Emergency Response Guide 2019

Effective 01/25/2019 Revised 01/25/2019

INSIDE COVER

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The purpose of the State Emergency Response Guide is to offer quick reference procedures for handling an emergency situation in the work environment.

- Per *8 CCR 1507-41* Rules and Regulations Concerning Building Security and Occupant Protection, this Emergency Response Guide serves as the standardized guide to be used by State employees during emergency situations.

- The Table of Contents lists types of emergencies that an employee may encounter. The electronic version will link you directly to the page for the instructions on what to do during that specific type of emergency.

- All employees should be familiar with this guide to quickly find information when an emergency does occur. Each emergency is unique and will require the use of common sense in addition to these guidelines.

- All employees are expected to cooperate with the implementation of these procedures during real emergencies as well as exercises designed to test these procedures. Employees who do not follow these procedures may be found to be in violation of *C.R.S 18-8-104* as well as individual agency policies and may be subject to disciplinary actions.

- This document is not intended to replace standard operating procedures, laws, or regulations; it is merely a quick reference guide. This document suggests common sense practices and should be used as a guide only. The respective department's "Emergency Action Plan" or "Emergency Operations Plan" should be read before proceeding.

- For assistance with the development of your emergency response team or with the implementation of this State Emergency Response Guide, please contact the **Division of Homeland Security and Emergency Management** at **720.852.6616.**

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Getting Organized

ERT Emergency Response Team

Each facility's leadership should designate an ERT to:

- Assist with customization of the State Emergency Response Guide to your facility
- Develop an internal communication plan to be used during an actual emergency
- Educate employees on emergency procedures
- Exercise emergency response procedures
- Support actual response operations
- Assist in directing staff actions during exercises and emergencies
- Determine the specifics for their facility response plan such as:
  - Assembly areas for evacuation
  - Areas of refuge
  - Internal notification procedures
- Coordinate with local emergency responders

Each ERT must define who is in charge and designate roles and responsibilities for team members. An important tool that may be used to accomplish this is the Incident Command System (ICS). For assistance with the development of your ERT please contact the **Division of Homeland Security and Emergency Management** at **720.852.6616.** Please see **Appendix A** for additional information regarding ICS.

- For facilities that choose NOT to have an ERT, this responsibility falls back to the facility leadership.
- See **Appendix J** for more information about ERT roles and responsibilities.

EMERGENCY ALERT SYSTEM

In 2017 the State purchased an emergency alert system for use with all Executive Branch agencies. Each emergency situation is different and may or may not allow time for using the alert system; however, ERT members/ Leadership should consider notifying staff using the emergency alert system.

FACILITY CONSIDERATIONS

State employees occupy State owned and leased properties varying widely in size and construction. Because of the complexity created by the variety of building construction types, as well as the number of employees located within a building, a “one size fits all” emergency response team plan requires customization. This guide will provide general guidance as to how to accomplish this task.

LEASED FACILITIES

Supervisors/Managers should meet with the landlord/property management company to encourage coordination with the ERT. Some landlords may elect to participate as a part of the ERT. Others may leave the operational response up to the tenants but may want input on the procedures. Each facility ERT should, at minimum, contact the landlord to discuss roles and responsibilities during emergency situations.

CUSTOMIZING THE STATE EMERGENCY RESPONSE GUIDE FOR YOUR FACILITY

The ERT should customize this guide for their specific facility to include:

- Phone numbers
- Facility maps/floor plans
- Assembly areas
- Areas of refuge
- Emergency Response Team roster
- For more information about disasters & emergencies

RESOURCES

The Division of Homeland Security & Emergency Management (DHSEM) provides excellent preparedness information through the READYColorado website: www.READYColorado.com.

During an actual disaster, incident specific information can be found at the COEmergency website: www.COEmergency.com.

EMERGENY

Quick Facts

For more complete information, please refer to the Emergency Resource Guide or Click here: *bit.ly/ERG2019*

ACTIVE SHOOTER
- Run
- Hide
- Fight

PG 11

BOMB
- Use bomb threat checklist
- Call 9-1-1
- Evacuate the building
- Suspicious packages: follow procedures

PG 13

CIVIL UNREST
- Remain inside, away from windows
- Call 9-1-1
- Do not leave until the "all clear" is received

PG 17

EARTHQUAKE
- Drop
- Cover
- Hold on

PG 18

ELEVATOR ENTRAPMENT
- Press alarm bell to notify responders
- Press call button to communicate w/ responders
- Do not try to exit the elevator between floors

PG 20

EVACUATION PROCEDURES
- Follow your designated evacuation route
- Close, but don't lock doors
- Do not use elevators

PG 21

EXPLOSION
- Take shelter under a sturdy object
- Call 9-1-1
- Evacuate as soon as it is safe to do so

PG 23

FIRE EMERGENCIES
- Pull closest fire pull station to activate alarm
- Evacuate the building
- Call 9-1-1

PG 24

FLOOD
- If outside: Move to higher ground immediately
- If inside: Move to safe location within building OR
- Evacuate if instructed by local authorities

PG 26

HAZMAT SPILL
- Isolate the area
- Call 9-1-1
- Deny entry
- Evacuate the area

PG 27

LOCKDOWN
- Close widows & doors
- Hide out of sight
- Silence phones
- Call 9-1-1
- Await further instructions

PG 28

MEDICAL EMERGENCIES
- Call 9-1-1
- Follow dispatcher's instructions
- Provide aid if trained to do so

PG 29

NUCLEAR BLAST
- Get inside
- Stay inside
- Stay tuned

PG 30

POWER OUTAGE
- Turn off/disconnect all unnecessary electrical equipment w/o surge protectors
- If evacuating, move cautiously to lit exit signs

PG 32

RADIOLOGICAL HAZARD
- Isolate the area
- Call 9-1-1
- Deny entry
- Evacuate the area

PG 33

SEVERE WEATHER/TORNADO
- Move away from windows and external doors
- Small buildings: Go to basement or interior hallways
- Hi-rise buildings: lowest floor interior hallways/rooms
- Stairwells and below ground parking garages are good places to seek refuge
- Automobiles are NOT a safe place to be
- Outside: Get noticeably lower than the level of the roadway, you are safer in a low, flat location.

PG 34

SHELTER-IN-PLACE
- Listen: to alert systems & follow instructions
- Shut: Doors, windows
- Monitor: emails, news, for instruction
- Shelter: designated area

PG 36

SUSPICIOUS PACKAGE
- Do not touch, move or open
- Isolate package, evacuate room & lock door
- Call 9-1-1
- Notify staff & evacuate the building

PG 37

WILDFIRE
- Ready: Pack emergency kit & include contact lists
- Set: Maintain situational awareness
- Go: When you receive evacuation notice, leave immediately

PG 39

WINTER WEATHER
- Avoid travel unless absolutely necessary
- If you must travel: Check road conditions and plan route accordingly

PG 40

WORKPLACE VIOLENCE
- Use workplace violence checklist
- Call 9-1-1
- Assist anyone who is injured
- Do not attempt to disarm individual

PG 41

backside of quickfacts

Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area.

In most cases, active shooters use a firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Roles & Responsibilities

ERT/LEADERSHIP

- Notify staff of the threat
- Consider notifying staff using the emergency alert system
- Account for staff/visitors
- Provide information to emergency responders about location of the shooter, injuries, location of staff
- Escape plans should be inclusive for all access and functional needs individuals (*see link for guidance*)

STAFF

IF AN ACTIVE SHOOTER IS OUTSIDE YOUR BUILDING

- Proceed to a room that can be locked or barricaded
- Lock all doors and windows, turn out the lights and stay away from the windows
- Call 9-1-1 and advise the dispatcher of what is taking place and your location
- Remain on the line to give the dispatcher any further information that may be needed
- Remain in the room until the situation is cleared by police

IF AN ACTIVE SHOOTER IS INSIDE YOUR BUILDING WITH YOU

RUN

HIDE

FIGHT

NOT TO BE DONE IN ORDER

Choose which is the best course of action for you given the context of the situation.

HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- The first officers to arrive to the scene will not stop to help injured persons; their main goal is to locate and stop the active shooter. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

OTHER ACTIONS AND POINTS TO KEEP IN MIND

- Police are trained to proceed as quickly as possible to the sound of the gunfire
- Responding officers may be in plain clothes, patrol uniforms or SWAT uniforms and armed with long rifles, shotguns and/or handguns
- If possible, tell the officers where the shooter(s) was last seen, the number of shooters and description of each. Describe the weapons held by the shooter(s) and location and number of potential victims
- Keep in mind that once you are in a safe location, the entire scene is a crime scene. The police usually will not let anyone leave until the situation is completely under control

ADDITIONAL RESOURCES AND INFORMATION

- Active Shooter: How to Respond
  bit.ly/DHSActiveShooter
- Responding to an Active Shooter Crisis Situation: Run, Hide, Fight
  bit.ly/FBIRespondActiveShooter
- Active Shooter Pocket Card
  bit.ly/DHSActiveShooterPCard

IF AN ACTIVE SHOOTER IS INSIDE YOUR BUILDING

RUN

If there is an accessible escape path, attempt to evacuate the premises immediately

BE SURE TO

- Have an escape route and plan in mind, evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if safe to do so
- Prevent individuals from entering an area where the active shooter may be if possible
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you

YOUR HIDING PLACE SHOULD

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Do not restrict your options for movement
- To prevent an active shooter from entering your hiding place, lock the door and blockade with heavy furniture

IF THE ACTIVE SHOOTER IS NEARBY

- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

IF EVACUATION AND HIDING OUT ARE NOT POSSIBLE

- Remain calm and dial 9-1-1, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT

AS A LAST RESORT, & only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter

BE SURE TO:

- Act as aggressively as possible against him/her to include throwing items and improvising weapon
- Commit to your actions

Bomb Threats

An Improvised Explosive Device (IED) attack is the use of a "homemade" bomb and/or destructive device to destroy, incapacitate, harass or distract.

IEDs can come in many forms, ranging from a small pipe bomb to a sophisticated device capable of causing massive damage and loss of life. IEDs may be surrounded by or packed with additional materials or "enhancements" such as nails, glass, or metal fragments designed to increase the amount of shrapnel propelled by the explosion. Enhancements may also include other elements such as hazardous materials. Bomb threats can be made in writing, by direct person to person communication and/or by phone.

