

**CAPITOL POLICE DEPARTMENT**  
**VERMONT STATE HOUSE**  
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**MONTPELIER, VT**  
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## **Response to Emergencies Situations/incidents**

- Treat every alarm as a real event.
- Participate in safety and security training opportunities (e.g., mock exercises such as fire drills).
- Be aware of changes around your desk and work site such as suspicious persons and packages and take appropriate action.
- Display your building identification badge(s) at all times.
- Be reminded that depending on security risks, packages, handbags, briefcases and other containers may be subject to inspection.
- Immediately report lost or stolen identification badges to Capitol Police.
- Be familiar with the “Important Numbers to Know” to reach appropriate safety or Police personnel in an emergency.
- Be familiar with your assigned role in the event of an emergency.
- Know your office’s designated Assembly Area (outside of building, but within walking distance).

## **Bomb Threat**

While most threats are false or misleading and designed to disrupt work or school, there is always the potential that the threat is real. This protocol is intended to provide guidance to employees and managers who may be faced with a bomb threat.

### Receipt of a Bomb Threat

1. In the event of a written threat, all written materials should be collected and handled as little as possible to preserve any fingerprints that may exist.
2. The person receiving a phone threat should make every effort to gather as much information as possible about the caller and the suspected device.
3. The person receiving the bomb threat should keep the caller on the phone as long as possible.
4. Record every detail, including caller ID information, on what extension the call was received, and the time of the call. Management should be notified immediately in the event of the bomb threat.

### After the Threat has been received

1. The receiver of the call or a co-worker should notify a supervisor, who is then responsible for notifying the Capitol Police and calling 911 if after hours.

2. The receiver of the call should immediately bring all information about the bomb threat to the Capitol Police Department.
3. The Sergeant at Arms and Capitol Police has the authority to decide: to evacuate or not to evacuate, and if so, to re-enter the building.

The Sergeant at Arms or Capitol Police Officer in charge in conjunction with law enforcement officials will assess the bomb threat to make an informed decision about how to proceed.\*

The decision to search and/or evacuate will be made by the Sgt. at Arms after evaluating these factors

- a. Seriousness/Circumstances, credibility of the threat
- b. Available resources to react/respond to the threat
- c. Operational impact
- d. Planned events of the day
- e. Number of other recent unsubstantiated threats to the area
- f. Whether suspicious items or packages have been observed for any period of time.
- g. The location of the threatened building
- h. The content of the threat itself.
- i. How detailed in nature was the threat.

\* The decision to evacuate a building in response to a bomb threat is separate and distinct from the decision to close a building due to an emergency. The Sargent at Arms, or his/her designee, has the sole discretion to determine whether conditions warrant an emergency closing or reduced workforce for a State building.

#### Evacuation/Search

1. Without unduly delaying evacuation, employees in the affected building should quickly search their work areas (desk, office space) for anything or anyone that looks unusual or suspicious prior to leaving the building. The employees should not touch or move anything that looks suspicious. The employees will exit the building and report to a pre-determined meeting point and report their findings to a supervisor, who will notify the Police, and remain at the designated meeting place until released by the Police or are told to reoccupy the building by the Police.
2. Do not use radios, cell phones, pagers (if on turn off) or elevators during a search operation.
3. It is imperative that everyone comply with any instructions from the responding Law Enforcement officer(s) as s/he assesses the potential danger and/or assists with the search.

4. If applicable, Law Enforcement/security will help secure the entrances to the building, prohibiting entry until authorization has been given to Re-Enter the building
5. The building should not be re occupied by employees or the public until the search team has completed a search of the building and premises and clearance has been given by authorities.
6. If employees are allowed to reoccupy the building, the employees should again search their work areas before continuing work and immediately report anything new or suspicious.

Designated Meeting Points:

CALLERS VOICE:

Calm  Nasal  
 Angry  Stutter  
 Excited  Lisp  
 Slow  Raspy  
 Rapid  Deep  
 Soft  Clearing throat  
 Laughter  Deep breathing  
 Crying  Cracking voice  
 Normal  Disguised  
 Distinct  Accent  
 Slurred  Familiar  
 Squeaky  Whispered

If voice is familiar, who did it sound like?

