

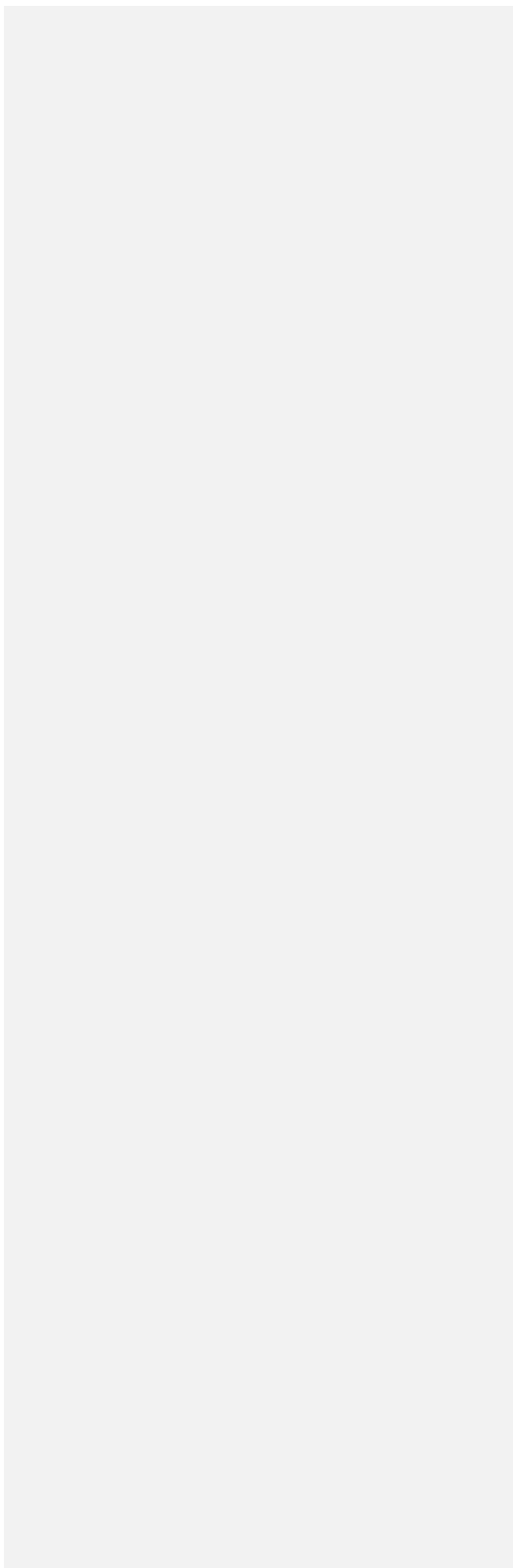
Emergency Quick Guide

TABS ARE IN BLUE

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1. IF YOU SEE SOMETHING, SAY SOMETHING



IF YOU SEE SOMETHING, SAY SOMETHING! Employee awareness and vigilance are the first line of defense in the successful resolution of potentially dangerous situations. Immediately report the following to your supervisor or by calling **9-1-1**:

- **Suspicious activity**
- **Unauthorized persons in secure areas**
- **Unusual behavior**

2. EMERGENCY CONTACTS

- **Gilpin County Dispatch:**
 - **9-1-1**
 - (303) 582-5500
- **Sheriff's Office Administration:**
 - (303) 582-1060
- **Emergency Management:**
 - Director of Emergency Management, Nathan Whittington:
 - (o) (303) 515-4320
 - (c) (720) 429-1263
 - Deputy Emergency Manager, Diane Stundon:
 - (o) (303) 515-4314
 - (c) (720) 800-5464
- **Facilities Maintenance:**
 - Director, Ryan Keenan:
 - (o) (303) 582-5004
 - (c) (720) 316-1667
- **IT:**
 - Teryx, Inc.: (303) 293-2556
 - Tobias Tonelli – ext 321
 - Jessica Kays – ext 333
- **Alarm and Fire Protection:**
 - Timberline Fire Protection District
 - (303) 588-4151
 - Central City Fire Department
 - (303) 582-3473

3. DEPARTMENT CONTACTS

Department Director: _____

(C): _____

(O): _____

Supervisor: _____

(C): _____

(O): _____

Safety Officer: _____

(C): _____

(O): _____

Main Office Number: _____

Other Important Contact Numbers:

Name/#: _____

Name/#: _____

Name/#: _____

Name/#: _____

Name/#: _____

I have reviewed this Emergency Quick Guide with my Department Safety Officer:

Employee Signature _____ Date _____

Safety Officer Signature _____ Date _____

4. PREPAREDNESS AND PLANNING

Remember: You are ultimately responsible for your well-being. Therefore, it is up to you to know how to help yourself.

