**County of Henrico**

2017

****

**EMERGENCY ACTION PLAN**

**{department}**

{location or building}

{date}

Table of Contents

[Executive Summary and Annual Review 1](#_Toc32580314)

[1. Introduction 2](#_Toc32580315)

[2. Scope 2](#_Toc32580316)

[3. General Responsibilities 2](#_Toc32580317)

[4. Emergency Team Member Responsibilities 3](#_Toc32580318)

[5. Specific Emergency Team Member Roles 4](#_Toc32580319)

[6. Employees with Disabilities 6](#_Toc32580320)

[7. EAP Training Summary 6](#_Toc32580321)

[8. Emergency Procedures 7](#_Toc32580322)

[9. Drills and Exercises 7](#_Toc32580323)

[10. Site-Specific Emergency Response 7](#_Toc32580324)

[11. Floor Plans 7](#_Toc32580325)

Annexes

A. Emergency Telephone Numbers

B. Fire Emergencies

C. Power Outages

D. Severe Weather Emergencies

E. Earthquakes

F. Workplace Violence

G. Hostile Intruder

H. Threats in the Workplace

I. Threat & Bomb Reporting Form

J. Cyber Threats

K. Drill Log Sheet

Executive Summary and Annual Review

The County of Henrico recognizes that its employees must be prepared to respond to all foreseeable natural or man-made emergencies as safely as possible. This Emergency Action Plan (EAP), prepared by Department staff and the Office of Emergency Management and Workplace Safety (EMWS), will facilitate this essential objective. In addition, a complete and current EAP will assist all Henrico County Departments and locations with compliance to Virginia Occupational Safety & Health Standard 29 CFR 1910.38(b).

As the responsible party for the \*\*\*NAME OF DEPARTMENT\*\*\*, I acknowledge my responsibility to establish, implement, inform and train each affected employee with the contents of my Department’s current and site-specific Emergency Action Plan.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name of Approving Individual |  | Title of Approving Individual |
|  |  |  |
|  |  |  |
| signature |  | Date |