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BACKGROUND SOUNDS:

Street  Factory machines  
 Crockery  Animals  
 Voices  Clear  
 PA system  Static  
 Music  Local  
 House  Long distance  
 Motor  Booth  
 Office  Other

THREAT LANGUAGE:

Well Spoken  Incoherent  
 (Educated)  Tape  
 Foul  Message read by  
 Irrational threat maker

Remarks

REPORT CALL IMMEDIATELY TO:

CAPITOL POLICE 828-2229

BOMB THREAT CHECKLIST

I HAVE A BOMB THREAT

CALLER ON THE PHONE

TELL THE SUPERVISOR

### **Civil Disturbance**

A civil disturbance is defined as the presence and result of a riot, a protest, a physical commotion or a need for crowd control.

Upon awareness of a civil disturbance, do the following:

1. Remain calm. Contact Police. Do not draw any attention to yourself.
2. Police will establish contact with the appropriate Law Enforcement unit(s) and will provide the following information:

Type of event:

Location:

Size of group:

Identity of the groups' leader(s) (if possible):

Any visible weapons:

Types of vehicles and license plate numbers:

3. Leave the immediate area of the disturbance for your own safety.
4. Keep yourself and co-workers away from the situation for their own safety.
5. If you are in your work area and not in the immediate area of the situation remain in your work area unless directed to relocate.
6. Avoid window areas; draw window blinds and keep curtains closed.

### **Earthquake Emergency**

Although earthquakes are rare in Vermont, Earthquakes strike without warning and the major shock is usually followed by numerous, after shocks, which may last for weeks or months. An earthquake's effect on buildings will vary from building to building. Fire alarm or sprinkler systems may be activated by the shaking. Elevators and stairways will need to be inspected for damage before they can be used.

The major threat of injury during an earthquake is from falling objects and debris, and many injuries are sustained while entering or leaving buildings. Therefore, it is important to remain inside the building and quickly move away from windows, glass and free standing partitions and

shelves. Take cover under a sturdy desk or table, in a doorway, or against an inside wall until the shaking stops.

## Procedures

Give DROP AND COVER command.

1. After shaking stops, check for injuries, and render first aid if you are able
2. If ordered by Authorities, evacuate.
3. DO NOT return to building.
4. DO NOT light any fires.
5. Keep a safe distance from any downed power lines.
6. Stay alert for aftershocks
7. Authorities will issue further instructions.

## Drop and Cover Procedures

### Inside Building

1. Get under desk or table or other sturdy furniture with back to windows.
2. If not near any furniture, sit in a corner or with back against a wall with back to windows.
3. Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
4. If jackets or other non-breakable objects are handy, hold over head for added protection.
5. Stay away from windows, bookcases, or other heavy objects.
6. Maintain position until shaking stops.

### Outside Building

1. Assume DROP AND COVER position in an open space.
2. Maintain position until shaking stops.
3. Move away from buildings, trees, overhead wires, and poles.
4. Do NOT enter building until it is determined to be safe.

If trapped inside after an earthquake:

1. Replace all telephone receivers.

2. Identify working forms of communication – cell phones, office phones, etc.
3. Turn on the radio for information. A radio with back-up battery is suggested in case electric power is disrupted.
4. Evaluate situation and coordinate actions with co-workers and other building tenants.
5. Do not move debris or objects – it may trigger the collapse of a nearby structure.
6. Assess area for gas or liquid leaks or other hazards in your area; if hazards are located provide location, if safe to do so, to co-workers and others in the area.
7. If power outage, do not use candles or lighters until determined safe to do so.
8. Check for fires and extinguish fires if at all possible.
9. Power down computers and lamps. Do not turn on light switches or appliances.
10. Do not flush toilets until authorized by building management.
11. If trapped, listen for emergency evacuation teams -- above you, below you and around you
12. Remain calm and encourage others to do the same. Help is on the way.