- Know the potential threats and hazards in your work area.
- Be familiar with the emergency procedures for your department for each potential threat.
- Know the location of and how to use emergency equipment in your work area – Panic Buttons, Automatic Electronic Defibrillators (AED), Fire Pull Stations, Fire Extinguishers, First Aid Kits, etc. Ask your department’s Safety Officer to show you where they are and how to operate them.
- Know the possible evacuation routes, gathering areas, and/or safe zones for each potential threat in your work area. Department Heads need to instruct and demonstrate where the gathering points are.
- Understand your roles and responsibilities in your department’s Continuity of Operations Plan (COOP). In draft form with Office of Emergency Management (OEM).
- Educate yourself on how to protect yourself, coworkers, and others.
- Watch the Run, Hide, Fight video (link can be found under the **ACTIVE AGGRESSOR** tab in this booklet or via www.RunHideFight).

5. OPT-IN EMERGENCY NOTIFICATIONS

Opt-in emergency notifications are systems that notify you of incidents or emergencies.

Hyper Reach:

Register with the “Hyper Reach” Wireless Emergency Notification System to receive emergency notifications by recorded message, text message, and/or email. The “Hyper Reach” Wireless Emergency Notification System is used for emergency alerts regarding evacuations, sheltering in place, weather conditions, etc. A text message will be sent to your mobile number **and/or** email outlining the nature of the emergency. Download the mobile app to receive notifications of emergencies based on your location. Please take a moment to verify, update, or register the appropriate information to begin receiving emergency notifications. Android and IOS users can also download Hyper-Reach Anywhere to register.

Scan the QR Code below or visit the website at https://signup.hyper-reach.com/hyper_reach/sign_up_page_2/?id=84582



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6. EMERGENCY COMMUNICATIONS

This page describes how you communicate with others in an emergency.

IF SAFE TO DO SO, CALL 9-1-1!

PANIC BUTTONS:

"PANIC BUTTONS" are installed at various locations throughout County buildings.

Familiarize yourself with the panic buttons in your office, or ask your department's Safety Officer to show you where they are and how to operate them.

WHAT/WHERE: Your Safety Officer will show you where the panic buttons are located in your office.

HOW TO ACTIVATE: To activate, depress, and hold the button for approximately **ten (10)** seconds. If possible, call **9-1-1** to provide further information on the situation.

WHAT HAPPENS WHEN ACTIVATED:

- An automatic message is sent to Gilpin County Dispatch.
- Law Enforcement will respond to your location.
- Lock your office door if safe to do so and wait for law enforcement to arrive to clear the scene.

IF A PANIC BUTTON IS ACCIDENTALLY ACTIVATED: Please contact Dispatch FIRST at 303-582-5500.

7. SAFETY CENTER APP

Ascentis:

Ascentis is a system that is used to house all of the safety plans and can be easily accessible by all County employees.

1. Download the app to your smartphone:
 - a. Access the app store on your smartphone. Search for **Ascentis**. Install the app.
 - b. **Or**, if you have a QR code reader on your smartphone, scan one of the codes below to locate the app in the store and then install it.
2. Create an account.
3. Upload your department's safety plan.
 - a. **This section is still in draft form with OEM**

Commented [DS1]: Chanda,
Is there an app for Ascentis? Please add or remove details pertaining to Ascentis.

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8. GENERAL EVACUATION

Many factors influence what to do during an evacuation. Evacuation procedures for specific threats may be different. Consult with your department Safety Officer and refer to the appropriate threat tab for specific info.

Emergencies require immediate decision-making regarding evacuation procedures. The following information will give guidelines when evacuations are necessary. **TAKE ONLY YOUR CELL PHONE WHEN EVACUATING, as long as you can safely do so.**

