

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b> Safety/Risk Management/Disaster Preparedness	<b>CODE NUMBER:</b> AC 7-2
<b>TITLE:</b>  Employee Emergency Action Plan	<b>ADOPTED:</b> 02/18/1976
	<b>AMENDED:</b> 08/09/05
	<b>ORIGINATING DEPARTMENT:</b> Administrative Services/Risk Management

**GENERAL**

1. **SITUATION:** If an emergency happened in your workplace right now, what would you do? Natural disasters, bomb threats/explosions, and fires are always unexpected events demanding fast decisions and quick actions. The possibility of such an emergency is remote, but requires advanced planning and training to ensure the orderly and safe evacuation of all endangered persons when necessary.
  
2. **POLICY:** Lee County requires all persons to immediately leave a facility by the nearest available exit when notified, a fire alarm is activated or whenever it becomes clear that an emergency exists. No one is expected to endanger him/herself in order to assist with the evacuation of others, but everyone has the responsibility to ensure other building occupants are aware of the emergency. Similarly, we encourage trained individuals to aid anyone requiring medical assistance or to safely evacuate. If you are a disabled employee, even only temporarily disabled, please contact your supervisor to arrange for assistance now.
  
3. **PLAN:** This guidance plan applies to all emergency action and fire prevention plans and covers required actions that designated County employees must take to ensure the safety of our employees and guests from fire and other emergencies. Each County department/facility is required to modify its own emergency action and fire prevention plan, based on their needs. Your department/facility's plan must:
  - a) Address emergencies that may reasonably be expected in your specific workplace.
  - b) Determine what types of fire and life safety systems your facility has: voice alarms, smoke detectors, sprinklers, manual pull alarms, monitoring, portable fire extinguishers, fixed fire suppression system, fire doors, emergency lighting, etc.
  - c) Survey your employees to see whether they have any special needs such as physical disabilities.
  - d) Be kept at the workplace and made available for employee review. The best-laid plans are worthless unless people are made aware of and practice them.
  - e) Additionally, each team shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

## **TENANTS**

As building owner, the Lee County BoCC has a general responsibility for tenant safety. This plan is offered to tenants as guidance in formulating their own specific emergency action and fire evacuation plans.

- a) A building-wide or standardized plan for the whole building is acceptable provided that each employer informs their respective employees of their duties and responsibilities under the plan.
- b) When multi-employer building-wide plans are not established, employers should coordinate their plans with the other employers within the building to assure that conflicts and confusion are avoided during times of emergencies. This is a special need for multi-story buildings where more than one employer is on a single floor.

**EMERGENCY ACTIONS** - At the minimum, each department/facility plan will designate:

1. **Critical Action Procedures:** At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. Employees must be sure that they know what is expected of them in all such emergency possibilities.
  - a) In some cases, where the emergency is very serious, total, and immediate evacuation of all employees is necessary.
  - b) In other emergencies, nonessential employees may be evacuated immediately but the evacuation of critical employees, necessary for continued plant operation, is delayed. The department should list detailed procedures to be taken by these critical employees to include when it is absolutely necessary to evacuate. Essential plant operations may include the monitoring of plant power supplies, water supplies, and other *essential* services, which cannot be shut down for every emergency alarm. Essential plant operations may also include plant operations that must be shut down in stages where certain employees must be present to assure safe shut down procedures are completed.
2. **Alarm System:** Alarm systems are to provide warning for necessary emergency action and ample reaction time for safe escape of employees from the endangered area. Some alarm systems are activated automatically through detection devices and/or manually.
  - a) The alarm has to be a distinctive and recognizable signal that employees can hear above the noise or see above the light in the work area. Alarm horns, flashing strobe lights, and public address systems are common throughout our buildings.

***Since there is no audio system within County Facilities, it is not possible to differentiate the type of emergency. Therefore, it is necessary to survey the contents in your room for "suspect objects" before every evacuation of the building. Should you locate any suspect object before the evacuation, DO NOT TOUCH THE OBJECT! As you evacuate the building, be certain to tell your Floor Monitor (or any supervisor) of the location and description of the suspect object.***

**NOTE:** Employees who are unable to recognize the audible or visual alarms may require the use of tactile devices. Please notify your employer as to this need.
  - b) If a mechanical audible alarm is not available, each team shall establish an employee verbal alarm procedure to provide warning.
  - c) Where a communication (public address or radio) system also serves as the employee alarm system, all emergency messages shall have priority over all non-emergency messages.
  - d) Treat *every* alarm as a real emergency.