If a device has been found, call 9-1-1 immediately. If a bomb threat is made, obtain as many details as possible using the "Bomb Threat Checklist" in this section, or similar form as instructed by your agency, as a guide. A copy of the "Bomb Threat Checklist" or similar form should be kept near each office phone to be easily accessible.

DO NOT USE WIRELESS COMMUNICATION

DEVICES AT ALL

(e.g., cell phones, 2-way pagers, radios or radio phones)

IF A SUSPICIOUS PACKAGE IS LOCATED

- The bomb squad will respond. Beware of the possibility of additional devices.

IF THE BUILDING NEEDS TO BE EVACUATED

- Utilize the Evacuation Procedures and modifying where necessary. If the primary evacuation route is inaccessible for some reason, an alternate predetermined evacuation route should be used.

IF EVACUATED

- Employees, citizens, etc. , should stay in their evacuation areas, away from the building, until the "all clear" has been given to re-enter the building, by either the Incident Commander or Law Enforcement.

ADDITIONAL RESOURCES AND INFORMATION

- Report Suspicious Activity
  http://report.ciac.co.gov
- Counter-terrorism Education Learning Lab (The CELL)
  www.thecell.org
- IED Attack
  bit.ly/IEDAttack
- Explosions
  http://www.ready.gov/explosions

Roles & Responsibilities

ERT/LEADERSHIP

- Ensure that 9-1-1 has been alerted to the threat and provide detailed information using the attached checklist, or similar form as instructed by your agency

IF A DEVICE HAS BEEN FOUND

- Ensure that no one touches the device
- Isolate the area where the device is located
- Initiate evacuations as necessary
- Ensure accountability of staff and visitors
- Ensure that all cellular devices are turned off
- Consider notifying staff using the emergency alert system only when approved to do so by responding law enforcement

STAFF

- The person receiving the threat should immediately call 9-1-1, giving as much information as possible, and notify the ERT or supervisor
- Use the "Bomb Threat Checklist", or similar form as instructed by your agency, to capture all the relevant information
- It will be determined by the ERT Incident Commander/Leadership whether or not to evacuate the building and/or conduct a search
- If instructed to do so, the ERT should look for unusual or suspicious noises or devices
- DON'T TOUCH ANYTHING SUSPICIOUS. If a suspicious package is located, report this information to 9-1-1

Bomb Threat Checklist

CALL: ***If a caller, keep him/her on the line as long as possible*** ❑ MALE ❑ FEMALE (IF KNOWN)

DATE: _____ **TIME RECEIVED:** _____ AM / PM

TIME DISCONNECTED (IF A VOICE CALL):_____AM / PM

METHOD RECEIVED: ❑ TEXT ❑ VoiceMail ❑Twitter ❑Facebook ❑Instagram ❑Email ❑ Other

PHONE NUMBER, EMAIL ADDRESS, SOCIAL MEDIA HANDLE:_____

_____

EXACT WORDS USED:

QUESTIONS TO ASK (For Voice Call)

1. When is the bomb going to explode? _____
2. Where is the bomb located? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did you place the bomb? _____
7. Where are you calling from? _____
8. What is your name? _____

CHARACTERISTICS OF THE CALLERS VOICE: (Circle appropriate descriptions)

❑ Calm	❑ Laughing	❑ Lisp	❑ Deep Breathing	❑ Crying	❑ Rasp
❑ Excited	❑ Normal	❑ Deep	❑ Slow	❑ Distinct	❑ Rapid
❑ Slurred	❑ Soft	❑ Nasal	❑ Clearing throat	❑ Accent	❑ Loud
❑ Stutter	❑ Familiar	❑ Disguised	❑ Cracking voice	❑ Ragged	❑ Angry

DID THE CALLER HAVE AN ACCENT AND IF SO WHAT KIND?

ANY BACKGROUND SOUNDS (Check all that apply)

❑ Street Noise	❑ House Noises	❑ Motor	❑ Animal Noises	❑ Local
❑ Voices	❑ Office	❑ Clear	❑ PA System	❑Factory Machinery
❑ Booth	❑ Static	❑ Long Distance	❑ Office Machinery	

(Keep this form by your desk or workstation next to phone)

backside bombthreat checklist

Civil Unrest

During demonstrations and other large gatherings,

law enforcement personnel will attempt to preserve the peace while protecting the rights of citizens to assemble peacefully and exercise free speech. In the event a gunshot is heard everyone should get down on the floor immediately and take cover.

Roles & Responsibilities

ERT/LEADERSHIP

- Ensure that all staff/visitors are aware of the civil unrest situation
- Consider notifying staff using the emergency alert system
- Provide reassurance to concerned staff/visitors
- Maintain situational awareness of the evolving situation and communicate changes to staff/visitors
- Provide the “all-clear” when the situation has resolved

STAFF

IF YOU ARE IN THE OFFICE WHEN A DISTURBANCE OCCURS

- Remain in the building
- Stay away from windows
- Identify one point person to establish communications with and then call 9-1-1
- Keep phone free as much as possible for incoming messages
- Maintain a calming influence over your group
- Reassure staff and visitors that everything possible is being done to return the situation to normal
- Wait for the “all-clear” from ERT/leadership
- Plan to walk in groups (after the “all-clear” is given)

IF YOU ARE AWAY FROM THE OFFICE WHEN A DISTURBANCE OCCURS

- Stay away from the disturbance area
- Call your office to determine if doorways are blocked
- Don’t engage in conversation with individuals involved in the disturbance
- Walk quickly, but do not run
- Stay calm

ADDITIONAL RESOURCES AND INFORMATION

- Emergency Response Plan
  http://www.ready.gov/business/implementation/emergency

Earthquake

An earthquake is simply the vibrations caused by the blocks of rock on either side of a fault rubbing against each other as they move in opposite directions.

Sudden movement on faults is responsible for earthquakes. The bigger the movement, the bigger the earthquake. Because the mountains are still rising in Colorado, earthquakes will continue to accompany the faulting that enables them to grow.

Earthquakes occur without any warning and may be so violent that you cannot run or crawl; you therefore will most likely be knocked to the ground wherever you happen to be. You will never know if the initial jolt will turn out to be the start of a big earthquake.

WHAT NOT TO DO

- **DO NOT get in a doorway!** In modern houses and buildings, doorways are not a safe location, and they do not protect you from flying or falling objects. Get under a table instead!
- **DO NOT run outside!** Trying to run in an earthquake is dangerous, as the ground is moving and you can easily fall or be injured by debris or glass. Running outside is especially dangerous, as glass, bricks, or other building components may be falling. You are much safer to stay inside and get under a table.
- **DO NOT believe the so-called "triangle of life"!** In recent years, an e-mail has circulated recommending potentially life threatening actions, and the source has been discredited by leading experts. (Read more at ***www.shakeout.org***)
- In addition, studies of injuries and deaths caused by earthquakes in the U.S. over the last several decades indicate that you are much more likely to be injured by falling or flying objects (e.g., TVs, lamps, glass, bookcases, etc.) than to die in a collapsed building. Drop, Cover, and Hold On offers the best overall level of protection in most situations.

ADDITIONAL RESOURCES AND INFORMATION

- READYColorado
  www.READYColorado.com/hazard/earthquake
- Ready.Gov
  www.ready.gov/earthquakes
- FEMA
  https://www.fema.gov/earthquake
- National Earthquake Hazards Reduction Program
  www.nehrp.gov
- OSHA
  https://www.osha.gov/dts/earthquakes/index.html

Roles & Responsibilities

ERT/LEADERSHIP

- Once the shaking has stopped, ensure accountability and safety of staff & visitors
- Call 9-1-1 if there are injuries or severe damage to the building
- Consider notifying staff using the emergency alert system
- From your safe location, communicate with staff to not leave the building

STAFF

IF YOU ARE IN A BUILDING

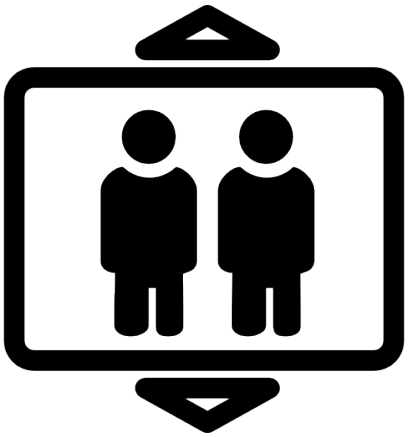
DROP **to the ground (before the earthquake drops you!)**

- If there isn't a table or desk near you, drop to the ground in an inside corner of the building and cover your head and neck with your hands and arms. Avoid windows, hanging objects, mirrors, tall furniture, large appliances, and cabinets filled with heavy objects, where things can fall on you. Do not try to run to another room just to get under a table.

TAKE COVER **by getting under a sturdy desk or table, and**

HOLD ON **to it until the shaking stops**

- If you are outdoors, get into the open, away from buildings, power lines, chimneys, and anything else that might fall on you.
- If you are driving--stop, but carefully. Move your car as far out of traffic as possible. Do not stop on or under a bridge or overpass, or under trees, light posts, power lines, or signs. Stay inside your car until the shaking stops. When you resume driving, watch for breaks in the pavement, fallen rocks, and bumps in the road at bridge approaches.
- If you are in a mountainous area watch out for falling rock, landslides, trees, and other debris that could be loosened by quakes.



Elevator Entrapment

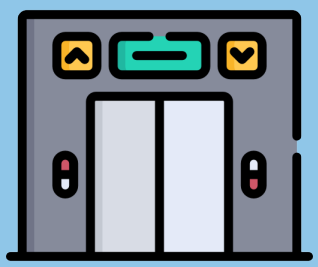
Elevators are complex machines.

With many built-in safety systems designed to automatically shut down if systems detect even the smallest malfunction, elevators sometimes do malfunction and entrap their occupants.

Roles & Responsibilities

ERT/LEADERSHIP

- Ensure that either the fire department has been notified through the call system activated by the entrapped passenger or an elevator mechanic is responding to the entrapment (for those buildings with emergency service contracts in place with an elevator company)
- If either of these options fail, ensure that 9-1-1 is called
- Direct response personnel to the entrapment
- Consider notifying staff using the emergency alert system



ONLY AN AUTHORIZED ELEVATOR MECHANIC OR FIRE DEPARTMENT REPRESENTATIVE SHOULD ATTEMPT TO REMOVE ANYONE FROM AN ELEVATOR CAR THAT IS STOPPED BETWEEN FLOORS.