- Building evacuations can occur when a fire alarm sounds and/or notification by other staff public safety officials through Hyper-Reach or other notification apps.
- Remain calm.
- When a fire alarm is activated, leave using the nearest/safest marked exit and alert others to do the same as you leave the building.
- Staff shall assist those unfamiliar with evacuation routes or protocol – citizens, visitors, etc.
- Each building shall have its procedures for assisting people with special needs. If you are assigned to do so, assist persons with disabilities.
- **DO NOT USE ELEVATORS.**
- If you are directing others, communicate clearly and succinctly.
- Close doors.
- Keep exiting groups together.
- Do not take anything from your office, **EXCEPT** your cell phone, as long as you can safely do so.
- Once outside, proceed to the predetermined gathering point. Keep walkways, fire hydrant areas, fire lanes, and streets clear for emergency vehicles and personnel.
- It is your responsibility to know your building gathering point. Department Heads need to instruct and demonstrate where the gathering points are.
- Stay at the gathering point and check in with your supervisor or Safety Officer.
- Account for all employees thought to be in the office at the time of the evacuation.
- Wait at your gathering point for instructions. Do **NOT** leave the area unless the area is unsafe or instructed otherwise by public safety officials or your supervisor, and instruct those present to do the same.
- Do not return to an evacuated building unless told to do so by Law Enforcement or your Safety Officer/supervisor.

9. ACTIVE AGGRESSOR

PUSH A **PANIC BUTTON** and call **9-1-1** or have someone in your office call **9-1-1**.

Run. Hide. Fight!

RUN:

- **Call 9-1-1 when you are safe.**
- If there is a safe escape path, attempt to evacuate.
- Evacuate whether others agree to accompany you or not.
- Leave your belongings behind, except your cell phone if you can safely reach it.
- Help others escape if possible.
- Prevent others from entering the area.

HIDE:

- Lock and/or blockade the doors.
- Silence your cell phone.
- Hide behind a large object.
- Close your blinds, cover windows and turn off lights.
- Move out of sight of all doors and windows.
- Remain very quiet.
- Do **NOT** open your doors for anyone or any reason.
- When the building has been cleared, Law Enforcement will notify that the building is clear by unlocking the office door.

FIGHT:

- Attempt to incapacitate the aggressor.
- Act with physical aggression.
- Commit to your actions.

To view the Run, Hide, Fight video visit: www.RunHideFight



10. LOCKOUT/LOCKDOWN

What is lockout?

A lockout procedure goes into effect within a building when a crime or emergency event happens on or around the campus. It is designed to maintain operations as close to normal as possible until the outside threat is removed.

It is business as usual during a lockout within the building; however, nobody is permitted in or out of the building. Therefore, all of the business and employees within the building are safe, and a lockout procedure is intended to keep it that way.

In the case of law enforcement activities outside a county building, the building will be notified by law enforcement of the lockout for that particular building. Lockout procedures will be initiated immediately.

What is a lockdown?

A lockdown procedure occurs when the threat is active inside the building, such as an active shooter or another incident that puts employees in imminent danger.

All normal operations are halted during a lockdown, and employees are moved into a controlled environment, such as a locked office.

In a typical lockdown protocol, **ALL** staff return to their offices if safe, lock the doors from the inside, turn off the lights, turn cell phones to silence, huddle in a corner, remain calm and quiet until an all-clear is given by law enforcement.

Lockout/Lockdown is used to protect the building's occupants. **EVERYONE REMAINS BEHIND LOCKED DOORS. DO NOT OPEN YOUR DOOR FOR ANY REASON.** The situation is unstable, and the risks are too great to have anyone move about the building until Law Enforcement advises it is safe.

Procedures for lockout/lockdown:

- You will be advised by an announcement from law enforcement or Hyper-Reach notification (phone, email, text) of an emergent situation to lockdown/lockout.
- If safe to do so, remain in your office/department.
- Close your blinds, cover windows and turn off your lights.
- Move out of sight of all doors and windows.
- Keep quiet.
- Put your cell phones on silent.
- Aggressors may use a fire alarm to lure people out of their offices. Use your best personal judgment on whether to evacuate when you hear a fire alarm.
- Do **NOT** open your doors for anyone or any reason.
- The lockout/lockdown will **ONLY** be terminated when law enforcement personnel unlock the doors and inform you it is safe to leave the area.

11. FIRE

If you discover a fire:

- **Call 9-1-1**
- Remain calm
- Activate fire alarm via a pull station
- If the fire is small, call 9-1-1 first, and then attempt to put it out with a fire extinguisher if you can do so safely. Use the P-A-S-S method:
 - **P**ull the pin in the handle
 - **A**im it at the base of the fire
 - **S**queeze the nozzle
 - **S**weeping motion
- If you are unable to extinguish the fire, evacuate via the nearest exit
- **Never** allow the fire to come between you and an exit path
- Touch closed doors with the back of your hand before opening them. If it is hot, or if smoke is visible, do NOT open that door; seek another exit path.
- If the door is cool, exit carefully
- If there is smoke, crouch near the floor upon exit
- Follow your department's established evacuation procedures for fires, and meet at the designated gathering point.
- Do not re-enter a building until authorized by emergency personnel
- If there is fire, close doors, and windows (do not lock the doors) to help contain the fire
- Place towels or clothing underneath the door to prevent smoke from entering
- **NEVER USE AN ELEVATOR DURING A FIRE EVACUATION**
- If you cannot safely get out of the building, call **9-1-1** and inform them of your location.

