



# DFA Emergency Procedures

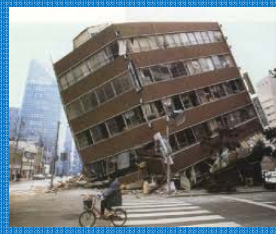
- Severe Weather •
- Fire Evacuation •
- Medical Emergency •
- Earthquake •
- Intruder Alert •
- Bomb Threat •



# Severe Weather Threat

- General Information

- Do not use elevators
- Stay away from windows
- Hinds County emergency sirens will sound
- Stairs reinforced for wind and fire with exhaust fans
- Assistance getting down stairs is provided by Fire Rescue Personnel as needed.



# Severe Weather Threat

- Procedures
  - Exit to the lowest level away from windows
  - Do not shutdown PC or go to the restroom
  - Direct or take guests downstairs with you
  - Use designated stairwells to evacuate
  - Wait for all clear from State Fire Marshal before returning to your office work area



# Fire Evacuation

- General Information
  - Do not use elevators (they will not work if the alarm has been activated)
  - Magnetic door locks will release when the fire alarm is activated
  - Sensors detect smoke and will sound alarm
  - Sprinklers activate with heat



# Fire Evacuation

- **General Info**

- Take time to locate fire extinguishers, fire alarm pulls, and exits in your particular building
- The Rally Point will be attended by Capitol officer with an orange vest
- Stay in the Rally Point until all clear is given
- Do not leave by car or foot unless instructed to do so by the Emergency Coordinator



# Fire Evacuation

- Procedures
  - If you see a fire and have not heard an alarm or an announcement:
    - Activate the alarm and notify others
    - Contact Capitol Police with exact location of the fire if possible
    - Leave your door closed and proceed immediately to the stairwell or exit away from the fire
    - Exit the building and go to the Rally Point area
    - Locate your assigned floor monitor
    - Do not return to the building until the all clear has sounded from Capitol Police and/or State Fire Marshal

# Fire Evacuation

- Procedures
  - If you hear the fire alarm or an announcement:
    - Close all doors and proceed immediately to the stairwell or exit away from the fire
    - Exit the building and go to the Rally Point area
    - Locate your assigned floor monitor
    - Do not return to the building until the all clear has been sounded from Capitol Police and State Fire Marshal

# Fire Evacuation

- **Fire Extinguisher Use**
  - Use a fire extinguisher only if ALL apply:
    - Fire is small and easy to contain such as a trash can or microwave fire
    - Exit is clear and there is no immediate danger to you or others
    - Extinguisher is readily available
  - Alert others in the immediate area
  - Request someone call Capitol Police



# Fire Evacuation

- Fire Extinguisher Use

- Use the PASS procedure:

- P - Pull the pin
    - A - Aim low
    - S - Squeeze
    - S - Sweep

- If the fire is not contained within minutes, close the door, pull the fire alarm, and follow evacuation procedures



# Medical Emergency

- **General Information**

- All Capitol Police staff are fully trained in CPR, First Aid and the use of the Defibrillators
- Render first aid or CPR only if trained
- If a person asks for Emergency Medical Assistance, 911 must be called (remember to dial 9, 0) Then call Capitol Police 9-3125
- Must report all medical emergencies immediately to supervisor/director and HR
- If there is the possibility of a spinal injury DO NOT MOVE the person unless it is life threatening



# Medical Emergency

- In the case of a medical emergency ...
  - Assess the situation and try to remain calm, do not leave the victim if possible
  - Ask for help to contact front desk or Capitol Police for those trained in first aid to respond
  - If you think the victim needs an ambulance, call 911 immediately, then call Capitol Police 9-3125
  - Be prepared to provide your name, type of emergency, location of the victim, condition of the victim, and any dangerous conditions

# Earthquake

- **General Information**
  - If indoors take cover under a table or desk
  - If a table or desk is not available, find an inside corner of the building and cover you face and head with your arms
  - Stay away from glass, outside doors or walls, and anything that could fall
  - Stay inside until the shaking stops
  - Do not use elevators
  - Exit and go to the Rally Point



# Earthquake

- **General Information**

- If outdoors, stay there and stay away from the building, street lights, electrical wires, etc.
- If trapped under debris, do not light a match
- Do not move about or kick up dust
- Cover your mouth with a handkerchief or clothing
- Tap on pipes or walls to signal rescuers
- Shout as a last resort to avoid inhaling too much dust



# Intruder Alert

Access to State office buildings is limited to employees and authorized visitors.



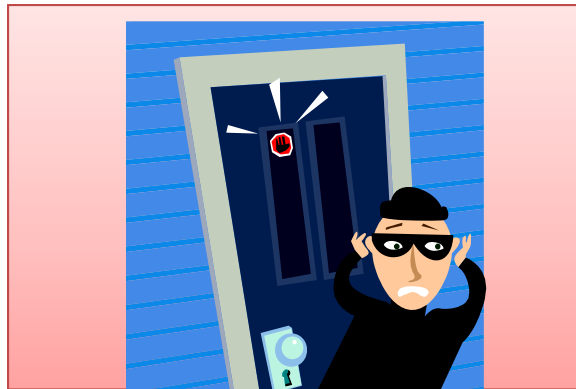
# Intruder Alert

If a person in the building does not have an employee or visitor badge displayed:

- Ask if you can assist him/her and advise them that that they must sign-in and obtain a visitor's badge from the security desk at the main entrance.
- If the person is uncooperative, or you feel that he or she is unapproachable, contact the Capitol Police 601 359-3125.

# Intruder Alert

In the event of a hostile intruder in the building the Capitol Police personnel will initiate a lock-down of the building using the following coded announcement, “Code White” in buildings equipped for public address.





# Intruder Alert

When this announcement is made, the following lock-down procedures are to be followed:

1. Clear the hallways immediately and take refuge in the nearest office space.
2. Lock all interior doors.
3. Turn off all lights and close shades, blinds, curtains on windows; silence your cell phone and/or pager, turn off any source of noise.

# Intruder Alert

4. Sit on the floor, under furniture, out of view as much as possible Use extreme caution allowing anyone entry into the room.
5. During the lock-down, ignore any fire alarm activation.
6. Keep all phone lines open except in dire emergency
7. Remain in lock-down until all clear is announced by Capitol Police.

# Bomb Threat

- If you receive a call with a bomb threat...
  - Keep calm and keep them talking
  - Note phone number, date, and time of call
  - Listen closely and write everything down
  - Listen for distinct characteristics and background noises
  - If possible signal a co-worker to contact Capitol Police
  - Depending on the situation either the alarm will sound, an announcement will be made, or direct contact from your floor monitors



# Bomb Threat

- Questions to ask if you receive a call with a bomb threat ...
  - When is the bomb going to explode?
  - Where is the bomb?
  - What type of bomb is it?
  - What will cause it to detonate?
  - Why are they doing this?
  - Where are they calling from?



# General Emergency Info

- The elevator call button rings the Capitol Police Command Center
- The call box outside the front door rings the Capitol Police also
- The emergency call boxes in the parking garages also ring the Capitol Police (you will need to tell them exactly where you are)
- If you are working away from the office during an emergency situation, please check in with your supervisor ASAP
- The Emergency Evacuation Committee will maintain and check all emergency equipment regularly and schedule drills a couple of times a year

# The Wrap-up

It's important to understand that you never know when you will be the one called upon to make the right decision. It will always be easier if you know your facts and your surroundings.

“Prepare and prevent, don't repair and regret. ” Author Unknown

