

III. C

EVACUATION PROCEDURES



SECURITY OFFICERS CAN ASSIST IN:

- The overall planning and development of an emergency plan.
- The testing of the plan. Ask employees for their input.
- Coordinating any follow-up action or recommendations.

PROVIDING A RESOURCE FOR INFORMATION SUCH AS:

- Maps.
- Diagrams.
- Emergency phone numbers.



SECURITY OFFICERS MAY BE CALLED UPON TO:

- Alert local emergency services of an emergency at the facility.
- Assist in the evacuation of personnel.
- Announce emergency instructions over the public address system.
- Undertake primary responsibility for initiating the emergency response plan in certain situations.
- Always have a mental plan how you would react.



GENERALLY, THE OVERALL OBJECTIVE OF ANY EMERGENCY PLAN IS TO:

- Safeguard the lives of all employees, visitors, and nearby residents of the facility, if possible.
- Protect all property and physical assets belonging to the organization.
- Provide a minimum amount of disruption in the daily operation of the business and to restore the daily routine and operation of the business as soon as possible.
- Provide outside agencies such as local police and fire departments with information and resources which allow them to carry out their duties and responsibilities without delay.

SECURITY OFFICERS RESPONSIBILITIES IN A FIRE

SECURITY PERSONNEL WILL:

- Have primary responsibility for initiating the emergency evacuation alarms and contacting the local fire department.
- Often be assigned to monitor special fire protection equipment such as fire pumps to be certain they operate as required.



ADDITIONAL RESPONSIBILITIES

WHO WILL MAKE THE DECISION TO EVACUATE THE FACILITY?

- Who is responsible for communicating and answering questions for television, radio, and newspaper media? Will these individuals be separated into one area to try to control their access?
- Who is responsible for notifying company officials who are not at the facility? Is there an emergency Call-out sheet and is it up to date and easily accessible?
- Has the local fire department recently toured the facility? Have maps and diagrams of the location of hazardous materials been given to them?



ADDITIONAL RESPONSIBILITIES

WHO WILL:

- Be answerable for testing the plan by conducting a fire drill?
- Approve the fire drill?
- Be responsible for writing the final report of the emergency?
- Be responsible for conducting follow-up on the items which need attention for follow-up after the emergency?
- If an employee is seriously injured, what procedures will be followed in notifying next of kin?



A SECURITY OFFICER SHOULD ATTEMPT TO EXTINGUISH A FIRE ONLY IF:

- All persons are out of the building and the fire department has been called.
- The fire is small and confined to the immediate area where it started.
- You can fight the fire with your back to an escape route.
- Your extinguisher is rated for the type of fire you are fighting and have had training in the use of the fire extinguisher.





Whether or not security personnel should receive training in First Aid and CPR from a certified instructor, such as from the American Red Cross or similar organization, is subject to your company policy and client requests.

Review your company guidelines on First Aid procedures. If permitted, request training or get trained.

SHOCK

Shock often results after a serious injury and can lead to death. It occurs when the body's vital functions such as blood pressure and breathing are seriously threatened.

Some signs and symptoms are:

- Pale or bluish and cold skin. May feel moist and clammy.
- Overall weakness and vomiting.
- Dull, sunken eyes.
- Widely dilated pupils.
- Unusual thirst.



EARTHQUAKES

In California, earthquakes are the primary “ACT OF GOD” occurrence that security personnel may need to deal with. Know that Earthquakes are caused by:

- Movement of the earth’s crust.
- Releases tremendous energy.
- Ground destruction and fires are often the aftermath.



EARTHQUAKE PREPAREDNESS

Proper planning long before the earth starts shaking is the first responsibility of Earthquake Preparedness.



Nevertheless of the existence of an Earthquake preparedness plan, you should make some common sense preparations in your immediate workspace for your own safety and your family members.

BEFORE AN EARTHQUAKE

Securely bolt or fasten heavy objects to the wall.