12. MEDICAL EMERGENCY

Call 9-1-1

Safety: If you and/or others are not in a safe place (fire, aggressor, toxic gas, etc.), make your location safe or move yourself and others to a safe location. If available, wear protective gloves.

Mental Status: If the person you are trying to help is not awake, see if he/she responds to shouting or pinching. If there is no response, skip to CPR below.

Bleeding:

- Put pressure on the wound with whatever is available to stop or slow down blood flow.
- Keep pressure on the wound until help arrives.

Broken Bone:

- Encourage the person to support the injury with their hand or use a cushion or clothing items to prevent unnecessary movement.
- Make sure the injury is supported until help arrives.

Burns:

- Cool the burn under cool running water for at least 10 minutes.
- If the burn requires further medical care, loosely cover the burn with plastic wrap or a clean plastic bag. Otherwise, it does not need plastic covering.
- If the burns are extensive, ensure the person is kept warm.

Choking:

- If an adult or child: hit them firmly on their back between the shoulder blades five times to dislodge the object, followed by five quick abdominal thrusts.
- For infants under one year:
 - Keep their head lower than the chest, supporting their head and neck.
 - Then give five back blows between the shoulder blades and five chest thrusts, center of the chest between just below the nipple line.
 - Repeat this until the object is forced out or the infant can be heard crying.

Seizure:

- Do not restrain them.
- Use something like a blanket or clothing next to their head to protect them from injury. **DO NOT** place it under their head. Placing items under their head may compromise their airway.
- After the seizure, roll the patient onto their left side.

CPR:

- Airway: Check breathing by tilting their head backward and looking and feeling for breaths
- Compressions:
 - Push firmly downwards in the middle of the chest and then release.

- Push at a rate of 100 compressions per minute until help arrives.
- Let the chest rise completely before pushing down again.

Stroke

- Call **9-1-1** if any of these signs are present
- Use the letters **F-A-S-T** to help spot a stroke
 - **F = Face Drooping** – Does one side of the face droop, or is it numb? As the person to smile showing their teeth. Is the person’s smile uneven?
 - **A = Arm Weakness** – Is one arm weak or numb? Ask the person to raise both arms out in front of them. Does one arm drift downward?
 - **S = Speech Difficulty** – Is speech slurred? Have them repeat a simple sentence. For example, **“Can you teach an old dog new tricks?”**
 - **T = Time** – Time to call 9-1-1 When was the last time the patient was seen normal?

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13. HANDLING SUSPICIOUS OR HAZARDOUS MAIL

WHAT YOU SHOULD DO:

Call 9-1-1

- Isolate the area
- Avoid cross contamination as much as possible stay away from others

Examples of Suspicious Letter or Package:

Oil Stains
Unusal smell

Wire hanging out of envelope or package
Excesive postage

UNOPENED Letter or Package:

- **Leave it where it was found, and do not disturb it further.**
 - **DO NOT clean up** any spilled material.
 - Note **SHAPE AND COLOR** of package.
 - Note **RETURN ADDRESS** on the package.
- Isolate the area by clearing the area, notify your supervisor and call 9-1-1.
- Advise the 9-1-1 dispatcher where you will meet the first responders. It is critical that you relay all package information to the first responders.

OPENED Letter or Package:

- **Leave it where it was found, and do not disturb it further.**
 - **DO NOT clean up** any spilled material.
 - Note **SHAPE AND COLOR** of package.
 - Note **RETURN ADDRESS** on the package.
- **Do not move the package.**
- **If holding the package,** carefully place the package in the trash can. Otherwise, place the package on a table or shelf.
- If the material is **on your skin or clothing,** notify your supervisor, another employee, or passerby. **Stay where you are,** if safe to do so.
- **Call 9-1-1,** or ask someone to do so. It is **critical** to provide as much information to the dispatcher as possible.
- **If unsafe to stay with the package:**
 - **Leave the building via the nearest exit.**
 - **Wait near that exit** for instructions from your supervisor or emergency personnel.
 - **Stay away from people.**
- **These procedures protect you, your coworkers, and the public by minimizing cross-contamination and further contamination of the building.**