#### Elevator Malfunction:

The following tips are provided in the event you are riding in an elevator that becomes stalled:

1. Please remain calm.
2. DO NOT attempt or allow anyone to help you crawl out of a stalled elevator that is between floors (i.e., when the floor of the elevator and the floor of the building are not level with one another). The elevator could start up at any time.
3. Call for assistance by pressing the call/intercom button
4. Provide as much information as possible concerning the stalled elevator such as:
  - a. Elevator number.
  - b. Nearest floor level if it can be determined.
  - c. Number of people and names of individuals on the elevator.
5. All efforts will be made to release individuals as quick as possible. Recognize that it may take some time for technicians to assess the situation and devise a plan to correct the problem and/or free the persons on the elevator. Elevator technicians may have to enter the elevator shafts to assess the problem.

## **Fire Emergency:**

Before a fire occurs, familiarize yourself with this section and refer to the Disaster Recovery plans for additional instructions. Upon discovery of a fire, take the following action:

1. Pull the fire alarm. See your floor plan.
2. Proceed to the nearest stairwell and exit the building.

During evacuation, follow these fire safety procedures:

1. Use the stairwell exits only.
2. Do not use the elevators!
3. Keep doors closed, especially in the stairwells.
4. Do not attempt to fight the fire.
5. Stay low – air is cooler and cleaner closer to the floor
6. If caught in heavy smoke, take short breaths and crawl to escape.
7. Hold a wet cloth over your mouth and nose – use coffee filters, clothing, etc.
8. Test doors by using the back of your hand before opening. Do not open warm doors. Open cool doors slowly; close quickly if you encounter smoke or flames. Use another escape route.
9. Should your clothing catch fire, Do Not Run? Stop, drop, cover face with hands and roll until fire is out.
10. Exit the building – do not attempt re-entry until advised it is safe to return.

If trapped inside during a fire emergency:

1. Do not break windows.
2. Keep doors closed.
3. Stuff cracks around doors and vents to keep smoke out.
4. Anticipate low or no visibility – do not panic.
5. If caught in heavy smoke, take short breaths and crawl to escape.
6. Stay low – air is cooler and cleaner closer to the floor.
7. Hold a wet cloth over your mouth and nose – use coffee filters, clothing, etc.
8. Listen for emergency evacuation teams.

9. Remain calm and encourage others to do the same. Help is on the way.

10. Wait at a window and signal for help with a flashlight or by waving a light-colored cloth.

**DO NOT PANIC:** Stay calm during a fire emergency. Several fire safety elements exist in most buildings to protect the tenants of the building such as fire alarm/monitoring systems, sprinkler systems, etc.

### **Flood or Water Emergency**

Before a water or flood emergency occurs, familiarize yourself with this section and refer to the Disaster Recovery plans for additional instructions.

When a flood or leak is identified, take the following action:

Contact your Safety Warden.

Contact Police at 828-2229

Avoid the wet area to prevent injury or electrical shock.

Your building management will initiate necessary repairs to restore to normal operations.

See Montpelier Flood Plan

### **Hazardous Material Spill**

Before a hazardous material spill occurs in your work area, familiarize yourself with this section. For hazardous spills in the community, please monitor media reports and refer to the Disaster (Business) Recovery Plans for additional instructions.

For identifiable hazardous material spills in your work area:

Learn the emergency procedures that are posted in a visible location.

If procedures are not posted, contact Sgt. at Arms 828-2228.

For un-identifiable hazardous material spills in your work area:

Evacuate immediate area until hazardous material is identified.

Contact Police 828-2229

Do not attempt clean up until experts arrive.

### **Mail Handling**

The receipt of mail and packages are common in the normal course of our daily business. Although it is unlikely that employees will receive a piece of mail that contains a

biological/chemical agent or bomb; employees should be familiar with the following information and guidelines:

What constitutes a "suspicious" parcel/letter?

The U.S. Postal inspectors identify the following characteristics that may constitute a suspicious letter or parcel that:

- is unexpected or from someone unfamiliar to you is addressed to someone no longer with your organization or are otherwise outdated
- has no return address or has an address that can't be verified as legitimate
- has incorrect spelling of addressee's name or title shows a city or state in the postmark that is a different location than the return address
- is unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed "Fragile – Handle with Care" or "Rush – Do Not Delay"
- is marked with restrictive endorsements, such as "personal" or "confidential"
- has excessive postage
- is of unusual weight, feels rigid, or appears uneven or lopsided, has an irregular shape, soft spots or bulges.
- Has protruding wires, leaking liquid, powder residue, strange odors or stains.