STAFF

SHOULD YOU BECOME ENTRAPPED IN AN ELEVATOR

- Remain Calm
- Press the Alarm Bell - this rings a local bell within the building
- Press the Call Button - this establishes two-way communication with the 24 hour call center. Speak in a calm, clear voice. The operator is trained to ask questions that will assist the mechanic responding to the entrapment, expedite the removal of personnel/visitors from the elevator, and make repair in the shortest time possible.
- Wait - stand away from the doors and wait until an authorized mechanic or fire department/law enforcement personnel arrives. If the door is partly open and you are between floors or the doors are not fully open, DO NOT force the doors open or attempt to climb through.

ADDITIONAL RESOURCES AND INFORMATION

- National Fire Protection Association *www.NFPA.org*
- Emergency communication systems for the deaf, hard of hearing and speech impaired *www.KingIII.com IBC3001*

Evacuation

An evacuation is ordered when conditions inside of a building have become unsafe.

Evacuation route maps are posted on each floor of every building and are generally located near elevator banks or in lobby areas.

Areas of refuge must be identified for individuals who are unable to use the stairs. Areas of refuge are generally near/in a stairwell landing.

Assembly areas: Facility managers should designate a primary assembly area and a secondary location in case the primary area cannot be accessed. Assembly areas for each building must be far enough from the building to be out of harm and must not obstruct or interfere with emergency access to buildings.

It is also important to ensure that during after hour periods, systems are in place to notify, evacuate, and account for after hour building occupants.

Roles & Responsibilities

ERT/LEADERSHIP

- Alert staff and visitors to the evacuation order
- Consider notifying staff using the emergency alert system
- Direct staff to appropriate evacuation routes
- Alert first responders to the locations of individuals awaiting assistance in the areas of refuge
- Account for staff and visitors at the assembly area
- Report any missing staff and visitors to emergency response personnel
- Coordinate with emergency personnel to determine when to allow re-entry
- Remember to take your emergency kits if they are readily available

ADDITIONAL RESOURCES AND INFORMATION

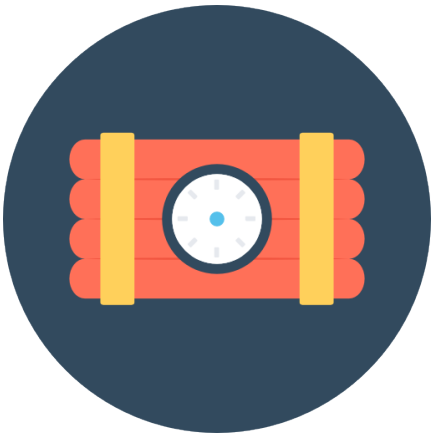
- FEMA Emergency Preparedness Resources for Businesses
  www.fema.gov/media-library/resources-documents/collections/357
- Red Cross Ready Rating Toolbox
  www.readyrating.org/ReadyRatingToolbox/ResourceCenter/tabid/614/agentType/ViewType/ResourceTypeID/2/Type1/Plan/Default.aspx
- NFPA Escape Planning
  www.nfpa.org/safety-information/for-consumers/escape-planning
- NFPA Codes & Standards
  www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=1600
- READYColorado
  www.READYColorado.com/hazard/wildfire

STAFF

- Evacuate Immediately. Remain calm. Do not run or panic.
- Close but do not lock doors
- Use the stairway or horizontal exit to evacuate - DO NOT USE THE ELEVATORS!
- Direct individuals who are unable to use the stairs to the appropriate area of refuge and share this information with ERT/Leadership
- Assist visitors with evacuation
- Enter stairwell in a single line on the right side to allow for firefighter passage, and alternate with staff and visitors entering from upper floors
- Go to your agency's pre-determined refuge or assembly area
- Do not return to your work area to retrieve items
- Do not bring beverages or large items during an evacuation
- Refrain from using cell phones as this will slow the evacuation procedure
- Stay with your group to assist ERT/Leadership in making an account of personnel
- Report any missing person(s) to Emergency Personnel/ERT/leadership and the location they were seen last
- Report damaged or malfunctioning safety systems and back-up systems
- Do not return to the building from your designated area until told to do so by Emergency Personnel or ERT/Leadership

USE THE STAIRWAY OR HORIZONTAL EXIT TO EVACUATE – DO NOT USE THE ELEVATORS!

Explosion



An explosion is the sudden, loud, and violent release of energy that happens when something (such as a bomb) breaks apart in a way that sends parts flying outward.

Roles & Responsibilities

ERT/LEADERSHIP

- Ensure that 9-1-1 has been called
- Consider notifying staff using the emergency alert system
- Ensure evacuation procedures are being followed
- Assist emergency responders with search and rescue efforts
- Provide accountability of staff and visitors to emergency responders

ADDITIONAL RESOURCES AND INFORMATION

- Report Suspicious Activity
  http://report.ciac.co.gov/
- Counter-terrorism Education Learning Lab (The CELL)
  www.thecell.org
- DHS IED Attack
  http://bit.ly/IEDAttack
- Ready.gov
  http://www.ready.gov/explosions

STAFF

IF AN EXPLOSION OCCURS IN YOUR OFFICE

- Take shelter under your desk or a sturdy table to protect yourself from projectiles, the force of the blast, and falling debris
- As soon as possible check for fires and other hazards then quickly and appropriately exit the building
- DO NOT use the elevators

IF YOU ARE TRAPPED IN DEBRIS

- If possible, use a flashlight to signal your location to rescuer
- Avoid unnecessary movement so that you do not kick up dust
- Use anything you have to cover your mouth. Dense weave cotton material is the best for creating a filter through which to breathe.
- Tap on a pipe or wall so that rescuers can hear where you are
- Use a whistle if one is available to signal rescuers
- Shout only as a last resort as it can cause a person to inhale dangerous amounts of dust

Fire Emergencies

A situation in which fire may cause death or severe injury.

Fires inside of a building can be caused by a variety of reasons. If a fire is discovered inside your building, please follow these instructions.

Roles & Responsibilities

ERT/LEADERSHIP

- Ensure the pull station has been activated or 9-1-1 has been called
- When emergency response personnel arrive, brief them on the situation and ensure they are directed to the location of the fire as well as the location of anyone in an area of refuge or trapped by the fire
- Consider notifying staff using the emergency alert system

STAFF

IF YOU DISCOVER FIRE OR SMOKE REMEMBER: R.A.C.E.

Rescue

- Remove anyone from immediate danger

Alarm

- Activate the nearest fire alarm pull station.
- Call 9-1-1 and describe the conditions to the Dispatcher

Contain

- Close all doors to confine smoke and fire

Extinguish Evacuate

- If the fire is small and you have been trained in fire extinguisher use, you can attempt to extinguish a fire.
- Otherwise follow your Evacuation Plan and proceed to the nearest exit and designated assembly area outside the building.

RESPONSE TO FIRE ALARMS OR EXPLOSION

- Remain calm, evacuate and stay with your group
- Do not open any door that feels hot
- Do not return to your area for personal belongings
- If smoke is present, stay low
- Never allow the fire to come between you and the exit. Realize there may be some smoke present in the best exit route.
- Use the stairway or horizontal exit to evacuate - DO NOT USE the elevators!
- Before exiting each room, designate someone to assure lights are off, windows are closed, and the door(s) are shut but not locked. While exiting, close doors to unoccupied rooms if possible.
- Individuals with disabilities should exit to the designated area of refuge (which could be a stairwell), or outside by horizontal egress (when available)
- Once you have reached the designated assembly area, report any missing person(s) to emergency personnel. Only return to the building when directed by emergency personnel.

FIRE PREVENTION

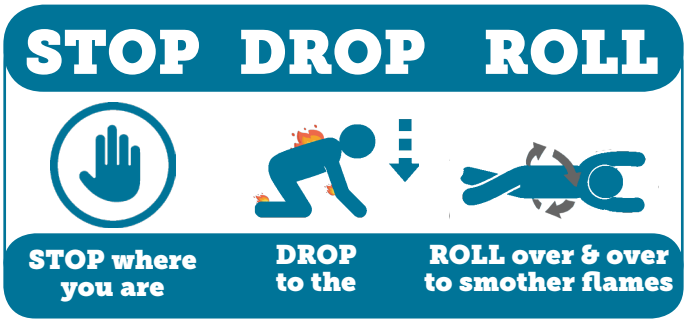
- Turn off unattended electrical equipment
- Report improperly stored materials
- Use extension cords that are UL listed
- Space heaters are not allowed in many State buildings - check for specific guidance for your building
- All surge protectors are to be UL1449 listed

ADDITIONAL RESOURCES AND INFORMATION

- National Fire Protection Association
  www.nfpa.org/Public-Education

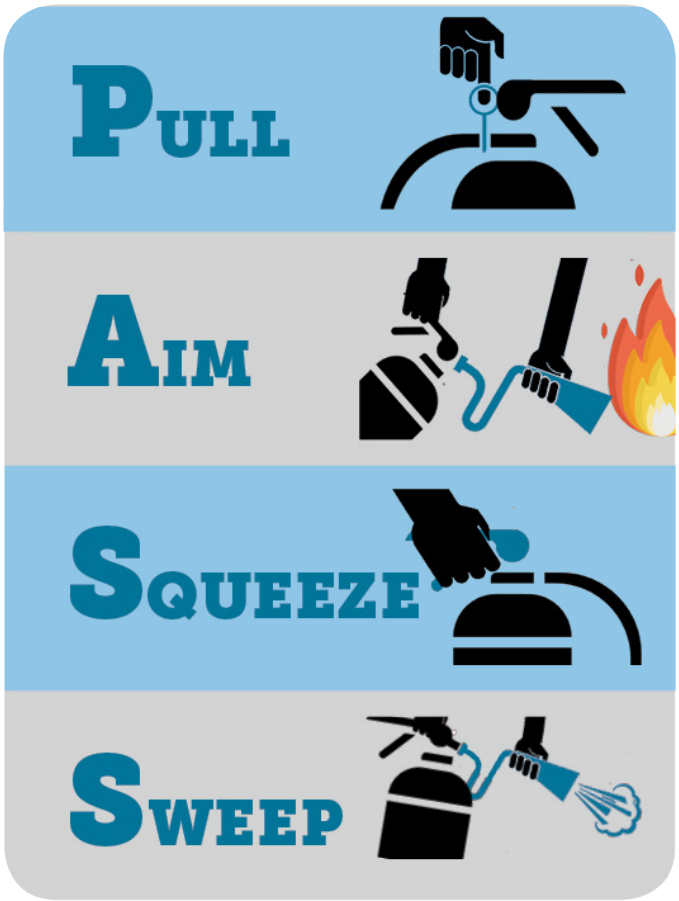
ADDITIONAL RESOURCES & INFORMATION

IF YOU CATCH ON FIRE DO NOT RUN!