Do not store glass objects on shelves above where people will be seated or standing.

DISASTER PREPAREDNESS BEFORE EARTHQUAKES

Preparedness for earthquakes is primarily an individual's concern. It cannot be stressed enough how important it is to be ready with one's home emergency kits, safe-proof one's office and homes, and be well-coordinated with friends and loved ones with advanced plans.

ESSENTIAL PREPARATIONS FOR EARTHQUAKES

- 1 Identify safe spots at the house or building.
- 2 Stabilize LPG cylinders.
- 3 Secure shelves and cabinets.
- 4 Remove heavy objects or furniture which may block your egress.
- 5 Keep a list of important emergency or hotline numbers.
- 6 Establish family earthquake plan.
- 7 Keep contact numbers or list of addresses of relatives and friends.
- 8 Prepare earthquake emergency kit.

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Store flammable liquids in appropriate containers.

Stock spare batteries and a portable radio.

Ensure that batteries are fully charged.

DURING AN EARTHQUAKE

IF YOU ARE INDOORS, STAY INDOORS

What now:

- Take shelter under a sturdy object or in a doorway as a last resort.
- If in a crowded area, do not rush for the exits and encourage others not to as well.



DURING AN EARTHQUAKE

IF YOU ARE OUTDOOR, STAY OUTDOORS!

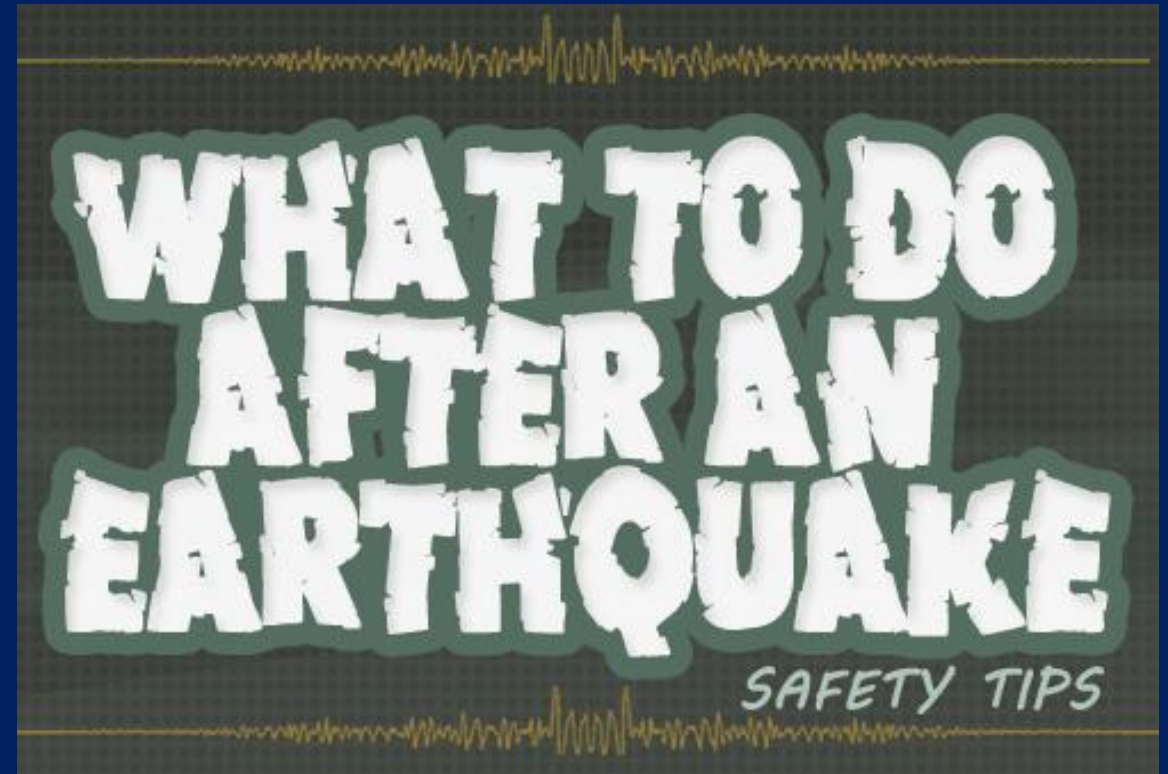
What now:

