



*Alexandria Police Department*  
Directive 13.4



# EVACUATION OF POLICE HEADQUARTERS

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<b>13.4.01</b>	<b>POLICY/PURPOSE</b>
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It is the policy of this Department to prepare for, and reduce whenever possible, the effects of natural and unnatural disasters. *The Alexandria Police Department* must remain functional *to* assist the citizens to whom *the agency is* responsible.

The purpose of this directive is to cause the preparedness planning needed for potential disasters, which could cause temporary or permanent loss of police headquarters. *Employees* must be prepared, at any moment, to temporarily or permanently lose the use of *the* facility, offices, and equipment. Planning for such an event will greatly reduce confusion and aid in restoration of order.

<b>13.4.02</b>	<b>DISASTER PREPARATION</b>
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- A. Each commander *will develop a Continuation of Operation Plan (COOP) identifying the critical functions of their unit and how critical data will be stored and backed up.*

- B. Once identified, the commander must consider the needs, should an alternate work site/space become necessary, and the minimum equipment/data necessary to perform those functions. **These issues must be considered and recognized before disaster strikes.**
- C. Remember, *employees* may or may not be permitted to return to *their* facility to salvage things. All plans should be based on the premise that everything in *the* facility could be permanently unavailable.
- D. Special consideration must be made by each commander as it relates to retention of critical data (information) such as software, printed documents, photographs, fingerprints, etc. If the item in question cannot be obtained or easily reconstructed from off-site sources, plans must be made to secure or harden the physical safety of the information on-site or to provide for an off-site backup. Preplanning can save months of reconstruction.
- E. Critical computer software and data must be regularly backed up and protected. The frequency will be dictated by the data itself. The backup must be stored in a secure location, preferably off-site. The viability of the backup data must be tested.
- F. In their *written* plans, commanders should provide for the needs of their units for at least thirty days without outside help. After that period, if not sooner, *assistance can be expected.*
- G. *All written plans addressing the potential evacuation of Police Headquarters will be maintained by the Facilities and Security Management Section. The plan will added to this directive as an appendix.*

<b>13.4.03</b>	<b>EVACUATION PROCEDURES</b>
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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**C. Watch Commander Responsibilities**

1. Comply with **Police Directive 13.3, Incident Command System, particularly Annex 3, Evacuation and the Department's Evacuation Emergency Action Plan.**

[REDACTED]

**F. Department of Emergency Communications (DEC) Responsibilities**

1. Notify and account for all DEC personnel.
2. Notify personnel in the field by radio announcement and send command page.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

<b>13.4.04      TRAINING</b>
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[REDACTED]



**13.4.05 RELATED DIRECTIVES**

*Criminal Investigations Division SOP - Evacuation of Headquarters*  
*Human Resources and Recruitment Section - SOP Evacuation of the Human Resources and Recruitment Section*  
*Information Services Section SOP - 011 Building Evacuation*  
*Property and Evidence SOP – 13 Evacuation of the Property Section*  
*Tactical Computer Section SOP#12 Building Evacuation for Tactical Computer Section*  
*TDAD SOP#5 Building Evacuation*

**By Authority Of:**

**Michael L. Brown**  
**Chief of Police**



# Police Headquarters Evacuation Emergency Action plan

September 1, 2017

3600 Wheeler Avenue  
Alexandria, VA 22304

A handwritten signature in blue ink, appearing to read "Michael L. Brown".

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Michael L. Brown  
Chief of Police

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## DEFINITIONS

1. **Command Post** –A central command post set up by first responders (Fire and/or Police) in the event of an emergency. In an evacuation, this is where Floor Captains should report any persons in need of assistance or other pertinent information.
2. **Emergency** - An urgent occurrence requiring immediate action, which might involve bombings, bomb threats, civil disturbances, fires, explosions, floods, electrical power failures, hostage situations, medical emergencies, adverse weather conditions, or other natural disasters or accidental events.
3. **Emergency Action Plan**-The written methods and procedures to be used for evacuation and protection of personnel during an emergency in or near a particular building or facility to minimize the risk of injury and loss of life during emergency situations.
4. **City of Alexandria** - Hereafter referred to in this plan as the City.
5. **Floor Captain** - Employees designated as Floor and Asst. Floor Captains to assist in the orderly evacuation of the facility.
6. **Evacuation Assembly Area** – An outside location with enough space for large crowds to gather in an area that is out of harm's way. The Department's primary assembly area is Lockett Field located at 3540 Wheeler Avenue. The secondary assembly area is the City Shop at 3550 Wheeler Avenue
7. **Buddy** – A person designated to assist any employee with a disability during an evacuation.
8. **Rescue Assistance Area** – A stairwell landing where people requiring assistance evacuating will stage.

