
- Station myself at the Main Office near the entrance.
- Stayed in constant communication with entrances.
- Provide an All-Clear via e-mail and Building Announcement once it is received.