|  |
| --- |
| **Annual Review of Emergency Action Plan** |
| **Date** | **Print Name** | **Title** | **Signature** | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Introduction. This EAP provides guidance for the emergency responses that all Henrico County employees shall take during a fire, active shooter event, severe weather, bomb threat, power outage, or other natural or man-made emergency occurring in or near their assigned work area. This Plan provides the framework for employees who have emergency response duties, those employees who do not, as well as methods to protect employees with permanent or temporary special needs. In locations where volunteers, visitors, contractors, or other non-employees are present, every effort will be made to provide safe and efficient emergency response actions for those individuals.
2. Scope. This EAP applies to all County of Henrico Government employees and volunteers assigned to duties at \*\*\*\*WORK LOCATION\*\*\*\* at \*\*\*\*ADDRESS\*\*\*\* Employees who work remotely or in the field are also included in this Departmental EAP. The Office of Emergency Management and Workplace Safety (“EMWS”) recommends that whenever two or more Departments occupy larger buildings that each Department Head or designee should coordinate with neighboring departments or sections to ensure enough Floor Captains and Zone Captains have been assigned to all work areas to facilitate emergency response for the entire location. For additional guidance, contact the Office of EMWS.
3. General Responsibilities
	* **Department Heads or designees shall:**
		+ Implement a site-specific EAP for each building or work area under their supervision. Ensure the Plan is reviewed at least annually, for effectiveness (See page iii for Annual Review documentation). Whenever changes to the Plan are necessary, a thorough review will be done once those changes are completed and all affected employees have been trained;
		+ Assign competent personnel to serve as Emergency Coordinators /Safety Liaisons, and other necessary emergency roles (as defined in Section E of this Plan) and ensure that all designated employees have been trained to perform their assigned duties;
		+ Coordinate with fellow Department Heads or designees to ensure continuity when assigning duties to the Emergency Coordinator/Safety Liaison and/or the Floor Captains who have been assigned emergency response duties in buildings under their responsibility;
		+ Ensure all affected employees are trained according to the Plan;
		+ Appoint an Emergency Coordinator /Safety Liaison for each building, or more for sections of larger buildings or work areas;
		+ Ensure Emergency Coordinators/Safety Liaisons assign a sufficient number of Emergency Team members, if applicable and as appropriate, to each floor or work area;
		+ Provide Emergency Team members with an up-to-date list of all employees or volunteers who work on their assigned floor. This list will also specify employees who have medical conditions/special needs for emergency assistance, per each section/floor;
		+ Ensure the Emergency Coordinator/Safety Liaison and all Floor/Zone Captains keep employee and/or volunteer medical information confidential. Such information will be released only to Emergency Medical Services (EMS) personnel and/or other authorities having jurisdiction; and
		+ Coordinate with the Office of EMWS at least annually to ensure the EAP for their departments remains up-to-date, comprehensive, and all pertinent training has been completed for affected employees.
		+ Department Heads may consult with the Office of EMWS prior to scheduling their department’s periodic drills, as well as oversee any post-drill activities. (See Annex K, Drill Log Sheet, to document drills).
	* **The Office of Emergency Management and Workplace Safety shall:**
		+ Assist departments with the development and maintenance of a site-specific EAP that identifies the responsibilities and duties their employees will perform during any foreseeable emergency.
		+ Provide, or assist with, appropriate training to ensure all employees understand their designated responsibilities as outlined in their department’s Plan.
		+ Ensure each department maintains a copy of its current Plan. During annual or periodic safety assessments, the EMWS Safety Officer(s) will ask to review the facility’s EAP to ensure the Plan is up-to-date, comprehensive, and training for all affected employees is complete and documented.
		+ Coordinate with Department Heads or designees to ensure, as best as is possible, that appropriate procedures are in place whenever an emergency allows for pre-planning. In addition, EMWS staff shall be available to Department Heads or designees during or after emergencies to provide instructions, or to assist with additional tasks.
		+ Provide all Emergency Coordinators /Safety Liaisons and /or Floor Captains, Zone Captains with an Emergency Response Backpack. Assigned emergency supplies shall include at a minimum: a high-visibility safety vest, flashlight, current employee roster, bullhorn and whistle. The ECs/SLs, Floor Captains, and Zone Captains are responsible for maintaining their backpacks and alerting EMWS when new or replacement items are needed.
4. Emergency Team Member Responsibilities