# RESPONSIBILITIES

## Commanders

Commanders are responsible for ensuring that all employees understand the importance of their actions in an emergency situation. They are obligated to train their personnel in the procedures to follow during an evacuation – outlined in the section titled “Employee Responsibilities.”

### *Emergency Planning*

Proper planning is essential in an emergency situation; therefore, emergency planning needs to begin on the division level. All Department commanders will need to address the following:

1. Maintain and print out an up-to-date list of all employees and contact numbers to assist in a headcount at the evacuation assembly area.
2. If an employees who has voluntarily requested assistance (handicapped, injured, disabled or any other reason) the commander is responsible for developing a plan of action to provide assistance. It is the commander’s responsibility to ensure the Floor Captain is made aware of any individual requesting additional assistance during emergencies.
3. Ensure all employees, temps, transfers, and new hires are aware of the evacuation procedures, responsibilities and evacuation assembly area.

### *Evacuations*

1. Assemble his/her division as quickly as possible at the evacuation assembly area. Assist the Floor Captain in establishing a headcount.
2. Make sure employees stay in a group at the evacuation assembly area.

## Floor Captain and Assistant Floor Captain

1. At the sound of the alarm, the Floor Captain and Assistant Floor Captain are to instruct all employees and visitors to evacuate the facility. If safe to do so, a quick and systematic walkthrough to perform a visual and audible sweep of their area should be performed during an evacuation.
2. Once the area is determined to be clear, exit the facility with a copy of the employee list. The Emergency Evacuation Plan will include an attached up-to-date employee list.
3. If personnel are found to be trapped within the facility, **notify Fire and Rescue personnel immediately**. Floor Captains are to exit the facility and provide a detailed location and details of the situation to the Watch Commander.

4. Floor Captains are to report to the evacuation assembly area to perform a headcount using the employee list.
5. Notify the Watch Commander that the area is either evacuated or that personnel may be trapped inside the facility.
6. Make sure employees stay in a group at the evacuation assembly area.
7. If an employee cannot be accounted for, **notify Fire and Rescue personnel immediately.**

### ***Post-Evacuation Emergency or Drill***

Following an evacuation, the Support Services Commander, Facility Supervisor, Floor Captains and the Assistant Floor Captains will meet to discuss the effectiveness of the plan. In order to:

1. Note and correct any deficiencies in the emergency plans.
2. Review plans with employees at least annually.

### **Employees**

Employee cooperation is critical in ensuring overall safety in an emergency situation. Employees should use the following guidelines in the event of an evacuation:

1. If an emergency strikes while employees are at their work site, employees will take whatever actions necessary to protect themselves. Check in with their supervisors or other designated person at their worksite. If an employee is injured or otherwise unable to contact their family, every effort will be made to contact the employee's family using the Emergency Contact Information the employee provided the Department.
2. In case of a fire or smoke emergency, get out of harm's way, activate the building alarm by pulling the handle at an alarm pull station and enter the exit stairway. **DO NOT USE THE ELEVATORS.**
3. Upon reaching a SAFE location, Call 911 and give the location of the emergency (i.e. building, floor, room number, and any other pertinent details).
4. Employees will not endanger themselves by taking an unnecessary risk.
5. Employees will become familiar with the location of the nearest emergency exit from all work areas. Maps and evacuation routes are in Appendix H.
6. Know where the evacuation assembly area is.  
**3540 Wheeler Avenue, Lockett Field**

7. When gathered at the evacuation assembly area, employees should avoid wandering into, standing in, or blocking driving lanes.
8. Employees are not to re-enter the building prior to the verbal “All Clear” being given by the Watch Commander.
9. **Only trained Emergency Rescue Personnel should attempt to make a rescue.**

### **Media**

During an emergency or disaster, the spokesperson for the Police Department will be the Public Information Officer. Employees shall refrain from discussing the emergency situation. All media inquiries are to be directed to the Media Services Unit.

# **BUILDING CHARACTERISTICS**

All Police Department employees should know the location of fire extinguishers, stairwells, and evacuation routes within this facility.

## **Fire Alarm Systems**

1. The alarm is an audible and visual warning system. The sounding of the alarm is the signal for immediate evacuation of the building by all personnel.
2. Red fire alarm boxes (also known as “pull stations”) are mounted on corridor walls throughout the building especially near fire exits. Pulling an alarm box will cause an alarm to sound and strobe lights to flash throughout the entire facility.

