STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC WORKS *Revision date 5/1/03*

State Office Building

Emergency Response Manual

STATE OFFICE BUILDING
165 CAPITOL AVENUE
HARTFORD, CT 06106

Governor John G. Rowland

This Employee Emergency Response Manual is prepared primarily for the State Office Building (SOB) at 165 Capitol Ave. in Hartford, CT 06106. In an emergency situation at 309 Buckingham Street or Buckingham Garage, the same emergency contact numbers and general response to emergency situations as described in this manual apply.

State Departments

Department of Public Works
Commissioner, Ted R Anson

Department of Administrative Services
Commissioner, Barbara Waters

Department of Consumer Protection
Commissioner, James Fleming

Department of Education
Commissioner, Theodore Sergi

State Properties Review Board
Director, George Edwards

Judicial Selection Committee
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This plan was prepared by:

State of Connecticut

Department of Public Works Facilities Management Environmental Health & Safety Group with input from the

State Office Building Health & Safety Committee

Notice

Any rules and regulations herein contained may be superseded by any order of the Commissioner of DPW Public Works or his designee. There are closed-circuit television cameras in use at all building entrances. SOB Building Security monitors the cameras.

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EMPLOYEE HEALTH & SAFETY INTRODUCTION

Emergency Numbers

When reporting emergencies over the telephone be sure to stay on the line and give precise information regarding,

1. *Your name and telephone number.*
2. *The address/location of the building.*
3. *The floor where the emergency is occurring.*
4. *A clear description of the situation.*

(Remember Life System Numbers as described on page 5).

Unless otherwise stated, all telephone numbers are in the 860 area code. Remember if you need to access an outside telephone line, dial 9 first.

IN AN EMERGENCY, DIAL
9-911

AND

BUILDING SECURITY
9-713-5555

Located in Room G-0

Ambulance/Fire Department/Hartford Police - - - -	9-911
State Police - - - - - - - -	9-534-1000
Poison Control Center - - - - - - -	9-1-800-343-2722
DPW Facilities Management - - - - - -	9-713-5675
DPW Building Superintendent - - - - - -	9-713-5676

Prologue

In compiling general principles, this manual is intended to serve as the primary direction in emergency situations. However it is recognized that due to the possible occurrence of some unusual circumstance, employees may have to exercise their discretion, judgement, and intelligence in dealing with emergencies.

The safety and protection of our employees and property is always a primary concern. By communicating with you about emergency procedures, personal safety, and the building we hope to minimize the risk of emergency or threatening situations. It should be noted that these provisions are not intended to cover all emergencies or situations that may arise.

Frequently, people are lured into complacency by the fact that disasters strike fairly rarely. Although no one thinks that his or her office will be the one affected by an emergency, everyone should be prepared to react

knowledgeably and effectively should an emergency occur. It is our hope that by providing safety information to the tenants of the building, we can help better prepare you and your co-workers for an emergency situation.

In an emergency, safe and rapid evacuation of the affected area is the joint responsibility of building management and building tenants. Each employee should become familiar with the emergency evacuation procedures outlined in this manual and should know in advance what specific procedures to follow. Rapid notification of the responders needed to combat a particular emergency is a critical first action that must be made by those who first realize that an emergency exists

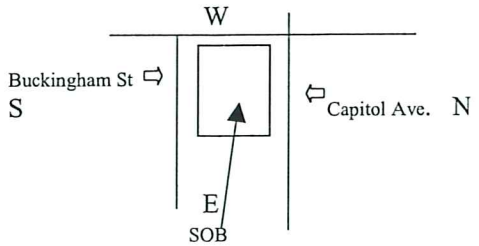
Life System Numbers (LSN)

Life System Numbers assist in directing emergency personnel to the proper location. Life system numbers consist of the following:

1. The address of the building you are in. (i.e. SOB 165 Capitol Avenue, or 309 Buckingham Street, Hartford, CT)

2. Number of floor that emergency exists on. (for SOB: B, G, 1,2, 3, 4, 5)

3. Emergency zone or closest area on the floor to the emergency: SE, SW, NE, and NW.



When calling in an emergency, Life System Numbers (LSN) will direct emergency response personnel, fire department or Building Security, straight to area of the emergency without delay.