	* Each department /section /work area must have enough employees assigned to the Emergency Team so that all emergency responses are adequate for the building layout and size of the work area. If guidance is needed, contact the Office of EMWS. Not every role must be assigned.
	* All Emergency Team Members must complete First Aid /CPR /AED training and Bloodborne Pathogens awareness training (from Webnet).
	* Annual fire extinguisher training is required for personnel designated to use a portable fire extinguisher to fight incipient stage fires. Departments are not required to designate one or more Emergency Team Members to fight incipient stage fires. Departments that do not designate employees to fight incipient stage fires must make evacuation mandatory for all employees.
	* When the alarm sounds, each Emergency Team Member will report to his/her assigned duty station immediately.
5. Specific Emergency Team Member Roles. Listed below are the main roles and their duties. *It is* ***not necessary to designate an employee for each role****, but the duties of unassigned roles must still be carried out by the Emergency Coordinator or other employees*.
	* Emergency Coordinator and /or Safety Liaison: The Emergency Coordinator may serve simultaneously as the location’s Safety Liaison in smaller buildings or work areas. Otherwise, the Emergency Coordinator will be assigned duties with the Departmental Safety Liaison(s) to ensure there is adequate emergency response coverage for larger buildings/locations.
		+ Non-Emergency duties:
			- Ensure all personnel working in his/her assigned area have been trained on the EAP for that location.
			- In cooperation with the Department Head or designee, ensure the EAP is reviewed at least annually.
			- Ensure affected employees with assigned EAP duties or responses understand the emergency procedures.
			- Conduct and document an After Action Review following an emergency event and provide a copy of the review to the Department Head or designee.
			- Ensure Floor Captains and Zone Captains (if applicable) have been assigned an Emergency Backpack.
			- Set up a NOAA weather radio in a location central to the assigned area. Monitor weather reports and emergency alerts as necessary. If additional radios are necessary to provide optimum building coverage and access, contact the Office of EMWS.
			- Ensure an adequate number of Floor Captains and Zone Captains (if applicable) have been designated so that the entire building, work area, or location has an adequate emergency response for the size of the work area and the number of employees and/or departments that may be occupying one large building.
		+ Emergency-related duties
			- Ensure Floor Captains and Zone Captains initiate emergency response for their assigned area(s).
			- Coordinate an orderly evacuation when required.
			- Be accountable for personnel during and after an emergency event. If an Assembly Area Monitor is assigned, coordinate duties and information sharing with the monitor.
			- Provide essential information in a timely manner to facility personnel or emergency responders.
			- Notify the Department Head or designee, of any unaccounted personnel as soon as possible.
	* Floor Captain
		+ Non-Emergency duties:
			- Understand the EAP for the assigned area and be prepared to assume emergency response duties promptly and calmly.
			- Maintain an accurate roster of all employees working in his/her zone to include new and transferred personnel. Provide these names to the EC/SL if requested.
		+ Emergency-related duties:
			- Don emergency vest, secure employee roster, take mobile phone and flashlight (if needed), and initiate emergency response duties in assigned area.
			- For evacuations, direct personnel out of assigned zone to exits via stairwells in the most orderly manner possible. Avoid use of elevator. If Primary Assembly Area is inaccessible or unsafe, direct personal to the Alternate Assembly Area.
			- At the assembly area, confirm personnel are present or accounted for (unless an Assembly Area Monitor is designated).
			- Notify the Emergency Coordinator as soon as possible regarding unaccounted for or missing personnel (unless an Assembly Area Monitor is designated).
	* Zone Captain. The responsibilities of the Zone Captains are identical to the role of the Floor Captain, but these employees will be assigned a smaller work area or to a departmental section that is located in a larger building and/or work area that houses multiple Departments.
	* Assembly Area Monitor
		+ Ensure that the employee roster or other accounting system is available and at the assembly area.
		+ Begin accounting for employees, noting any discrepancies.
		+ Communicate information to the Emergency Coordinator or any other emergency response personnel.
		+ Maintain a record of the documents produced during the emergency.
	* Assistant for Individuals with Disabilities
		+ Meet with the Emergency Coordinator and, if appropriate, the employee requiring assistance before an emergency to determine the scope of the required assistance.
		+ If the individual requires equipment or specific procedures for proper emergency response, all involved must participate in planning /drilling evacuation or sheltering techniques and procedures.
		+ If the assistance is temporary in nature, periodically review responsibilities and ongoing needs.