## **APD Public Address System**

1. APD Headquarters has a Public Address (PA) system with the capability of announcing building-wide pages as well as floor/area specific pages. When necessary, authorized personnel will make announcements directing building occupants on specific actions they should take to ensure their safety. If safe to do so, all building occupants should follow the instructions given through the PA system. Employees will guide visitors to follow these instructions and assist those who may be deaf or hard of hearing.

<b>FACILITY EMERGENCY CHECKLIST</b>		DATE
AGENCY	ADDRESS	
<b>FIRE OR SMOKE</b>	<b>BOMB THREAT</b>	
Activate building alarm.	Record information on bomb threat phone call checklist.	
Evacuate the area immediately.	Notify Police/Fire (911)	
While exiting, close all doors behind you. <b>(DO NOT LOCK)</b> .	Notify official in charge.	
Assign someone to call Fire Department (911) from a safe location.	Notify Building Manager/Lessor.	
Assist Fire Department by providing information (location of fire, individuals still in the building or those needing assistance).	Report any suspicious package found in your immediate work area.	
Do not use elevators	If suspicious package or bomb is found: Do not touch. Notify Police/Fire (911) Evacuate the area.	
<b>HAZARDOUS MATERIAL</b>	<b>SEVERE WEATHER</b>	
Do not handle or clean the substance.	If safe to do so, secure objects outside building.	
Notify Fire Department (911).	Move to lower level to an interior room i.e. locker rooms	
Remain calm and keep employees calm.	Exit rooms with large windows (if possible).	
Isolate the area and isolate exposed employees.	Close all exterior doors and windows.	
Evacuate anyone who was not exposed.	Know the location of utility shutoff valves and switches. (Location Mechanical –L70)	
Secure the area to prevent entry.	Stay tuned to weather reports.	
Shut off the HVAC.	Standby for further instructions.	
<b>CIVIL DISTURBANCES</b>	<b>EARTHQUAKE</b>	
Notify Police (911).	Take cover under a table, desk, or other strong furniture.	
Secure all doors by notifying Securitas.	Do not run outdoors; exit building once safe and only after the shaking stops.	
Notify official in charge.		
Notify Building Manager/Designated Official.		
Evacuate building if safe to do so or shelter in place.		

### Important Phone Numbers

Securitas	703-746-6776
Health Department	703-746-4996
Office of Emergency Management	703-746-5256
Non-Emergency Fire	703-746-5200
Non-Emergency Police	703-746-4444
Media Services Unit	703-746-6601
Facilities Maintenance	703-746-6281

## DEPARTMENT EVACUATION CHECKLIST

**Division:** \_\_\_\_\_

Commanders, Facilities Supervisor, and Floor Captains should review this checklist regularly and in advance of drills to ensure all staff members understand their roles and responsibilities.

Official	Duty	Complete
Commanders	Ensure all staff members have reviewed the Department's evacuation plan and know where the assembly area is located once they have evacuated.	
Commanders	Identify any staff members that have requested assistance and assign a 'buddy' to assist this individual as described in this document. Ensure Floor Captains and their backups are assigned and familiar with their roles.	
Facility's Supervisor	Ensure the Police Headquarters Evacuation Emergency Action Plan is updated and that drills are conducted.	
Floor Captains	Ensure familiarity with their section, including which staff members work in that area and the evacuation routes to the nearest exit.	
Floor Captains	Ensure exit signs and evacuation diagrams are posted, and make sure all walkways and hallways have a minimum of 36 inches of passable clearance width.	
Floor Captains	Ensure to have the most updated copy of the unit's call back list with them during the evacuation to conduct a headcount at the assembly area.	

# EMERGENCY EVACUATION PLAN

In certain emergency situations, evacuation of the building may be necessary in order to prevent injury and to sustain life. Situations that may trigger the need for an evacuation might include a fire, suspicious package, hostage situation/work place violence, or other hazardous conditions that deem the building unsafe. It is critical that all employees understand their responsibilities and proper procedures in the event of an evacuation.

