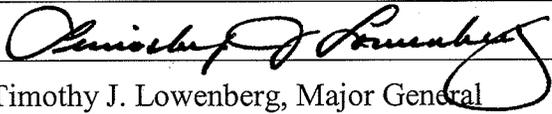




Emergency Preparedness (Facility)

~~Department Policy No. 01-030-07~~

Subject:	Emergency preparedness policy and procedures for WMD facilities.
See Also:	MIL Form 917, Example Emergency Reference Guide MIL Form 918-, Emergency /Drill Response Checklist WAC 296-800-30025, Fire Extinguisher WAC 296-24-585, Fire Protection WMD Building Managers Handbook
Information Contact:	Safety Consultant Building # 1 (253) 512-8295
Authorizing Source:	WMD Deputy Director
Effective Date:	September 15, 2007
Revised:	
Approved By:	 Timothy J. Lowenberg, Major General The Adjutant General Washington Military Department Director

Purpose

To establish emergency preparedness procedures for the protection of WMD staff, visitors, and property.

Scope

It is the Military Department Director's intent to have standardized and comprehensive safety, loss control, risk management and accident prevention programs across the Washington Military Department. This policy applies to:

1. State employees.
2. Washington Air National Guard and Washington Army National Guard personnel, including Active Guard Reservists, traditional guardsmen in a federal military status, and federal military technicians.

It is the Director's goal to properly integrate and interface these programs between divisions. For example, state employees who conduct maintenance activities in federal or state buildings occupied by National Guard units will have safety, occupational health and industrial hygiene interfaces and overlaps. The Director expects cooperation and collaboration in these areas to ensure there are no gaps in our programs and that issues are effectively managed by affected members, safety managers and our respective safety councils.

Definitions

1. **Facility:** "Facility" means a WMD state-owned building or work site.
2. **FMO:** "FMO" means Facility Maintenance Operations.
3. **HRDIS:** "HRDIS" means Human Resource Development Information System.
4. **WAANG:** "WAANG" means Washington Air National Guard.
5. **WAARNG:** "WAARNG" means Washington Army National Guard.
6. **WMD:** "WMD" means Washington Military Department.

Policy

The department recognizes the need for specific emergency preparedness/response procedures to describe employee response for any emergency. These emergency situations may require a variety of responses including building evacuation and shelter-in-place response. To be prepared for the conditions that triggers an emergency response:

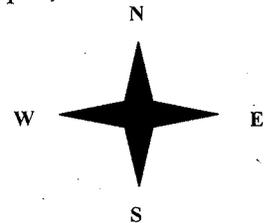
1. All WMD facilities shall develop an Emergency Plan consistent with the minimum elements identified in Procedure I.A of this document.
2. State employees, National Guard members and civil service employees shall be trained to understand and execute the emergency procedures.
3. Training attendance for all personnel shall be documented in accordance with the state HRDIS system and/or applicable training document specific to the WAARNG or WAANG regulations.

Procedure

A. Emergency Preparedness

1. The facility Emergency Plan shall address potential hazards that may occur. MIL FORM 917 "Example Emergency Reference Guide" is designed to assist with this effort. The form is not intended to be all-inclusive but to provide examples and potential formatting that may be used for individual facility emergency planning purposes. The Emergency Plan shall address the following:
 - a. The notification of the appropriate emergency response agency using 9-1-1;

- b. The immediate evacuation or shelter in place of staff and visitors;
 - c. The identification of outside rally points;
 - i. Building Managers should contact the Building Manager(s) of all adjacent buildings to insure no conflict in rally point site selection occurs.
 - d. A system to account for all staff and visitors;
 - e. Coordination to staff based on the scope of the incident; and
 - f. Spill response procedures as identified in the local Integrated Contingency Plan.
2. Facilities shall ensure access for the summoned emergency response agencies.
 3. Evacuation Diagrams shall be posted in a conspicuous location(s) and typically contain the following:
 - a. Floor plans;
 - b. Designation "You are Here" in relation to floor plan; and
 - c. Evacuation routes.
 4. Additional information that can be included on the Evacuation Diagram includes:
 - a. Location of first-aid kit(s) / AED / CPR equipment;
 - b. Location of fire suppression equipment (e.g., water stand pipes, fire hoses, fire extinguishers, etc.);
 - c. Location of fire alarm pull-stations;
 - d. A direction indicator i.e., North, South, East, West; and
 - e. Other information deemed appropriate.
 5. Evacuation Drills
 - a. The Building Manager of each WMD facility with six or more individuals assigned shall conduct an annual evacuation drill. This drill will typically be planned for the month of April as an agency-wide drill concurrent with the Washington State Drop, Cover, & Hold exercise. The Executive Management Team will provide specific data annually.
 - b. The annual evacuation drill shall be documented on the FMO WEBWORKS system by submitting a completed Emergency /Drill Response Activity Report, MIL Form 918 as outlined in Section D.
- B. Emergency situation:
1. Staff discovering an emergency situation shall immediately:



- a. Call 9-1-1 and follow instructions;
- b. Evacuate the building or secure building as necessary consistent with the local Emergency Plan; and
- c. Report the emergency to the facility Building Manager and the WMD Risk Manager (253) 7950 within 24 hours of the event.

