



Jackson Hole Fire/EMS Operations Manual

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Title: **Office Emergency
Plans**

Division: 4

Article: 2

Revised: 10/01/04

Pages: 4

PURPOSE

This plan is intended to provide guidance to employees in the event of an emergency situation within or in proximity to the building. For the purpose of this plan, emergencies shall be classified as follows:

- A. Medical Emergencies
- B. Fire Emergencies
- C. Earthquakes / Building Collapse
- D. Floods
- E. Bomb Threats
- F. Terrorist Acts
- G. Weather Emergencies
- H. Hazardous Materials Emergencies

SECTION I - GENERAL PROCEDURES

1. The general steps in an emergency are to protect yourself, protect others, move from harms way and get help. The type and severity of the emergency will dictate the order of those steps. Under all emergency situations protect yourself first and render aid when you can.
2. Should evacuation from the building be necessary, and time allows:
 - A. Turn off equipment.
 - B. Turn out the lights.
 - C. Close internal doors.
 - D. Do not use the elevator.
 - E. Proceed to the nearest exit.
 - F. If exits are blocked, use the nearest window.
 - G. Once outside, do not re-enter the building.
 - H. Proceed to the primary collection point (Courthouse) or secondary collection point (County Administration Building, or other designated safe area).

- I. Remain in the safe area until contacted by emergency responders and/or released from the scene.
3. Contact 911 and report the emergency.

SECTION II - SPECIFIC EMERGENCY ACTIONS

1. Medical Emergencies
 - A. Dial 911 and report the nature of the emergency.
 - B. Provide medical care to the level of your certification or ability.
2. Fire Emergencies
 - A. Sound an alarm to notify everyone in the building.
 - B. If trained to do so, and fire is small, use the portable fire extinguisher.
 - C. If the fire is growing or threatens exiting, evacuate the building immediately.
 - D. Dial 911 and report the nature of the emergency.
 - E. Move vehicles from the parking lot, if possible, to allow room for fire suppression operations.
3. Earthquakes / Building Collapse
 - A. When the ground begins to move, **DROP** to the floor or sit on the floor.
 - B. **COVER** by getting under a desk, table, counter or other substantial furniture to protect you from falling items.
 - C. **HOLD** on until the shaking stops.
 - D. Once the shaking has stopped, evacuate the building.
 - E. From the outside, turn off power, gas and water to the structure.
 - F. Do not re-enter the building.
 - G. Be prepared for after shocks.
 - H. If the building has collapsed, but it is not due to earthquake, Dial 911 and report the emergency.
4. Flooding
 - A. Flooding may be caused by internal water main break, external water main break or natural events.
 - B. For flooding from internal or external water mains:
 1. Shut off power to the building.
 2. Shut off the water if possible.
 - C. For flooding from natural events:
 1. Evacuate the building as soon as possible.
 2. Shut off power to the building if possible.
 3. High ground is the second floor of Station 1.
 4. Remain in the station until help arrives.

5. Bomb Threats

A. If you receive a bomb threat for the Fire Administration Building by phone:

1. Remain calm and courteous.
2. Do Not interrupt the caller, place them on hold or try to transfer the call.
3. Pay close attention, write down the caller's exact words.
4. Try to gather as much information as possible, such as:
 - a. The exact time of the call.
 - b. Voice characteristics of the caller.
 - c. Approximate age of the caller and gender.
 - d. Accent or unusual words.
 - e. Background noises, traffic, laughter, etc.
 - f. Where the bomb is located.
 - g. What time it will explode.
5. Evacuate the building.
6. Dial 911 and report the emergency.

6. Terrorist Acts via Mail

A. If you open a letter with powder inside and a credible threat:

1. Remain calm, if the powder is a biological agent, you have already been exposed, but it does not mean you are going to get sick.
2. Do Not leave the immediate area.
3. Notify others in your immediate area to leave.
4. Control the spread of the powder by placing paper, files, etc. gently over the powder.
5. Close the doors and windows to your area if possible.
6. Dial 911 and report that you have been exposed to the powder and a threat exists.
7. Move away from the powder and wait for help to arrive.

B. If you have been notified by another employee of a potential exposure:

1. Do Not enter the space with the exposed employee
2. Close all interior doors to limit the spread of the powder.
3. Dial 911 and report the event.
4. Shut off all air handling equipment (furnaces x4, air conditioners x2).
5. Evacuate the building and remain in the area for assignment.

7. Weather Emergencies

A. Weather Emergencies may include severe electrical storms, hail storms, high wind events, tornados or heavy snow or rain storms.

- B. We will receive emergency information via our NOAA Weather Radio located in the copy room. When the alert sounds, listen and write down emergency information.
- C. We also receive information directly from 911 Dispatch as part of the regional ring-down alert system.
- D. For severe electrical storms, hail storms or high wind events:
 - 1. Move away from windows and glass doors.
 - 2. Move to a location within the building along interior walls.
 - 3. Do Not leave the building, unless dispatched, until the event subsides.
- E. For tornadic storms:
 - 1. Immediately move to the basement.
 - 2. Shut off the utilities in the mechanical room if time allows.
 - 3. Move to the conference room and close the door.
 - 4. Position yourself along the center of the east wall of that room.
 - 5. Remain in the room until the tornado passes or you are notified that all is clear.
 - 6. If the tornado has past over or close to the building, shut off all utilities to the building and to Station 1, if possible.

8. Hazardous Materials Emergencies

- A. Hazardous materials emergencies may include LPG or LNG leaks, gasoline or diesel fuel spills, chemical releases, etc.
- B. If the hazardous materials release is within the building, evacuate immediately. Once outside, Dial 911 and report the emergency.
- C. If the hazardous materials release is outside and in proximity to the building, evacuate the building away from the spill. Move in an upwind direction, not less than two blocks away.
- D. Do Not attempt to re-enter the area, unless trained to handle such events.