

Key Facility & On-Site Personnel Phone Numbers

The following is a list of individuals and groups that may be needed during a facility emergency:

Facility personnel:	Office	Home	Cell or Mobile#

To page over the intercom, dial the appropriate # listed below on the first line, wait for a beep, and then verbally give your message.

Facility Emergency Coordinator							
Office		Office		Office		Office	
Cell		Home		Home		Home	
		Cell		Cell			
Alternate Facility Emergency Coordinator		Alternate Facility Emergency Coordinator		Alternate Facility Emergency Coordinator		Alternate Facility Emergency Coordinator	
Office		Office		Office		Office	
Home		Home		Home		Home	
Cell		Cell		Cell		Cell	
Local Emergency Numbers:		Local Emergency Numbers:		Local Emergency Numbers:		Local Emergency Numbers:	
Fire Department		Fire Department		Fire Department		Brantley Fire Department	
Police Department		Police Department		Police Department		Brantley Police Department	
County Sheriff Dept.		County Sheriff Dept.		County Sheriff Dept.		Crenshaw County Sheriff Dept.	
County EMA		County EMA		County EMA		Crenshaw County EMA	

Fire

1. No more than one fire extinguisher shall be used to attempt to extinguish a fire before notifying dispatch.
2. Report fire to Dispatch.
 - Dispatch will then alert all employees by intercom and/or two way radio and dial 911.
 - Dispatch should give 911 as much detailed information as possible.
 - Dispatch should notify all of the other CEC offices to make them aware of the situation.
3. Once notified, all employees are to exit the building at the nearest exit and meet at the designated **evacuation:**
 -
4. If wind or other conditions warrant a **secondary evacuation location**, note that the location will be
 -
5. Turn to the evacuation tab of this plan for a list of employees and their designated responsibilities of insuring that the office is evacuated.
 - When checking offices, insure the space is evacuated, close the door and place an evacuation sticker on the door jamb.

Hazardous Weather

1. Watches and Warnings

- **Thunderstorm Watch**
 - All employees should monitor weather for changing conditions.
 - **Severe Thunderstorm Warning**
 - All employees **should prepare** in case the need to seek shelter arises.
 - **Tornado Watch**
 - All employees **should monitor** weather for changing conditions.
 - **Tornado Warning**
 - All employees **should be prepared** to seek shelter if directed to do so.
 - All crews **shall be notified** via two way radio by Dispatch to monitor weather conditions and to seek shelter if directed to do so.
2. All employees in the building **shall seek shelter** in their designated Tornado Refuge Area when the announcement is made to do so. **(See Tornado Refuge Area Map Tab)**
 3. If a crew is out in the field in a vehicle and a tornado is approaching, the crew **shall seek shelter**.
 - Do not attempt to outrun the tornado in your vehicle. If you are out in the field and no shelter is within a safe distance, your vehicle is not a safe place to be.
 - Exit the vehicle and find a ditch or depression, lie flat, and cover your head. Flying debris is one of the main causes of tornado fatalities.
 4. If damage or injury occurs to person or property, any cooperative employee who is available should call 911 and report the incident.
 5. All employees trained in First Aid, CPR and AED should be available to assist as needed.

Bomb Threat (by phone or discovery)

1. If a bomb threat is received by phone, try to transfer the call to Dispatch **(Add Extension)**
 - Ask the following questions if possible:
 - When is the bomb going to explode? _____
 - Where is the bomb? _____
 - What does it look like? _____
 - What kind of bomb is it? _____
 - What will cause it to explode? _____
 - What is your name? _____
 - Where are you calling from? _____
2. If you discover an explosive device do not touch it or move it in any way.
3. Report the discovery or call to Dispatch.
 - Dispatch will then alert all employees by intercom and/or two way radio and dial 911.
 - Dispatch should give 911 as much detailed information as possible.
 - Dispatch should notify all of the other CEC offices to make them aware of the situation
4. Once notified, all employees are to exit the building at the nearest exit and meet at the designated evacuation area near the transformer on the West side of the office.
 - If wind or other conditions warrant a secondary evacuation location, note that the location will be at the staging area behind the brick house on the West side of the parking lot.
5. Turn to the evacuation tab of this plan for a list of employees and their designated responsibilities of insuring that the office is evacuated.
 - When checking offices, insure the space is evacuated, close the door and place an evacuation sticker on the door jamb.