**3. Emergency Communications:**

- a) **Reporting:** Each team shall explain to each of their employees the preferred means of reporting emergencies, such as manual pull box alarms, public address systems, radio, telephones and/or a combination. Fires, explosions, serious accidents, and other emergencies should be reported immediately to:

<b>Emergency Management Services (EMS) (Ambulance, Fire, Police)</b>	<b>911</b>
<b>Fire (non-emergency)</b>	<b>239-334-6222</b>
<b>Fort Myers Police (non-emergency)</b>	<b>239-334-4155</b>
<b>Sheriff (non-emergency)</b>	<b>239-477-1000</b>
<b>County Risk Management</b>	<b>239-533-2221</b>

Each team shall post emergency telephone numbers near telephones, or employee notice boards and other conspicuous locations when telephones serve as a means of reporting emergencies.

- b) **Emergency Customer Contact:** In case your facility has an emergency evacuation, recommend telephones for your team’s receptionist roll over to an alternate location outside of your facility. This will allow uninterrupted customer service.

**4. Means of Egress** from each of its facilities:

- a) **Emergency Evacuation Diagram:** The use of floor plans or workplace maps, which clearly show the person’s current location (“You Are Here!”) and the egress (emergency evacuation) routes are required. The emergency evacuation diagram will also show the locations of all fire extinguishers and manual pull stations (some facilities may not be equipped with pull alarms). These diagrams shall be posted at several locations on each floor throughout the building.
- b) **Elevators:** During an emergency evacuation, use the stairs. **DO NOT USE THE ELEVATORS.** Many elevators are programmed to stop at designated floors and not answer calls when a fire alarm is activated. Also, if the electrical power is interrupted or there is structural failure, the elevator becomes a trap. The National Fire Protection Agency standard 810 requires a permanent sign be posted in elevator lobbies directing persons to not use elevators during fires. These signs shall state, **"IN FIRE EMERGENCY, DO NOT USE ELEVATOR. USE EXIT STAIRS."**
- c) **Evacu-Trac:** In the event of emergency which requires building evacuation, some County owned facility with two or more stories are equipped with an emergency evacuation device (Evacu-Trac chair). Typically the Evacu-Trac chair is located in the top floor stairwell. You should become familiar with the specific location within your building. Evacu-Trac provides fast, safe transport for people with limited mobility. Trained authorized personnel will use Evacu-Trac only. Please contact County Risk Management for your training needs.

**5. Emergency Team** for each department/facility: The key to successful evacuation is to create an effective emergency evacuation team. The responsibilities of this team are to be implemented whenever there is an alarm. There must be primary and alternate persons assigned to these positions so that the evacuation procedures are carried out in case of absences from the building. The duties of the Emergency Evacuation Team are outlined in the following sample job descriptions:

- a) **Emergency Coordinator:** This person is responsible for implementing the emergency evacuation plan, training the team members, and all occupants on how to use the fire alarm and communications systems. The Accountability Monitor reports missing persons and Floor Wardens report any other problems to the Emergency Coordinator who then acts as the liaison with the First Responders. The Emergency Coordinator will relay any problems or situations such as the last known location and description of disabled, trapped or missing persons, blocked exits, etc to the First Responders.
- b) **Floor Wardens:** These designated employees conduct occupant searches in assigned areas of the building. They should be trained in the complete workplace layout so they may direct people to the nearest available exit. This requires knowledge of alternate escape routes. All Floor Wardens should be made aware of handicapped employees who may need extra assistance and of hazardous areas to be avoided during emergencies. Before leaving, wardens should check offices, rest rooms, storage rooms, etc. and instruct persons to evacuate the building. The Floor Wardens should be the last persons to leave their assigned areas closing the office and stairwell doors behind them to help prevent rapid spread of fire. Each Floor Warden will report the results of their search to the Accountability Monitor, the location of disabled persons, and any problems to the Emergency Coordinator. Additionally, once outside, designated Floor Wardens are to help prevent anyone except authorized First Responders personnel from entering until the all-clear signal is given. The Emergency Coordinator will assign a Floor Warden to any building exit that is not secured. Once the "all-clear" is given, the Floor Wardens will remain at their assigned post and make every attempt to allow staff to re-enter the building first. At no time will Floor Warden place their life at risk in order to keep the building secure.