USING A FIRE EXTINGUISHER

- If it is only a small fire, e.g. trashcan, put it out by using the nearest extinguisher. If you are not trained in the PASS method of extinguisher use, DO NOT attempt to put the fire out
- The **PASS** method is to PULL the extinguisher's safety pin, AIM extinguisher at base of fire, SQUEEZE the handle and SWEEP the extinguisher from side to side.



Flood

Flooding happens during heavy rains, when rivers overflow, when snow melts too fast, or when dams or levees break.

Flooding may be only a few inches of water or many feet of water. Floods that happen very quickly are called flash floods.

Roles & Responsibilities

ERT/LEADERSHIP

- Pre-plan locations within your buildings that are safest during flooding incidents. Typically, these are the higher levels of the building.
- Direct staff and visitors to move to the safest location within your building or evacuate if instructed to do so by emergency responders
- If emergency responders issue an evacuation notice, share this information with staff and visitors; consider notifying staff using the emergency alert system
- Notify staff and visitors when the "all clear" is received

STAFF

- Receive alerts and warning via weather apps, reverse notifications (phone)
- Take immediate action to move to a safe location within your building or evacuate if instructed to do so
- If you are outside at the time the alert is received, move to higher ground
- Take emergency supply kits if there is time
- Follow instructions from emergency responders when the "all clear" is received.

ADDITIONAL RESOURCES AND INFORMATION

- Flash Flood Watch - Is issued to indicate current or developing hydrologic conditions that are favorable for flash flooding in and close to the watch area, but the occurrence is neither certain or imminent.
- Flash Flood Warning - A flash flood is a flood that is caused by heavy or excessive rainfall in a short period of time, generally less than 6 hours. A flash flood warning is issued to inform the public, emergency management, and other cooperating agencies that flash flooding is in progress, imminent, or highly likely.

- READYColorado
  www.colorado.gov/pacific/dhsem/flood
- Ready.gov
  www.ready.gov/floods
- Flood Smart
  www.floodsmart.gov/floodsmart/
- NOAA Flood Safety
  www.floodsafety.noaa.gov/watch_warning.shtml

Hazardous Material Spills

are defined as materials or substances.

The substances pose a risk to the safety and health of the community or environment when released from its container. A risk to the safety and health of the community or environment when released from its container. Some examples of hazardous materials are spilled chemicals; leaking compressed gas; poison release/spills; unusual or unrecognized odor and fuel spill.

Roles & Responsibilities

ERT/LEADERSHIP

- Take control of the traffic to the impacted area through the following emergency actions:

  ISOLATE THE AREA, DENY ENTRY & EVACUATE
- Direct staff to remove others from the affected area
- Ensure that doors are closed to the impacted area
- Direct staff to call 9-1-1
- Consider notifying staff using the emergency alert system
- Provide the "all clear" signal so that employees may re-enter the building and resume normal operations

STAFF

ISOLATE THE AREA

- If you suspect that a harmful substance has been released or spilled, do not attempt to clean it up yourself. Secure the area around the substance and leave the area.
- If there is a hazardous materials plume outside of your building, follow shelter in place procedures
- Locate and take the Material Safety Data Sheets (MSDS), if available, with you as you leave the area
- DO NOT touch, move, or purposely smell any suspected hazardous material

DENY ENTRY & EVACUATE

- Do NOT allow anyone to enter the spill area
- Call 9-1-1 and provide as much information as possible concerning the incident and/or substance involved. This should include visible container(s), odor(s) if any, description of material(s), and the location of the release.
- If the fire department and/or HAZMAT team is contacted and responds, they will attempt to further assist in identification of the substance, decide if further evacuation is necessary and issue an "all clear" signal when completed.
- If the building is evacuated, staff and visitors should remain in a safe location at least 300 feet away from the building depending on wind direction. They should remain there until the "all clear" signal is given to re-enter the building.
- Once the ERT/Leadership gives the "all clear" signal, employees may re-enter the building and resume normal operations.

ADDITIONAL RESOURCES AND INFORMATION

- READYColorado
  www.READYColorado.com/hazard/hazardous-materials-release
- Ready.gov
  www.ready.gov/hazardous-materials-incidents
- EPA *www.epa.gov*

Lockdown

An emergency or precautionary measure taken to temporarily prevent people from entering or leaving a restricted area, building or buildings.

The lockdown may be due to the threat of potential threat to people within the building or nearby vicinity.

Roles & Responsibilities

ERT/LEADERSHIP

- Initiate notification procedures; consider use of the emergency alert system
- Tell staff and visitors exactly what the situation is and what you need them to do
- Provide an "all clear" message when the threat has been resolved; consider use of the emergency alert system

STAFF

- Remain calm and communicate with staff and visitors in a clear and concise manner.
- Remain in offices and lock doors
- If you are in a common area, stay away from windows and all doors (solid and glass). If possible, find a location in the room to hide from view of doors or windows.
- Stay quiet and silence phones and pagers
- Do not allow access once the doors are locked, as this will compromise the safety of those inside. Do not allow anyone to talk their way inside, as they may be the suspect or they are being coerced by the suspect outside of your view
- Wait for further instructions and do not allow anyone to leave until local police releases the building/gives an "all clear" signal or message
- Individuals who may be on the outside of buildings during a lockout, should move away from the affected area (indicated by the presence of emergency personnel and equipment)

ADDITIONAL RESOURCES AND INFORMATION

- School Safety Resource Center *www.colorado.gov/CSSRC*
- Ready.gov Emergency Response Plan *www.ready.gov/business/implementation/emergency*

Medical Emergencies

Medical & first aid emergencies may occur involving persons employed at or visiting state facilities.

Personnel should be encouraged to attend First Aid and CPR training periodically offered by the National Safety Council, the American Heart Association, the Red Cross and local hospitals. Personnel with first aid training and experience should be identified and made known to the floor occupants.

Roles & Responsibilities

ERT/LEADERSHIP

- Organize available staff to assist the injured/ill individual
- Organize the staff to direct first responders to the injured/ill individual
- Consider notifying staff using the emergency alert system

STAFF

- Immediately call 9-1-1 in the event of an urgent medical emergency
- Report your exact location, including building, floor, room number, and closest entrance to your area
- Listen to the 9-1-1 dispatcher and follow his/her instructions
- Stay on the telephone line until released by the dispatcher to assure that all necessary information is provided
- If you feel comfortable and safe, stay with the injured individual
- If available, have someone meet first responders outside and guide them to the location of the injured individual
- If your office has previously identified trained or certified medical professionals, it is appropriate to enlist their assistance until first responders arrive. (This could include, but not limited to, First Aid, CPR, AED or EMT training)
- Do NOT move or administer aid to the injured individual unless you are trained or certified to do so

LOCATION OF AED: _____

LOCATION OF FIRST AID KITS: _____

ADDITIONAL RESOURCES AND INFORMATION

- American Red Cross *www.redcross.org*
- American Heart Association *www.heart.org*

Nuclear Blast

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave, and widespread radioactive material.

A blast can contaminate the air, water, and ground surfaces for miles. A nuclear device can range from a weapon carried by an intercontinental missile, to a small portable nuclear device transported by an individual. All nuclear devices cause deadly effects when exploded and although the “ground zero” location of the blast is not survivable. Locations outside of that zone are safer if immediate, appropriate actions are taken. Survivability is best when these three actions are taken:

Roles & Responsibilities

ERT/LEADERSHIP

- Inform staff and visitors of the situation
- Consider notifying staff using the emergency alert system
- Guide either evacuation or shelter in place procedures as ordered by emergency responders
- If asked by emergency responders, follow instructions to organize staff/visitors for decontamination procedures
- Maintain situational awareness through the media and alerts from local, State and Federal officials
- Maintain accountability of staff/visitors

IF YOU WERE OUTSIDE DURING OR AFTER THE BLAST, GET CLEAN AS SOON AS POSSIBLE TO REMOVE RADIOACTIVE MATERIAL THAT MAY HAVE SETTLED ON YOUR BODY.

- Remove your clothing to keep radioactive material from spreading. Removing the outer layer of clothing can remove up to 90% of radioactive material.
- If practical, place your contaminated clothing in a plastic bag and seal or tie the bag. Place the bag as far away as possible from humans and animals so that the radiation it gives off does not affect others.
- When possible, take a shower with lots of soap and water to help remove radioactive contamination. Do not scrub or scratch the skin.
- Wash your hair with shampoo or soap and water. Do not use conditioner in your hair because it will bind radioactive material to your hair, keeping it from rinsing out easily.
- Gently blow your nose and wipe your eyelids and eyelashes with a clean wet cloth. Gently wipe your ears.
- If you cannot shower, use a wipe or clean wet cloth to wipe your skin that was not covered by clothing.

ADDITIONAL RESOURCES AND INFORMATION

- Nuclear Attack Fact Sheet
  www.dhs.gov/xlibrary/assets/prep_nuclear_fact_sheet.pdf
- Planning Guidance for Response to a Nuclear Detonation
  www.remm.nlm.gov/PlanningGuidanceNuclearDetonation.pdf
- CDC
  https://emergency.cdc.gov/radiation
- EPA
  www.epa.gov/radiation

STAFF

THE FOLLOWING ARE GUIDELINES FOR WHAT TO DO IN THE EVENT OF A NUCLEAR EXPLOSION.

- Listen for official information and follow the instructions provided by emergency response personnel.
- If an attack warning is issued, take cover as quickly as you can, below ground if possible, and stay there until instructed to do otherwise.
- Find the nearest building, preferably built of brick or concrete, and go inside to avoid any radioactive material outside.
- If better shelter, such as a multi-story building or basement can be reached within a few minutes, go there immediately.
- Go as far below ground as possible or in the center of a tall building.
- During the time with the highest radiation levels, it is safest to stay inside, sheltered away from the radioactive material outside.
- Radiation levels are extremely dangerous after a nuclear detonation but the levels reduce rapidly.
- Expect to stay inside for at least 24 hours unless told otherwise by authorities.
- Stay tuned to updates from local/State/Federal officials through alert systems, radio, TV and on-line news/social media.
- When evacuating is in your best interest, you will be instructed to do so. All available methods of communication will be used to provide news and / or instructions.