Suspicious Package Response Guidance

1. Whether the suspicious package is received through the mail or found on the premises, if an unopened package looks suspicious and you cannot verify the contents by either the addressee or the sender:
 - Stay calm – do not panic.
 - If unopened, do not open the suspicious package.
 - If there is reason to suspect that a package may contain suspicious content do not handle the package any more than you have to and follow the guidelines below.
2. Report all incidents of suspicious packages as soon as possible to at least one of the following personnel:
 - Your Immediate Supervisor
 - Safety Coordinator – Jason Saunders
 - Facility Emergency Coordinator: Mark Benson
 - Alternate Facility Emergency Coordinator: Mark Parker
3. Use the Suspicious Package Containment Kit to contain any packages that contain any substance that may become airborne (Powder/Chemical/Biological).
4. ISOLATE the package with powdery substance and assume control:
 - Use the latex/nitrile gloves from the suspicious package response kit to place any package with a powder/chemical substance into the oversized Zip Lock bag from the kit.
 - Turn off any fans, heaters, or equipment that is circulating air inside the immediate area.
 - Leave the area and minimize contact with unnecessary objects as much as possible.
 - Secure or have someone secure all doors and access points (stairwells, hallways) that lead to the area where the package is situated.
 - Advise anyone who has come in contact with the package or substance:
 - Do not brush powder or liquid off of their clothing or person,
 - Keep hands away from your face
 - Wash hands, if possible, without leaving the area.
 - Shut down air handling system in the building, if possible. See **Fire Escape Plan** for rooms with A/C disconnects and breakers in them.
5. All employees in contact with any suspicious package should wash their hands with soap and water immediately if you have been in contact with a suspicious package or its contents (avoid touching anything, especially your face).
6. Once notified, all employees are to exit the building at the nearest exit and meet at the designated evacuation area near the transformer on the West side of the office.
 - If wind or other conditions warrant a secondary evacuation location, note that the location will be at the staging area behind the brick house on the West side of the parking lot.
7. Turn to the evacuation tab of this plan for a list of employees and their designated responsibilities of insuring that the office is evacuated.
 - When checking offices, insure the space is evacuated, close the door and place an evacuation sticker on the door jamb.

SUSPICIOUS PACKAGE DOCUMENT FORM

1. Employee(s) directly affected by package _____

2. Date and time of the incident: _____

3. Estimated time spent in the suspected area: _____

4. Distance from the point of impact or incidence: _____

5. Reason for report:

- unexpected delivery;
- unusual or unexpected point of origin;
- unusually restrictive markings (e.g., "rush", "do not delay delivery");
- oily or greasy stains on packaging;
- unusual odors such as almond, marzipan, machine oil or excessive perfume used to mask other smells;
- small holes, protruding wire, string or metal foil;
- people unconscious or obviously ill;

6. Office location: _____

Street address: _____

7. Temperature of the package:

<input type="checkbox"/>	Hot	<input type="checkbox"/>	Warm	<input type="checkbox"/>	Cool	<input type="checkbox"/>	Cold
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8. Odors:

<input type="checkbox"/>	None	<input type="checkbox"/>	Irritating	<input type="checkbox"/>	Garlic/horseradish	<input type="checkbox"/>	Changing
<input type="checkbox"/>	Sweet	<input type="checkbox"/>	Pepper	<input type="checkbox"/>	Almond/peach	<input type="checkbox"/>	Forest
<input type="checkbox"/>	Fruity	<input type="checkbox"/>	Flowery	<input type="checkbox"/>	New mown hay	<input type="checkbox"/>	Rotten eggs
<input type="checkbox"/>	Other:						

9. Emissions:

<input type="checkbox"/>	Smoke	<input type="checkbox"/>	Mist	<input type="checkbox"/>	Changing
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10. Unexplained symptoms:

<input type="checkbox"/>	None	<input type="checkbox"/>	Tightness in chest	<input type="checkbox"/>	Stinging of skin
<input type="checkbox"/>	Dizziness	<input type="checkbox"/>	Blurred vision	<input type="checkbox"/>	Reddening of skin
<input type="checkbox"/>	Runny nose	<input type="checkbox"/>	Welts/blisters on skin	<input type="checkbox"/>	Fever
<input type="checkbox"/>	Choking	<input type="checkbox"/>	Difficulty breathing	<input type="checkbox"/>	Nausea/vomiting
<input type="checkbox"/>	Cough	<input type="checkbox"/>	Diarrhea	<input type="checkbox"/>	Headache
<input type="checkbox"/>	Other:				

Mayday

1. During normal office hours, the May-Day call is to be made to the nearest CEC office.
2. The person receiving the May-Day call should:
 - Remain calm
 - Speak clearly and slowly
 - Record the following information:
 - Name: _____ Truck # _____
 - Location: _____

 - County: _____
 - Person involved: Employee: (Y/N), Consumer (Y/N), Other (Y/N)
 - Type of Accident: Electrical (Y/N), Auto (Y/N), Public Contact (Y/N)
 - Injuries reported: _____

 - Do you need ambulance? (Y/N), Police (Y/N), Fire (Y/N), Other: _____
 - Date: _____ Time: _____
 - Caller's plan of action: _____

 - Has CPR been initiated? (Y/N) If yes, how long? _____
 - Has First Aid been initiated? (Y/N) If yes, give details? _____

 - Repeat the information back to the person calling.
3. Dial 9+911 and report the May-day emergency to the local 911.
4. Notify Department Manager, division Vice President and the General Manager.
 - Management contacted: _____

5. Let the crew know via two-way radio that help is on the way.

Robbery

1. Stay calm and cooperate with the individual.
2. Observe the physical features of the individual.
 - Hair, age, color, height, weight, race, etc.
3. Use the silent alarm when safe to do so and then contact your supervisor.
 - Silent alarm will notify authorities and also trigger a flashing light in the hallway to help notify other employees.
4. Supervisor will contact dispatch and dispatch will let employees know what has happened.
5. Preserve evidence and lock the doors as soon as it is safe to do so.
6. All employees will await further instructions from management and stay in their designated work location unless they are in immediate danger or notified to move to another location in the building.

ARMED ROBBERY

Suspects ID Information

Physical Description

Race _____ Sex _____ Age _____

Height _____ Weight _____ Eyes _____

Hair _____

(color, style, etc.)

Build _____ Complexion _____

Nose _____ Ears _____ Glasses _____

Mustache _____ Beard _____

Tattoos _____

Scars/Marks _____

Clothing

Shirt _____ Pants _____

Shoes _____ Jacket _____

Gloves _____ Jewelry _____

Hat/Cap _____

Other Clothing _____

Motor Vehicle

License Number _____

State _____

Make _____ Model _____

Color _____ Year _____

ADDITIONAL DATA

Weapon _____

Speech _____

Names used _____

Mannerisms _____

INCIDENT RESPONSE, RESCUE, AND FIRST AID

1. Employees are not expected to perform incident response, rescue attempts, nor first aid that is beyond their skills or abilities.
2. A “Code” has been established to assist employees in the event of an emergency on-site or out in the field. The words “Code Red”, given over a LINC, cell phone, two-way radio, has been established to alert members of the Crisis Response Team and all employees of a possibly dangerous situation, which could be on and/or off-site.
3. If appropriate, use the intercom to page the Safety Compliance Coordinator or a Supervisor using the following announcement:
 - “Will Mr. RED please contact Member Relations (MSR)?”

1. Employee Response:

- a. Understand that verbal violence can escalate to other forms of violence. Remain calm and courteous, empathize, and disregard personal attacks and sarcasm.
- b. If the threat is perceived as life threatening, call 911, or have someone call 911, the local Police, Sheriff’s office, etc. The person calling local authorities should also contact the Safety Compliance Coordinator or a member of the Emergency Response Team via telephone, LINC phone, intercom, etc. If the threat is perceived as a non-emergency, have someone call your supervisor or a member of the Emergency Response Team.
- c. If in the field, return to your vehicle and use radio, LINC, or cell phone to notify your supervisor of the situation and your location.

Chemical Releases

1. **Incidental** (Small Quantity Spills)
 - Incidental spills can be cleaned up by personnel who have received proper training under the OSHA Hazard Communication Standard 29 CFR 1910.1200 and have the proper safety equipment.
 - This type of incident would not require the response of the Emergency Response Team or the local fire department. (See Chemical Response Team listed below)
2. **Emergency** (Small Quantity Spills) (See Chemical Response Team listed below)
 - Emergency releases are those incidents that involve large quantities of chemical and/or have the potential to cause injuries.
 - A release that requires the response of the Emergency Response Team and/or the local fire department would be considered an emergency release.
 - An example of this is a truck, on Hwy 84 near the Sanford Office, hauling hazardous chemicals wrecks and spills chemicals or a fuel spill occurring during a delivery at the fuel island.
3. For the purpose of this Emergency Action Plan only Emergency Releases will be addressed.
 - Clear the area of all personnel.
 - Dial 911 and the use Chart below for contact information and advise the nature of the problem and the exact location.
 - Provide assistance to the Chemical Response Team emergency response team as requested.

CHEMICAL RESPONSE TEAM

Job Title	Contact Name	Cell	Work	Home