**Emergency Team Members for xxxxx DEPARTMENT xxxxx**

**Xxxxx DIVISION OR WORK AREA xxxxx**

|  |  |
| --- | --- |
| **Emergency Role:** | **Employee title:** |
|  |  |
|  |  |
|  |  |
|  |  |

1. Employees with Disabilities
	* Employees with disabilities include those with mobility, vision, and/or hearing impairments, as well as those who are temporarily impaired, mentally impaired and/or employees with a heart/respiratory condition (asthma/emphysema). Other health conditions might be aggravated by the exertion required to evacuate many flights of stairs in unfamiliar and/or smoke-filled stairwells.
	* Employees with disabilities shall inform Department Heads or designees, supervisors, co-workers, and/or an Emergency Coordinator/Safety Liaison of their special needs so that pre-planning procedures are in place should an evacuation of the building be necessary. This includes, but is not limited to methods of:
		+ Detection: How impaired employees will activate the building’s alarm system;
		+ Notification: How impaired employees will be alerted to evacuate the building, and what modifications to their work areas are needed, if any; and
		+ Movement: How to ensure impaired employees are evacuated from the building and moved to the assembly area. If possible, special equipment or methods will be implemented to evacuate these employees and their medical equipment at the same time.
2. EAP Training Summary
	* The Office of EMWS will ensure each Department Head or designee has developed and implemented an EAP specific to departmental needs, and all appropriate training has been completed. Each Department Head or designee must review the Plan with affected employees as follows:
		+ Upon initial development of this Plan,
		+ Whenever an employee’s responsibilities or designated duties under the Plan change,
		+ Whenever approved departmental changes are made to the Plan, and
		+ Whenever an employee is assigned to a location or transferred to a new location which involves new or different duties or procedures.
	* The Department Head or designee shall review the Plan with each employee upon initial assignment. Specific training an employee must have to protect himself/herself during an emergency will be completed and documented. This Plan will be kept current and on file in each department. The Plan shall be accessible to employees at all times.
	* All employees, with or without emergency duties, shall be trained on their Department’s EAP so that they understand exactly what to do in the event of an emergency.
3. Emergency Procedures
	* Specific procedures for emergencies will be outlined in Annexes A through J of this Plan. Emergency escape routes and areas of assembly are identified with diagrams and/or stylized blueprint floor plans. Employees and volunteers must become familiar with the building escape routes and assembly locations, both primary and secondary. Corridors and hallways serving as a means of egress to exits must remain clear and unobstructed at all times.
	* When an emergency requires a building evacuation, all employees and visitors will evacuate via the primary exit. Persons will gather at the designated assembly area identified in Appendix A of this Plan. Should conditions exist where safe egress through the primary exit is not possible; employees and visitors will evacuate through alternate exit(s) and gather at the secondary location for a head count or roll call. The Emergency Team must coordinate with other employees to account for all visitors present at the time of the emergency.
	* A diagram of portable fire extinguisher locations, AEDs and emergency egress routes for each floor shall be included with the diagrams, floor plans or documents for Annex A.
4. Drills and Exercises
	* At a minimum, drills shall be conducted annually or whenever a drill is deemed necessary by the County Administration, Emergency Management Personnel (Police, Fire, etc.) or the Office of EMWS. The State Tornado Drill is held each March. The national “Great Shakeout” earthquake drill is held each October. Participation in these two county-wide events is highly encouraged.
	* The County Administration, the Division of Fire, and Henrico Security will be notified of drill dates and times at least two weeks in advance. Security shall be notified via telephone just before an alarm is activated for a scheduled drill or exercise.
	* Drills and exercises will be scheduled by the department (and if need be, with guidance from EMWS). The drill date, reason for the drill, and affected department, will be recorded using Annex K.
5. Site-Specific Emergency Response
	* *For departments with uncommon or unique emergency response requirements, such as multiple work groups in the same location, the presence of County residents or volunteers in the work area, or those that have special procedures for activating alarms or alert systems, use this space to outline those specific emergency responses for those locations and list who will be responsible for specific duties*.
6. Floor Plans
	* *Insert floor plans, drawings, maps, etc. to illustrate the evacuation routes, assembly areas, shelter locations and any other site-specific aspects of your work area. Include as many plans as necessary.*

**EMERGENCY TELEPHONE NUMBERS**

Fire or Police Emergency………………………………………………………………………………9-1-1

Emergency Medical Services……………………………………………………………...................9-1-1

Henrico County Security Console.……………………………………….….…………………..501-4555

Buildings and Grounds One Stop…………………………………………….…………………501- 5392

Poison Control Center……………….……………………….……...……......................1-800-222-1222

Henrico County Animal Control………………………………………….…….…………………727-8800

Gas Leak……………………………………………………………………….……………................9-1-1

Dominion Virginia Power…………………………………………………..………………1-866-366-4357

Public Utilities………………………………………………...…………….………………………501-4517

Public Works………………………………………………………..……….……………………..501-4393

Information Technology……………………………………………………………………………501-4451

National Response Center…………………………………...……………………………1-800-424-8802

 (Report Chemical and Oil Spills as well as Chemical/Biological Terrorism)

Administration Numbers:

|  |  |  |
| --- | --- | --- |
| Name | Title | Number |
|       |       |       |
|       |       |       |
|       |       |       |

Departmental Numbers:

|  |  |  |
| --- | --- | --- |
| Name | Title | Number |
|       |       |       |
|       |       |       |
|       |       |       |

**FIRE EMERGENCIES**

Incipient stage fires**:** If there is a fire in the workplace that is small enough to be extinguished easily with a nearby portable fire extinguisher (“incipient stage”), a knowledgeable employee may choose to do so. **If the employee has not been trained how to use a portable fire extinguisher, or the fire is spreading beyond its point of origin, all employees must evacuate the building immediately.**

Action Plan:

1. Activate the alarm system. Immediately notify employees and visitors that there is an emergency, and everyone must quickly and calmly evacuate the building.
2. If the alarm system does not sound, verbally notify everyone to evacuate the building. Notify any other departments in the work area to ensure everyone evacuates the building.