IF YOU ARE CAUGHT OUTSIDE AND UNABLE TO GET INSIDE IMMEDIATELY:

- Do not look at the flash or fireball - it can blind you.
- Take cover behind anything that might offer protection.
- Lie flat on the ground and cover your head. If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit.
- Take shelter as soon as you can, even if you are many miles from ground zero where the attack occurred - radioactive fallout can be carried by the winds for hundreds of miles.

Power Outage

Many disasters can lead to a loss of power. Situations that can lead to a loss of power include: weather related conditions, earthquakes, explosions, fires, and construction accidents.

Roles & Responsibilities

ERT/LEADERSHIP

- If back-up power is available in your facility, ensure that it is activated
- Notify the power company to the loss of power
- Verify staff and visitors are safe by checking work areas and communicating with staff
- Consider notifying staff using the emergency alert system

STAFF

DURING A POWER OUTAGE

- Locate a flashlight or battery-powered lantern

- Stop work and close, cover, or otherwise contain and secure the materials you were using
- Turn off or disconnect all unnecessary electrical equipment, including sensitive electronics without surge protectors. Surges or spikes can damage equipment
- If your building has no back-up power, and it would be dangerous to continue working, exit the building
- Refer to your agency Continuity of Operations Plan (COOP)

IF EVACUATION IS NECESSARY, MOVE CAUTIOUSLY TO LIGHTED AREAS

- Do not use elevators
- Lighted signs will indicate exits
- Seek information about the cause of the outage and expected duration

AFTER POWER IS RESTORED

- To avoid damaging the building's power system, incrementally power up equipment, etc.; do not turn powered equipment back on all at once.

ADDITIONAL RESOURCES AND INFORMATION

- READYColorado
  www.colorado.gov/pacific/dhsem/hazardous-materials-release
- Ready.gov
  www.ready.gov/blackouts
- Red Cross
  www.redcross.org/prepare/disaster/power-outage

Radiological Hazard Situation

Possible radiological threat situations include either a dirty bomb or a simple release of radiological material.

A **dirty bomb** is made by wrapping radioactive material around a core of ordinary high explosives and detonating it so that radioactive contamination spreads over the widest possible area. **Simple release of radioactive material:** Radiological materials are dispersed without the use of an explosive device. In this situation, the only hazard is direct contact with the radiological material.

Roles & Responsibilities

ERT/LEADERSHIP

- Inform staff and visitors of the situation
- Guide either evacuation or shelter in place procedures as ordered by emergency responders
- If asked by emergency responders, follow instructions to organize staff/visitors for decontamination procedures
- Maintain situational awareness through the media and alerts from local, State and Federal officials.
- Consider notifying staff using the emergency alert system
- Maintain accountability of staff/visitors

STAFF

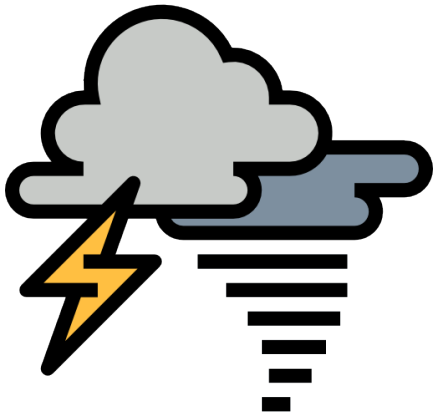
- Follow instructions by ERT/Leadership to either shelter in place or evacuate based upon the situation
- If asked, follow instructions for decontamination procedures

THERE ARE TWO HAZARDS IN A DIRTY BOMB

- The bomb blast, which presents the greatest danger
- The radioactive particulate matter or debris that will be scattered by the bomb blast.
- Radioactive particulates from a dirty bomb may travel several blocks or even several miles.
- The extent and duration will be determined by the wind speed and direction.

ADDITIONAL RESOURCES AND INFORMATION

- Ready.gov
  www.ready.gov/radiological-dispersion-device-rdd
- NRC
  www.nrc.gov/about-nrc/emerg-preparedness.html



Severe Weather

Severe weather includes severe thunderstorms and tornadoes.

T hese weather conditions can include excessive rainfall & flooding, dangerous winds, hail, and lightening. The biggest concern during these types of storms is flying debris. Protective actions are focused at minimizing this risk.

Roles & Responsibilities

ERT/LEADERSHIP

- The agency Floor Warden/Emergency Response Coordinator should plan ahead to identify locations within their building suitable and convenient for personnel to use in the event of severe weather.

IT IS IMPORTANT TO STAY INFORMED OF POTENTIAL SEVERE WEATHER THROUGH A VARIETY OF SOURCES

- News media, weather alerting apps, reverse notification systems, NOAA radios, and weather related websites.
- Consider notifying staff using the emergency alert system

STAFF

- Have your preparedness kit ready See Appendix B
- Take appropriate actions depending upon the alerts/notifications received
- Move to a safe location, away from the potential of flying glass & other debris

Never try to outrun a tornado in a vehicle.

Leave the vehicle immediately for safe shelter.

SELECTING THE SAFEST REFUGE DURING SEVERE WEATHER

- Persons already inside a building should shelter in place since it will be safer than venturing outside to another area
- Always listen to and follow instructions given by emergency personnel
- Occupants should move away from windows and external doors
- In small buildings, occupants should be relocated to the basement or to the interior hallways on the lowest floor. Stairwells are normally one of the strongest components of buildings, and if there are no exterior windows, make an excellent tornado shelter
- In a high-rise building, occupants should be directed to interior rooms and hallways on the lowest floor possible
- Do not return to your office until an "all clear" announcement is issued by emergency personnel

IF OUTDOORS

- Persons outdoors should move inside the nearest building and seek shelter in the interior of the building away from doors and windows
- If a building is not accessible, seek shelter in a vehicle and buckle your seat belt. Drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park. Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion if possible. If you can safely get noticeably lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands. Do not get under an overpass or bridge. You are safer in a low, flat location.

ADDITIONAL RESOURCES AND INFORMATION

- Ready.gov
  www.ready.gov/tornadoes
- The National Severe Storm Laboratory
  www.nssl.noaa.gov
- NWS Preparedness Guide
  www.weather.gov/media/owlie/ttl6-10.pdf
- NWS-NOAA
  www.weather.gov
- The Weather Channel
  www.weather.com

THE NATIONAL WEATHER SERVICE (NWS) ISSUES THE FOLLOWING SEVERE WEATHER NOTIFICATIONS

Tornado Watch

Conditions are favorable for the formation of severe thunderstorms, tornadoes, or both. Building occupants should be prepared to move to a safe area within the building

Tornado Warning

A tornado has been sighted or indicated by weather radar in the area and people should take shelter immediately

Severe Thunder-Storm Watch

Conditions are favorable for the development of severe thunderstorms in and close to the watch area

Severe Thunder-Storm Warning

Either a severe thunderstorm is indicated by radar or a spotter reports a thunderstorm producing hail one inch or larger in diameter and/or winds equal or exceed 58 miles an hour

Shelter in Place

Shelter in place may be ordered when conditions outside of the building are hazardous and it is safer to stay inside.

Roles & Responsibilities

ERT/LEADERSHIP

- Alert staff and visitors to the shelter in place situation
- Consider notifying staff using the emergency alert system
- Update staff and visitors as conditions change
- Direct closure of windows, doors, and HVAC system if conditions warrant these actions

STAFF

LISTEN:

- To Emergency Alert System (EAS), local Emergency Reverse Notification Systems, and/or NOAA Radio alerts which will explain the situation and direct staff and visitors to appropriate actions.

SHELTER:

- Go inside to the designated shelter area, the nearest building or office. An inside room (minimum doors and windows) is best. Take your emergency kit.

SHUT:

- Close all doors, windows and accessible vents. In some situations it may be prudent to lock all doors (e.g., active shooter) and silence electronic devices

MONITOR:

- Email, voice mail, local news stations, and *www.COEmergency.com*

EMPLOYEES MAY BE ASKED TO SHELTER IN PLACE FOR MANY REASONS INCLUDING:

- Atmospheric release of materials (including smoke and other hazardous materials) considered dangerous to public health, where evacuation is NOT a viable option.
- Tornadoes and severe weather events
- Active threats, such as an active shooter, or other police activity
- See Appendix B for more information on Emergency Supplies

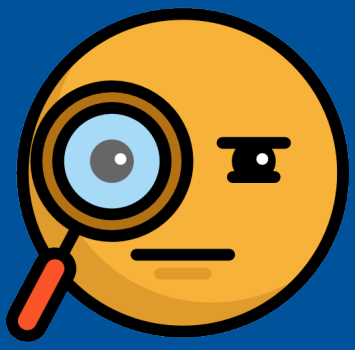
RISK FACTORS

- Prior violent behaviors in any of the following situations/settings: other employment setting; domestic violence; criminal record; military record
- Aggressive property misuse or destruction: throwing, kicking, punching, breaking
- Direct, indirect, conditional, or veiled threats
- High risk mental disorders (not mental disorders per se!)
- Fascination for or empathy with workplace violence perpetrators in the news
- Substance use combined with any of the above

Suspicious Packages or Envelopes

A package is considered suspicious if contain one or more of the following:

Suspicious Characteristics



- Package or envelope discovered with a suspicious powdery substance on the outside or inside
- Received unexpectedly or sent by someone unfamiliar to you
- Excessive postage, handwritten or poorly typed addresses, incorrect titles or titles with no names, or misspelling of common words
- Addressed to someone no longer with the agency or with outdated postmarks
- No return address or one that cannot be verified as legitimate
- Return address not consistent with postmark
- Unusual weight given package size, lopsided, or oddly shaped
- Unusual amount of tape, string, or other wrapping material
- Marked with restrictive endorsements, such as “Fragile”, “Personal”, “Confidential”, or “Rush-Do-Not-Delay”
- Strange odor, stains, or noises (rattling, clicking, etc.)
- Appears to contain electrical wire or aluminum foil

Roles & Responsibilities

ERT/LEADERSHIP

- Ensure that all staff/visitors are notified about the suspicious package and are removed from the area
- Ensure that 9-1-1 is called
- Consider notifying staff using the emergency alert system
- Direct emergency responders to the location of the suspicious package
- Notify staff/visitors when emergency responders provide the "all clear" to return to the area where the package is located

STAFF

- Never touch any package that is suspicious! Do not attempt to touch, move, or open the package or envelope as it could explode or spread
- Isolate the suspicious package by evacuating the room and locking the door, if possible
- If the suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt shock movement. This can cause detonations of certain devices. Gently set the package down.
- Call 9-1-1 immediately from a safe location. Do not use a radio or cell phone within 100 feet of the object
- Notify your supervisor as soon as possible
- Describe what the package looks like and its location
- Evacuate others in the area by following established evacuation procedures
- Consider persons with disabilities who may need assistance evacuating
- If you have had direct skin contact with the package, wash hands, arms, etc. with soap and rinse with a plentiful quantity of water for 15 minutes
- Account for any missing person; always notify emergency personnel of any missing persons or individuals with disabilities located in areas of refuge when evacuating an area
- Always follow precautionary directions given by emergency personnel
- Do not return to the area where the package is located until receiving the "all-clear" from the ERT/Leadership

STOP
Don't Handle

ISOLATE it immediately

DON'T open, smell or taste

ACTIVATE your emergency plan

NOTIFY a supervisor

ADDITIONAL RESOURCES AND INFORMATION

- USPS Suspicious Mail Poster
  https://about.usps.com/securing-the-mail/suspiciousmail.htm
- USPS Guide to Mail Center Security
  http://about.usps.com/publications/pub166.pdf
- FBI
  https://archives.fbi.gov/archives/news/stories/2006/september/packages_092006
- CDC Preparation and Planning for Bioterrorism Emergencies
  https://emergency.cdc.gov/planning/pdf/suspicious-package-biothreat.pdf

Wildfire

Wildfires, brush and grass fires can happen anywhere in the State where there is sufficient open space and vegetation for a fire to spread to surrounding vegetation.

These fires can then spread to nearby structures threatening homes, businesses and government buildings. These fires pose a danger not only from the flaming front and embers but also from the smoke which can be dangerous to inhale and may limit visibility.

Roles & Responsibilities

ERT/LEADERSHIP

- Ensure staff and visitors are informed of wildfires in the area
- Ensure staff and visitors follow directions if evacuation orders are issued
- Consider notifying staff using the emergency alert system

STAFF

- Maintain situational awareness in order to be ready to evacuate or to take precautions from smoke that may be hazardous to your health
- Ensure that your cell phone is registered to receive reverse notifications from your dispatch center
- During high fire danger days, check local media and *www.COEmergency.com* for breaking and updated news concerning wildfires in your area

WHEN YOU ARE NOTIFIED OF A WILDFIRE IN YOUR AREA

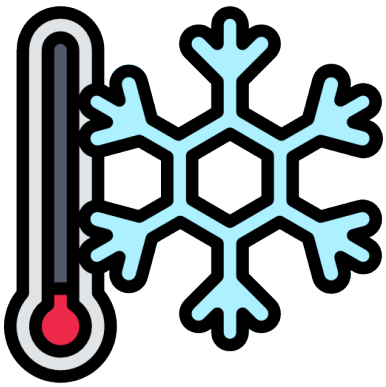
- Follow instructions from local authorities
- If asked to evacuate, leave immediately and follow instructions for allowable escape routes
- If there is time, take your emergency kit and other items of importance
- Heed air quality warnings due to smoke
- Proceed to your evacuation shelter of choice (e.g., public shelter, hotel, friends/family member, etc.)

RE-ENTRY

- Follow instructions by local authorities. Re-enter ONLY when instructed to do so.

ADDITIONAL RESOURCES AND INFORMATION

- DHSEM *www.COEmergency.com*
- READYColorado *www.READYColorado.com/hazard/wildfire*
- Ready.gov *www.ready.gov/wildfires*
- Ready, Set, Go! *www.wildlandfirersg.org*
- Red Cross *www.redcross.org/prepare/disaster/wildfire*



Winter Weather Emergencies

Winter weather emergencies can include:

Winter storm watches,warnings, and blizzards. These storms create dangerous driving conditions and concerns from exposure to cold temperatures, as well as wind and icy surfaces that can lead to slips and falls. Weather conditions should be monitored to minimize unnecessary driving or outdoor exposure. Considerations should be made for sheltering in place if driving is too hazardous.

Roles & Responsibilities

ERT/LEADERSHIP

- Notify employees per departmental inclement weather policy
- Consider notifying staff using the emergency alert system
- If employees are already at work, notify employees of impending storm and take appropriate actions
- Ensure accountability of staff and visitors
- Ensure provisions are available for staff and visitors (e.g., food, water, etc.)

STAFF

- Follow departmental inclement weather policy
- Check weather/road conditions before attempting to travel to/from work
- Department of Personnel and Administration (DPA) State delay/closures notification phone line: 303-866-5444
- If already at work, inquire directions from leadership and take appropriate action
- Maintain an emergency supply kit at work (see Appendix B) with adequate provisions for 3 days
- Stay informed of potential severe winter weather through a variety of sources: news media, weather alerting apps, reverse notification systems, NOAA radios, and weather related websites (see Appendix I for more information)
- Always have an emergency kit in your car (Appendix B).

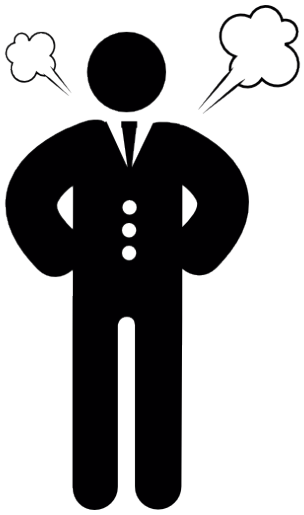
THE NATIONAL WEATHER SERVICE ISSUES THE FOLLOWING WINTER WEATHER NOTIFICATIONS

- **WINTER WEATHER ADVISORY** - When winter conditions (e.g., snow, sleet and/or freezing rain/ ice) are expected to cause significant
- **WINTER STORM WATCH** - When severe winter conditions (heavy snow and/or significant ice accumulations) are possible within the next day or two
- **WINTER STORM WARNING** - When severe winter conditions are expected
- Heavy Snow: 7 + inches in 12 hours or 9+ inches in 24 hours
- Ice Storm: ½ inch or more
- inconvenience and may be hazardous
- **BLIZZARD WARNING** - When snow and strong winds will combine to produce blinding snow (visibility near zero/whiteouts) and deep snow drifts

ADDITIONAL RESOURCES AND INFORMATION

- Ready.gov *www.ready.gov/winter-weather*
- NOAA Weather Service *www.nws.noaa.gov/warnings.php*
- Red Cross *bit.ly/RCWinterPreparedness*
- CO Trip *www.cotrip.org*

Workplace Violence



"Violent behavior" means any act or threat of physical, verbal, or psychological aggression or the destruction or abuse of property by any individual.

Threats may include veiled, conditional, or direct threats in verbal, written, electronic, or gestural form, resulting in intimidation, harassment, harm, or endangerment to the safety of another person or property.

There are many forms that workplace violence can take. Obtain as many details as possible using the **"Workplace Violence Threat Checklist"**, or similar form as instructed by your agency, as a guide. A copy of the "Workplace Violence Threat Checklist" or similar form should be kept near each office phone to be easily accessible.

Workplace Violence Examples

- Suicide threats
- Theft
- Sabotage
- Fistfights
- Shootings
- Stabbings
- Sexual assaults
- Threats to injure, or the injury of property or persons
- Unauthorized use of deadly weapons or explosives

Roles & Responsibilities

IF Threat of Violence IS Immediate

ERT/LEADERSHIP

- Call 9-1-1
- Evacuate personnel from the area
- Promptly notify internal personnel of situation; consider notifying staff using the emergency alert system
- Direct emergency responders to the area where the incident is occurring

STAFF

- Obtain as many details as possible using the "Workplace Violence Threat Checklist" in this section, or similar form as instructed by your agency, as a guide
- Promptly notify ERT/Leadership of the threat/situation
- Do not attempt to disarm any individual with a weapon
- Assist anyone who is injured
- Evacuate personnel away from the scene
- Allow law enforcement to contain the incident and secure the area
- Report the incident to your supervisor

IF Threat of Violence is NOT Immediate

- Obtain as many details as possible using the "Workplace Violence Threat Checklist" in this section, or similar form as instructed by your agency, as a guide
- Inform supervisor and Human Resources of the incident
- Call 9-1-1 or non-emergency line of your local law enforcement agency to file a report
- If possible avoid contact with person(s) who made the threat. Your safety is the priority.

RISK FACTORS

- Prior violent behaviors in any of the following situations/settings: other employment setting; domestic violence; criminal record; military record
- Aggressive property misuse or destruction: throwing, kicking, punching, breaking
- Direct, indirect, conditional, or veiled threats
- High risk mental illnesses (not all mental illnesses are high risk!)
- Fascination for or empathy with workplace violence perpetrators in the news
- Substance use combined with any of the above
- Perception (accurate or not) of having been victimized by workplace, supervisors, or coworkers
- Obsessive interpersonal behavior: bullying, intimidating, stalking, confronting, spying, harassing, blaming
- Discourteous or disrespectful; uncooperative
- Agitated misery

BEHAVIORS ASSOCIATED WITH ESCALATING RISK

- Increasing intensity of conflicts
- Movement from veiled threats to specific threats
- Increasing frequency of conflicts
- Nothing-to-lose statements
- Increasing alienation
- Increasing agitation
- Statements suggesting increased interest in and access to weapons
- Stated expectation of notoriety

ADDITIONAL RESOURCES AND INFORMATION

- Colorado State Employee Assistance Program wtool kit *https://www.colorado.gov/pacific/c-seap/threat-assessment-guide*
- Colorado.gov *www.colorado.gov/pacific/dcj/domestic-violence-resources*
- OSHA *www.osha.gov/SLTC/workplaceviolence*

Workplace Violence Checklist

CALL: ****IF A CALLER, KEEP HIM/HER ON THE LINE AS LONG AS POSSIBLE****

DATE: **TIME RECEIVED:**

TIME DISCONNECTED (IF A VOICE CALL):_____AM / PM

METHOD RECEIVED: ❑ TEXT ❑ VoiceMail ❑Twitter ❑Facebook ❑Instagram ❑Email ❑ Other

PHONE NUMBER, EMAIL ADDRESS, SOCIAL MEDIA HANDLE:_____

_____

❑ MALE ❑ FEMALE (IF KNOWN):

EXACT WORDS USED:

QUESTIONS TO ASK (For Voice Call)

1. What is your name? _____
2. What is your association with the organization? _____
3. Are you threatening someone? If so, who? _____
4. Why are you making these comments? _____
5. Where are you right now? _____
6. Is there any other way to help you? _____

CHARACTERISTICS OF THE CALLERS VOICE: (Circle appropriate descriptions)

❑ Calm	❑ Laughing	❑ Lisp	❑ Deep Breathing	❑ Crying	❑ Rasp
❑ Excited	❑ Normal	❑ Deep	❑ Slow	❑ Distinct	❑ Rapid
❑ Slurred	❑ Soft	❑ Nasal	❑ Clearing throat	❑ Accent	❑ Loud
❑ Stutter	❑ Familiar	❑ Disguised	❑ Cracking voice	❑ Ragged	❑ Angry

DID THE CALLER HAVE AN ACCENT AND IF SO WHAT KIND?

ANY BACKGROUND SOUNDS (Check all that apply)

❑ Street Noise	❑ House Noises	❑ Motor	❑ Animal Noises	❑ Local
❑ Voices	❑ Office	❑ Clear	❑ PA System	❑Factory Machinery
❑ Booth	❑ Static	❑ Long Distance	❑ Office Machinery	

(Keep this form by your desk or workstation next to phone)

backside of
workplace violence checklist

Appendices

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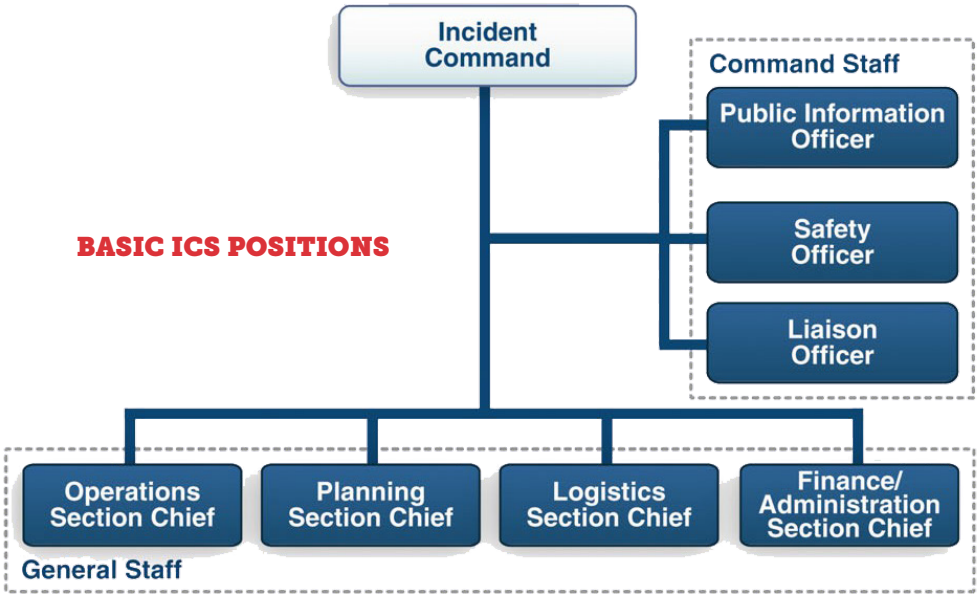
APPENDIX A

Incident Command System (ICS)



WHAT IS ICS?

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources

ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

ICS is used by all levels of government - federal, state, tribal and local - as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines. It is typically structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics, and Finance/Administration. All of the functional areas may or may not be used based on the incident needs. Intelligence/ Investigations is an optional sixth functional area that is activated on a case-by-case basis.

As a system, ICS is extremely useful; not only does it provide an organizational structure for incident management but it also guides the process for planning, building and adapting that structure. Using ICS for every incident or planned event helps hone and maintain skills needed for the large-scale incidents.

HOW SHOULD OUR EMERGENCY RESPONSE TEAM (ERT) USE ICS?

Your ERT should use ICS:

- As a way to organize the team
- As a way to interface with first responders who arrive at your facility during an emergency

ADDITIONAL RESOURCES AND INFORMATION

- For more information about the use of ICS, please see:

  https://www.ready.gov/business/implementation/incident

APPENDIX B
Emergency Supplies

It is recommended to have an emergency kit with basic supplies at home, at work, and in your car. Everyone should customize their kits to have essential items needed for their specific situation. For more information about emergency kits, please visit: www.READYColorado.com

HERE IS A BASIC LIST OF SUPPLIES RECOMMENDED FOR AN EMERGENCY KIT

Store your disaster supplies in a sturdy, but easy-to-carry container. A large covered plastic bin or trash container, overnight backpack or duffel bag will work. Keep a smaller version of the kit in your vehicle. If you become stranded or are not able to return home, having some items with you will help you be more comfortable until help arrives.

Water (one gallon per person per day)

Food - Pack non-perishable, high-protein items, including energy bars, ready-to-eat soup, peanut butter, etc. Select foods that require no refrigeration, preparation or cooking and little or not water.

Flashlight (include extra batteries)

First Aid Kit (see *bit.ly/FirstAidList*)

Medications
(see CDC.gov: *bit.ly/MedsChecklist*)

Battery-operated radio (include extra batteries)

Tools - A wrench to turn off gas if necessary, a manual can opener, screwdriver, hammer, pliers, knife, tarp and garbage bags with ties. Contact professionals to turn gas back on.

Clothing - A change of clothes for everyone, including sturdy shoes and gloves

Sanitary supplies - Toilet paper, feminine supplies, personal hygiene items, bleach, etc.

Personal Items - Remember eyeglasses or contact lenses and solution; copies of important papers,including identification cards, insurance policies, birth certificates, passports, etc.; and comfort items such as toys and books

Money - Have cash. (ATMs and credit cards wont' work if the power is out.)

Contact information - Carry a current list of family phone numbers and e-mail addresses, including someone out of the area who may be easier to reach if local phone lines are out of service or overloaded.

Pet supplies - Include food, water, leash, litter box, tags, any medications and vaccination information

Map - Mark an evacuation route on it from your local area.

Special items - Include any necessary items for infants, seniors and people with disabilities in your kit. Having some items with you will help you be more comfortable until help arrives.

Meeting place - Pick a place for family members to meet in case you are separated during a disaster.

ASSEMBLE READY KITS TO KEEP AT HOME, IN EACH VEHICLE AND AT WORK.

APPENDIX C
Maps

(Insert your own)

Backside of maps page

APPENDIX D

Emergency Contacts

NAME	DESK PHONE	CELL	E-MAIL

backside Emergency Contacts

APPENDIX E

Suspicious Activity

Terrorist operations usually begin with extensive planning. You can help prevent and detect terrorism — and other types of crime — by watching out for suspicious activities and reporting them to the proper authorities.

BE ALERT FOR THE EIGHT SIGNS OF TERRORISM!

1. SURVEILLANCE

Someone recording or monitoring activities. This may include the use of cameras, note taking, drawing diagrams, annotating on maps, or using binoculars or other vision-enhancing devices.

2. ELICITATION

People or organizations attempting to gain information about military operations, capabilities, or people. Elicitation attempts may be made by mail, email, telephone, or in person. This could also include eavesdropping or friendly conversation.

3. TESTS OF SECURITY

Any attempts to measure reaction times to security breaches, attempts to penetrate physical security barriers, or monitor procedures in order to assess strengths and weaknesses.

4. FUNDING

Suspicious transactions involving large cash payments, deposits, or withdrawals are common signs of terrorist funding. Collections for donations, the solicitation for money and criminal activity are also warning signs.

5. SUPPLIES

Purchasing or stealing explosives, weapons, ammunition, etc. This also includes acquiring military uniforms, decals, flight manuals, passes or badges (or the equipment to manufacture such items) and any other controlled items.

6. IMPERSONATION

People who don't seem to belong in the workplace, neighborhood, business establishment, or anywhere else. This includes suspicious border crossings, the impersonation of law enforcement, military personnel, or company employees.

7. REHEARSAL

Putting people in position and moving them around according to their plan without actually committing the terrorist act. An element of this activity could also include mapping out routes and determining the timing of traffic lights and flow.

8. DEPLOYMENT

People and supplies getting into position to commit the act. This is the person's last chance to alert authorities before the terrorist act occurs.

REPORTING SUSPICIOUS ACTIVITY

- If the suspicious incident or unusual activity requires an immediate response by law enforcement, please call 9-1-1.
- To submit a confidential tip concerning a suspicious incident or unusual activity concerning Homeland Security, which does not require an immediate response by law enforcement, please use any of the following to contact:
- Colorado Information Analysis Center (CIAC):

Email: cdps_ciac_watchcenter@state.co.us
Web Submission: *http://report.ciac.co.gov/*
Phone: 1-877-509-2422

APPENDIX F

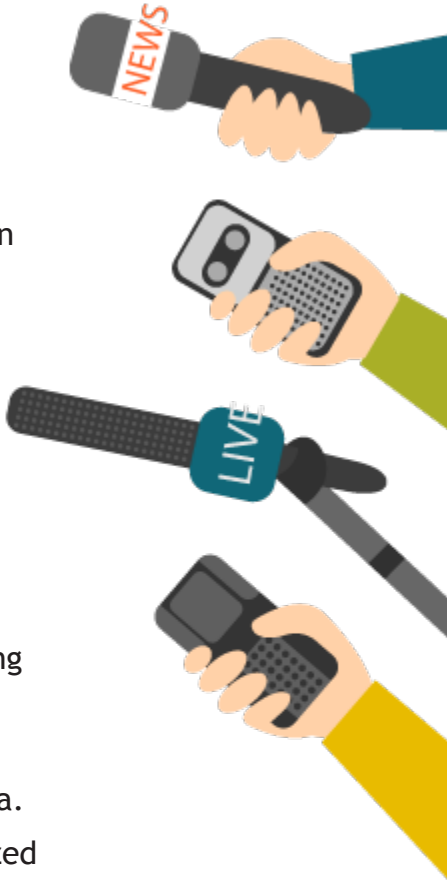
Public Relations During an Emergency

During an emergency situation, a Public Information Officer (PIO) will be appointed to interact with the media. Depending upon the situation, the PIO may be from the Division of Homeland Security & Emergency Management, Colorado State Patrol, Governor's Office, or other State agency with jurisdiction over the specific emergency.

Direct all requests by the media for interviews to the designated PIO.
Do not speak on behalf of your agency.

IF YOU ARE APPROACHED BY THE MEDIA DURING A CRISIS SITUATION:

- Follow your agency's crisis communication plan which should include the following advice:
- Avoid answering "No comment" to questions. This makes it appear that information is being concealed.
- Instead of giving a statement to any media, please advise them that they must direct questions to the Public Information Officer.
- Do not speculate about who is at fault or the extent of the damage. Do not state anything that may need to be later retracted.
- Protect sensitive information- do not share information that is sensitive with the media.
- Protect your computer screen from unauthorized viewing by enabling screen locking options.



APPENDIX G

Glossary of Terms

AREA OF REFUGE:

A location in a building designed to hold occupants during a fire or other emergency, when evacuation may not be safe or possible. Occupants can wait there until rescued or relieved by firefighters. This can apply to the following: any persons who cannot access a safe escape route, any persons assisting another person who is prevented from escaping, patients in a hospital, sick people, people with disabilities, the elderly, very young children or infants, medical personnel who may be operating on a patient at the time of the emergency, and operators in a critical facility whose function must not be interrupted (such as nuclear power station, a key military fortification, or a high security prison)

ASSEMBLY AREA:

A pre-designated location where staff will meet after they evacuate a building.

EMERGENCY ALERT SYSTEM:

The tool used for alerting State of Colorado employees of emergencies (the tool currently use is Swift911)

EMERGENCY RESPONSE GUIDE (ERG):

A document designed to provide occupants with specific response procedures and actions to take during an emergency.

EMERGENCY RESPONSE TEAM (ERT):

A group of individuals who are pre-designated by agency leadership to organize and assist with executing emergency response procedures.

EVACUATION:

A procedure designed to move occupants of a building to the outside of the building. An evacuation may also include evacuating individuals to another location due to a widespread emergency such as a flood or wildfire.

INCIDENT COMMAND SYSTEM (ICS):

A standardized on-site management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

SHELTER IN PLACE:

The use of a structure and its indoor atmosphere to temporarily separate individuals from a hazardous outdoor atmosphere or other dangerous conditions.

WORKPLACE VIOLENCE:

“Violent behavior” means any act or threat of physical, verbal, or psychological aggression or the destruction or abuse of property by any individual. Threats may include veiled, conditional, or direct threats in verbal, written, electronic, or gestural form, resulting in intimidation, harassment, harm, or endangerment to the safety of another person or property.

APPENDIX H
Personal Safety Tips

- Don't walk or jog early in the morning or late at night when the streets are deserted
- When out at night, try to have a friend walk with you
- Carry only the money you'll need on a particular day
- Don't display your cash or any other inviting targets such as pagers, cell phones, hand-held electronic games, or expensive jewelry and clothing
- If you think someone is following you, switch directions or cross the street. If the person continues to follow you, move quickly toward an open store or restaurant or a lighted house. Don't be afraid to yell for help.
- Try to park in well-lighted areas with good visibility and close to walkways, stores, and people
- Make sure you have your key out as you approach your door
- Always lock your car, even if it's in your own driveway; never leave your motor running
- Do everything you can to keep a stranger from getting into your car or to keep a stranger from forcing you into his or her car
- If a dating partner has abused you, do not meet him or her alone. Do not let him or her in your home or car when you are alone

- If you are a battered spouse, call the police or sheriff immediately. Assault is a crime, whether committed by a stranger or your spouse or any other family member. If you believe that you and your children are in danger, call a crisis hot-line or a health center (the police can also make a referral) and leave immediately.
- If someone tries to rob you, give up your property - don't give up your life
- If you are robbed or assaulted, report the crime to the police. Try to describe the attacker accurately. Your actions can help prevent someone else from becoming a victim.

APPENDIX I

Communications

ALERTS & NOTIFICATIONS

Every individual is responsible for situational awareness. There are a number of tools available that provide situational awareness through specific alert and warning systems.

- Reverse notification systems: These systems are designed to capture most land-line phones automatically; however, cellphones must be manually added to the system by the owner. Everyone should register their cellphone with their local 9-1-1 Dispatch Center. It is recommended that you register your cellphone in both the county that you live in and the county that you work in (if they are not the same). To sign up go to: *www.COEmergency.com*
- Wireless Emergency Alerts (WEA) for weather notifications and national threat alerts: The reverse notification systems noted above generally do not alert you to national threat alerts, and severe weather events such as tornadoes, and blizzards or Amber Alerts. The National Weather Service and FEMA have partnered with local wireless carriers to provide Wireless Emergency Alerts for these types of emergencies. These alerts are automatically delivered to your phone if it has the appropriate software. To find out whether or not your phone will receive these alerts or to upgrade your phone's software to receive these alerts go to: *http://www.ctia.org/your-wireless-life/consumer-tips/wireless-emergency-alerts*
- Local news media also have alert capability for weather. These may include a monthly fee so check individual news media for more information.
- Siren systems: Siren systems are designed to alert individuals who are outside to seek shelter. They are not designed to penetrate substantial buildings. In Colorado, there are sirens in only a select number of communities because our geography can render the systems ineffective. Sirens are used in some communities for tornado alerting and in other communities for flood alerting. Check with your local emergency management office to determine if these systems are being used in your community.

INCIDENT UPDATES

- During a disaster/large emergency, the most up to date information is always found at the local level. Each jurisdiction handles this information through their PIO. Depending on the type and duration of the incident, information may be shared to local news media through press conferences and/or releases and/or through web postings. It is best to check both local media and websites for the most current information.
- The State Division of Homeland Security & Emergency Management (DHSEM) will also provide incident specific information as it is received from the local jurisdiction at *www.coemergency.com*

INTERNAL ALERTING SYSTEMS

- All Executive Branch agencies are currently using the Swift911 alert system for internal alerting and communications. Swift911 is a web-based tool that allows communication of important information to groups of individuals via cellphone, text, or e-mail. This system allows users to share important emergency communications to groups of recipients in an efficient and effective manner. DHSEM is the Administrator of this tool.
- Building specific systems: Each building has different capabilities for alerting. Some have intercom capability. Some have internal horns and strobes. Some have phone systems that allow for mass notifications. Check with your facility owner/supervisor to see what is available in your building.

EMERGENCY RESPONSE TEAMS/ FLOOR WARDEN SYSTEMS

- In our larger buildings such as those in the Capitol Complex, buildings have organized themselves using an Emergency Response Team or Floor Warden system so that a manageable section/floor of the building has an assigned Emergency Response Team Leader/Coordinator or "Floor Warden" who is responsible to organize and account for staff response. Check with your supervisor to see if your building is organized in this manner.

AREAS OF REFUGE

- Communicate the locations of individuals who have been placed into areas of refuge to first responders. Don't forget to update individuals who have been placed in areas of refuge awaiting assistance from emergency responders. These locations often are isolated from internal communication systems.

KEEPING EVERYONE INFORMED

- Systems sometimes fail so it is important for each individual to ensure that those around them (visitors & other staff members) are informed about an evolving incident.
- Don't assume that everyone has been informed of an alert; communicate through your chain of command to ensure that everyone stays informed, safe, and unharmed.

APPENDIX J

ERT Roles & Responsibilities

State owned/leased buildings vary in size; therefore, there is not a "one size fits all" solution to managing emergencies in every building. Smaller buildings may only require one person (Building Warden/Building Emergency Response Coordinator) to guide employees through emergency response procedures and training. Other, multi-story buildings may require several Floor Wardens and a separate person responsible for assisting individuals with disabilities. At minimum, each ERT should consider the following positions and if only one person is available for emergency response, (Building Warden/Building Emergency Response Coordinator), then all of the responsibilities described below will need to be assumed by this one individual:

BUILDING WARDEN/BUILDING EMERGENCY RESPONSE COORDINATOR

This person serves as the building's main point of contact for emergency response procedures. Responsibilities include:

- Coordinate, in advance of an emergency, with the fire department and law enforcement agency to ensure that everyone is aware of the building's specific plan and emergency procedures
- Serve as the overall coordinator for emergency response, emergency preparedness and training for the building
- Have a thorough understanding of the building emergency response systems to include alerting systems
- Manage a roster of all Floor or Area Warden/ Emergency Response Coordinator and Assistance Coordinators
- During an emergency, receive reports from each Floor Warden at the Command Center as to the status of emergency operations on each floor/areas
- Act as the building liaison working directly with emergency responders during an emergency
- Provide information about individuals requiring assistance including their location in the building (area of refuge) during an emergency to emergency responders
- Determine whether an emergency alert should be sent to employees

FLOOR OR AREA WARDEN/ EMERGENCY RESPONSE COORDINATOR

This person serves as the floor or area's main point of contact for emergency response procedures. He/she may be responsible for an entire floor or only a portion of a floor (area) depending upon the size and complexity of the building. Responsibilities include:

- Work closely with the Building Warden/Building Emergency Response Coordinator to prepare his/her designated floor/area for response to emergencies
- Maintain a list of individuals who may require assistance during an emergency and provide this list to the Building Warden/Building Emergency Response Coordinator
- Serve as the floor/area coordinator for emergency response, emergency preparedness and training for the building
- Be familiar with building emergency response systems, especially for his/her area of responsibility
- Direct occupants during emergencies to take appropriate actions
- Provide the location and status of individuals requiring assistance to Building Warden / Building Emergency Response Coordinator
- Know the floor/area occupants for accountability purposes
- During an emergency, work directly with the Building Warden/Building Emergency Response Coordinator

ASSISTANCE COORDINATOR

- Under the direction of the Floor Warden/ Emergency Response Coordinator, maintain the list of individuals requiring assistance
- Assist individuals with disabilities during an emergency to find areas of refuge
- Notify the Floor Warden/Emergency Response Coordinator of the status of the individuals with disabilities (where they are located, what other assistance they may need)

EMERGENCY RESPONSE COORDINATOR/ FLOOR WARDEN RESPONSE KIT

- In order to fulfill the responsibilities of an Emergency Response Coordinator/Floor Warden, it is suggested that agencies provide these individuals with a kit that contains the following basic supplies:
- Backpack, Baseball Cap, brightly colored,

  Safety Vest, Flashlight, Bullhorn, NOAA Radio

  First Aid Kit, Batteries
- This Response Kit does not replace the Emergency Supply kit that individuals should have as a source of basic supplies. This kit is strictly for response to emergencies.

Inside of back cover

DHSEM would like to acknowledge the dedication and contribution of the Emergency Response Guide Working Group who provided guidance and content to the Emergency Response Guide.

COLORADO
Division of Homeland Security
& Emergency Management
Department of Public Safety

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