- Move to an open area away from buildings, trees or power lines
- If driving, stay in your vehicle and come to a slow stop
- Stay away from bridges, overpasses, tunnels, light poles, and traffic signal towers

AFTER AN EARTHQUAKE

WHAT DO I DO NOW:

- Check yourself for injuries.
- Be prepared for aftershocks.
- Assist injured or trapped person.
- Inspect the area for hazards – clean up flammable spills and extinguish small fires.
- Document any unusual observations.
- Stay motivated. Do your job.



AFTER AN EARTHQUAKE

- Inspect the building structure for damage.
- Stay away from fallen power lines.
- Listen to your battery operated radio for updates and instructions.
- Do not attempt to re-enter damaged buildings as they may collapse at any time.



TORNADOES

TORNADOES:

- Short-lived storms containing high-speed winds usually rotating in a counter-clockwise direction; often observable as a funnel-shaped cloud associated with a thunderstorm cloud.
- On the average, tornado paths are only a quarter mile wide, and seldom more than 15 miles in length.
- Usually move from the south, southwest or west at about 30 m.p.h.
- Occur in many parts of the world and all 50 states.
- Most favorable location – continental plains and the Gulf Coast of the U.S. and greatest frequency – April, May, June



TORNADO WATCHES:

- Issued by the National Severe Storms Forecast Center in Kansas City, Missouri, for areas potentially threatened by tornadoes and severe thunderstorms. These watches specify a time period and an area where tornado probabilities are highest.
- Tornado Watch – Tornadoes are possible. Security personnel should notify on-site facility management representatives of the situation and watch for threatening weather.
- Tornado Warning – Issued by local National Weather Service offices when a tornado has been sighted or indicated by radar.

TORNADO EMERGENCY PREPAREDNESS

A weather radio should be included in the essential equipment used by security personnel.

Management members should be notified immediately after learning that a tornado watch or warning has been issued for the area.

This allows for certain planning decisions which should be made.

Examples:

- Should employees be instructed to keep working or seek shelter?
- Should windows, doors, and even roof vents be open or closed?

SHELTERS



In the workplace, safe shelter from possible tornado damage is not as simple as one would think.

In a fire, employees would simply evacuate outside. But, in a tornado situation, the safest place is inside, preferably in a basement area.

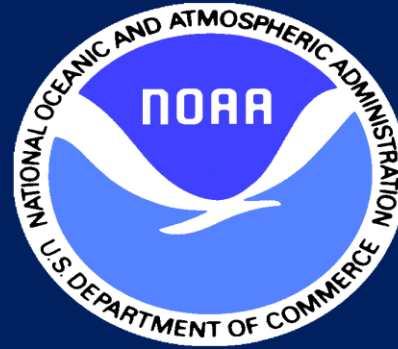
Facilities where several hundred or even thousands of people are working make it unfeasible to evacuate everyone to a basement area.



Any emergency situation, pre-emergency planning is essential. Practical questions such as the following must be addressed BEFORE an emergency:

- Where are the safe shelters from a tornado?
- When will a decision be made and by whom to enter the shelters?
- How long do employees remain in the shelters?
- Any food, water, or sanitation items available?