Health & Safety Committee

The State Office Building Health & Safety (H & S) Committee was formed in October 1998 to assist and oversee the safety and well being of the employees, visitors, and contractors. The committee consists of about 15 members with a proportionate number of representatives depending on the size of the participating agency. Committee members shall all receive and maintain sufficient number of copies of the SOB Emergency Manual and ensure that all new employees to their respective agencies have read and understand the plan, know evacuation procedures and are provided with evacuation buddies and communication devices if mobility impaired.

The H&S committee meets on a quarterly basis to discuss heath & safety issues including emergency response issues.

Quick Response Team (QRT)

Each employee has a responsibility for minimizing the danger to life and property from the effects of an emergency. To help accomplish this, a Quick Response Team has been developed and put in place. The QRT consists of employees who have volunteered and been trained to respond to and assist in emergency situations.

1. **Building Security** (see responsibilities below).

2. **DPW Security Manager**: responsible for providing pertinent information and expertise related to security issues when needed in the event of emergencies.

3. **DPW Safety Program Officer:** responsible for providing oversight, coordination and technical assistance to the building superintendent and building security when planning for, during and following any emergency situation.

4. **Medical Response Team**: all volunteer force consisting of: Emergency Medical Technicians (EMTs), Medical Response Technicians (MRTs), and Basic First Responders (see responsibilities below).

5. **Building Superintendent:** responsible for maintaining the property and pertinent equipment within the building and on property grounds in a condition that is safe for the public and employees and to provide information related to the property and building systems in the event of emergencies. The building superintendent will also assist in executing emergency drills and documenting fire drills on the form in Appendix II.

6. **Floor Captains** (see responsibilities below).

Responsibilities of Building Security

Building Security is the central focal point for emergency notifications and for site security at the State Office Building and its surrounding grounds. The guard force monitors the building and surrounding grounds year round. They are easily recognizable as they are in uniform.

The building security force serves in many ways. They act as a deterrent to potential crimes, ensure prompt response in the event of medical emergencies and fire alarms, enforce building and parking regulations as well as a host of other services.

Building Security assists the DPW Safety Program Officer, Director of Security and Building Superintendent in organizing lockdown and evacuation drills. In addition, they will help to prepare, distribute and maintain records of both lockdown and fire drill reports. Drills will be conducted a minimum of at least semi-annually and will be performed without forewarning of building employees.

Building Security is responsible for ensuring orderly and safe evacuations from the facility and for performing crowd control during emergencies. In addition, they are responsible for assisting the DPW Safety Program Officer and Building Superintendent with the training the floor captains in evacuation procedures and reviewing, evaluating and changing if necessary procedures following an actual evacuation or drill.

In the event of medical emergencies, Building Security is responsible for ensuring the proper authorities have been notified.

Medical Response Team

The SOB is fortunate to have an all-volunteer medical response team that can help assist in the event of a medical emergency. Team members receive medical training that enables them to assess the victim's condition and help care for any life threatening conditions until the fire department or ambulance arrives on the scene.

Team members who are MRTs carry beepers while in the building and, in the event of a medical emergency when immediate assistance is needed until outside help arrives, Building Security initiates the beeper notification system that sends an alphanumeric page notifying them of the medical emergency. In addition, other team members trained in first aid and CPR are located through out the building and are able to respond to emergencies they may come upon providing needed initial care for the victim until more advanced medically trained individuals arrive and assisting them if necessary.

Responsibilities of Floor Captains

Floor captains are employees who have volunteered to assist in an emergency evacuation. Floor captains receive training from the DPW Safety program Officer and Building Security on how to communicate with persons during an emergency, on how to properly search all areas of the floor, how to rapidly and safely evacuate all persons from the area.