Mailed bombs generally do not buzz or tick.

The contents feel stuck (pressure or resistance) when attempting to remove contents from the envelope or parcel.

What should I do if I've RECEIVED a suspicious parcel/letter in the mail?

1. Remain calm.
2. Gloves should be worn.
3. Do not open the parcel/letter. Seal the mail in a plastic bag.
4. Put down the damaged or suspicious package(s), evacuate the room and surrounding area and immediately cordoned off the area.
5. Call the Capitol Police 828-2229.
6. Ensure that all persons who have touched the mail piece wash their hands with soap and water.

What should I do if I've OPENED a suspicious parcel/letter?

1. As soon as practical, shower with soap and water.
2. Do not further handle the mail piece or package suspected of contamination.
3. Put down the damaged or suspicious package(s), evacuate the room and surrounding area and immediately cordoned off the area.
4. Evacuate the immediate area beyond the perimeter of those exposed.

5. Make a list of all persons who have touched the letter and/or envelope. Include contact information. Provide the list to the proper officials.
6. Place all items worn when in contact with the suspected mail piece in plastic bags and keep them wherever you change your clothes and have them available for law enforcement.

Reporting a suspicious letter or parcel:

1. Call The Capitol Police Dept. 828-2229. Explain that you've received a parcel in the mail that may contain a bomb, biological or chemical substance. Police and/or Security will assume control and will contact the appropriate officials.
2. The proper officials will collect the mail, assess the threat situation and coordinate with the FBI, if necessary.
3. If necessary, Police will notify local, county and state health departments and the Vermont Homeland Security Office.

## **Medical Emergency**

Reporting a medical emergency: activate Medical emergency Button nearest your location:

1. Notify the SGT At Arms Or Police Dept. of the Medical Emergency. And provide the following information: Location of injured or ill person (address, floor number). Any details available about the accident or illness. Name of injured/ill person.
2. If Police are unavailable, call 911 and provide the following information (Remember you must first dial "9" from a state phone):

Location of injured or ill person (address, floor number).

Any details available about the accident or illness,

Name of injured/ill person.

Take the following action In the event of a medical emergency:

1. Do not move the injured or ill employee.
2. Try to make the person more comfortable. Cover with coat or blanket.

## **Suspicious Person/ Hostile Intruder –Hostage/Weapons**

Situation (Response to)

Employees are encouraged to be aware of their work surroundings, co-workers, guests, and unexpected persons in their work areas and to respond appropriately.

If you encounter a suspicious person in your work area, take the following action:

1. If the person appears approachable, ask, “Can I help you? Are you here to meet with someone?”
1. If the response seems odd or vague, do not argue or continue the discussion, provide a polite response and move on. Immediately notify Capitol Police at 828-2229
2. If the person appears unapproachable, do not attempt to make contact. Immediately notify Capitol Police at 828-2229
3. If a suspicious person approaches you or a co-worker, be polite and listen to the person’s concerns. A nearby co-worker should immediately contact Police at 828-2229
4. Provide a description of the suspicious person, making note of the following:
  - Race (Caucasian, Black, Hispanic, Asian, Indian, Middle Eastern)
  - Gender (Male, Female)
  - Hair features (blonde/black -- long/short -- wavy/straight)
  - Facial features (glasses, mustache, and beard)
  - Clothing (shirt color, pants color) Location where person was last seen.
5. If safe to do so, observe, at a distance, the movement of the suspicious person. Do not attempt to make further contact. Security will locate the person, determine the person’s purpose in the building, and if appropriate, remove him/her from the building.

Suspicious Activity:

If you witness an activity at your building or in your work area that seems abnormal and not easily explained, share your observation with your supervisor and notify Police at 828-2229

A Hostile Intruder(s) is:

A hostile intruder is a person (s) who participates in a random or systematic action demonstrating their intent to harm others. The person(s) may use firearms, explosives, knives, etc. to effect mass murder rather than engage in other criminal contact.