**NOTE:** An additional Floor Warden may be assigned to ensure that persons do not wait for or use elevators during an evacuation. He/she should direct people to the nearest available fire exit.

- c) **Accountability Monitors:** These persons are responsible for making sure all of the building occupants are accounted for at the assembly areas. After the evacuation is completed, these persons should be able to account for or otherwise verify that all employees and guests are in the assembly areas. If anyone is missing, ensure they are not in the other assigned assembly area. Persons who are not accounted for will be reported to the First Responders through the Emergency Coordinator. In most cases the First Responders Command Post will be establish at the main entrance of the facility.
  - d) Additional monitors may be designated as required. For example, your office may have vaults or highly confidential materials that require securing if the nature of the emergency and timely warning allows.
- 6. Assembly Areas:** In an emergency evacuation, everyone inside should go to a predetermined point outside the building. This is the designated assembly area. Each department should have a specific location where roll call will be taken. All building occupants must know where the primary and alternate assembly areas are located and meet there immediately upon emergency evacuation.

- a) Assembly areas may include parking lots, open fields, or streets, which are located a minimum of 250-feet away from the emergency site and which provide sufficient space to accommodate the employees. This will allow unobstructed discharge from the building, and will avoid congregating close to the building. Otherwise, occupants may hamper access to the building by emergency vehicles and they could be in danger from falling debris.
  - b) Also, an alternate assembly area needs to be pre-designated if the primary area is not available or in case of inclement weather.
7. **Medical Duties:** Employees trained in First Aid / CPR are encouraged to provide assistance in emergency and rescue situations that may occur in the workplace. All First Aid/CPR-trained employees should know where their office First Aid Kit is located.
8. **Return to Work:** When First Responders give the “all-clear,” the Building Manager/Emergency Coordinator will make the decision for employees to return to the building. If the building is damaged, the Manager/Emergency Coordinator will call Risk Management and Facilities Management for assistance in mitigating and assessing the damage. However, it is the Department Director’s duty and responsibility, to protect their assigned property and/or building(s) from further damage. The damaged area will become a “restricted area” and unauthorized employees will not be allowed to return to the damages area until the area is rendered safe.

### **FIRE PREVENTION PLAN**

1. **General:** Fires, like all other types of accidents, are largely preventable. Team members shall explain to their peers of the potential fire hazards in their workplace specific to their tasks. This includes their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, the type of fire protection equipment or systems possessed and the various types of fire they can control. (Material Safety Data Sheets (MSDS) are a good source that describes the hazards, required personal protective equipment, first aid, materials handling, control measures and spill cleanup procedures for hazardous chemicals. Following MSDS instructions will help prevent accidents.)
2. **Fire Prevention / Potential Ignition Sources:** there are 3-elements to a fire. They are oxygen (which is present in our environment), heat source, and a fuel source. Combine all three elements and add an ignition source, a fire is started. It is our intention to prevent all three elements from combining to produce a fire. The following procedures are used to control known ignition source and prevent fires.
- a) No open flames (candles) are allowed in County buildings.
  - b) Smoking is prohibited in all County buildings.
  - c) No live Christmas tree are allowed in County owned buildings.
  - d) Extension cords and power strips must be manufactured sufficiently to safely carry intended electrical loads.
  - e) The use of extension cords in County facility is prohibited. Exceptions are for UL approved power strips; emergency and or temporary needs of that department.
  - f) Any electrical appliance which overheats or whose cord overheats will be removed from service.
  - g) All flammable materials such as paint, oil, solvents, and gas safety cans shall not be left unattended in any buildings. All flammable materials shall be stored in approved flameproof cabinet and labeled as such.
  - h) Rags or cloths soaked with oil or other flammable liquid must be disposed of in a flameproof container and removed from the building.