**As soon as it is safe to do so, call 9-1-1**

Provide the communications officer with as much information as possible, including the specifics of the fire, the name and address of the building, and any additional information that is requested.

1. Employees with Emergency Duties:All employees with emergency-related job duties (assisting others with disabilities, checking restrooms, etc.) should perform these tasks immediately. If the situation becomes dangerous to the employee’s life, he or she must then evacuate. Communicate changes to an Emergency Team Member as soon as possible.
2. Employees at their desks may exit with personal items such as a phone, purse, or keys. Employees not at their work areas should not go back for personal items.
3. Follow the nearest safe exit route away from the fire. If the primary route is blocked, use secondary route.
4. If on upper levels, use stairs, not elevator to evacuate. Stay to the right and use handrails.
5. Anyone who is unable to get out of the building should move to the nearest stairwell. For persons with mobility issues, use a desk chair to roll him/her to the stairwell, or assist that person to the stairwell in another manner. If possible, bring a mobile phone to alert First Responders to the location. If the building has multiple floors, move to a floor below the fire if possible.
6. All employees (volunteers, visitors, etc. – if present) will assemble in the designated assembly area. If the main assembly area is inaccessible or unsafe, use the secondary assembly area.
7. An Emergency Team Member or a supervisor will account for all employees.
8. Do not leave the assembly area unless an Emergency Team Member or a supervisor has given permission to do so.

**POWER OUTAGES**

**In the event of an electrical failure, County of Henrico buildings equipped with an emergency generator will have power.**

If it is a true blackout, electrical lights in adjacent and surrounding buildings will be out.

***If the Emergency Generator System or Power fails:***

1. **Remain Calm:** If the blackout occurs during darkness or reduced visibility, the senior employee shall inform personnel of the power failure and ask everyone to remain calm, stay together, and not move.
2. **Employees will turn off all electrical appliances and indoor lighting:** To avoid damage from a power surge, or damage to circuits or equipment, all electrical devices and lighting will remain off until the power is restored.
3. **Emergency Team Members will have flashlights to assist employees.**
4. **If power has not been restored within one hour,** **or the source of the outage cannot be identified:** The senior employee will coordinate with his/her Department Head for further instructions.
5. **Exit the building:** Leave work areas in a quiet and calm manner if the power cannot be restored in a reasonable period of time. The Department Head, or his/her designee, will determine whether employees should be sent home.
6. **Facilities affected by long-term power outages with freezing temperatures** should turn off water supplies to fire suppression systems, standpipes, potable water lines and toilets.

Equipment containing fluids that might freeze should be moved to heated areas if possible, or drained of liquids.

Once power is restored, allow equipment to return to the ambient temperature before energized to prevent condensation from forming on circuitry.

Piping for fire suppression systems and potable water should be examined for damage or leaks prior to turning the water back on once heat is restored.

**SEVERE WEATHER EMERGENCIES**

 Severe weather can include the following events:

* Severe Thunderstorms
* High Winds
* Lightning
* Hail
* Heavy Snow
* Ice Storms
* Hurricanes
* Tornadoes

Advanced Notice, or *Watch*:

1. If the National Weather Service issues a severe weather *watch* or local media provide advanced warning of severe weather, preparations should begin immediately. Mobile crews may be instructed to return to their fixed locations.
2. Decisions regarding employee actions during impending severe weather will be taken at various levels of County management depending on the nature, timing and magnitude of the threat. This may range from closure of county offices to advisory information.
3. If the National Weather Service issues a severe weather *warning*, additional actions may be required immediately.