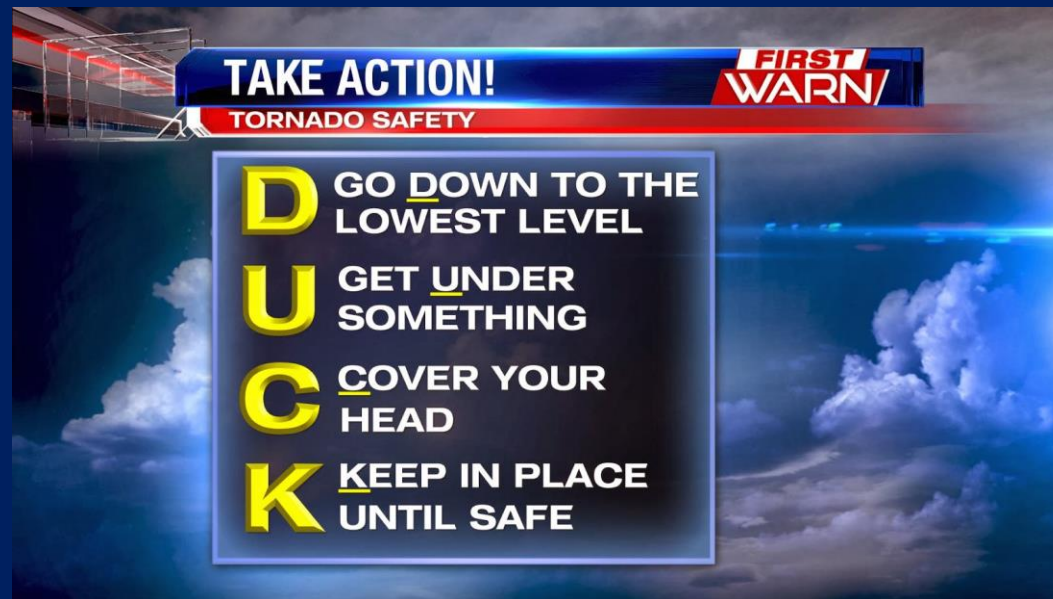




The National Oceanic and Atmospheric Administration (NOAA) advises the following safety steps be followed in tornado warning circumstances:

- Stay away from windows, doors, and outside walls. Protect your head!
- In homes and small buildings, go to the basement or to an interior part of the lowest level – closets, bathrooms, or interior halls. Get under something sturdy.
- In schools, nursing homes, hospitals, factories and shopping centers, go to pre-designated shelter areas. Interior hallways on the lowest floor are usually best.

- In high-rise buildings, go to interior small rooms or hallways.
- In mobile homes or vehicles, leave them and go to a substantial structure. If there is no shelter nearby, lie flat in the nearest ditch, ravine, or culvert with your hands shielding your head.



TORNADOES ARE ONLY ONE OF A THUNDERSTORM'S KILLERS.

Others include:

LIGHTNING – Stay indoors and away from electrical appliances when storms are nearby. If outside, stay away from metal objects.

FLASH FLOODS – Thunderstorm rains can cause flash floods.

Be careful where you take shelter.

WIND AND HAIL – High winds can cause great damage.

Large hail can be very damaging but rarely kills.



FLOODS

Once again, as with any potential emergency, pre-emergency planning is very crucial.

Planning:

- What is the likelihood of a flood at this location?
- If early warning is given, what steps can be taken to minimize loss?
- Can water be blocked using sandbags or other equipment?
- May certain items be protected or should they be moved off-site?
- If a flood occurs, will employees be unable to come to work or to leave the facility?



In all likelihood, most security personnel will not become involved in flooding situations which are a result of a river flooding.

More than likely, flooding situations will occur involving severe rain which causes small, nearby creeks to flood or storm sewers to back up into a facility.

Other factors that may cause flooding:

- A ruptured fire protection pipe.
- A toilet which has run for several hours.
- Broken water main within the building.



It is critical for security personnel to know the following:

- Location of fire-protection shut-off valves and how to close the valves.
- Storage location of plastic tarps to protect product and equipment.
- Custodial room, where mops, brooms, and “squeegees” to clean up excess water are kept.
- Have available commercial clean-up company phone numbers.
- Phone numbers of key management personnel who must be immediately notified.