3. **Fire:** When you discover a fire:
  - a) Call **911**.
  - b) Activate the nearest manual pull alarm (if equipped they are normally next to fire exits or communicate to employees of the hazards by other means).
4. **Evacuation:** Immediately get out of the building. Turn off electrical equipment, as time permits. Close doors behind you but don't lock them to allow emergency personnel access.
5. **Housekeeping:** It is each department's responsibility to keep their offices, labs, and workshops orderly and clean. This means eliminating or controlling accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire or block access to emergency fire fighting equipment or emergency exits.
  - a) A two-foot buffer (clear area) is required between the ceiling and any stacked storage materials. This allows fire department access with their hoses and proper clearance for sprinkler spray patterns.
  - b) Air-conditioning closets, mechanical and electrical rooms shall not be used for storage of any materials.
  - c) Nothing is to be placed within 36-inches of any electrical panel or circuit box.
6. **Employees:** Employees are not trained **FIREFIGHTERS**. County employees should only attempt to fight small fires with the appropriate fire extinguishers. If you decide to fight a fire (see attachment), be ready to evacuate.
7. **False Alarm:** If the alarm is discovered to be false, the Facilities Management will silence the alarm only after approval from the fire department.
8. **Drills:** In conjunction with the local Fire Department, Lee County will conduct fire evacuation drills at least annually. It is recommended that each department practice emergency evacuation drill once a quarter. It is also that departments practice different scenarios. For example, simulate a blocked escape route or a missing person. However, do not conduct a fire drill without notifying Risk Management, Facility Management and the local Fire Department, so they may coordinate with other agencies, as necessary.

*In most cases the local Fire Department will automatically respond if the fire alarm is activated in the most County Facilities. The Fire Department will not know the type of emergency that is designated by the alarm. The Emergency Coordinator will notify the responding fire department, via emergency 9-911, once the type of emergency determined.*

## **BOMB THREATS NOTIFICATION AND ALARMS**

1. **Telephone & Personal Contact Threats:** Any employee who receives a Bomb Threat by telephone or personal contact must:
  - a) Keep calm and listen to gather as much information as possible from the caller; cooperate with anyone making a bomb threat and gather as much information as possible from the individual;
  - b) Use questions from the Bomb Data/Bomb Threat form that is located at each telephone. (Should you need Bomb Data forms, contact the Risk Management Office);
  - c) Notify the **Emergency Coordinator of your respective building**.
  - d) You are to notify the Office of the County Manager: Donald Stillwell, Bill Hammond, Holly Schwartz or Pete Winton at 239-533-2221;

- e) If directed by the Emergency Coordinator, dial 911 to give notification of a bomb threat unless directed otherwise by the Office of the County Manager.
  - f) Immediately after making notification to one of the above, write down any information not included on the bomb form. A detailed dialogue with the individual should be included. Do not engage in conversation with fellow employee until you have completed the above steps. This will keep your recollection of the conversation intact.
2. **Written Threat:** Any employee finding a note that contains a Bomb Threat must:
- a) Keep calm and read the note carefully for details regarding the bomb threat;
  - b) Limit the amount of hand contact to the note once you realize it is a bomb threat;
  - c) Notify your supervisor immediately;
  - d) Your supervisor will notify the **Emergency Coordinator of your building.**
  - e) The Emergency Coordinator will then notify the Office of the County Manager: Donald Stillwell, Bill Hammond, Holly Schwartz or Pete Winton at 239-533-2221;
  - f) Dial 911 to give notification of a bomb threat, unless directed otherwise by the County Manager's Office.
  - g) Seek the assistance of your supervisor in making the above calls.
3. **IF POSSIBLE, DO NOT TOUCH THE NOTE:** the supervisor should take charge of the note until law enforcement or the bomb squad has secured the area. Any employee receiving the original bomb threat (telephone call, verbal, or written) should be directed to the Command Post or Bomb Squad Chief.

### **DISCOVERY OF A SUSPICIOUS OBJECT**

1. Any employee who finds a suspicious object/device must:
- a) Not touch the suspicious object/device;
  - b) Ask personnel in your area if they recognize this object/device. If the object or device remains unrecognizable, proceed with the following steps:
  - c) Notify your supervisor or the **Emergency Coordinator of your building.**
  - d) The Emergency Coordinator will then notify the Office of the County Manager, Donald Stillwell, Bill Hammond, Holly Schwartz or Pete Winton at 239-533-2221;
  - e) Dial 911 to give notification of a suspect object/device which is not recognized by you or your fellow employees, unless directed otherwise by the County Manager's Office;
  - f) The Emergency Coordinator should then sound the alarm for evacuation;
  - g) Proceed with evacuation protocol to designated area;
  - h) The Emergency Coordinator should coordinate with Bomb Squad Chief as to the specific location of the suspect object/device;
  - i) Entry into the facility/building shall not take place until the Bomb Squad has made a determination regarding the object and removal has taken place.