At the sound of the Fire/Emergency Alarm: **FORMATTING**

- Everyone must evacuate the building via the nearest exit.
  - Remain calm. Walk, do not run.
  - Do not use elevators.
  - Do not waste time by gathering their belongings, but whenever possible, try to take prescriptions and / or medical devices with them.
  - Do not travel through smoke filled areas, use alternative means of travel (i.e. another hallway, stairwell, exit, etc.)
  - Individuals requiring evacuation assistance should go to the designated area for rescue assistance on their floor (stairwell landing) and await further instructions. Be sure to determine this area before an emergency strikes (See “EMPLOYEES WITH DISABILITIES SECTION” for more information).
- **Close but do not lock doors as they leave, and exit through the nearest door.**
  - **Go to the designated evacuation assembly area assigned in the evacuation plan, and report to the supervisor or anyone calling roll for that area (See Appendix A & B).**
  - **Stay alert and wait for instructions from the Floor Captain or Watch Commander.**
  - **Do not re-enter an evacuated building until directed by authorities.**
  - **If all exits from a floor are blocked, the employee should return to his/her work area and:**
    - **Call 911 to tell them that the employee cannot leave, and advise their specific location.**
    - **Close the door and place a towel or article of clothing along the bottom edge of the door.**
    - **If possible, open the windows for fresh air and hang an article of clothing or place a sign on the window. This will let the fire department know that someone is still in the building.**
    - **If an employee in the office is not able to open a window, place a brightly colored sign on the window (facing outward) with the word **HELP**.**

# Weather Emergencies & Civil Disturbances

## SHELTER IN PLACE

In certain emergency situations such as civil disturbances and hazardous weather conditions, it may be safer to shelter-in-place within the building instead of evacuating. Shelter-in-place means selecting a small, interior room, with few or no windows, and taking refuge there. If employees are told to shelter-in-place and they have not received prior instructions, they should follow the instructions provided below: (Refer to Appendix D for shelter-in-place kit)

### How to Shelter-in-Place at Work:

- Close the office; bring everyone into the room(s), and shut door(s) and windows.
  - If there are visitors in the building, provide for their safety by asking them to stay – not leave.
  - If sheltering due to a civil disturbance, lock doors and windows.
  - Unless there is an imminent threat, ask employees, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Select interior room(s) above the ground floor, with the fewest windows or vents.
  - The room(s) should have adequate space for everyone to sit. Avoid overcrowding by selecting several rooms, if necessary.
  - Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
  - It is ideal to have a hard-wired telephone in the room(s) selected, because cellular telephone equipment may be overwhelmed or damaged during an emergency.
    - Have a phone available to report life-threatening conditions to authorities (911).
    - If the office has voice mail or an automated attendant, change the recording to indicate that the office is closed, and that staff and visitors are remaining in the building until authorities advise that it is safe to leave.
- Write down the names of everyone in the room and note their affiliation with the office (i.e. employee, visitor, contractor, etc.). If a supervisor is not present, call their office supervisor with this information.
- Keep listening to the radio or television, if available, until they are told that all is safe or that they should evacuate.

## **EMPLOYEES WITH DISABILITIES**

All employees should be asked to disclose voluntarily if they need any assistance to evacuate. This information may be shared with Floor Captain, “buddies,” and others who are responsible for a safe evacuation.

### **Guidelines for Evacuation of Employees or Visitors with Disabilities:**

#### **Non-Ambulatory Personnel:**

If no smoke or fire is on that floor, non-ambulatory employees should be assisted just outside a stairwell landing also known as a rescue assistance area. Call 911 to alert them to their location and the reason they cannot evacuate and remain in this location for evacuation or further instructions by fire department personnel. Although not mandatory, it is important that the co-worker or “buddy” who is assigned to the individual needing assistance stay with the person until the emergency is over, so long as safety permits. If there is smoke or fire on that floor, the person should wait inside the stairwell or an evacuation chair can be used to assist persons out of building. If the change of conditions is perceived to be life threatening, 911 should be called and notified of the imminent danger and what conditions have changed.

#### **Semi-Ambulatory:**

A co-worker or “buddy” should be designated to be of assistance and/or accompany the person with descending the stairs, or the individual may choose to wait in a stairwell for fire department personnel to assist them. In these instances, it is important to inform the fire department personnel of this decision. Call 911 to alert them to their location and the reason they cannot evacuate, and remain in this location. If there is smoke or fire, semi-ambulatory employees should at least attempt to get down two floors. If no smoke or fire is on the lower floor, they should step out of the stairwell and wait for assistance. Although not mandatory, it is important that the co-worker or “buddy” who is assigned to the individual needing assistance stay with the person until the emergency is over, so long as safety permits.

#### **Visual Impairment:**

Employees with visual impairments may voluntarily notify their supervisors if they feel they would need assistance in the event of an evacuation, and they should be assigned a “buddy.” Once again, although not mandated, it is important for the co-worker or “buddy” to stay with the person until the emergency is over, so long as safety permits.

#### **Deaf or Hard of Hearing:**

Employees who are deaf or hard of hearing may be able to see a visual alarm, depending on its placement. If so, these employees can evacuate with others. If there is no visual alarm nearby, co-workers and supervisors should notify the employee personally by using a note, using hand gestures or communicating by lip reading. Get the employee's attention, maintain eye contact, keeps hands and other objects away from their face and speak directly to the individual in a normal volume and at a moderate pace. If safe to do so, supervisors and Floor Captains should check in restrooms, conference rooms, copy rooms and kitchens for deaf or hard of hearing employees or visitors.

