

Emergency Procedures

USER GUIDE

Office of Management &
Enterprise Services

Information Services

October 2016



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INTRODUCTION

Emergency Situations, such as fires, bombs (bomb threats), tornados, severe weather conditions, power blackouts and other emergencies can occur with little, if any, warning. Advance planning for emergencies can result in better protection of people and property.

This user guide contains emergency reference information for many of the emergency situations that could occur.

Please direct all questions or comments to OMESISDemergency@omes.ok.gov.

GENERAL EMERGENCY NUMBERS

Fire Department	911
Police Department	911
Paramedics/Ambulance	911
Area Hospital	405-271-4700
OMES Service Desk	405-521-HELP 866-521-2444
Building Management (ISD Facilities)	405-496-3219
Building Maintenance (DCAM Facilities)	405-522-1212
OKC Police Department (non-emergency)	405-297-1777
Drug and Poison Information Hotline	405-271-5454
FBI – Oklahoma City Office	405-290-7770
State Capitol Security	405-521-2317
HCM State Employee Assistance Program (EAP)	405-947-7576

OMES-IS EMERGENCY NUMBERS

Front Desk Receptionist	405-521-4252
Building Operations (Console Area)	405-521-3667
Highway Patrol Officer at Front Entrance	405-521-4877

ALARM SYSTEMS

Alarm Methods

- Sirens
- Strobes
- Word-of-Mouth

Exits

Each side of the building is equipped with illuminated exit signs and emergency lighting. Please use these designated doors in the case of an evacuation.

Fire Alarm Locations

See the attached map. Fire alarms are located at each of the marked Emergency Exits.

Alarm Triggers

An alarm can activate for several reasons. Some of these emergencies will require evacuation and others will not.

- False Alarms
- Fire
- Bomb Threat
- Severe Weather
- Earthquake

ALARM NOTIFICATION PROCEDURES

BMS (Building Management System) Alerts occur when the system detects conditions which might need to be addressed by the DCAM Maintenance and/or Operations staff. The most common alerts you will see refer to conditions of OG&E power, the Cooling Tower or the Generator. DCAM personnel have been instructed to reply to the alert in order to notify Operations personnel that the condition is being addressed and normal notifications to OMES IS Management when a BMS condition should occur. If DCAM does not reply, Operations staff will need to begin the escalation process and begin notification to DCAM Management and OMES IS Management.

Common Alerts

- CT – Cooling Tower Failed
- Gen – Generator On/Off
- Niagara Alarm – Smoke Alarm
- OGE – Power On/Off

OMES Emergency Contacts	
Bob Howard	405-520-5153
Bert Whiting	405-496-3219
Fonda Logston	405-620-1867

DCAM Emergency Contacts	
David John	405-308-2108
Pete Bennet	405-208-1333
Jeffrey Robbins	405-200-2511
Clinton Moore	405-306-6237

CRITICAL OPERATIONS PROCEDURES

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations. In case the emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate offsite offices to initiate Business Continuity Processes. Business Continuity and Recovery Services (BCRS) information will be given to specific individuals with clearance to declare a disaster.

Assignments

Work Area	Description of Assignment
Service Center Support	Provide incident call support for supported agencies
PC Support	Provide incident call support on incident calls
Server Support	Monitor server status and provide assistance on incident calls
Database Support	Monitor database and provide assistance on incident calls
Server Management Support	Provide assistance on incident calls
Mainframe Support	Monitor mainframe systems and provide assistance on incident calls

Personnel involved in critical operations may remain on the site upon permission of the site designated official or their director.

All agencies supported by OMES should be contacted via email and alerts through the OMES Service Desk notification system.

BUILDING SAFETY FEATURES

The OMES Data Center is comprised of two levels with two main sides, commonly referred to as the North and South sides. Each side consists of general office space, restroom facilities and storage and supply closets. The building has assigned parking spaces along the South side of the building for special needs. State Vehicles and Executive Management spaces are assigned in the parking lot south of 30th Street.

Safety Features

- There are first aid kits posted throughout the building and they are maintained and kept current by the Emergency Coordinator.
- Emergency Exits are lit and posted on the Northeast, Northwest and South.
- Visual and audible alarm devices are located in the common areas of the building.
- Emergency Fire manual pull stations are located near each Emergency Exit on the attached map.
- Fire extinguishers are located in the interior hallways on both sides of the building and in the East entrance corridor and are regularly inspected and maintained. The fire extinguishers contain a dry chemical that can be used on paper, flammable liquids and electrical fires.
- There are smoke detectors throughout the building for early detection of a fire.
- The building is also equipped with a sprinkler system throughout the entire facility.