*It is necessary to survey the contents in your room for "suspect objects" before every evacuation of the building. Should you locate any suspect object before the evacuation, **DO NOT TOUCH THE OBJECT!** As you evacuate the building, be certain to tell your Floor Monitor (or any supervisor) of the location and description of the suspect object.*

*The local Fire Department will automatically respond if the fire alarm is activated in the on buildings. The Fire Department will not know the type of emergency that is designated by the alarm. Notify them immediately when a determination is made regarding the type of alarm via emergency 9-911.*

**2. At the sound of the alarm:**

- a) All employees should be prepared to evacuate the building immediately.
- b) Scan your work area/office for any unusual packages/objects or devices that **do not** belong in the area; look for something not normally present in your area;
- c) **DO NOT TOUCH** any unfamiliar/suspect packages/objects or devices;
- d) Tell **ANY** Supervisor and/or Floor Wardens (wearing an orange vest) of the unfamiliar/suspect package, object or device. Give its location and brief description to one of the above mentioned;
- e) Secure any money, keys and or purses within your area before evacuation of the building;
- f) Lights and electrical equipment should be left on when leaving the work area along with computer equipment. **IF THE TYPE OF EMERGENCY IS NOT KNOWN, LEAVE ALL LIGHTS AND EQUIPMENT ON OR IN THE OPERATING CONDITION THAT THEY WERE IN AT THE TIME OF NOTIFICATION.** This means do not turn switches/control on or off when being notified of the evacuation alarm. Explosion devices can be triggered by switches and/or controls;
- g) **DO NOT** use the elevators when exiting the building; use designated EXITS;
- h) Assist all visitors/public within the area to building EXITS.

**EMERGENCY EVACUATION PROCEDURES**

- 1. Remain calm!
- 2. Quickly locate the nearest exit door and proceed to your Designated Evacuation Area. In the event a-bomb or device has been placed in a stairwell, monitors on your floor will direct you to an alternate exit door.
- 3. Employees or members of the public who have physical disabilities should be noted and placed at the exit door for emergency personnel to evacuate. Injury may result if you are not properly trained or physically capable of evacuating someone with a physical disability. Notify law enforcement/fire personnel who are at ground level of the person with a physical disability awaiting evacuation. In the event of emergency, which requires building evacuation, this building is equipped with an emergency evacuation device (Evacu-Trac chair) located on the top floor stairwells. Evacu-Trac provides fast, safe transport for people with limited mobility. Trained authorized personnel will use Evacu-Trac only. Please contact County Risk Management for your training needs.
- 4. Once you have reached ground level, move in a calm manner to your designated evacuation area. Note: **DO NOT STAND NEAR THE BUILDING. DO NOT PLACE YOURSELF BETWEEN THE BUILDING YOU ARE EVACUATING AND ANOTHER BUILDING WITHIN 250 FEET.**
- 5. Stay in your Designated Evacuation Area until notified by the Bomb Incident Coordinator to do otherwise. In case of bomb threats to other buildings in the area, you will be directed to an alternate assembly area.

**POST INCIDENT/EVACUATION PROCEDURES**

- 1. Enter the building/facility when a determination has been made by the Bomb Squad Chief;
- 2. Have employees enter building in an organized/ non-disruptive manner to avoid injury;



3. Arrangements can be made through the EAP Coordinator in the event employees need aftermath counseling;
4. The Emergency Coordinator or their alternate will organize a post-incident meeting with representatives from: County Manager's Office, Human Resources, Risk Management, and the Bomb Squad.

### **EXPLOSION**

Should an explosion occur in your facility, the immediate concern is to get those that are able away from the danger of fire and further injury from the damaged building. Activate the fire alarm and call 911, your Emergency Coordinator and others, as required.

### **TRAPPED IN A COLLAPSED BUILDING**

1. If you are trapped in debris, it may be extremely dusty so you can cover your mouth with a handkerchief or clothing.
2. Tap on a pipe or wall, or blow a whistle to let rescuers know where you are. Shouting should be a last resort as it forces you to inhale dangerous amounts of dust.
3. Untrained persons should not attempt to rescue someone from a collapsed building. Wait for emergency personnel to arrive.

