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## Policy and Procedure # 295

# Kimbel Building Emergency Evacuation Plan

Approval: \_\_\_\_\_ Effective Date: 5/8/24

### POLICY:

In the event of an emergency such as fire, earthquake, bomb threat, active shooter, or any other safety emergency requiring the evacuation of the Kimbel Building, the following procedure will apply:

### PROCEDURE:

#### 1. Fire:

- a. All employees will proceed in an orderly manner to evacuate the Kimbel building in accordance with the evacuation routes posted on the walls next to exits.
- b. If anyone must exit through a fire door while evacuating, they will first touch the fire door and check for temperature. An alternate evacuation route will be used if the fire door is hot.
- c. The Department Directors will ensure that all employees are evacuated and will provide assistance to anyone requiring it. If any visitors are in the Kimbel building at the time of the evacuation, employees will escort them to the assembly area. Should any of the visitors be EFI clients, employees will notify their caregivers.
- d. After evacuating the Kimbel building via the nearest exit, all employees will proceed to the assembly area located in the motor pool on the side closest to the main road.
- e. Once all employees are evacuated from the Kimbel building, each Department Director will do a "head count" to ensure all personnel are accounted for.
  - i. If an employee or guest is unaccounted for, emergency personnel will be notified.

#### 2. Bomb Threats:

- a. Bombing and the threat of being bombed are harsh realities in today's world. The public is becoming more aware of those incidents of violence. Every person must do his or her part to ensure a safe working environment. A detailed outline of what to do in the event of a "Phone Bomb Threat" will be kept in every office and the receptionist office at the Kimbel Building. The bomb threat caller is the best source of information about the bomb.
- b. When a Bomb threat is called in:
  - i. Keep the caller on the line as long as possible. Ask them to repeat the message. Record every word spoken by the person.
  - ii. If it can be done safely, have a coworker call 911.

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*Life  
Opportunities"*

## Policy and Procedure # 295

### **Kimbel Building Emergency Evacuation Plan**

- iii. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
  - iv. Inform the caller that the building is occupied and that the detonation of a bomb could result in death or serious injury to many innocent people.
  - v. Pay particular attention to background noises, such as motors running, musical playing, and any other noise that may indicate the caller's location.
  - vi. Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments. Immediately after the caller hangs up, report the threat to the person designated by the management to receive such information.
  - vii. Report the information immediately to the police, fire, ATF, FBI, and other appropriate agencies.
  - viii. Person or Persons reporting the information will need to remain available, as law enforcement personnel will want to conduct interviews.
  - ix. Again, Remain Calm. The Kimbel building will be evacuated as deemed by law enforcement instructions and the Executive Director.
- c. Letter Bomb Threats:
- While written messages are usually associated with Generalized Threats and Extortion attempts, a warning of a specific device may occasionally be received. It should never be ignored.
- i. Letter or package bombs represent an excellent delivery method of the motive of the attack is to inflict injury upon a specific individual. Employees should be very alert for:
  - ii. Balance- In the letter bombs, device components may shift and tend to "unbalance" the mail item, leaving it feeling "unusual" compared to similar mail items.
  - iii. Sweating-Some chemicals used in explosives may "sweat" and result in "greasy" marks on wrappings.
  - iv. Odors- Some chemicals used in explosives may also give off unusual odors, which the human nose will quickly sense. For example, the Oklahoma City bomb was constructed of nitrogen-based commercial fertilizer. The next time you garden or use lawn fertilizer, note the smell. Nitrogen explosive devices may emit the same odor.
  - v. Feel- letters have a normal "feel." Those that contain devices may not "feel right," or they may be "stiff." This can be indicated by the presence of plastic or metallic components as opposed to normal paper stuffing.