Hostile Intruder situations may constitute a life threatening situation. Above all, protect yourself, and remain calm. Other employees may look to you as a role model and leader. In the event that an intruder enters the building, the following guidelines should be followed, unless doing so would present an unreasonable or elevated risk of harm to yourself or others:

1. If you discover a hostile intruder, you should immediately contact Capitol Police at 828-2229 or dial 9- 911 and provide as much information as possible.

2. You should NOT activate the fire alarms, as doing so is likely to cause people to move from safety.
3. If available and it can be done in a safe manner activate your Panic alarm.
4. Attempt to move from open areas to a place of cover, concealment and security.
5. If outdoors, you should move inside or take cover, by crouching or lying down behind substantial objects
6. If inside, move to the closest room, close and lock the door.
7. Turn off lights
8. Close windows and shades/curtains.
9. Stay away from and out of sight of any doors or windows.
10. Stay calm and quiet.
11. Remain in shelter until contacted by senior staff member(s), or instructed by Law Enforcement personnel.

#### Interaction with Law enforcement:

1. Police entry into the building may or may not be announced.
2. Police will be responding and reacting based on their training and the situation.
3. Follow all Police instructions promptly and help any co-workers who need assistance.
4. Information that you provide to law enforcement could be very important to the safety of your coworkers.

Expect and cooperate with Police interviews.

#### What if I encounter the Intruder?

1. Remain as calm and quiet as possible.
2. Observe reasonable requests by the intruder but do not volunteer anything.

If you find yourself in a hostage situation:

1. Try to stay calm.
2. Follow instructions of the hostage taker(s).
3. Speak only when spoken to.
4. Don't make suggestions
1. .

5. Try to rest.
6. Be observant.
7. Be prepared to speak on the phone, you may be forced to do so.
8. Don't be argumentative and treat the hostage taker as normal as possible.
9. Be patient.
10. If Police assault your room, drop to the floor and take cover under anything available.

If you attempt to risk an escape, ask yourself:

1. Can I do so quickly, quietly and above all safely?
2. Have I sufficiently studied the hostage taker's pattern of behavior to give me a good chance of escape?
3. Will my absence be noticed?
4. Will my escape endanger the remaining hostages?

A very small percentage of hostages are killed or wounded by the hostage taker.

## **Tornado Warning**

Although Tornadoes are rare in Vermont in the event of a tornado warning issued by the National Weather Service, notification will be made advising building occupants of tornado procedures.

Tornado Watch:

The term "tornado watch" simply means that conditions are right for a tornado to develop. It does not mean that a tornado has been sighted. During a tornado watch, employees will continue to work. Listen for information from building management or building security.

Tornado Warning:

A "tornado warning" indicates that a tornado has been sighted. Employees should be prepared to initiate tornado response plans should action be necessary. If a warning is in effect, the local sirens will sound for three minutes followed by seven minutes of silence. The siren pattern will continue in this manner until the warning has been discontinued. Listen for instructions from either building management or building security.

In the event of a tornado warning, take the following action:

1. Close all drapes to the outside windows and close your door behind you.

2. Follow the directions of your Safety Warden.
3. Move away from the perimeter of the building and exterior.
4. Go to the core of the building: to stairwells, restrooms or interior offices.
5. If you are caught in an exterior office, seek protection under a desk.
6. Do not go to the first floor lobby or outside of the building. You are much safer in a steel-framed or reinforced concrete building than you will be on the street or in your automobile.
7. Do not get on an elevator. You can be as safe on your own floor as anywhere else, stay in the interior portions of the floor.
8. Remain calm.

If evacuating after the impact of a tornado:

1. Assess emergency evacuation routes – determine if clear, blocked or impassable.
2. If passable, open doors carefully; watch for falling objects.
3. See Procedure 9: Evacuation Procedures - After the Impact.

If trapped inside after a tornado:

1. Replace all telephone receivers.
2. Identify working forms of communication – cell phones, office phones, etc.
3. Evaluate situation and coordinate actions with co-workers and other building tenants.
4. Do not move debris or objects – it may trigger the collapse of a nearby structure.
5. Assess area for gas or liquid leaks or other hazards.
6. If power outage, do not use candles or lighters until determined safe to do so.
7. Check for fires and extinguish fires if at all possible.
8. Clean up or contain spills, excess fluids and materials immediately, if safe to do so.
9. Power down computers and lamps. Do not turn on light switches or appliances.
10. Identify available communication: work phones, cell phones, radios, etc.
11. Do not flush toilets until authorized by building management.
12. If trapped, listen for emergency evacuation teams -- above you, below you and around you.