Always ask if the person with a disability needs assistance and the best way/technique to assist.

***\*SEE APPENDIX E FOR VOLUNTARY REQUEST FOR ASSISTANCE FORM\****

# **INCIDENT SPECIFIC SITUATIONS**

## **HAZARDOUS MATERIAL INCIDENT-CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, OR EXPLOSIVE**

### **Occupied Building**

1. If the facility is evacuated due to a threat of, or is victim of a bomb, biological, chemical or other weapons of mass destruction (WMD), the building will be evacuated following the “Emergency Evacuation Plan” as previously described.
2. Stay alert and follow all guidelines and recommendations made by the on-scene Incident Commander.

### **Unoccupied Building or Employees Arriving to Work**

1. In the event an employee arrives for work and the facility has already been evacuated or is being evacuated, stay clear of the building and report to their designated evacuation assembly area.
2. Stay alert and follow all guidelines and recommendations made by the on-scene emergency officials.
3. All employees and visitors shall remain onsite until directed to leave by emergency officials and/or supervisors. Staff members should make every attempt to notify supervisors or Floor Captains prior to leaving the immediate area. This is imperative to establish and maintain headcounts.

### **POWER DISTURBANCE**

If it is a non-emergency situation and there is no potential of life endangerment, notify the following areas of the outage:

1. Facility Maintenance at 703-746-6281 during the daytime or;
2. Securitas at 703-746-4996 at any time.

Floor Captain personnel in the building should take steps to ensure that individuals remain calm and do not panic. Floor Captain personnel should be aware of where flash lights are stored for such an emergency.

If it is an emergency situation and there is a potential of life endangerment, immediately activate the fire alarm system or give verbal instructions to evacuate the building, if the system is disabled. Once in a safe location, contact the Fire Department (911).

### **ELEVATOR FAILURE**

Should a person become stranded in an elevator for any reason, the following steps should be followed:

1. Remain Calm; DO NOT ATTEMPT TO LEAVE THE ELEVATOR.
2. Use the phone/call button to call for help. This will notify personnel that assistance is needed.
3. Wait for qualified personnel to respond and follow directions accordingly.

## HOSTAGE SITUATION

Politically motivated or deranged individuals may use a number of methods to express a point, attract attention, or seek revenge. Because of the surprise factor, it is very difficult to provide instructions on what the individual employee should do if they experience a hostage situation. The following information will serve as guidance for individuals who may find themselves in such a situation, and enable them to make a decision based on the context of the circumstances.

Hostage situations can generally be described in two basic ways. One is the traditional situation, in which the hostage-taker tries to utilize hostages as leverage to negotiate something else. The other situation occurs when the hostage-taker is bent on death and/or destructive actions to “make a statement” and has no other goal in mind. As a situation develops, a potential hostage needs to immediately assess whether the intruder’s intent is negotiation or murder. For more information on survival actions and additional guidance on hostage situations, refer to **Appendix D**.

Generally, the following actions are recommended:

- Be patient and avoid drastic action.
- Comply with instructions as best you can.
- Only speak when spoken to and then only when necessary.
- Don’t talk down to the captor who may be in an agitated state.
- Avoid appearing hostile and avoid arguments.
- Try to rest and avoid speculating.
- Be alert and observant.

## SEVERE WEATHER

Severe weather, including lightning, heavy winds, hail and flooding is most common during the spring and summer months. Occasionally, tornadoes and hurricanes may also occur.

### Remember:

- A **severe storm / thunderstorm WATCH** means there is a possibility of storm activity in the area.
- A **severe storm / thunderstorm WARNING** means activity is occurring or will be occurring soon. Take shelter immediately.

### During the Emergency:

- Stay indoors and away from windows. If a tornado or hurricane-force winds are predicted, relocate to the lowest level possible and/or a room that has no windows.
- If possible, shut the doors and windows to all rooms.
- Stay tuned to local weather and news reports for emergency information. If told to evacuate by emergency officials, do so immediately and respond to the designated evacuation assembly area located at **3540 Wheeler Avenue, Luckett Field.**
- If power is lost, do not use candles for lighting. Use a flashlight.

## EARTHQUAKE

Although earthquakes are not common in the City of Alexandria, they can and do occur. During an earthquake, it is important to remain calm and to take cover from falling debris and moving objects. It is critical in preventing injury or death to resist the urge to move to other parts of the building or outside during an earthquake. Research has shown that most earthquake-related deaths and injuries occur when people are attempting to move or leave a facility and are struck by falling debris.

### During an Earthquake:

- **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 is not 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.
- If outside, stay there and move away from buildings, streetlights, and utility wires

Be aware that the electricity may go out or the sprinkler systems or fire alarms may activate.

- DO NOT use the elevators.
- DO NOT attempt to go outside until the shaking has stopped. Once the shaking has ended it is then safe to exit the building. BE ALERT for possible falling debris while exiting buildings. Once outside of building, move away from overhead dangers and do not return to the building until safe to do so.
- DO NOT attempt to turn light switches on and/or off.
- DO NOT light a match.

#### **After an Earthquake:**

- Only evacuate the building if it becomes hazardous or when told to do so by rescue personnel.
- Be aware of aftershocks, they are usually not as strong, but can cause more damage to weakened structures and may continue for days, months or even years after the initial quake.
- **If you smell gas or suspect a gas leak**, evacuate the building immediately and go to a location where you no longer smell gas. Report the leak by calling the Fire Department (911).
- **If there is electrical damage**, evacuate the building immediately. Report any life threatening electrical hazard by calling 911.

**Note: 911 should ONLY be used for life-threatening emergencies NOT for information purposes.**

## **THREATS-BOMB**

### **TELEPHONE BOMB THREAT:**

- Ask the caller to repeat their message.
- Note accent, age, length of call, number, time, date.
- Immediately call 911 and your supervisor.

### **A WRITTEN BOMB THREAT:**

- Remain calm.
- Immediately call 911 and your supervisor.
- If a package is discovered, do not touch, move, or open it. Preserve the scene for police.
- Keep others from handling or going near the package.

**IMPORTANT NOTE: DO NOT ACTIVATE THE FIRE ALARM. This may disable the elevators, which may be needed for evacuation purposes. DO NOT USE CELL PHONES. They could trigger an explosive device.**

# ACTIVE SHOOTER/WORKPLACE VIOLENCE

## WHEN CONFRONTED WITH AN ACTIVE SHOOTER OR WORKPLACE VIOLENCE:

### 1. EVACUATE

- Have an escape route and plan in mind.
- Leave your belongings behind.
- When you are out, call 911 and notify them of the location of the incident, description of the assailant, type of weapon, number of potential hostages or victims, and any other pertinent information.

### 2. HIDE OUT if you can't safely evacuate.

- Hide in an area out of the shooter's view.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone.

### 3. TAKE ACTION as a last resort, and only when your life is in imminent danger, by attempting to incapacitate the shooter.

#### When law enforcement arrives:

- Remain calm and follow instructions.
- Put down any items you are holding and raise your hands to show your hands are empty.
- Avoid quick movements toward the officers.

#### **If safe to do so, obtain a description of the assailant:**

- Approximate height and weight
- Hair color, gender and ethnicity
- Facial features and identifying marks
- Clothes description

# APPENDIX A

## DESIGNATED OFFICIALS AND EVACUATION ASSEMBLY AREA:

### Police HEADQUARTERS

<u>Location</u>	<u>Officials</u>	<u>Evacuation Assembly Area</u>
Lower Level	POB & OSB Personnel Floor Captain-Watch Commander or designee	3540 Wheeler Avenue Lockett Field
1 <sup>st</sup> Floor	ISS – Floor Captain-ISS Commander or designee P&T – Floor Captain-Division Chief or designee Accreditation/IT – Floor Captain-Supervisor or designee Property – Floor Captain-Property Supervisor or designee Volunteers – Floor Captain-Coordinator or designee	Same as above
2 <sup>nd</sup> Floor	CIS – Floor Captain-Investigations Commander or designee CSI – Floor Captain-CSI Commander or designee Crime Analysis – Floor Captain – Supervisor or designee TAC – Floor Captain-TAC Supervisor or designee	Same as above
3 <sup>rd</sup> Floor	Chief’s Office/Fiscal Fleet – Floor Captain-City Council Liaison Technology and Data Division – Floor Captain Division Chief or designee	Same as above

***\*\* If an evacuation occurs during inclement weather, the designated Safe Zone for Police Headquarters is the City Fleet Services Division Vehicle Maintenance Facility (City Shop) at 3550 Wheeler Avenue\*\****

# APPENDIX B

## BOMB THREAT PHONE CALL CHECKLIST

Exact time of call: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

\_\_\_\_\_

Sex of caller: \_\_\_\_\_ Approximate age of caller: \_\_\_\_\_

### Questions to Ask:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

### Caller's Voice (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If the voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving the call: \_\_\_\_\_

Telephone number of call received \_\_\_\_\_ Date \_\_\_\_\_

Notify Supervisor: \_\_\_\_\_

Activate \*57 to **Trace** last caller

# APPENDIX C

## GUIDE TO YOUR PERSONAL WORKPLACE EMERGENCY KIT

**Instructions:** In the event of an emergency at the workplace, you may be required to be confined for several hours. One solution to prepare for the unknown is to create a Personal Workplace Emergency Kit. Personal Workplace Emergency Kits are designed to meet critical needs during the first hours after an emergency.