During a Severe Weather *Warning*:

1. Not all severe weather warnings will require sheltering. Many warnings will only require additional monitoring. Be alert for weather information from your supervisor, Emergency Team Members, or other County sources.
2. Supervisors must provide clear direction to employees working outside of the main work area, such as reporting to the nearest county facility to shelter or returning to their main work area.
3. If the severe weather threat is significant and imminent, an Emergency Team Member or supervisor will direct employees to gather in the primary shelter location as quickly as possible. Mobile crews must be instructed to seek shelter immediately.
4. If feasible, bring a weather radio and /or mobile phone to stay notified of the weather conditions.
5. If the primary shelter area is inaccessible or unavailable, go immediately to the alternate shelter area. If neither shelter area is available, find suitable shelter using this hierarchy:
	* + - 1. A basement is preferable to other levels of the structure.
				2. The ground floor is preferable to mid- or upper-levels.
				3. Avoid exterior windows and doors.
				4. Interior rooms with closing doors are preferable to interior open areas (like hallways).
6. An Emergency Team Member or a supervisor will account for all employees.
7. Remain in the shelter area until you are instructed to leave, or the National Weather Service or other reliable source indicates the threat has passed.

**EARTHQUAKES**

If Indoors…

1. **Drop** to the ground; **take cover** under a sturdy table or other piece of furniture; and **hold on** until the shaking stops. If no furniture is nearby, cover face and head with both arms and crouch against the inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as stored equipment or stacked boxes.
3. Use a doorway for shelter only if it is nearby and has a load-bearing frame.
4. Stay inside until the shaking stops. Most injuries occur when people move to a different location inside the building or go outside.
5. Be aware the power may go out, and the sprinkler system or fire alarm may activate.
6. To exit from an upper level, cautiously use stairs, if intact. Do not use elevators.

If Outdoors…

1. Stay outside. Do not enter a building.
2. Move away from buildings, streetlights, and utility wires.
3. Once in the open, remain there until the shaking stops. The greatest danger exists outside buildings, at exits, and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a Moving Vehicle…

1. Stop as quickly as safety permits. Stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
2. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that may have been damaged by the earthquake.

If Trapped Under Debris…

1. Stay as still as possible. Try not to stir up dust. Cover mouth and nose with a handkerchief, or clothing.
2. Alert rescuers by tapping on a pipe or wall. If available, use a whistle.

1. To avoid inhaling dangerous levels of dust, shout aloud as a last resort.
2. Do not light a match or lighter.

**WORKPLACE VIOLENCE**

*Any intentional act that inflicts, attempts to inflict, or threatens to inflict bodily harm to another person or that inflicts, attempts to inflict, or threatens to inflict, damage to property, whether committed by an employee or by anyone else, and the act occurs in a County workplace, at a County site location or while an employee is engaged in County business. A “workplace” is all County property, as well as any other location where County employees are working.*

Responsibilities:

Everyone is responsible for responding to workplace violence. All employees are encouraged to protect themselves. Report any workplace violence incidents or concerns to an immediate supervisor. Supervisors are responsible for addressing the concerns of employees regarding threatening or intimidating behavior from other employees or citizens. Employees will cooperate whenever emergency response procedures are required.

In a suspicious or argumentative situation:

1. If the situation non-violent or merely suspicious, contact a supervisor, Henrico Security (501-4555) or Police non-emergency (501-5000).
2. If the situation seems to be escalating, plan to leave the building. Notify others without alerting the suspicious individual(s), if possible.

In a threatening or violent situation:

1. If the situation is (or becomes) life-threatening, immediately exit the building and do not stop until you are in a distant, safe location.

**As soon as it is safe to do so, call 9-1-1**

Provide the communications officer with as much information as possible, including the specifics of the situation, the name and address of the building, and any additional information that is requested.

1. If you are unable to leave the building, find a safe, quiet area to barricade yourself in.
2. If a formal evacuation order is given, exit the building or work area immediately. Evacuate via the fastest exit route (not necessarily the main or secondary routes) and assemble outside for a head count or roll call. Do not gather at the main assembly area or secondary area.
3. Remain outside: Wait until emergency responders arrive. Do not take action that may escalate the severity of the situation. Do not enter the building until an Emergency Team Member or supervisor indicates it is safe to do so.

