

EMERGENCY PROCEDURES

Department of Conservation & Natural Resources
901 South Stewart
Carson City, NV 89701



Note: Emergency Procedures should be read by each employee and retained for reference in case of emergency.

Original document prepared by the Nevada Capitol Police and State Fire Marshal Division.

EMERGENCY PROCEDURES

EMERGENCY NUMBERS CARSON CITY

Fire Dept.....9-911
Ambulance.....9-911

Emergency Call List:

Carson City Sheriff's Office, Information 887-2500
Capitol Police..... 687-5030
State Fire Marshal..... 684-7501
Emergency Management 687-4240

Capitol Police have radio contact with the Carson City Fire/Ambulance and Sheriff's dispatch. Their assistance will be requested as needed by the Capitol Police.

**REMAIN CALM
THINK CLEARLY
ACT DECISIVELY**

EMERGENCY NUMBERS

EVACUATION PROCEDURES

1. Whenever an alarm for building evacuation is sounded, everyone will immediately begin evacuate.
2. Remain calm - do not panic.
3. Proceed immediately to the nearest exit and exit the building.
4. Employees and persons with disabilities should wait by the elevators until able-bodied people have evacuated. They will then proceed to the North stairwell and await assistance.
5. All employees should proceed to their predetermined gathering place and await further instructions from a Group or Floor Monitor.
7. Do not enter the building until told to do so by a Floor Monitor. Do not allow others to re-enter.

EVACUATION PROCEDURES

FIRE PROCEDURES

1. Announce the alarm. Pull the fire alarm, call fire department (9-911). Notify Supervisor.
2. If the fire is small in size, attempt to extinguish the fire with a fire extinguisher.
3. A supervisor should evaluate the situation and determine if a building evacuation is necessary.
4. If ordered to evacuate, close all doors, secure work station, proceed in an orderly manner to the nearest exit. Assist all visitors and persons with disabilities.
5. Proceed to your predetermined gathering place and await further instructions from a Floor Monitor.
6. Do not re-enter the building.
7. Stay out of the way of fire department personnel and equipment.

FIRE PROCEDURES

MEDICAL EMERGENCIES

In the event of a medical emergency:

1. Begin first aid and treatment to the extent of your ability.
 - a. Check airway.
 - b. Check breathing.
2. Use AED (Automated External Defibrillators) if deemed necessary.
3. Start C.P.R. if necessary.
3. Call the fire department and ambulance – 9-911.
4. Do not move the person.

MEDICAL EMERGENCIES

EARTHQUAKES

In the event of an earthquake:

1. Stay inside the building.
2. Seek shelter under tables, desks, in doorways, and against walls.
3. Stay away from overhead fixtures, windows, bookcases, file cabinets, and other unsecured objects.
4. Keep calm - do not panic.
5. If structure damage occurs, turn off electric & gas to the building, or notify Buildings & Grounds (684-1800) to do so.
6. Evacuate the building via the stairways, when told to do so, proceed in an orderly manner and go directly to predetermined gathering area.
7. Beware of falling debris and electrical wires.
8. Do not re-enter the building until told to do so by the emergency personnel in charge of the scene.

EARTHQUAKES

EXPLOSIONS

In the event of explosion:

1. Take immediate cover under tables, desks, or anything else that will provide protection against flying glass and debris.
2. Evacuate the immediate area of the explosion. Proceed to predetermined gathering place. Use stairways.
4. Assist persons with injuries and evacuating the building.
5. Call 9-911.
Contact Capitol Police – 687-5030 and the State Fire Marshal Division – 684-7501
6. Wait for instructions from Floor Monitors or other emergency personnel. Do not reenter the building until instructed to do so.

EXPLOSIONS

CIVIL DISORDERS, TERRORISM, HOSTAGE SITUATIONS

In the event of one of the above occurring:

1. General Procedures:
 - Do not antagonize the individuals.
 - Comply with their instructions as much as possible.
 - Remember that statements individuals make are designed to elicit a response from you.
2. Civil Disorder
 - Lock doors, secure window.
 - Stay away from windows.
 - Secure work stations, records, files, & computers.
 - Avoid confrontations.
3. Terrorism/Hostage Situation
 - Remain calm.
 - Cooperate with terrorists.
 - Do not antagonize.
 - Provide comfort for each other.
 - Do not volunteer information.
 - Remember the key to terrorism is terror remain calm.
 - Do not take comments/threats personally.
 - Keep personal belongings out of sight.

CIVIL DISORDERS, TERRORISM, HOSTAGE SITUATIONS

HAZARDOUS MATERIALS

In the event of hazardous materials incident:

1. Immediately notify the Director's Office (684-2700) and give location of substance. They will call the fire department and the Division of Environmental Protection. The Director's Office will also contact the Division of Emergency Management (684-4240).
2. If toxic effects of substance is not known, immediately evacuate area.
3. If toxic effects are known and can be handled, attempt to confine the spill/leak.
4. Contact Division of Emergency Management - 687-4240

HAZARDOUS MATERIALS

BOMB THREATS

Bomb threats are usually received by telephone; however, one can be received verbally, by mail, or by written means.

1. Written Messages:
 - Leave message where found.
 - Do not handle any paper objects.
 - Report immediately to supervisor.
 - Notify Capitol Police – 687-5030 or local police at 9-911.
2. Oral Message:
 - Comply as much as possible with individual's demands.
 - Do not joke/antagonize.
 - Get a good mental picture of individual.
 - If someone is able to leave without being noticed, they should leave and notify law enforcement.
3. Telephone Message:
 - Listen carefully to speaker, take notes on everything said.
 - If possible, ask the person making threat, when will bomb go off, where is bomb located, and what does it look like.
 - Fill out telephone bomb threat checklist during or immediately after threat.
 - Alert another employee so he/she can call 9-911 and state the following:
 - a. "We have received a bomb threat"
 - b. Give his/her name and title
 - c. Tell them it is the "Bryan Building, 901 S. Stewart Street
 - d. Indicate that someone will meet emergency personnel at the main entrance.
4. Bomb Discovery:
 - Do not touch. If holding, carefully set it down.
 - Evacuate area ASAP.
 - Call 9-911 and give information as listed above, and Capitol Police - 687-5030
 - Leave all doors in area open.
 - Make mental notes about package, location, size, or anything unusual.

BOMB THREATS

Telephone Bomb Threat Checklist

INSTRUCTIONS: Be Calm. Be Courteous. Listen.

Do Not Interrupt the Caller

Your Name: _____ Time: _____ Date: _____

Caller's Identity:

___ Male ___ Female ___ Adult ___ Juvenile ___ Approx. Age

Origin Of Call:

___ Local ___ Long Distance ___ Telephone Booth ___ Cell Phone

Voice Characteristics:

___ Lisp ___ Angry ___ Crying ___ Raspy ___ Excited ___ Normal
___ Soft ___ Deep ___ Slow ___ Rapid ___ Ragged ___ Distinct
___ Clearing ___ Cracking ___ Loud ___ Slurred ___ Stutter
Throat Voice Breathing

If familiar, who did it sound like? _____

Manner:

___ Calm ___ Angry ___ Rational ___ Irrational
___ Coherent ___ Deliberate ___ Emotional ___ Righteous
___ Laughing

Language:

___ Excellent ___ Good ___ Fair ___ Poor ___ Foul
___ Taped ___ Message read by threat maker
___ Other _____

Background Noises:

___ Clear ___ Static ___ Voices ___ Trains ___ Airplanes
___ Street Noises ___ Music ___ PA System
___ House Noises ___ Kitchen Noises/Dishes
___ Office Machinery ___ Factory Machinery
___ Animal Noises ___ Party Atmosphere

Pretend Difficulty Hearing – keep caller talking – if caller seem agreeable to further conversation:

1. When is bomb going to explode? _____
2. Where is bomb located? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you (caller) place the bomb? _____
7. Why? _____
8. What is your name? _____
9. What is your address? _____

Did caller appear familiar with building (by his/her description of the bomb location?)

Write out the message in its entirety and any other comments on a separate sheet of paper. Notify your supervisor immediately.

TELEPHONE BOMB THREAT CHECKLIST

SUPERVISOR'S DUTIES

Supervisors are responsible for the following:

1. Notifying the proper authorities for the situation.
2. Ensuring that all personnel are accounted for in the event of an evacuation.
3. That all visitors and employees are evacuated and have exited the building.
4. That evacuations are calm and orderly.
5. Reporting to the fire or police department any missing or personnel failing to leave the building and their last known location.
6. Not allowing any personnel to re-enter the building until notified by the fire department that it is safe to do so.
7. Notifying agency director of the situation as soon as possible.
8. Call 9-911 and notify Capitol Police (687-5030) or local law enforcement of any situation; the State Fire Marshal (687-4290) in the event of a fire or explosion; and Division of Emergency Management (687-4240) in the event of a hazardous materials incident.

SUPERVISOR'S DUTIES

**Utility Emergency
Gas Odor Indoors/Outdoors
Water Main Break**

1. **Electrical Failure** - If there is a need to evacuate in the event of electrical failure, a communications chain, established with Byran Building Safety Coordinator, will notify each floor as predetermined. A visual check will be conducted by Group and Floor Monitors.
2. **Gas Odor Indoors** - In the event of a gas odor indoors, the Director's Office will call 9-911 and report "gas odor indoors". Clear the immediate area and evacuate the building if necessary. *Do not use or touch any electrical switches.*
3. **Gas Odor Outdoors** - Call 9-911 and notify Buildings and Grounds. Turn off heating, ventilating and air conditioning systems.
5. **Water Main Break** - Notify Buildings and Grounds.

Should the building require evacuation, follow fire drill procedure.

Proceed to your predetermined gathering place and await further instructions from a Floor Monitor.

Do not re-enter the building.

Stay out of the way of fire department personnel and equipment.

**Utility Emergency
Gas Odor Indoors/Outdoors
Water Main Break**

**Unwanted Intruder/Suspicious Person
Assault
Death or Serious Injury by Violence
Medical Emergencies**

1. Routinely stop strangers and offer assistance. If they do not seem to have a reason for being in the building, suggest that they should leave the building.
2. If the intruder is hostile or threatening, call 9-911. If the intruder becomes violent, evacuate the building. If shots are fired, urge other employees to evacuate to the safest position away from the intruder.
3. In the event an employee is injured, seek medical care immediately. Complete a C-1, Notice of Injury Form.

**Unwanted Intruder/Suspicious Person
Assault
Death or Serious Injury by Violence
Medical Emergencies**