The following supplies are recommended for your Personal Workplace Emergency Kit:

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### WATER

Keep available at least one gallon of water per person per day (or more). Keep additional water on hand if you are on medications that require water or that increase thirst. Water should be stored in plastic containers such as soft drink bottles. You should avoid using containers that will decompose or break, such as milk cartons or glass bottles.

If you have questions about the quality of the water, purify it before drinking. You can heat water to a rolling boil for 10 minutes or use commercial purification tablets to purify the water.

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### FOOD

There should be enough non-perishable food to sustain you for at least one day (three meals). Select foods that require no refrigeration, preparation, or cooking, and little or no water. The following items are suggested:

- Ready-to-eat canned meals, meats, fruits, and vegetables;
- High-energy foods, such as granola bars, energy bars, etc.;
- Vitamins;
- Foods for infants, elderly persons, or persons on special diets; and
- Comfort/stress foods—cookies, hard candy, sweetened cereals, lollipops, instant coffee, or tea bags;
- Optional items—canned juices, vitamins and crackers.

## FIRST AID SUPPLIES

If your employer does not provide first aid supplies, you should have the following:

- Bandages, various sizes
  - Sterile dressing
  - Germicidal hand wipes or waterless alcohol-based hand sanitizer
  - Latex gloves
  - Cleaning agent/soap
  - Adhesive tape, 2" width
  - Anti-bacterial ointment
  - Cold pack
  - Scissors (small, personal)
  - Tweezers
  - CPR breathing barrier, such as a face shield
  - Anti-acids, Aspirin/Ibuprofen
- 

## MEDICATIONS

You should include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you use prescription medications, keep at least a day's supply of these medications at your workplace. Consult with your physician or pharmacist on how these medications should be stored and inform your employer of any storage concerns.

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## FLASHLIGHT

You should have a flashlight with extra batteries to find your way if the power is out. **Do not use candles or any other open flame.**

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## TOOLS AND SUPPLIES

The following tools and supplies should be included in your disaster kit:

- Emergency "space" blanket (Mylar);
- Paper plates and cups, plastic utensils;
- Non-electric can opener;
- Commercial purification tablets;
- Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies;
- Plastic garbage bags with ties;
- At least one change of clothing and footwear, including a long sleeve shirt and long pants, as well as closed-toed shoes or boots; and
- If you wear glasses, keep an extra pair with you.

# Appendix D

## -Hostage Situation

Hostage situations generally go through three phases. Recognizing the phases and knowing what to do in each is critical to surviving the situation.

### **Phase I: Capture**

This is the most dangerous phase and the one during which the intruder is trying to take control. Victims need to assess the intruder's intent rapidly, avoid attention, and stay low. If the intruder's intent appears to be detaining people and/or controlling a facility for negotiation purposes, victims will most likely move through phases two and three. If, however, the intruder is actively shooting or using a weapon to kill, *immediate action* is recommended. As the victim, you have two basic options:

**Get Out** – Escape any way possible--through doors, windows, or stairs--and run until you are safe.

**Take Out** – Disarm and disable the intruder as quickly as possible with as much force as needed. Consider that the people on your side probably outnumber the lone gunman. **DO NOT** give the intruder an opportunity to fire multiple shots and reload by hiding or playing dead.

### **Phase II: Internment**

Assuming that you are dealing with someone intent on negotiating for what they really want, an internment period will follow. This may last a few hours, a few days, or even weeks. This is the time when negotiations are taking place and the time to do some planning for various contingencies. During this time, hostages should employ the “3 C’s.”

**Calm** – Stay as calm as you can. When hostages panic, hostage-takers panic, and the situation can escalate beyond the hostage-takers original intentions. You can appear calm by following directions and avoiding sensitive topics in any conversation with the hostage-taker.

**Connect** – By appearing to empathize (not sympathize) with your captor, you will become a person to them rather than a brokering chip. In some cases, by creating a bond, hostages have reversed the Stockholm syndrome, making captors unwilling to harm their captives. By connecting, you buy yourself time by slowing things down. Encourage the negotiation process and keep the focus on outside contact.

**Capitalize** – While encouraging a negotiated release or some other peaceful conclusion, remain alert to rescue efforts and escape opportunities.