EVACUATION PROCEDURES

Exit Routes by Section

Read the directions for the section of the building you occupy. If you are unsure of the section you occupy, please contact the Emergency Coordinator by emailing OMESISDemergency@omes.ok.gov.

See the attached map for color coded floor areas.

LEVEL 1 EAST OFFICES & CONSOLE CENTER NORTH SIDE

- For evacuation proceed to the North parking lot across 31st Street. For severe weather proceed to the **GREEN** area of the Tornado Shelter on Level 1.

LEVEL 1 EAST OFFICES SOUTH SIDE

- For evacuation proceed to the South parking lot across 30th Street. For severe weather proceed to the **BLUE** area of the Tornado Shelter on Level 1.

LEVEL 2 NORTHWEST QUADRANT

- For evacuation proceed to the North parking lot across 31st Street. For severe weather proceed to the **YELLOW** area of the Tornado Shelter on Level 1.

LEVEL 2 NORTHEAST QUADRANT

- For evacuation proceed to the North parking lot across 31st Street. For severe weather proceed to the **GREEN** area of the Tornado Shelter on Level 1.

LEVEL 2 SOUTHWEST QUADRANT

- For evacuation proceed to the North parking lot across 31st Street. For severe weather proceed to the **RED** area of the Tornado Shelter on Level 1.

LEVEL 2 SOUTHEAST QUADRANT

- For evacuation proceed to the South parking lot across 30th Street. For severe weather proceed to the **BLUE** area of the Tornado Shelter on Level 1.

Once you reach your safety area, calmly wait for your Floor Monitor to check you in.

Things to Remember

- If the decision is made to evacuate, move toward an exit, taking people with you as you go.
- In the case of a hostile intruder, do not stay with people who refuse to move. Tell them to find cover and concealment and continue your own evacuation.
- Do not use the elevator in the event of a fire or hostile intruder.
- Do not leave or go to your car.
- The building entrances, exits and parking lots must be clear for use by emergency services personnel and equipment.

Methods for Evacuating Special Needs Persons

A cooperative effort is necessary in every situation to achieve a safe evacuation. Anyone with special needs should ask for help and provide instructions for the best method of assistance to be used in their particular care. Please identify yourself as a person with special needs to your Floor Monitor. Update them as often as necessary as your needs change. Floor Monitors keep a current list of employees with special needs and their location in the building. This list is made available to emergency personnel during an evacuation.

Pre-planning is very important. During an evacuation, individuals with special needs that limit their ability to effectively use the Emergency Exits should go to the Southeast stairwell/elevator area and wait for emergency personnel for assistance.

All staff requiring additional time to exit the stairs should exit on the right side.

Incident Specific Evacuation

Due to the fact that all emergencies are unique in nature, a situation may arise that will require a specific method for evacuating the building that may differ from those described herein. These individual cases will be handled on a word-of-mouth basis, and you must follow the instructions given to you by your Floor Monitor.

Data Center Visitors

Any visitors in the OMES Data Center are the responsibility of their host employee. In the event of an emergency, the host will escort the visitor to the closest designated safe area and communicate to the Lead Floor Monitor that they have a visitor. The Lead Floor Monitor will then communicate that information to the Facilities Program Manager, who is in charge of the visitor checklist.

EMERGENCY PREPAREDNESS AND RESPONSE

Civil Disturbances or Demonstrations

If disturbances occur in your area, contact the Oklahoma Highway Patrol (OHP) Officer in the lobby for immediate assistance from 7:30AM to 6:00PM. The OHP Officer can be reached by calling **405-521-4877**. After hours, contact Capitol Security – **405-521-4455** – and provide them with all the information you have. Also contact the Building Facilities Manager – **405-496-3219** – and they will issue any further instructions or procedures.

Remind employees in your area to remain calm, continue working if possible, stay out of harm's way and be prepared to secure or restrict access to confidential records.

If the disturbance is outside the building, the Emergency Coordinator will:

- Keep building occupants advised of any threatening conditions.
- Advise building occupants of areas to avoid.
- Direct any media attention to the Director of Public Affairs, John Estus, at **405-550-3620**.

Building Lockdowns

Anytime you identify or witness a security threat, immediately call Capitol Security – **405-521-4455** – and the OHP Officer at the front entrance – **405-521-4877** – to report the location and nature of the incident.