WINTER STORMS

The terms watch and warning are used for winter storms:

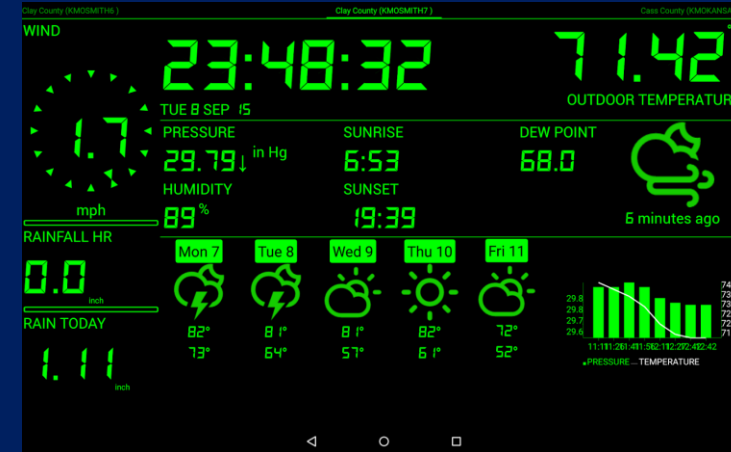
A watch alerts the public that a storm may form and may approach the area.

A warning means that a storm is imminent and immediate action should be taken to protect life and property.



SECURITY PERSONNEL SHOULD:

- Advise key management personnel of an approaching storm.
- Know where basic snow removal equipment such as brooms, shovels, and sand bags are located.
- Have Fire extinguishers available.
- Have the phone numbers of key management personnel and snow removal crews at immediate disposal.



During winter storms, security personnel may be the only individuals at a facility, particularly if the storm occurs during a weekend.

Unfortunately, the security personnel who are on-duty when the storm develops will often be required to remain at the facility for extended periods since their relief may be unable to reach the facility.

There are many examples of security officers remaining at their posts for 24-48 hours without relief during winter storms.

Security officers must stay focused and do their job, even though their on-duty time has expired.



Security personnel must consider personal safety factors when pre-planning for a winter storm. You should have:

- Your vehicle “winterized” in autumn. Be certain your vehicle is in proper working order.
- Be certain to have your vehicle’s fuel tank full before starting out to your worksite.
- Maintain a battery-powered flashlight and radio in your vehicle.
- Keep some food which does not require refrigeration in your vehicle. Bread, peanut butter, canned food, beverages, and candy will suffice. (Be sure to pack a can opener.)
- Lavatory items.



- Keep extra clothing and blankets in your vehicle.
- Dress to fit the elements. Wear loose-fitting, lightweight warm clothing in several layers; layers can be removed to prevent perspiring.
- Heavy blankets or a space blanket.

Space Blanket

THERMAL & REUSABLE



If on the way to work a winter storm traps you, it is safer to remain in your vehicle than to attempt to walk to a shelter.



Safety points:

- Keep fresh air in your vehicle. Freezing, wet snow can completely seal the passenger compartment.
- Run the motor and heater sparingly and only with the downwind window open for ventilation.
- Carbon monoxide poisoning and oxygen starvation can kill quickly!



- Exercise by clapping hands and moving arms and legs vigorously from time to time. Don't stay in one position too long.
- Turn on the dome light at night to make the vehicle visible to work crews.
- Keep watch. If someone else is in the vehicle with you, don't sleep at the same time.



BOMB THREATS

In developing a bomb threat response plan, there are four (4) general areas of consideration:

- Planning and preparation
- Receiving a threat
- Evacuation
- Search

Prevention must be stressed. By making access to a facility as restrictive as possible, the likelihood of an actual bombing is greatly minimized. Meet with your local law-enforcement personnel on possible bomb threat training.



PLANNING AND PREPARATION

A well thought out plan will help resolve a bomb threat situation with a minimum of risk to people and property and a minimal disruption of normal operations.

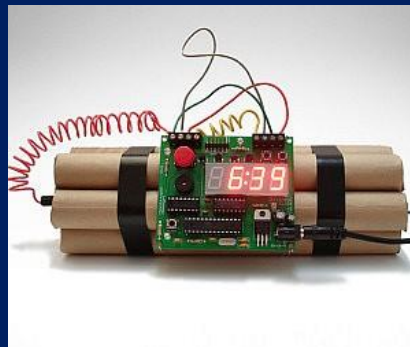
Proper preparation by security personnel includes assistance in the development of the plan and the evaluation of its effectiveness.



RECEIVING A THREAT

Most bomb threats occur over the phone. What to do:

- All personnel who answer incoming calls should be supplied with a bomb threat checklist.
- When a bomb threat is received, it may be advisable for the person receiving the call to give a pre-arranged signal which allow monitoring of the call by more than one person.
- Serious consideration should be given to recording all incoming calls. (Federal law allows this type of recording. Review state laws before proceeding.)



Ask the following questions



- Where is the bomb right now?
- When is it going to explode?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- What is your address?
- What is your telephone number?
- Record time call completed

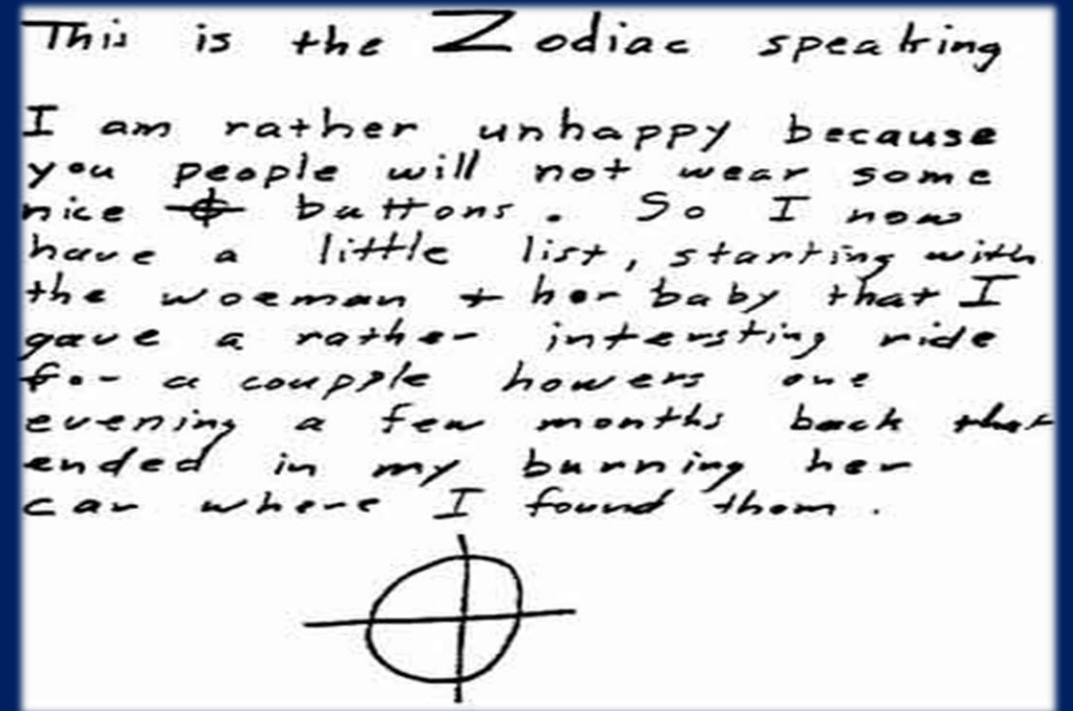
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AN INSIGNIFICANT PERCENTAGE OF THREATS ARE RECEIVED IN WRITTEN FORM.

Written bomb threats provide excellent document type evidence.