### **Phase III: Resolution**

Research indicates that 80 percent of all hostages worldwide survive their ordeal one way or another. Resolutions are typically characterized by one of three options:

Negotiated Release – A negotiated release is the safest and sometimes longest outcome, requiring patience and calmness from all involved.

Rescue – Success of a rescue operation depends on the rescuer’s ability to distinguish between the hostages and the hostage-taker. Cooperation of the hostages is critical. Avoid being misconstrued as the criminal by avoiding threatening posture. Do not grab and hold on to the weapon, and make sure the rescuers can see your empty hands. If you are not sure of what to do, stay low until instructed to proceed.

Escape – Escape is the most risky resolution. If an opportunity presents itself and the risk of not escaping is greater, take it. Recognize that you are betting with your life.

If at any time your hostage-taker develops into an active shooter, refer back to the Phase I instructions to get out or take out.

***\*ALWAYS FOLLOW THE INSTRUCTION OF LAW ENFORCEMENT PERSONNEL\****

Source: [http://www.mississippi.edu/rm/downloads/survivng\\_hostage\\_situation.pdf](http://www.mississippi.edu/rm/downloads/survivng_hostage_situation.pdf)

# APPENDIX E

## **REQUEST FOR ASSISTANCE DURING AN EMERGENCY EVACUATION FORM**

This form is to be completed voluntarily by employees requesting assistance in the event of an emergency evacuation. If you do not need assistance, you do not need to complete this form. Federal disability discrimination laws do not prevent employers from obtaining and appropriately using information necessary for a comprehensive emergency evacuation plan. The Americans with Disabilities Act has provisions that require employers to keep medical information about applicants and employees confidential. These provisions, however, include an exception that allows an employer to share medical information with first aid and safety personnel. This exception allows an employer to share information about the type of assistance an individual needs in the event of an evacuation with medical professionals, emergency coordinators, Floor Captains, colleagues who have volunteered to act as "buddies," building security officers who need to confirm that everyone has been evacuated, and other non-medical personnel who are responsible for ensuring safe evacuation. These individuals are entitled to the information necessary to fulfill their responsibilities under the employer's emergency evacuation plan. The information you provide will be kept confidential and shared only with those who have responsibilities under the emergency evacuation plan. Reasonable Accommodations requests can be directed to Miranda Branch at 703.746.3140 of the Alexandria Commission on Persons with Disabilities.

### **EMPLOYEE REQUEST**

**NAME:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FLOOR:** \_\_\_\_\_

Please indicate your need for assistance in the event of an emergency evacuation. In most instances, we do not need to know the details of your medical condition unless you feel we need to know it. You may also want to indicate any special health issues, medications, equipment or device (e.g., an assisted wheelchair carrier strap or a mask, because of a respiratory condition) in the event of an emergency. We will not assume you need any type of assistance unless you indicate that you do.

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### **TYPE OF ASSISTANCE REQUESTED:**

By signing this, I hereby give permission to the City of Alexandria Police Department to share information with first aid, safety personnel, Floor Captains, "buddies" and others as necessary about my need for assistance during an emergency evacuation. I understand that self-identification for assistance is voluntary. I further understand that a designated staff member will contact me to confirm this request, and if necessary to obtain more detailed information.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Once Completed, Please Return This Form to Your Immediate Supervisor**

# APPENDIX F

## Helpful Websites

City of Alexandria Office of Emergency Management and Homeland Security:  
[www.alexandriava.gov/Emergencymanagement](http://www.alexandriava.gov/Emergencymanagement)

American Red Cross: [www.redcross.org](http://www.redcross.org)

Centers for Disease Control Public Health Emergency Preparedness: [www.bt.cdc.gov](http://www.bt.cdc.gov)

Federal Emergency Management Agency: [www.fema.gov](http://www.fema.gov)

Virginia Department of Emergency Management: [www.vaemergency.gov](http://www.vaemergency.gov)

U.S. Department of Homeland Security: [www.ready.gov](http://www.ready.gov)

National Weather Service: [www.nws.noaa.gov](http://www.nws.noaa.gov)

U.S. Department of Justice, Civil Rights Division: Disability Rights Section:  
<http://www.dhs.gov/index.shtm>

The National Organization on Disability, Emergency Preparedness Materials:  
[http://www.nod.org/research\\_publications/emergency\\_preparedness](http://www.nod.org/research_publications/emergency_preparedness)

Disability.gov – Federal government website:  
[www.disability.gov](http://www.disability.gov)

Job Accommodation Network, Emergency Evacuations:  
<http://askjan.org/media/emergency.html>