Certain external or internal security threats may require a building lockdown to protect staff and minimize exposure to danger.

- Active Shooter on the complex.
- Hostile/aggressive protestors

Procedure

1. During events requiring a building lockdown, Security or management will announce there is an imminent threat via the OMES ISD Data Center Building email group (isddatacenterbuilding@omes.ok.gov). The message will briefly describe the situation along with necessary instructions. Here is an example:
 - *“Attention, a security threat has been identified within the complex requiring a building lockdown. Do not exit the building. Please relocate to a secured area until further notice. Updates will be sent via this email address in 15-minute increments or as the situation changes. Thank you.”*

All alerts will use plain language and should include: what is happening, a location and description (if available), what to do, method/timing for next update and that the alert is not a drill. Potential situation changes that would require a new message to be sent include: law enforcement/EMS on scene, all clear, employee/family reunification, new suspect information, business continuity/resumption plans and support services availability notification.

2. Depending on the nature and timeframe of the threat, all doors within the building may be electronically or physically locked by Facilities.
 - Keycard access will not function to enter the building or open an interior door.
 - You will only be able to exit through doors if instructed to evacuate the building.
3. Take shelter within a room or office capable of being locked; move away from windows and doors.
4. If instructed to do so and/or you are in imminent danger:
 - Evacuate the building using a designated evacuation route.
 - Assemble at the designated relocation area.
5. Capitol Security will coordinate building security measures in conjunction with local law enforcement, fire and emergency medical services (EMS) to resolve the threat.
6. Follow all instructions issued by law enforcement officials during the lockdown.
7. If contacted by law enforcement officials outside of your locked area:
 - Indicate your area is safe by stating “all clear”.
 - Do not open any locked doors unless told to do so by law enforcement officials displaying proper identification.

POTENTIAL EMERGENCIES

Fire

Staff will be notified by fire alarms and strobes. All staff must exit through the nearest exit point located on the map attached. Exit the building as quickly as possible, once outside, go to your designated location to meet your floor monitor.

NORTH: The first and second level office and work spaces personnel exit to the south parking lot and remain there until “all-clear” is given. **YELLOW** or **GREEN**.

SOUTHEAST: The first and second level office and work spaces personnel exit to the south parking lot and remain there until the “all-clear” is given. **BLUE**

SOUTHWEST: The second level office and work spaces personnel exit to the north parking lot and remain there until the “all-clear” is given. **RED**

Please proceed to the safety area and locate your floor monitor. They should not have to search everywhere for you. **DO NOT USE THE ELEVATOR IN A FIRE EVENT.**

DO NOT GO BACK INTO THE BUILDING OR STAND IN THE MAIN ENTRANCE AREA OR ENTRANCE RAMP – EVACUATE THE BUILDING and proceed to your office’s predetermined meeting point and wait to check in with the Floor Monitor responsible for you. **DO NOT LEAVE OR GO TO YOUR CAR. REMAIN CALM.**

IMPORTANT TO REMEMBER: The building entrances and exits must be clear for use by the Fire Department personnel and equipment.

Fire Continued

1. Immediately call **911** if it safe to do so. If it is not safe to remain in the building, evacuate and then call **911**. Request the Fire Department be dispatched.
 - Do not assume that someone else will call the Fire Department.
2. Upon reaching **911**, provide the following information:
 - Your name
 - Name and address of the building:
 - **OMES Data Center - 3115 N. Lincoln Blvd. 73105**
 - Location of the fire (North or South side, etc.)
 - Type of fire (electrical, just smoke, paper, etc.) and its severity (small trash can fire, explosion, etc.)
3. As you evacuate, close the doors leading to the fire, putting those barriers between you and the fire.

4. Immediately pull the nearest fire alarm box, which will:
 - a. Initiate building fire alarm horns in the building.
 - b. Immediately dispatch Fire Department through the building's life safety system.
5. Call the OMES IS Emergency Incident Hotline
 - **405-521-HELP**
 - **866-521-2444**
6. Evacuate according to the guidelines provided herein.

Fire Extinguisher Operation

Fire extinguishers are located by the exits in tenant spaces, in the stairwells and in common areas.

1. Pull pin.
2. Aim low (direct the stream to the base of the fire).
3. Squeeze lever.
4. Sweep from side to side.

Bomb Threat

If a bomb threat is received over the telephone, you should try to maintain a calm, personal approach to the caller, while making notes and remembering details of the conversation. Remember that the caller is advising you of their intentions; therefore, the caller wants you to know certain things.