During an emergency evacuation, the duties of the floor captains are to ensure that:

1. Everyone in the area is aware of the evacuation order.

2. Employees are not behind workstations and have vacated rest rooms, closets, training rooms, conference rooms, and copy rooms, etc.

3. Anyone who needs or appears to need assistance is helped.

4. Everyone is safely evacuated from their respective work areas through the nearest exit in accordance with the emergency evacuation procedures outlined in this manual.

5. Any problems and observations are reported.

SECURITY ISSUES AND WORKPLACE VIOLENCE EMERGENCIES

Picture Identification Badge

State employees working in the building are issued a DPW employee picture identification badge. Employee ID badges must be worn and visible *at all times* while in the building and shown to a Building Security guard upon entering the building. If a state employee enters the building without a picture identification badge, they will be required to sign in. ID badges are color coded to primarily differentiate between employees and visitors within the building.

Temporary employees, interns, consultants, and others, who are temporarily working in the building will be issued a temporary non-picture ID badge.

All visitors, who have business in the building, including state employees from other facilities, are required to show picture identification and must sign in before proceeding into the building.

If an ID badge is lost or missing, notify Building Security immediately. Specific security measures and regulations are in place for different state office buildings. Familiarize yourself with the security protocol of the building you are in.

Workplace Violence Overview

All agencies in the State Office Building are committed to employee safety and will work with their employees to maintain a work environment free from violence, harassment, intimidation or other disruptive behavior. Complete cooperation and endorsement from all employees is needed for the implementation of this policy.

While generally past behavior is the best indicator of future behavior, it must be remembered that there is no specific profile of a potentially dangerous individual. This kind of categorization cannot accurately predict who may become violent; it can lead to unfair and destructive stereotyping of employees.

When "profiling", it is important to be careful when drawing assumptions or to rely on specific behavior(s) as indicators of violence. Many people experience stress, personal loss, illness or workplace changes at some time in their lives and not everyone handles these "disruptions" well. As a result, an incident could arise from extenuating circumstance that should be taken into consideration if it is not indicative of that person's character.

Lock-Down Emergency Procedures

In the event of an emergency situation involving workplace violence at the State Office Building, the following procedure must be strictly adhered to. Upon initiation of the emergency signal:

1. DO NOT PANIC, try to stay as calm as possible.
2. Quickly go to the nearest office. Lock the office door. Keep as quiet as possible.
3. Stay away from doors and windows.
4. Get on the floor, (behind a desk or cabinet if possible).
5. DO NOT leave the office area for any reason.
6. DO NOT open door once its locked.
7. DO NOT use the telephone during emergency lockdown.
8. Expect to be there for a long time, until the "all-clear" signal is given.

Bomb Threats

Most bomb threats occur either because someone has knowledge of previously placed explosive device or because someone wants to cause a disruption to a particular section of the building.

People who are aware of their surroundings, suspicious of any unfamiliar items, and who are prepared in the event of a bomb threat by telephone can be very helpful in a bomb threat evaluation. Refer to the procedures below and additional information in Appendix III.

In the event that the building needs to be evacuated because of a bomb threat, follow the Emergency Evacuation Procedures outlined in this manual on page 10 unless otherwise instructed.

Bomb Threats (Telephone)

If you receive a bomb threat over the telephone:

1. DO NOT PANIC.
2. DO NOT ACTIVATE THE FIRE ALARM.
3. Note the time of the call, resist the urge to hang up; the longer you keep the caller talking the more likely it is that they will be caught.
4. Get as much information as possible from the caller.
5. Immediately after the caller hangs-up: call Building Security at ext. 5555, they will take action accordingly.
6. Fill out the Bomb Threat Information Form (Appendix III) as precisely as possible.

Bomb Threat (Parcel)

If you notice unfamiliar or suspicious items, call Building Security.

DO NOT ACTIVATE FIRE ALARM

Suspicious items include:

1. Letters that are unusually weighty or bulky.
2. Parcels or envelopes with chemical or oily stains.
3. Parcels or envelopes without a return address.
4. Parcels with strange odors emanating from them.
5. Parcels or envelopes with wire sticking out of them.
6. Parcels or envelopes with foreign postmark.
7. Parcels or envelopes that simply do not look or feel ordinary.
8. Unknown parcels or briefcases in areas that cause suspicion.

DO NOT ATTEMPT TO OPEN OR MOVE PACKAGE

Immediately report any such items to Building Security and follow their instructions. They will take action accordingly.

Bio-Terrorism

Response to bio-terrorism or to credible threats of bio-terrorism is highly variable and ever changing. At the SOB, our preparation for these types of emergencies includes establishment of communication networks to provide incident specific instructions to each agency. Procedural details on responses to specific types of bio-terrorism will be added as appendices to this manual and changed frequently if necessary as Statewide and/or Federal polices and procedures are developed. Human Resource departments for each agency will be notified of procedural changes and can also periodically check the DPW Intranet web site Emergency Response Manual for revisions/updates to the bio-terrorism appendices.

BUILDING EVACUATION PROCEDURES

Emergency Evacuation Drills

Emergency evacuation drills are an important part of every employee's working life. Drills teach valuable decision-making responses that can be critical in the confusion of a real emergency. They are also conducted to evaluate the rapid and safe evacuation of all personnel from the building.

Employees should familiarize themselves with and follow the Emergency Evacuation Procedure outlined in this manual. All problems and situations arising during the drill should be directed to Building Security, DPW Safety Program officer, and/ or the DPW Building Superintendent.

Each state office building has specific emergency evacuation procedures. Familiarize yourself with the emergency evacuation protocol for the particular building you are in.

Portable Fire Extinguishers

When you discover a fire, whether it's a small fire as in a wastebasket, the following guidelines should be observed in the use of a portable fire extinguishers:

1. ***Go to the closest pull station and activate the fire alarm.*** DO NOT YELL FIRE.
2. ***Call the fire department immediately (dial 9-911).*** Remember Life Systems Numbers.

3. ***Call the Building Security at 9-713-5555 (ext. 5555).***

4. ***DO NOT attempt to use a fire extinguisher if you do not understand how to use it.***

5. ***DO NOT attempt to use a fire extinguisher if you have not read the instructions on it first.***

6. ***DO NOT attempt to use a fire extinguisher if you don't know the proper techniques for fighting fires.***

7. ***DO NOT attempt to use a fire extinguisher if you do not know the possible dangers posed by hazards or other highly flammable materials that might be near the fire.***

8. ***DO NOT attempt to use a fire extinguisher if you do not know what is burning.*** The use of the wrong kind of fire extinguisher can be extremely dangerous. It is extremely dangerous to use a fire extinguisher that contains water to fight an electrical fire.

9. ***Employees who have current fire extinguisher training may use a fire extinguisher to extinguish a very small fire, provided that this action is voluntary and is at no unreasonable risk to oneself.*** If you use a fire extinguisher, keep your back to an exit. If you are unsuccessful in quickly controlling the fire, leave the area immediately.

10. ***If you do use a fire extinguisher, tag it with the word "empty", whether it's empty or not.*** DO NOT place it back in its cabinet; instead, place it on the floor in front of the cabinet and inform Building Security or the DPW Building Superintendent to have it recharged.

Without proper training it is reckless to try and fight a fire under any circumstances. Instead, leave the fire fighting to the professionals.

Emergency Evacuation Procedures

In the event of an emergency where an evacuation is necessary, occupants must evacuate in a rapid, orderly manner as described below in order to provide a clear, uninhibited entrance into the building for emergency response personnel.

When the fire alarm is activated, Building Security will determine the location of the emergency from the fire alarm panel and if necessary will inform floor captains of any needed changes to evacuation routes using the public address system. Once the fire department arrives on the scene, they are in charge of the premises until they relinquish their authority back to Building Security.

The sound of the fire alarm is the signal that an emergency has been detected in the building and that an evacuation of the building is necessary. The following guidelines should be observed during the evacuation:

1. **DO NOT PANIC.** Panic is the most harmful and difficult element to control in an emergency situation.

2. Move quickly, but **DO NOT RUN**. Be sure to take your personal belongings with you (coat, briefcase, purse, etc.) if they are readily available as you will not be allowed back into the building until the all-clear order is given by the fire department or Building Security as directed by the fire department. However, if you are away from your desk at the sound of the alarm, do not return to your desk to get personal belongings.

3. Before opening the door leading to the hallway, check the door, doorknob and the space between the door and the door frame with the back of your hand for heat. If either is hot, do not open the door, but try to find another escape route.

4. Doors should be closed but **NOT** manually locked. Responding emergency personnel must have access to all areas and a locked door can prevent them from entering or slow their response time.

5. All emergency evacuations are to be made via the closest stairwell to your location unless that exit is the source of the emergency. The floor captain will direct you to the alternate stairwells.

6. Form a single line at the stairwell and proceed calmly and carefully down the right side of the stairs. This will allow responding emergency personnel to move quickly upward on the other side.

7. **DO NOT** use the elevators. The elevator can become stuck between floors, fill up with smoke more quickly or can even stop on the floor where the source of the emergency exists at, thereby putting you in a more dangerous situation.

8. **DO NOT** go up to the roof unless all other exit routes are blocked, as you can be trapped up there.

9. Offer assistance to anyone who requires or appears to require your help.

10. The exiting of visitors is the responsibility of those individuals whom the visit was made to.

11. **DO NOT** congregate in stairwells, hallways, or on entrance landings.

12. Once outside, it is imperative that you move quickly, but orderly away from the building.

13. **DO NOT** congregate in the middle aisle of the front parking lot; move to the lower lot.

14. **DO NOT** block the way of emergency response vehicles or personnel.

15. **DO NOT** re-enter the building until directed to do so by Building Security.

(See Appendix I for evacuation diagrams)

Each quadrant of employees should gather in the appropriate outdoor areas of refuge as shown on the evacuation diagrams in Appendix I. Floor captains, as they exit the building, shall notify the Building Security Guard stationed at the emergency exit door before proceeding to their designated area of refuge. The Security Guards stationed at each emergency exit shall then report status of the quadrant evacuations back to the Guard stationed at the fire alarm panel who, in turn, can then provide the information to the fire department.

Notice of Emergency Evacuations When Fire Alarm is Not Activated

There may be other emergencies requiring evacuation where the fire alarm will not be activated. These can include workplace violence situations or external threats to the building. In such situations, agency heads will be notified by DPW commissioner's office. Procedures will be distributed under separate cover.

Agency heads are responsible for providing the DPW commissioner's office with a list of "essential" personnel who need to remain in the building. This list should include only those individuals who will perform life safety functions during such emergencies. All other employees must evacuate the building. Evacuation guidelines as listed above should always be followed unless directed otherwise by DPW commissioner's office.

Fire and Smoke Conditions

In the event of a fire or smoke, employees may have only seconds to react. In an uncontrolled situation, a fire can grow out of control very rapidly. It is critical to activate the fire alarm as soon as fire or smoke is discovered. Promptly reporting a fire and evacuating the area is vitally important to being able to extinguish the fire rapidly. It could be the difference between a big fire with heavy loss and a small fire that is quickly and easily extinguished. Smoke and toxic gases are the main killers in a fire. Smoke spreads rapidly, far ahead of the flames and can fill a building in minutes. In the event of a fire or smoke the following guidelines should be observed:

1. ***Go to the closest pull station and activate the fire alarm*** to alert others of the situation. DO NOT YELL FIRE as this can cause people to panic.(See Appendix I for evacuation maps and locations of pull boxes.)
2. ***If time allows, call 9-911 remembering life system numbers and Building Security at 9-713-5555 (ext. 5555) or, once safely outside, contact the nearest Building Security Guard stationed outside and relay the information verbally.***

3. ***Evacuate the area immediately.***

4. ***DO NOT try to fight a fire.*** Fires can spread very quickly and you can become trapped. Also see the section on "Portable Fire Extinguisher" on page 9.