Once received, further handling should be avoided to preserve fingerprints, handwriting, typewriting, postmarks, and other markings for appropriate examination.

It is imperative to save all items connected with the bomb threat document.

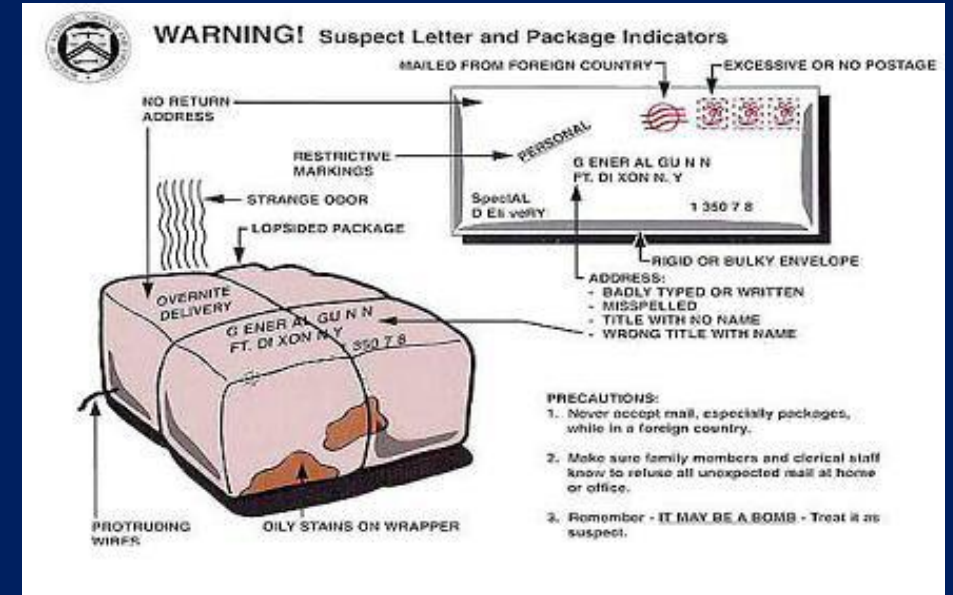


Once a bomb threat is received, the people responsible for carrying out the bomb threat response plan must be notified immediately.

They should already have emergency phone numbers including:

- Key management personnel.
- Police, Fire, FBI, and possibly utility companies.

Once received, the threat must be evaluated. All threats should be treated as though they involve an actual bomb. The more specific a threat is, the more likely that an actual explosive device is involved.



EVACUATION

Once the credibility of the threat has been evaluated, it is necessary to determine what action, if any, should be taken regarding an evacuation:

- Take no action.
- Search without evacuation.
- Initiate a partial evacuation.
- Conduct a complete evacuation and search.
- All of the above actions should be made under the guidance of local law enforcement or concerned agencies.

PRIOR TO AN EVACUATION

Publish and post evacuation maps which show at least two ways to quickly evacuate the facility. Establish an evacuation signal or alarm system. Select and train evacuation teams.

Training should include:

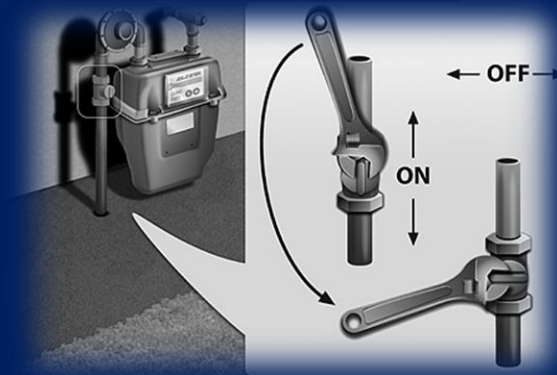
- The control and direction of personnel during an evacuation.
- Properly trained teams familiar with evacuation procedures, possible hazards, and primary and secondary evacuation routes will greatly assist in an actual evacuation.
- Evacuation and search team members should wear some sort of identification (i.e. baseball hats) which indicate their authority.

PRIOR TO AN EVACUATION

- Establish areas outside the facility where personnel are to gather and to wait for further instructions. Develop procedures for knowing all personnel are out of the building. Consideration has to be given to visitors at the facility and for employees who may be absent from work on the day of the evacuation.
- Provide for effective communication through the use of two-way radios or telephone communication.
- Determine procedures for shutting off certain utilities, such as natural gas.

PRIOR TO AN EVACUATION

- Before leaving the office space, employees should unlock doors, desks, lockers, and file cabinets, and turn off machinery.
- Lights should be left on. People who are evacuating should remove all purses, briefcases, personal packages, and lunch boxes which may cause distraction during the search process.
- As a precaution in the event of an explosion, windows and doors should be opened to ventilate and minimize destruction.



EVACUATION ROUTES

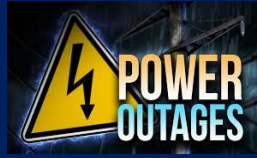
Security personnel must be familiar with all areas of a facility in order for them to assist persons during an evacuation.

They must have a working knowledge of the evacuation routes including:

- Stairwells
- Elevators
- Emergency exits
- Any emergency equipment available while traveling to the evacuation routes



POWER OUTAGES

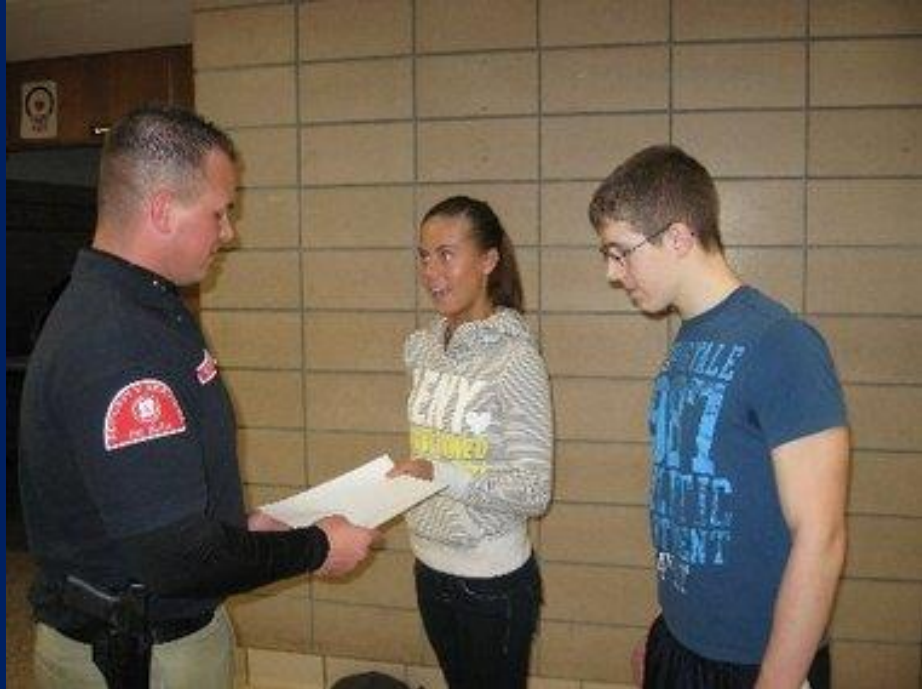


Security personnel will often be accountable for the inspection and testing of all battery powered emergency equipment, including emergency lighting in stairwells.

In the event of an electrical power outage, security personnel should remain at their post and, if required, notify emergency personnel.

All pertinent client personnel should be notified during a power outage and provided with the necessary information needed to make decisions affecting the operation.

Security personnel should have the names and phone numbers of all required points of contact readily available.



When you wear a security officers uniform you are the source for help at a facility.

Take security type courses or contact your local CALSAGA representative for additional training.

STAY SAFE