Do not cut the caller short or broadcast to other workers that you are receiving a threat. If possible, you can request, either by note or a signal, to immediately notify a supervisor. **Call 911 immediately**; then notify the OMES Service Desk at **405-521-HELP** or **866-521-2444**.

Notify your immediate supervisor of the actions taken and use and complete the Bomb Threat Checklist below. This will assist OMES IS and the authorities in the assessment of the threat.

While a checklist can provide pertinent questions to ask the individual, please keep in mind that the information you receive and can reiterate is the most helpful thing you can do. Do not go looking for the bomb and do not touch anything suspicious.

The building may not be automatically evacuated every time a threat is made. However, your safety is the prime consideration, and based on specific circumstances, an appropriate decision will be made. You may, of course, choose to evacuate the premises of your own discretion. If the decision is made to evacuate, notice will be provided by one of the methods listed herein.

Suspicious Packages

Basic guidelines to identify suspicious mail pieces as a potential threat are:

- Lopsided or bulky
- Badly typed or written
- Sent to a title not a person
- Taped too much
- Dirty or stained
- Appears out of the ordinary
- No return address
- Discolored
- Too much postage
- From a foreign country

If a suspicious package is found, delivered or is being searched for, follow these instructions:

1. Do NOT touch or handle the package.
2. Immediately notify your supervisor. A report will be taken and the Emergency Coordinator or a Floor Monitor will call you immediately and provide guidance.
3. Since each office area or team staff are most familiar with what does and does not belong in a specific area, the Floor Monitor will act as a guide for Emergency Response and other emergency units on the scene.
4. Call **911** if the suspicious package is determined to be a threat.
5. Keep entrances and access open for responding emergency personnel.
6. When the Police arrive, they will determine what actions need to be taken next.

Remember: If you notice a powdery substance or any unusual substance, put the mail piece in a container with a lid or a zip lock bag, go wash your hands and notify your supervisor. DO NOT TRY TO CLEAN UP THE SUBSTANCE.

Elevator Emergencies

Remain calm and use the phone located in the elevator to call Capitol Security – **1-2316** (405-521-2316).

- You will be connected to the Capitol Security Dispatch Center.
- Capitol Security will remain on the phone with you; **DO NOT** hang up.
- Tell the Dispatcher what is happening to help you remain calm.
- If you hear any unusual sounds or alarms, inform the Dispatcher.
- Capitol Security will contact OMES IS Security, who will contact Facilities Operations. DCAM Facilities will be dispatched and then a call will be placed to KONE Inc.
- **Do not contact the Fire Department unless it's a matter of life or limb.**

Medical Emergencies

In the event of an accident involving injury or illness to an employee or visitor in your office area and the individual requires immediate medical attention, determine the severity of the injury and, if qualified or knowledgeable, administer the appropriate first aid and take the following actions:

1. Immediately call or have someone call **911**.
2. Upon reaching 911, provide the following information:
 - Your name
 - Name and address of the building (3115 N. Lincoln Blvd.)
 - Any details available of accident or illness
 - Injured or ill person's name, if known (if the person is wearing a medical ID bracelet or necklace, provide the information)
 - Follow all instructions given to you by the 911 call center personnel
3. Do not move the injured or ill individual. Try to make them comfortable until help arrives.
4. Have someone meet the emergency responders and direct them to the scene.

Power Outage

Should your area experience a power outage, contact OMES IS Facilities and remain at your workstation. Turn off all electrical equipment including computers, printers, copiers, etc. Back-up emergency lighting throughout designated areas in the building will automatically energize. After a short delay, the emergency generator will start up providing power to designated essential systems.

Facilities Support Staff will:

1. Contact the appropriate entity (OG&E, DCAM, Facilities Management, etc.) to determine the cause of the incident and to ascertain the approximate time the outage will last.
2. Notify the State's Offices and appropriate divisions.
3. Check with the appropriate entities periodically for updates as to whether approximate power restore times have changed.

Floor Monitors will guide employees to illuminated areas, monitor central corridors and lobbies and make sure equipment is turned off.

In the event that power will be out for an extended period of time, Executive Management will be notified to discuss alternate work arrangements.

Phone Outage

Should your area experience a loss of phone service, contact the OMES Service Desk using a different phone by calling **405-521-HELP**, or you can contact via email or in person.