Remain calm and encourage others to do the same. Help is on the way.

## **Workplace Violence**

The State of Vermont is committed to providing all employees with work environments that are safe, secure and free of harassment, threats, intimidation and violence. The State maintains a Workplace Violence Prevention Policy that is posted in the work areas of the department. If you are unable to locate a copy of this policy, please contact The Department of Human Resources. Upon awareness of violence in the workplace, do the following:

1. If the crisis situation involves an injury: Call Capitol police at 802-828-2229 who will direct emergency personnel
2. If Police are unavailable, call 911.
3. If not directly involved in the incident, secure your office, otherwise seek protection by lying on the floor or barricading yourself in another secured area.
4. Always remain aware of your surroundings and move close to a door if possible
5. Adhere to the requests of the assailant.
6. Make mental notes regarding the description and mannerisms of the assailant.
7. Remove yourself from the area when Law Enforcement arrives.

Evacuation Procedures:

It is the responsibility of each employee to know your office's Safety Warden, as well as each alternate Safety Warden. Every employee also should know the evacuation plan.

Office Safety Warden: \_\_\_\_\_

Alternate Safety Warden: \_\_\_\_\_

ASSEMBLY AREA:

(Safe distance from your building but within walking distance)

\_\_\_\_\_

If an evacuation is called, take the following action:

1. Follow the instructions of your office Safety Warden and other security personnel.
2. Your Safety Wardens are those employees who wear orange safety vests during evacuations, fire drills and other emergency actions.
3. Assist those co-workers requiring assistance (buddy system).

4. If a co-worker cannot continue evacuation due to illness or incapacitation, assume the buddy role and seek the assistance of a Safety warden.
5. Close the door of your office.
6. Use the stairwells for evacuation.
7. Form a single-file evacuation line and be alert for fire personnel who use stairways to respond to emergencies.
8. Use the handrails and stay to the right in the stairwells.
9. Report to your office's designated Assembly Area.
10. Contact your Supervisor to receive up-to-date status of the situation.

Remember:

- Do not use electronic devices (cell phones) inside buildings during bomb threat evacuations.
- Do not use the passenger elevators unless instructed to do so.
- Do not return to your work area for any reason.
- Do not run or panic.
- Do not remain near the building after exiting the building. Proceed safely to the predetermined Assembly Area.
- Does not return to the building until Authorities give the "all clear"
- Evacuation Assistance List:
- Employees with physical or medical limitations will receive special assistance during evacuations.

Evacuation Procedures: After the Impact:

This procedure is established to heighten employees' awareness of actions that should be taken and actions to avoid in the event of an impact to their facility due to a natural disaster, fire or explosion. Although the risk of impact is low, employees are advised to be familiar with potential post-impact environments and recommended actions and to identify additional actions that would be advisable in the event of impact at their respective facility.

Inside the building, immediately after an Impact:

1. Anticipate low or no visibility due to fine particles of debris – do not panic.
2. Determine if anyone is hurt. Summon medical teams by calling 9- 911
3. Evaluate situation. Rally and coordinate actions with co-workers & other tenants
4. Assess emergency evacuation routes – determine if clear, blocked or impassable.
5. Do not move debris or objects – it may trigger the collapse of a nearby structure
6. Open doors carefully; watch for falling objects.
7. Remain calm and encourage others to do the same.

If evacuating after the impact of an explosion or natural disaster:

1. Follow emergency evacuation procedures.
2. Do not use the elevators.
3. Keep calm and encourage others to do the same.
4. Use great caution when exiting a building.
5. Be aware of broken glass and electrical damage dangers such as sparks or broken or frayed wires when exiting the building.
6. Watch for falling debris; take cover under sturdy furniture; tuck and protect your head with your arms.
7. Upon exiting the building, quickly move away from the building, watch for falling debris
8. Do not return to the building or attempt to re-enter the building.