**HOSTILE INTRUDER**

**Respond to a Hostile Intruder or Active Shooter with these options:**



 **RUN - HIDE - FIGHT**



**THREATS IN THE WORKPLACE**

Telephone/Bomb Threats:

1. Remain calm and keep the caller on the telephone as long as possible.
2. Use the *Threat & Bomb Reporting Form* to record the caller’s words: A special effort should be made to obtain this information.
3. Immediately notify authorities. When the caller hangs up the telephone, the employee should immediately dial 9-1-1.
4. Alert supervisors and Emergency Team Members.

Bomb Threat Evacuation Instructions:

1. If an order to evacuate is given by emergency responders, the building or affected area shall be cleared of all personnel immediately. Exit through the nearest exit away from the threat. Use the nearest stairway exit instead of elevators. Employees at their workstations may bring phones, purses, car keys, etc., with them. Employees not at their workstations must exit the building immediately.
2. Assemble in the designated assembly area.
3. An Emergency Team Member or supervisor will perform a roll-call.
4. Do not leave the assembly area unless an Emergency Team Member says it is safe to do so.
5. Do not re-enter the building unless it has been cleared by emergency responders.

Written Threats:

1. Written threats should be handled as little and as carefully as possible in order to preserve the document. Immediately dial 9-1-1 to report the threat.
2. If instructed by the emergency services or a supervisor, proceed with the evacuation instructions as outlined above.

Suspicious Letters and Packages:

1. If a suspicious package has been delivered or discovered in the building, immediately dial 9-1-1.
2. Do not open, move or attempt to un-wrap a suspicious letter or package
3. If instructed by emergency services, restrict access to the area. Close and lock doors, if possible; Remove employees, volunteers, visitors or the public from the immediate area. Wait nearby for further instructions.
4. Do not evacuate the building unless specifically instructed by emergency services or your supervisor.

****

 **THREAT & BOMB REPORTING FORM**

**Remain calm, listen carefully and do not interrupt the caller. Try to obtain answers to the following questions to the best of your ability while the caller is still on the line.**

**Immediately call 9-1-1 to report any threat.**

**Date Received** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time Received** \_\_\_\_\_\_\_\_\_\_ AM / PM

Telephone number from Caller ID

Telephone extension where call was received

Person or area threatened

Location of bomb \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Detonation time \_\_\_\_\_\_\_\_ AM / PM

***\*CALLER CHARACTERISTICS\****

 Male Female Adult Young Adult Child

Caller’s exact statement

Did caller speak with an accent? Yes No

Describe

Did caller have knowledge of facility? Yes No Unsure

If Yes, please explain

Were background noises heard? Yes No

If Yes, please explain

 Name of person receiving call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext \_\_\_\_\_\_\_\_\_\_\_\_

### **CYBER EVENT**

**All Henrico County Employees are responsible for Cybersecurity,**

**not just the Information Technology Department.**

A breach in cybersecurity willdirectly impact all Henrico County functions, processes, services, and public relations. Cyber events could also hinder or effect Emergency Action Plan response capabilities.

All employees with computer access should be familiar with Henrico County’s Information Technology policies.

**All Henrico Employees Should Be Mindful**

**of These Security Measures:**

 1. Do not store personal data or information on a work computer.

 2. Never click on unknown links or open unknown e-mails.

 3. Use strong passwords with multiple types of characters.

 4. Report suspicious activity to supervisors and the IT Department immediately.

 5. Keep computer training current.

|  |
| --- |
| **Drill Log Sheet**Schedule a tornado drill **ONCE** per year. The state tornado drill is scheduled each March, but a tornado drill may also be conducted during any of the following months: April, May, June, July, August, OR September.**Note:** Tornado drills shall be scheduled separately than a fire, storm or other drill.  |
| **Drill Log Year:**  | **Department:**  |
| **Floor(s) or Agency:**  | **Building:** |
| **Month** | **Type of Drill** (write type of drill: firetornado, earthquake, storm) | **Date** | **Weather Conditions** | **Head Count** | **Comments** (evacuation time, special needs, etc.) | **Name of Person****Conducting Drill** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |