

# **BARRETT BUILDING EMERGENCY EVACUATION PLAN**

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## **BARRETT BUILDING EVACUATION TEAM**

The Barrett Building Evacuation Team (BBET) will sweep each floor, if conditions permit, to make sure all employees are notified of the current emergency situation and instruct employees to proceed to the appropriate evacuation location. BBET members will make sure all areas (restrooms, storage and secured areas, etc...) of the building are swept. After each member has swept their perspective area, they are to evacuate the building as well.

### BBET Assignments:

Michele Haagenson ----- E-mail/Computer Notification to all Employees  
Phone call to:  
HGM – 777-7878  
Archives South – 637-4887  
Unicover-Museum Warehouse – 777-5863  
Unicover-Museum Shop – 777-7023  
Assist with sweeps of floors, if necessary

Christie Christensen----- 1<sup>st</sup> Floor and Basement

Natalya Lenz----- 2<sup>nd</sup> and 3<sup>rd</sup> Floors

Tasha Collins----- 4<sup>th</sup> Floor

If a team member is out of the office during an evacuation, the director, an administrator or a manager will be enlisted to help. If Michele Haagenson is out of the office, Christie Christensen will assume her duties and pass her sweep along to the director, an administrator or a manager.

\*The person on Museum security will be notified of the evacuation and then they are to evacuate visitors.

## **FLOOR PLANS**

Copies of the Barrett Building Floor Plan are attached. Take time to review and familiarize yourself with this information. Understanding what to do in an emergency situation could save your life!

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## **FIRE**

All employees should familiarize themselves with the location of the stairs and emergency exits within the Barrett Building, as well as their designated outside evacuation area. In the event of a fire:

- **DO NOT USE THE ELEVATORS**
- If you discover a fire in the building, activate the fire alarm and dial 911 requesting emergency assistance.
- All employees should proceed to the nearest stairwell or exit immediately upon hearing or being notified of a fire and assemble in the designated outside areas (see below). This will ensure a proper count of all known personnel in the building. All employees must remain outside the building until emergency personnel and/or the Agency determines re-entry is safe. Please be aware of emergency personnel and the need to allow clear passage to and from the building.
- If conditions permit, members of the Barrett Building Emergency Response Team will sweep the building to ensure all employees and visitors have evacuated the building.

## **DESIGNATED OUTSIDE EVACUATION AREAS**

**Cultural Resources Division employees and visitors are to meet in the grass area north of the Supreme Court Building parking lot.**

**Administrative Services, State Parks employees and the Executive Office are to meet in the State parking lot directly to the north across 24<sup>th</sup> Street (use the lights on 24<sup>th</sup> and Central or Warren to cross the street).**

## **EXTINGUISHING A TRASH CAN or SMALLER FIRE**

- After the fire alarm has been activated – IF you have been **properly trained in the use of a fire extinguisher within the year prior to the event** and you are willing to attempt to extinguish a fire or trash can size or smaller that is contained (not spreading):
  1. Call to your nearest office neighbor to retrieve the closest fire extinguisher.
    - Do not leave the fire unattended. If the size of the fire grows beyond containment, follow the appropriate evacuation procedure.

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2. Keep your back to a door so you have an escape route!
3. Upon receiving the fire extinguisher, use the procedures associated with the acronym “**PASS**”

**PULL** pin from extinguisher and hold extinguisher 6 to 8 feet from the fire

**AIM** the nozzle at the base of the fire

**SQUEEZE** the trigger

**SWEEP** the extinguisher hose back and forth until the spray puts the fire out completely, with no smoke left or until the extinguisher is emptied (extinguisher lasts approximately 8 seconds).

4. If the fire fails to extinguish, evacuate the building immediately!
5. If the fire is extinguished, notify the Fire Department so they can investigate the cause/extent of the situation. Remember – all fires must be reported!

**NOTE:** Per Risk Management, fire extinguishers are to only be used by those employees who have received the proper training and the training must be renewed annually.

## **TORNADO/SEVERE WEATHER WARNING**

### **DO NOT USE THE ELEVATORS**

Do not exit the building! Proceed to the basement immediately using the nearest stairwell. All employees and visitors must remain in the basement until the Emergency Weather Alert System authorizes the danger has passed.

If conditions permit, members of the Barrett Building Emergency Response Team will sweep the building to ensure all employees and visitors have gone to the basement for shelter.

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## FLOOD

All employees and visitors should evacuate to the upper levels of the building. All employees and visitors must remain on the upper floors until emergency personnel and/or the Agency determines it is safe to move to lower floors and/or exit the building.

If conditions permit, members of the Barrett Building Emergency Response Team will sweep the building to ensure all employees and visitors have gone to the upper floors of the building for shelter.

## 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 if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

### **If indoors:**

- **DO NOT** use the elevators.
- **DROP** to the ground; take **COVER** by getting under a sturdy table or other 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.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- 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.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

### **If outdoors:**

- Stay there.
- Move away from buildings, street lights, and utility wires.

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- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. 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.

## **If in a moving vehicle:**

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

## **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 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.

## **POWER OUTAGE**

If a power outage occurs:

1. Remain calm and provide assistance to visitors and staff in your immediate areas as necessary.
2. If telephones are working, notify the Department Director's Executive Assistant at 777-7496.
3. If you are in an area without light, proceed cautiously to an area with emergency lighting.
4. If you are in an elevator, stay calm. Use the emergency telephone to notify General Services.
5. If you are told by the Department Director or his designee to evacuate the building, proceed to your designated outside evacuation area.

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## **BOMB THREAT**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist below.

### **If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Immediately upon termination of the call, do not hang up, but from a different phone, contact 911 and your supervisor immediately with information and await instructions.
7. Complete the Bomb Threat Checklist (below) immediately after contacting 911. Write down as much detail as you can remember. Try to get exact words.

### **DO NOT**

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb
- Evacuate the building until police arrive and evaluate the threat
- Activate the fire alarm
- Touch or move a suspicious package

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## BOMB THREAT CHECKLIST

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Time Caller Hung Up: \_\_\_\_\_

Phone Number Where Threat Received: \_\_\_\_\_

### Ask the Caller:

Where is the bomb located? (Building, Floor, Room, etc.) \_\_\_\_\_

When will it go off? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will make it explode? \_\_\_\_\_

Did you place the bomb? Yes No

Why? \_\_\_\_\_

What is your name? \_\_\_\_\_

### Exact Words of the Threat:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Information About Caller:

Where is the caller located? (Background and level of noise) \_\_\_\_\_

Estimated age: \_\_\_\_\_

Is voice familiar? \_\_\_\_\_ If so, who does it sound like? \_\_\_\_\_

Other points: \_\_\_\_\_

### Caller's Voice

Accent

Angry

Calm

Clearing throat

Coughing

Cracking voice

Crying

Deep

Deep breathing

Disguised

Distinct

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- Excited
- Female**
- Laughter
- Lisp
- Loud
- Male**
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

## Background Sounds

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth

## If a bomb threat is received by handwritten note

- Call your Supervisor and 911 immediately
- Handle note as minimally as possible

## If a bomb threat is received by e-mail

- Call your Supervisor and 911 immediately
- Do not delete the message

- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

## Threat Language

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

**Other Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## SUSPICIOUS PACKAGE

If a suspicious package is discovered, contact 911 and your supervisor immediately. Provide them with your name and stay with the package. Emergency personnel will provide appropriate instructions including notifying a response team.

### Signs of a Suspicious Package

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected Delivery
- Poorly handwritten
- Misspelled Words
- Incorrect Titles
- Foreign Postage
- Restrictive Note

## HAZARDOUS MATERIAL

Biological, Chemical, Medical

### Localized Hazardous Material Incident

Call the Director's office immediately to report a hazardous material incident. Provide the exact location of the incident and, if possible, identity of the hazardous material involved. Facilities Management will be contacted immediately if a localized hazardous material incident occurs and is confined to a single State building or a portion of the building. Facilities Management personnel will be dispatched to the specific site of the incident to assess damage and begin the cleanup. If Facility Management is unable to clean or contain the site, they will determine what action is necessary.

The site should be evacuated to the extent required to protect employees prior to the arrival of Facility Management personnel. Department personnel are to refrain from cleaning hazardous material.

### Large Geographic Hazardous Material Incident

If a hazardous material incident affects a large geographic area encompassing numerous buildings, State and/or non-State buildings and grounds, the Laramie County Emergency Management Agency will determine whether the Emergency Warning System will be activated. If this occurs, sirens will sound and the Emergency Radio System will be activated. Radio and television stations will also participate in broadcasting the warning.

Pay special attention to the broadcast message as it will provide vital information regarding the hazardous material incident. Precautionary measures will be announced to assist you in safeguarding personal health and safety.

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## SUSPICIOUS/TROUBLESOME PERSON

It is very important that everyone in the Barrett Building feel comfortable with their surroundings, including other people. If at any time a person is present in the Barrett Building who causes staff, volunteers or other visitors to feel concerned or fearful, call Cheyenne Police Department at 637-6524 or 911 if a threat is imminent.

## ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

## **CALL 911 WHEN IT IS SAFE TO DO SO!**

### HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

### Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind

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- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

## Hide Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

## 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:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions