

Plan to Evacuate

A wide variety of emergencies may cause an evacuation. In some instances you may have a day or two to prepare, while other situations might call for an immediate evacuation. Planning ahead is vital to ensuring that you can evacuate quickly and safely, no matter what the circumstances.

Prompt evacuation of employees requires a notification or alert system that can be heard throughout the building. Test your fire alarm system to determine if it can be heard in all areas by employees. If there is no fire alarm system, use a public address system, phone based paging system, air horns or other means to alert everyone to evacuate. Initiate the evacuation signal/method during planned drills so employees are familiar with the sound/method.

Make sure that available exits are accessible and clear at all times. Except in very small or once story buildings or suites there are usually two or more exits from a building or upper levels.

- Check to see where the closest exit is to your work area and where an alternate exit is, if the closest is unreachable.
- Walk around the building and verify that exits are marked with exit marker signs and there is sufficient emergency lighting so people can safely locate and travel to an exit. If you find anything that blocks an exit, have it removed.
- In multistory buildings use stairways not elevators, to exit upper levels.

- Enter every stairwell, walk down the stairs, and open the exit door to the outside. Continue walking until you reach the designated staff assembly area. Assembly areas should be far enough from the building for employees to gather safely.

Appoint an evacuation team leader and assign employees to direct evacuation of the building. Assign at least one person to each floor to act as a "floor warden" to direct employees to the nearest safe exit. Assign a backup in case the floor warden is not available or if the size of the floor is very large. Ask employees if they would need any special assistance evacuating or moving to shelter. Assign a "buddy" or aide to assist persons with disabilities during an emergency. Contact the fire department to develop a plan to evacuate persons with disabilities.

Have a list of employees and maintain a visitor log at the front desk, reception area or main office area. Assign someone to take the lists to the assembly area when the building is evacuated. Use the lists to account for everyone and inform the fire department whether everyone has been accounted for. When employees are evacuated from a building, CalOSHA regulations require an accounting to ensure that everyone has gotten out safely. A fire, chemical spill or other hazard may block an exit, so make sure the evacuation team can direct employees to an alternate safe exit.



DID YOU KNOW?

Exit signs above doors may have arrows pointing to the nearest emergency exit.

2 arrows indicate emergency exits to the left and right



1 arrow indicates emergency exit is either to the right or to left



No arrows indicates actual emergency exit



Virtual Active Shooter

Greek poet Archilochus once said "We don't rise to the level of our expectations, we fall to the level of our training." With this in mind, how prepared are you for emergency? Have you planned for it? Did you expect the unexpected? Did you have what you needed?

As a safety professional, for the past twenty five years, I've noticed one thing; Safety means nothing until it means everything. I've actually been saying this for years. I feel most people have good intentions about safety but at times it is hard to put it to practice. I, like most people, go to Costco and see an emergency supply kit and think "90 bucks, nope I'll buy jerky instead." We see and/or read about bad things on the news. We talk about what we see, and that's great, but shortly, thereafter we stop talking about it and therefor stop thinking about it.

That's why I've come to believe that "Safety Means Nothing Until It Means Everything"...

So lets change that and put our safety brain to work! Lets train our mind to rise to the level of our expectation. Below is a scenario that, if you plan it in your head, you may be better prepared for the situation if it where to actually take place.

Set your phone alarm (you always have your phone) to the time and date listed below. Name the alarm using the scenario name. When that day comes, read the alarm and react to it, think about it, make a plan and play it out in your head.

| Date | Time | Scenario |
|---------|---------|----------------|
| 9/21/21 | 9:21 am | ACTIVE SHOOTER |

Gun fire is heard, it appears to be coming from the front of the building

| | |
|--------------|--|
| RUN | Can you? Where would you run? |
| HIDE | Can you? Where would you hide? How would barricade the room? |
| FIGHT | Would you fight? What would you use? How would you use it? |

Record your answers on this form and review what you played out in your head. If you would like to share your response, please use the link below or scan and send them to me Humberto Huerta

Email: huhuerta@rivco.org.

Active Shooter Mind Training Link:

<https://forms.gle/xXfn9Kab1pzMdGz87>

Active Shooter - Have A Plan



RUN and escape, if possible.

- Getting away from the shooter or shooters is the top priority.
 - Leave your belongings behind and get away.
 - Help others escape, if possible, but evacuate regardless of whether others agree to follow.
 - Warn and prevent individuals from entering an area where the active shooter may be.
 - Call 911 when you are safe, and describe shooter, location, and weapons.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
 - Be prepared to cause severe or lethal injury to the shooter.
 - Throw items and improvise weapons to distract and disarm the shooter.

HIDE, if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as a absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.

After

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responder to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.

Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.



Great ShakeOut
Earthquake Drills

International ShakeOut Day is always the third Thursday of October (this year: October 21). While [COVID-19](#) has brought many uncertainties and challenges, one thing's for sure: ShakeOut is still happening this year!

As always, you can hold your #ShakeOut drill when and where you want. You can choose another date or several dates, and include people in multiple locations (home, work, or school), perhaps through video conferencing.

[NEW! Powerpoints for leading ShakeOut Drills \(Online or In-Person\)](#)

It's a good idea to practice earthquake safety in different situations each year, and ShakeOut Organizers are here to support you.

Throughout the COVID-19 pandemic, we have had to make many adaptations for home, work, and school -- all while learning a lot. As you plan for ShakeOut this year, consider: When was the last time you checked on your disaster supplies? Have you "Secured Your Space" to prevent damage and injury? What changes are there to your emergency plans and contacts? ShakeOut organizers are here to help you (and everyone, everywhere) successfully participate again this year.

As with any year, you can ShakeOut when and where you want, whether that's at home, work, school, or perhaps through a video conference with people working or taking classes from home. We can and should still practice how to be safe when the earth shakes, especially when your situation changes. Your ShakeOut activity may look different this year, but there has always been flexibility in how and when you would like to hold your drill.

In many regions, ShakeOut has been an annual practice for more than ten years because everyone gets to participate in the way that works best for them. This could mean you have your drill on another day than this year's International ShakeOut Day, October 21, or across multiple days (depending on your situation).

While some ShakeOut drills and other activities may happen as always, there are some new considerations:

1. Where will you all be for your drill? Together, or some at work, school or home? Consider video conferencing!
2. How will you incorporate COVID-19 health and safety guidelines into your activity?
3. Is it better to have everyone participate all at once, or perhaps in staggered (or even repeated) dates and times?

Shake Out.

Don't Freak Out.



October 21

**Shake
Out™**

Register at www.ShakeOut.org

Get Ready to Shake Out.



October 21

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Out**TM

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