Remember, the loss of phone service can be very serious; it is usually the most important form of outside communication in the event of an emergency.

Any further action will be issued through the Emergency Coordinator.

Vagrancy

If an employee notices one or more vagrants outside the OMES Data Center, they should call Capitol Security at **405-521-4455**. Capitol Security will come to assist the individual(s) in case they need help and to ensure the safety of OMES employees.

Active Shooter

For active shooter situations, quickly determine the most reasonable way to protect your own life. Remember that visitors and the public are likely to follow the lead of employees and managers during an active shooter situation.

1. 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
- 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

2. 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

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- 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

3. 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

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets and other tactical equipment
- Officers may be armed with rifles, shotguns or handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e. bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating. Just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operators:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

SEVERE WEATHER

Tornados

Staff will be notified by word of mouth. All staff on level 2 must exit to the safety shelter on the first floor through the northeast or southeast stairwells. You are assigned to the color coded area in the safety shelter. See map. Please calmly proceed to that area and stay in your assigned color-zone until your floor monitor contacts you and checks you in. They should not have to search for you. Wait patiently until given the “all-clear”.

- Move personnel to an area of the office away from the windows, such as designated shelters, safe rooms, rest rooms, closets, inner office areas, etc.
- Move to the Tornado Shelter on Level 1 if the tornado warning is given.

Earthquake

- Stay calm.
- Keep away from overhead fixtures, windows, filing cabinets and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or designated official.

Flood

- Be ready to evacuate as directed by the Emergency Coordinator or the designated official.
- Climb to high ground and remain there.
- Avoid walking or driving through flood water.

Blizzard

- Stay calm.
- Stay indoors.
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

BOMB THREAT CHECKLIST

Instructions: Be calm and 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 _____

Voice Characteristics

___ Loud ___ Soft
 ___ High Pitch ___ Deep
 ___ Raspy ___ Pleasant
 ___ Intoxicated _____
 Other

Speech

___ Fast ___ Slow
 ___ Distinct ___ Distorted
 ___ Stutter ___ Nasal
 ___ Slurred _____
 Other

Language

___ Excellent ___ Good
 ___ Fair ___ Poor
 ___ Foul _____
 Other

Accent

___ Local ___ Not Local
 ___ Foreign ___ Region
 ___ Race

Manner

___ Calm ___ Slow
 ___ Rational ___ Distorted
 ___ Coherent ___ Incoherent
 ___ Deliberate ___ Emotional
 ___ Righteous ___ Laughing

Background Noises

___ Factory ___ Trains
 ___ Machines ___ Animals
 ___ Music ___ Quiet
 ___ Office ___ Voices
 ___ Street ___ Airplanes
 ___ Traffic ___ Party

- Pretend difficulty hearing
- Keep the caller talking
- If the caller seems agreeable to further conversation, ask questions like:
 - Where is it located?
 - Building _____ Area _____
 - What kind of bomb? _____
 - What kind of package? _____
 - How do you know so much about the bomb? _____
 - What is your name and address? _____
- If the building is occupied, inform the caller that detonation could cause injury or death.
- Activate a malicious call trace: Hang up the phone and do not answer another line. Choose the same phone line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.
- Call Security at _____ and relay the information about the call.

Did the caller appear familiar with the 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 and attach to this checklist. Notify your supervisor immediately.

FLOOR MONITOR DUTIES

Floor Monitors are responsible for communicating the state of emergency to their designated zone and safely escorting employees to their designated safe area. They must also account for all the employees in their zone and communicate reported injuries and updates to the Facilities team/emergency officials.

Equipment

Each zone in the OMES Data Center has a station for Floor Monitor equipment. The zones have signage indicating for which zone the equipment is used.

Each station includes:

- Vests
- Walkie-Talkies
- Clipboard with roster of employees for that zone
- List of CPR-certified employees

Procedure

In the event of an emergency, Floor Monitors will communicate evacuation plans to their designated zones. Lead Floor Monitors are in charge of their zone's clipboard and will escort employees to their safe area. Secondary Floor Monitors will ensure their zone has been evacuated and help escort any employees with special needs or mobility issues.

Responsibilities:

- Communicate nature of emergency to employees
- Grab equipment from station
- Escort employees to safe area and ensure zone has been evacuated
- Account for all employees in safe area
- Communicate findings to Supervisor and emergency officials
- Turn in clipboard to Facilities team for verification

Floor Monitor Training

- CPR/AED/B-CON training every other year
- Psychological First Aid training every other year

LEVEL 1 MAP

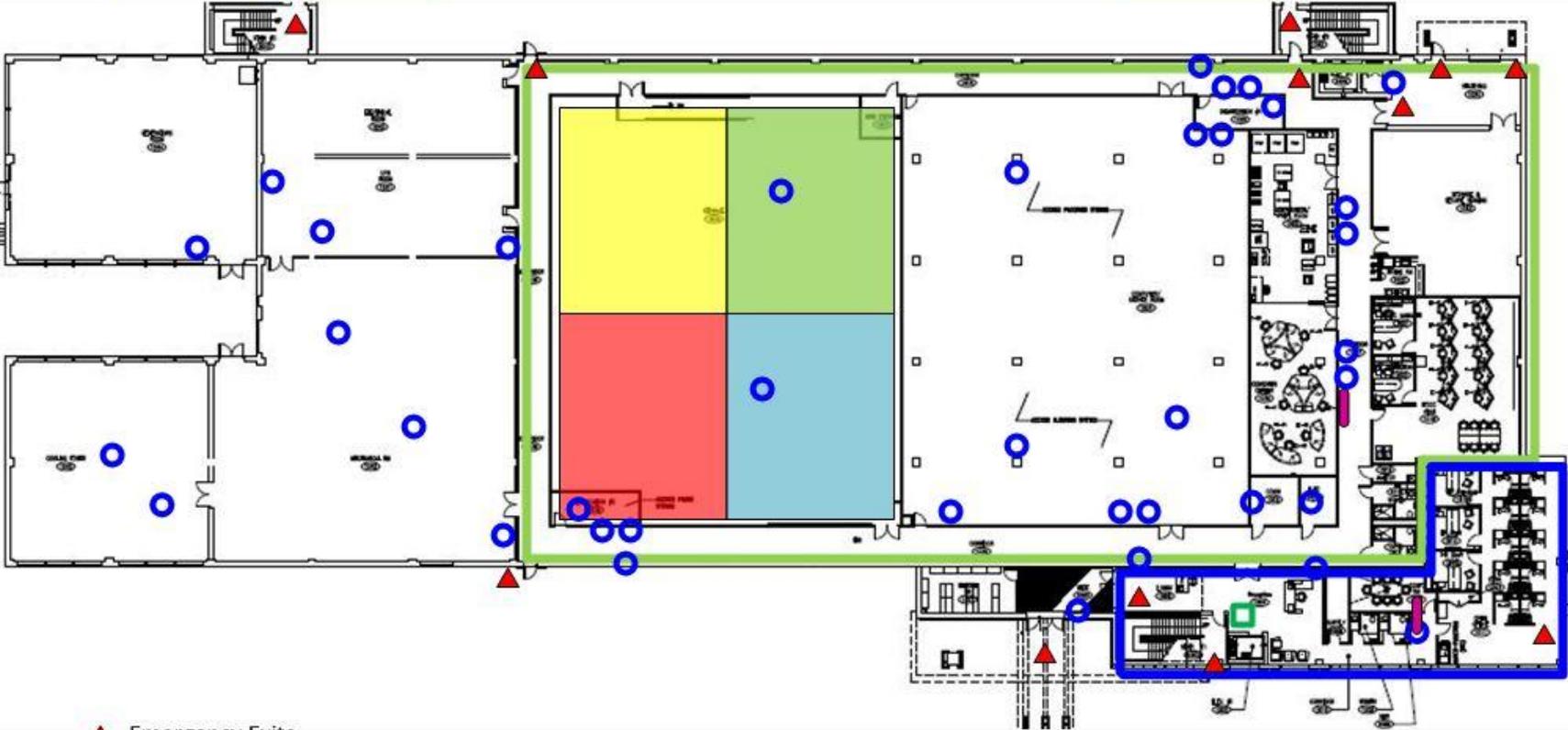
OMES-ISD
Evacuation Plan Map -- Level 1
September 12, 2016

NORTH

Fire Evac Area
across street

Fire Evac Area
across street

Fire Evac Area
across street



- ▲ Emergency Exits
- AED
- Fire Extinguisher
- Floor Monitor info – on wall

SOUTH

Fire Evac Area
across street

LEVEL 2 MAP

OMES-ISD
Evacuation Plan Map -- Level 2
September 12, 2016

NORTH



- ▲ Emergency Exits
- AED
- Fire Extinguishser
- Floor Monitor info – on wall

SOUTH