### **TERRORIST ATTACKS**

Terrorists usually make specific threats by selecting visible targets according to the potential public or psychological gain that might be achieved, and where they can avoid detection before and after the attack. Terrorist weapons include explosives, kidnapping, hijackings, arson and shootings. There may be little or no warning.

### **CHEMICAL – BIOLOGICAL ATTACK**

Terrorists may use toxic chemicals or biological agents to cause serious illness, injury or death to people, livestock or crops. Severity depends on the type and amount of the agent used, and the duration of the exposure. Emergency Management authorities would instruct citizens to either seek shelter where they are and seal the premises, or to evacuate immediately. There is no assistance that the untrained person can offer a victim of a chemical or biological attack other than to get them immediate and professional medical attention.

### **SECURITY**

Be alert and aware of your surroundings, report unusual packages or behavior, and secure personal belongings in a locked desk or cabinet. Do not open any suspicious e-mails or attachments, especially those not directly related to official business, and report such incidents to 239-533-2221.

## **TRAINING**

All County personnel are to review the fire prevention and emergency action plans annually. The team leader or a designated representative provides training on the basic plan through lecture and fire drills.

- a) Initially when the plan is developed.
- b) Upon employee assignment.
- c) Whenever the employee's responsibilities or designated actions under the plan change.
- d) Whenever the plan is changed.

## **EMERGENCY ACTIONS CHECKLIST**

### **1. Fire/Emergency Evacuation**

- a) **Alarm** (*if building is equipped*):
  - An evacuation alarm is sounded when a fire/smoke detection system is activated.
  - When an employee detects a fire/smoke, activate the alarm system with a manual pull.
- a) **Call**:
  - 911
  - Others, as required
- b) **Evacuate** – Treat all evacuation alarms as real.
- c) **Assemble** in assigned area and report to your Accountability Monitor
- d) **Return to Work** when directed

### **2. Bomb Threats**

- a) By Telephone:
  - Get as much information from the caller as possible (refer to attached bomb threat checklist).
  - Do not hang up your phone (a trace may be possible).
- b) Other Bomb Threats: **DO NOT DISTURB/TOUCH, SMOKE OR USE A RADIO** near the suspect package.
- c) Notify:
  - Supervisor or Emergency Coordinator
  - Police Department, 911.
  - Others, as required.
- d) Evacuate the immediate area (minimum of 250-feet)
- e) Follow instructions from First Responders

### **3. Explosion**

- a) Activate the alarm
- b) Notify:
  - 911
  - Others, as required
- c) Evacuate (see above procedures)+

**BOMBS - WHAT MAKES LETTERS & PACKAGES SUSPICIOUS?**

1. No return address or questionable address
2. Sender's address and postmark do not match
3. Excessive amount of postage was used
4. Distorted or foreign handwriting
5. Cut and paste lettering
6. Letter feels rigid, uneven, lopsided, and/or bulky
7. Protruding wires, tin foil, strings
8. There is an oil stain, a strange odor, or suspicious sound such as a buzzing, ticking or sloshing noise
9. Irregular shape, bulges, several types of tape used
10. Specific instructions such as "Personal," "Private," or "To Be Opened Only by...," "Fragile - Handle With Care," or "Rush"
11. Feel pressure or resistance when attempting to remove the contents

**IN CASE OF FIRE...**

**DO:**

**Treat every alarm as real**  
**Keep calm**  
**Report the fire by calling 911**  
**Advise other employees**  
**Use the nearest stairwell**  
**Close doors and windows**  
**Keep low, under the smoke, but above the toxic layers**  
**Use a fire extinguisher on a *small* fire**  
**Go to your assigned assembly area**  
**Direct fire fighters to the emergency**  
**Stop, drop and roll if you catch on fire**

**DON'T:**

**Ignore the alarm and continue working**  
**Panic**  
**Assume the fire has been reported**  
**Try to quickly gather belongings**  
**Use an elevator**  
**Break windows**  
**Run through smoke-filled areas**  
**Use a fire extinguisher on a *large* fire**  
**Become a spectator once outside**  
**Go back into the building**  
**Stand or run if you catch on fire**

### **WHAT TO DO WHEN A FIRE TRAPS YOU...**

1. Get as far away from the fire as possible.
2. Before opening doors, test each one with the back of your hand. If the door is warm to the touch, don't open it.
3. Close all doors as you go and seal all cracks or vents with paper, cloth, tape or anything available.
4. Call the fire department and tell them exactly where you are located.