C. Shelter-in-Place

1. In the case of a hazardous materials, chemical event or local emergency, authorities will instruct personnel to seek shelter where they are and Shelter-in-Place. If the order is to "Shelter-in-Place" the following minimum steps are recommended:
 - a. Move indoors or stay inside;
 - b. Close all windows and doors;
 - c. Stay in the room until notified that it is safe to come out; and
 - d. Follow all instructions.
2. Documentation of Shelter-in-Place responses shall be recorded as outlined in Section D.
3. Shelter-in-Place Drills:
 - a. The Building Manager of each WMD facility with six or more individuals assigned shall conduct a Shelter-in-Place Drill at least annually typically during the month of September to coincide with the National Preparedness Month requirement of the National Homeland Security Agency. The Executive Management Team will provide specific data annually.
 - b. The annual Shelter-in-Place Drill shall be documented on the FMO WEBWORKS system by submitting a completed Emergency/Drill Response Checklist, MIL Form 918.

D. Documentation

1. The Building Manager will submit a completed Emergency/Drill Activity Report, MIL Form 918, to the FMO Work Order Maintenance Controller via the WEBWORKS system within 24 hours of the event and retain a copy at the facility / work site for a three year period.
2. The FMO Work Order Maintenance Controller will establish a summary document and provide a summary of all Emergency/Drill Response activity to the WMD Risk Manager on a quarterly basis.

Washington Military Department

Example Emergency Reference Guide

This guide is intended to provide WMD State employees a quick reference in the event of an emergency

<p>EVACUATION</p> <ul style="list-style-type: none">• Follow the posted evacuation route.• Use stairways. Do not use elevators.• Move to the designated assembly area.• Remain in the assembly area until otherwise directed.• Do not re-enter the building until authorized.• The designated assembly area is: <hr/> <ul style="list-style-type: none">• Check yourself and others for injuries.	<p>SHELTER IN PLACE</p> <p><i>Before sheltering in place:</i></p> <ul style="list-style-type: none">• Shut down Heating, Ventilation and Air handling (HVAC) systems.• If possible take a cellular phone with you.• Ensure all windows and doors are closed and sealed. <p><i>Once in the sheltering in place area:</i></p> <ul style="list-style-type: none">• Place wet towels at the bottom of doors.• Do not leave area until <u>an all</u> clear signal has been given and follow evacuation procedures.• Supervisor/designee should account for all staff and visitors.
<p>BOMBS AND SUSPICIOUS OBJECTS</p> <p>If a bomb or suspicious object is discovered, DO NOT TOUCH IT.</p> <ul style="list-style-type: none">• Cordon off the area.• Call 911 and give exact location and description of object.• Notify your supervisor/designee and secure the area.• Be aware of a possible secondary device.• Evacuate the building and notify nearby building occupants. <p>BOMB THREATS</p> <ul style="list-style-type: none">• Use the Bomb Threat Card next to your phone.• Treat all Bomb Threats as real.• Notify your supervisor/designee and call 911.• Follow directions from Law Enforcement.• Evacuate the building and secure the area if possible.	<p>HAZARDOUS MATERIAL EMERGENCY</p> <p>Do not open or disturb suspicious containers.</p> <ul style="list-style-type: none">• Secure the area.• Wash hands with soap and water, do not rub eyes or touch things.• Call 911 and request HAZMAT.• Avoid contaminating others by staying a safe distance away.• If contaminated, do not get in your vehicle until decontaminated by the Fire Department.• Do not place others in your vehicle that has been contaminated.• Dispose of contaminated clothing in properly marked bags provided by your work unit or Fire Department.• Follow established HAZMAT guidelines as posted in your office area.• Notify your supervisor as soon as safe to do so.
<p>EXPLOSION</p> <p>When safe to do so:</p> <ul style="list-style-type: none">• Evacuate the building using a route away from the affected area.• Call 911 to report the explosion and give all available details.• If possible, leave all doors and windows open in the explosion area.• Check yourself and others for injuries.	<p>FIRE</p> <p>All fire alarms must be assumed "REAL" and all staff shall evacuate the building.</p> <p>RESPONSE</p> <ul style="list-style-type: none">• Call 911 and provide your name, your location, location of fire and the type of fire.• Evacuate the building using the posted evacuation procedure.• Secure the scene.• If trapped and unable to leave, secure and close off the area until help arrives.

**Washington Military Department
Example Emergency Reference Guide**

VIOLENCE IN THE WORKPLACE

Summon nearby staff for assistance and call **911**. If under immediate threat of violence, leave the area or hide if possible.

- When threatened by violence, leave the area or hide if possible.
- **YELL FOR HELP.**
- Know how to get help quickly.
- Use available objects such as chairs, natural barricades, doors, etc., to gain time for a safe exit.
- If you hear or see someone being attacked call for other staff to help and call **911** for assistance.
- Treat all threats as real, and report them to your supervisor.

MEDICAL EMERGENCY

- Render emergency First Aid
- Call **911** and provide the following:
 1. Name
 2. Address
 3. Exact location in building
 4. Symptoms
 5. The name(s) of the injured
 6. Age
 7. Known medical concerns

EARTHQUAKE

IN A VEHICLE

- Slowly pull over to the side of the road and stop.
- Avoid overpasses, power lines and other hazards.
- Stay in your car until the shaking stops.
- Notify your supervisor of your status when safe to do so.
- Call **911** if needed.

WHILE OUTSIDE

- Seek cover and protect yourself from falling bricks, glass and other debris.
- Move to a clear area, away from trees, signs or downed power lines.
- Notify your supervisor of your status when safe to do so.
- Call **911** if needed.

IN THE OFFICE

- **“DROP - COVER - HOLD”** Stay in building under a strong table or desk for initial earthquake.
- Stay away from windows, outside walls, tall bookcases, and filing cabinets.
- Check yourself and others for injuries.
- Keep calm. Follow evacuation procedures when safe.
- Beware of falling debris, glass or electrical wires as you exit.
- Assemble in the designated area(s). Do not re-enter the building until authorized.
- Be aware there may be aftershocks that may affect an already weakened building.
- Call **911** if needed.