If trapped inside after an explosion or natural disaster:

1. Listen for emergency evacuation teams – above you, below you and around you.
2. Anticipate low or no visibility due to fine particles of debris – do not panic.
3. Determine if anyone is hurt. Summon medical teams.
4. Keep calm and encourage others to do the same.
5. Replace all telephone receivers.
6. Identify available communication: work phones, cell phones, radios, etc.
7. Use caution when moving about in a damaged building, be careful of broken glass.
8. Evaluate situation and coordinate actions with co-workers and other building tenants.
9. Do not move debris or objects – it may trigger the collapse of a nearby structure.
10. Open doors carefully; watch for falling objects.
11. Check for fires and extinguish fires if at all possible.
12. Assess area for gas or liquid leaks or other hazards in your area; if hazards are located provide location, if safe to do so, to co-workers and others in the area.
13. Power down computers and lamps.
14. Do not turn on light switches or appliances.

15. If power outage, do not use candles or lighters until determined safe to do so.
16. Do not flush toilets until authorized by building management.
17. Remain calm. Help is on the way.

## **Safety Warden Responsibilities**

### **I. OVERVIEW:**

The role of a Safety Warden is an important, vital service to the co-workers whom you assist. The primary function of the Safety Warden is to coordinate, educate and act as a liaison between Police and your many co-workers. You receive training and possess information regarding safety and security procedures that your co-workers do not. Therefore, it is essential that you recognize and respect the importance of this assignment.

At all times, Safety Wardens are expected to perform the following duties:

- A. Be Prepared and Share Important Information Know your building's Safety Warden Procedures (i.e., evacuation procedures, location of fire alarms, fire extinguishers, floor exits, final floor checks during evacuations, etc.) and be prepared to act. Attend and participate in all meetings or training sessions held by the Capitol police or designee. Attend and participate in all meetings or training sessions.
  1. Educate co-workers regarding the evacuation plan, floor plan, location of extinguishers, fire
  2. Hoses, and location and operation of the fire alarm pull stations.
  3. Use office staff meetings or visit co-workers to share safety and security information on a
  4. periodic basis.
  5. Take a leadership role in all matters relating to the safety and security procedures for your assigned area (such as ordering an evacuation upon notice through an alarm, from supervisors, and or Police).
  6. Advocate the value of your Safety Warden role
- B. Coordinate Emergency Responses and Evacuations during building emergencies (when alarms are sounded), wear your building-appropriate Safety Warden identifiers such as orange vests, arm bands, etc.
  1. After reaching a point of safety (if entire building is not evacuated) or after reaching your Assembly Area (if entire building is evacuated), assist Authorities by taking a head count and remain there until the "all clear" is given by emergency personnel.
  2. Provide to building security and/or emergency personnel, the employee count and other relevant information regarding involvement of smoke, flames, other unusual conditions and persons remaining on the floor.

3. Recognize that building security personnel will not have forewarning of an emergency and will not be on your floor to coordinate the evacuation.
  4. Recognize that you are a main line of defense in the event of an evacuation. Your active role on your floor is essential.
- C. Assist in training during spring and fall for familiarizing employees with the above procedures.

1. Assist in advising new employees of about procedures in the first two weeks of employment (new employee orientation).
2. Assist in identifying a method and location of accounting for all employees in your office in the event of an evacuation.
3. Assist Capitol Police to ensure that each employee in your office receives handouts of safety and security information.
4. Ensure that important security information and phone numbers are posted in a visible area of the office

D. Report Your Concerns

1. Provide to your Department Designee, post-drill and post-evacuation reports which contain the name of employees who did not participate.
2. Offer suggestions to improve these guidelines to the Sgt. at Arms or Capitol
  - 1) Know your building's Safety warden procedures including
  - 2) \_\_\_ Evacuation procedures \_\_\_ location of fire extinguishers
  - 3) \_\_\_ Location of fire alarms \_\_\_ location of floor exits
3. Know your role and the role of your floor/work area's fellow Safety Wardens during evacuations.
4. Possess a current list of your Safety /work area's employees who need evacuation assistance. Partner employees who need evacuation assistance with a "buddy" and ensure both employee and buddy know their intended evacuation path.
5. Coordinate with your fellow floor/work area's Safety Wardens to divide duties