### **SHOULD YOU FIGHT THE FIRE?**

Before you begin fighting a fire:

1. Call 911.
2. Make sure the building is being evacuated.
3. Determine the fire is limited to a small area and is not spreading.
4. Make sure you have a clear path to an exit that is not threatened by the fire.
5. Know the proper type and how to use the extinguisher.

### **TYPES OF PORTABLE FIRE EXTINGUISHERS**

<u>TYPE</u>	<u>USED FOR FIRES INVOLVING:</u>
<b>A</b>	ORDINARY COMBUSTIBLES (Wood, Paper, Cloth, etc.)
<b>B</b>	FLAMMABLE LIQUIDS (Grease, Gas, Paints, Oils, etc.)
<b>C</b>	ELECTRICAL (Energized Motors, Switches, etc.)

### **HOW TO USE A PORTABLE FIRE EXTINGUISHER (P.A.S.S)**

- **P**-ULL THE PIN
- **A**-IM AT BASE OF FIRE
- **S**-QUEEZE THE TRIGGER
- **S**-WEEP



### **COMMON (PREVENTABLE) CAUSES OF FIRE...**

1. Overloading electrical circuits, unsafe wiring, and defective extension cords - #1 Cause.
2. Appliances, especially heating devices such as coffee pots and space heaters, left on when not in use or come in contact with combustibles - Improper Use.
3. Overheated motors/equipment from improper maintenance.
4. Improper disposal of smoking material and not using an ash tray/butt can.
5. Improper use, handling, and storage of flammable materials such as paints, solvents, and gasoline.
6. Poor housekeeping, which leads to an accumulation of combustible materials such as paper, boxes, and oil-soaked rags, can catch fire when they react with a spilled substance or in an area with a slow heat buildup.

### **QUESTIONS**

If you have any questions or comments concerning emergency procedures please contact your supervisor and/or the County Risk Manager, 239-533-2221.

Each department is to attach their Emergency Action Plan and evacuation diagram(s). Plans should be reviewed annually.

**BOMB THREAT CHECKLIST**

Exact time of call: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**QUESTIONS TO ASK** (*ask questions to keep caller on the line*)

1. When is bomb going to explode? \_\_\_\_\_

2. Where is the bomb right now? \_\_\_\_\_

3. What does it look like? \_\_\_\_\_

1. What kind of bomb is it? \_\_\_\_\_

2. What will cause it to explode? \_\_\_\_\_

3. Did you place the bomb? \_\_\_\_\_

4. Why? \_\_\_\_\_

5. From where are you calling? \_\_\_\_\_

6. What is your address? \_\_\_\_\_

7. What is your name? \_\_\_\_\_

**CALLER'S VOICE** (*circle*)

- |                |                |          |           |        |                 |
|----------------|----------------|----------|-----------|--------|-----------------|
| Calm           | Angry          | Excited  | Disguised | Slow   | Rapid           |
| Soft           | Loud           | Laughter | Crying    | Normal | Distinct        |
| Slurred        | Intoxicated    | Nasal    | Stutter   | Lisp   | Raspy           |
| Deep           | Ragged         | Broken   | Squeaky   | Accent | Clearing Throat |
| Deep Breathing | Cracking Voice | Familiar |           |        |                 |

If voice is familiar, whom did it sound like? \_\_\_\_\_

**BOMB THREAT CHECKLIST**  
**(Cont.)**

**BACKGROUND NOISES (circle)**

Street Noises	Crockery	Voices	PA System	Music
House Noises	Motor	Office Machinery	Factory Machines	Animal Noises
Clear	Static	Local	Long Distance	Booth

Other: \_\_\_\_\_

**THREAT LANGUAGE (circle)**

Well Spoken	Educated	Foul	Irrational	Incoherent
Taped	Message Read by Threat Maker			

Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_

**REPORT CALL IMMEDIATELY TO**

**911**

**or**

**239-533-2221**