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## Policy and Procedure # 295

### **Kimbel Building Emergency Evacuation Plan**

- vi. Packaging- Be very cautious of items "To be opened only by" or one which carries a strange place of origin, script, disguised or unusual writing or type, obvious misspelling or altering of words in the address field, or the lack of a return address.
  - vii. Again, Remain Calm-----call the authorities as listed in the Phone Bomb instructions.
3. Earthquake:
- a. Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks, and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.
  - b. If indoors:
    - i. Drop to the ground, take cover by getting under a sturdy table or another piece of furniture, and hold on until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
    - ii. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
    - iii. Use a doorway for shelter only if it is near you and if you know it is a strongly supported load-bearing doorway.
    - iv. Stay inside until the shaking stops, and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
    - v. Be aware that the electricity may go out or the sprinkler systems may turn on.
  - c. If outdoors:
    - i. Stay there.
    - ii. Move away from buildings, streetlights, and utility wires.
    - iii. Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Remember, ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.
  - d. If in a moving vehicle:
    - i. Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the

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## Policy and Procedure # 295

### **Kimbel Building Emergency Evacuation Plan**

earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

- e. If trapped under debris
  - i. Do not light a match. Do not move about or kick up dust. Cover your mouth with a handkerchief or clothing. Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.
  
- 4. Active Shooter:
  - a. Quickly determine the most reasonable way to protect your own life. Remember that clients and clients are likely to follow the lead of employees and managers during an active shooter situation.
  - b. Evacuate:
    - If there is an accessible escape path, attempt to evacuate the premises.
    - Be sure to:
      - i. Have an escape route and plan in mind.
      - ii. Evacuate regardless of whether others agree to follow.
      - iii. Leave your belongings behind.
      - iv. Help others escape, if possible.
      - v. Prevent individuals from entering an area where the active shooter may be.
      - vi. Keep your hands visible.
      - vii. Follow the instructions of any police officers.
      - viii. Do not attempt to move wounded people.
      - ix. Call 911 when you are safe.
  - c. Hide out
    - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
      - i. Your hiding place should:
        - ii. Be out of the active shooter's view.
        - iii. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
        - iv. Do not trap you or restrict your options for movement.
    - To prevent an active shooter from entering your hiding place:
      - v. Lock the door.
      - vi. Blockade the door with heavy furniture.
    - If the active shooter is nearby:
      - vii. Lock the door.

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## Policy and Procedure # 295

### **Kimbel Building Emergency Evacuation Plan**

- viii. Silence your cell phone and/or pager.
- ix. Turn off any source of noise (i.e., radios, televisions)
- x. Hide behind large items (i.e., cabinets, desks)
- xi. Remain quiet If evacuation and hiding out are not possible:
- xii. Remain calm.
- xiii. Dial 911, if possible, to alert police to the active shooter's location
- xiv. If you cannot speak, leave the line open and allow the dispatcher to listen
- d. Take Action against the active shooter.  
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
  - I. Act as aggressively as possible against him/her.
  - II. Throwing items and improvising weapons.
  - III. Yelling.
  - IV. Committing to your actions.

#### 5. Violence or Gun Fighting:

- a. If a situation arises that includes violence, such as gun shots or the use of other types of weapons, the employees' first responsibility is to protect themselves. Once the employee ensures their safety, they are to secure the safety of other Kimbel Building employees.
- b. Employees and clients, with employee assistance, are to remove themselves from the area and out of eyesight of the individuals involved in the violence.
- c. Employees are than to call 911 and report the situation. Follow all instructions.
- d. If there are gunshots, employees and clients should try to move to a room with several walls between them and the shooters.
- e. When they can do so safely, employees are to report the situation to the Executive Director, including information obtained by the 911 operator, and follow the Executive Directors directions.

#### 6. Domestic Violence:

- a. If an employee is involved in domestic violence and fears for their well-being, they will inform their supervisor, who will inform the Executive Director of the situation.
- b. Potentially involved personnel will be notified with appropriate information.
- c. Call 911 immediately if the perpetrator enters the Kimbel Building.

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## Policy and Procedure # 295

### **Kimbel Building Emergency Evacuation Plan**

7. Utility Failure:
  - a. In the event of a power failure in the Kimbel Building:
    - i. Remain calm.
    - ii. Help coworkers in darkened work areas move to safe locations.
    - iii. Turn off/Unplug personal computers.
    - iv. Turn off/Unplug non-essential electrical equipment and appliances.
    - v. Employees may be sent home early if the working environment is deemed unsafe.
  - b. If there is a disruption in business as usual, only essential personnel will report to work (essential personnel will be defined as all Directors/Executive Director) and designated place appointed by the Executive Director, which will enable the continuation of essential services to continue.