5. ***Before opening doors, check the door, door handle, and the space between the door and the doorframe for heat by touching with the back of your hand.***

6. ***If you feel heat, DO NOT open the door, instead find another way to escape.*** If it is cool, open the door slowly. If there is smoke, leave the area quickly, close doors behind you, and DO NOT lock doors.

7. ***If you must escape through an area filled with smoke, crawl low to the floor, keeping your head between 12 to 24 inches above the floor.*** Heat and smoke rise leaving cleaner more breathable air near the floor.

8. ***If you become trapped or you can not leave the office area,***
    - Stay in a room with an outside window.
    - Close doors between you and the fire wave or hang something (e.g., a piece of clothing) out the window to get attention.
    - Think about what you could use, sheets, curtains or even large pieces of clothing - to stuff around cracks near the door and wave as a signal to rescuers.
    - Know how to open the window to ventilate smoke, but be prepared to close the window immediately if an open window makes the room smokier.
    - If there is a phone, call the fire department with your location, even if firefighters are already on the scene.

9. ***Follow the Emergency Evacuation Procedures outlined in this manual.***

Mobility Impaired Confidentiality

The respect to privacy by all mobility-impaired persons shall be strictly adhered too. This is of the utmost importance. All volunteered information shall be kept confidential.

Be aware that for emergency evacuation purposes only, mobility impaired includes any kind of impairment, e.g. sensory impaired, medical condition such as difficult or late stage pregnancy, sprained ankle, or permanent disability that may cause an individual to move at a slower rate than general traffic.

Evacuation Buddy

An evacuation buddy is someone who volunteers to assist in the evacuation of mobility impaired persons to the safe areas. As this task being voluntary on behalf of the evacuation buddy, they have the option of staying in the safe area or evacuating once assistance has been rendered. Talk to your supervisor if you require an evacuation buddy. In the event that your regular evacuation buddy is not near you, don't hesitate by waiting for him or her, start evacuating yourself or ask another evacuee to assist you if necessary.

Evacuation Procedures for Mobility Impaired

Mobility impaired individuals should contact Building Security or the DPW Safety Program Officer to obtain a red in-house fireman's telephone. General instructions and information on the telephone usage are presented below however Building Security or DPW Safety Program Officer will also provide instructions at the time the telephone is issued to you.

The red fireman's telephones are designed for ease of use. When plugged in to an emergency telephone jack which can be found in "stand-by areas" located on each floor, it automatically rings and lights up your location at the main fire alarm control panel on the ground floor. Stand-by areas are located in or near each stairwell as shown on the diagrams found in Appendix I. The telephones provide direct communication with the fire department or Building Security. Individuals should follow all instructions given to them by emergency response personnel.

At the sound of the fire alarm, mobility impaired individuals are to go to the stand-by area (stairwell area) closest to their workstations and insert the red telephone into the fireman's telephone jack located there. Follow all instructions given to you by emergency personnel. Your evacuation buddy should meet you at or near the stairwell or, if you are to work in a different section of the building, you should communicate that to your evacuation buddy.

No one is to take it upon himself or herself to carry down or out any mobility impaired person unless that person is in the area of the source of the emergency or is in immediate danger to life and limb. Only fire department personnel are to evacuate mobility impaired persons from the stairwell area. Fire department personnel have the proper training, equipment and are the professionals in rescue situations. This procedure is to be followed whether the evacuation is a drill or an actual emergency.

BUILDING, NATURAL DISASTER & OTHER EMERGENCIES

Floods

Although rare, flooding in the building can occur by several different ways. The most common type of flooding is caused by the building's plumbing system, like a main water break.

Flooding can also be caused by extreme weather conditions, like a hurricane, a tornado or a severe thunderstorm. In latter type of flooding, water seeps into the building through open windows, windowsills, leaky roofs or it can be forced back up through the plumbing system. In the event of flooding within the building:

1. Notify Building Security.
2. Inform them of the exact location of flooding.
3. Notify Facilities Management.
4. DO NOT walk in floodwater.
5. Warn others in the area of the flooding.
6. DO NOT turn on or off lights, computers, or anything that's electrical.
   Remember – Water is a conductor of electricity.

Power Outages

Although power failures occur quite infrequently, certain procedures will ease any difficulties raised by the power failure. The building's fire alarm system has a back-up generator that will keep it functional during the power outage. When a power outage occurs:

1. Open all drapes and blinds to maximize lighting.

2. Keep and use a portable flashlight (responsibility of each agency).

3. Emergency lighting activates (turns on) immediately after a power outage.

If an evacuation is ordered:

1. Lock all areas.

2. Follow the Emergency Evacuation Procedures outlined in this manual.

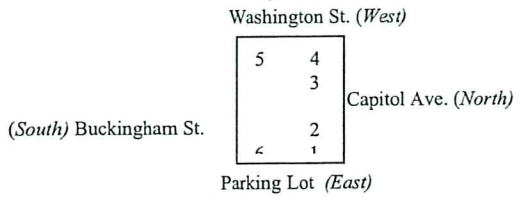
Trapped in an Elevator

All elevators are equipped with an emergency telephone and a designated number. If you are trapped in an elevator:

1. DO NOT PANIC. You will not run out of air. Elevator shafts are air filled tunnels going upwards and out to the roof.

2. Stand clear of the elevator doors.

3. NEVER try to force the elevator doors open.
4. The emergency phones ring in the Building Security office. Provide Building Security with the following information:
   a. Your name.
   b. The number of the Elevator you are in.



   c. How many people are in the elevator.
   d. If there is anyone ill or injured.
   e. The floor the elevator is closest to.
   f. Whether the lights are on.

To avoid injury and/or liability, only an elevator technician will be responsible in getting persons out of a stuck elevator, the only exception being in cases of emergency where someone is in need of immediate medical assistance or is in danger of injury.

Unknown Odors or Fumes

In case of unknown odor or fumes within or around the building, the following guidelines should be observed:

1. DO NOT activate fire alarm. The people who do not know of the odor or fumes are going to evacuate and may unknowingly walk into the affected area.

2. Inform anyone in the area of odor or fumes.

3. Leave the affected area. Contact Building Security and give them the following information:
   - Your present location.

- Location and description of odor or fumes.
- If odor or fumes are making you or anyone else ill.
- Follow all directions given to you by Building Security.

4. If an evacuation order is given, follow the Emergency Evacuation Procedures outlined in this manual.

Thunderstorms, Tornadoes and Hurricanes

Thunderstorms, tornadoes and hurricanes produce severe lightening, heavy downpours, horizontal rains and extreme heavy wind conditions that can blow debris in the air and break in windows. For safety precautions, the following guidelines should be observed:

1. Move away from the windows.
2. Go to an elevator lobby, interior office without windows or assemble at the stairwell and wait for instructions from Building Security.
3. The basement of this building is considered a fallout shelter.
4. Report all damage or storm related leaks to facilities management.
5. Do not go outside until the weather is in milder conditions.

Earthquakes

1. Try to remain calm and reassure others.
2. Stay away from windows.
3. Move away from heavy machinery.
4. Do not dash for the exits. Stairways may be broken and jammed with people.
5. Move immediately under an interior doorway or to an interior corner of the room.
6. Get under workbench, desk, or table if possible.
7. Beware of tall furniture such as file cabinets, as they can topple easily.
8. Beware of objects falling from desks and shelves.
9. Power may fail (see section on Power Outage).
10. Seek safety where you are and leave only when the earthquake has stopped.

Realize that after shocks are common and frequently occur soon after the initial earthquake. Aftershocks can cause significant damage; so, react to them the same way you would an initial shock.

HAZARDOUS MATERIAL and BIOHAZARD WASTE

What is a Hazardous Material

What is a hazardous material? A material is considered hazardous if it is:

1. Specifically listed in the law, 29 CFR part 1910, Subpart Z, Toxic and Hazardous Substances (the Z list).

2. Assigned a threshold limit value (TLV) by the American Conference of Governmental Industrial Hygienist Inc. (ACGIH)

3. Determined to be cancer causing, corrosive, toxic, an irritant, a sensitizer, or has damaging effects on specific body organs.

Material Safety Data Sheet (MSDS)

The objective of the Material Safety Data Sheet (MSDS) is to concisely inform you about the hazards of the materials you work with so that you can protect yourself and respond to emergency situations. You can obtain a MSDS from the manufacturer or supplier of product. The purpose of the MSDS is to tell you:

1. The material's physical properties or fast-acting health effects that makes it dangerous to handle.

2. The first aid treatment to be provided when you are exposed to a hazard.

3. The preplanning needed to handle spills.

4. How to respond to accidents.

Hazardous Materials Right to Know

The objective of the Right to Know law is to protect living things, specifically your body. Materials can cause harm to you, your co-workers and the environment. A complete MSD sheet includes:

1. The materials name, including its chemical and common names.

2. Hazardous ingredients (even in part a little as 1%).

3. Cancer causing ingredients (even in parts as small as 0.1%).

4. List of physical and chemical hazards and characteristics.

5. List of physical hazards including:
   - ***Acute effects*** such as burns or unconsciousness, which occur immediately.

   - ***Chronic effects*** such as allergic sensitization skin problems, and respiratory disease, which can build up over time.

Hazardous Material Spills

In the event of a release or spill of hazardous materials, the following guidelines should be observed:

1. DO NOT activate the fire alarm.
2. Leave the area and notify Building Security immediately.
3. If spill has strong fumes coming from it, evacuate the immediate area of personnel.
4. DO NOT attempt to clean up hazardous chemical spills, as fumes may overcome you.
5. Spills are to be cleaned and the area uncontaminated by experienced personnel only.

BioHazard Waste

Employees who are prescribed medication that must be taken during working hours and who may therefore need to dispose of a biohazard waste (e.g. used hypodermic syringes and needles, sharps, etc.) should use the biohazard waste in a container located in the Building Security office. In addition, biohazard waste generated from a medical emergency should be disposed in the same container.

REMEMBER to discard all needles, needle and syringe units, scalpels, and razor blades, whether contaminated or not, directly into rigid, red labeled sharps containers. Do not recap, bend, remove or clip needles. This is strictly "a no questions asked program".

PERSONAL SAFETY AWARENESS

Do's and Don'ts

The following are a few general Do's and Don'ts that can help make you and your surroundings safe. Keep in mind that these are only safety awareness suggestions. You must use common sense when it's your own or a co-worker's personal safety.

DO	DON'T
Post emergency numbers near your telephone. 9-911, Building Security and State Police.	Hesitate to call for help. If you are not sure, make the call.
Always keep your office keys with you.	Leave keys on your desk or in the top middle drawer.
Know your co-workers and watch out for each other.	Let strangers into your personal work area.
Keep your purse in a locked drawer or cabinet.	Leave your purse on the floor or in an unlocked drawer or cabinet.
If working after hours, be sure to lock all exterior office doors whether you're in the office or out of the office.	Leave your door unlocked or blocked open when working after hours or not in your office.
Call Building Security for identification confirmation.	Give out restricted information to strangers or delivery personnel.
Place valuables or money in drawer that can be locked.	Leave valuables or money on top of your desk or in you're unlocked drawer.

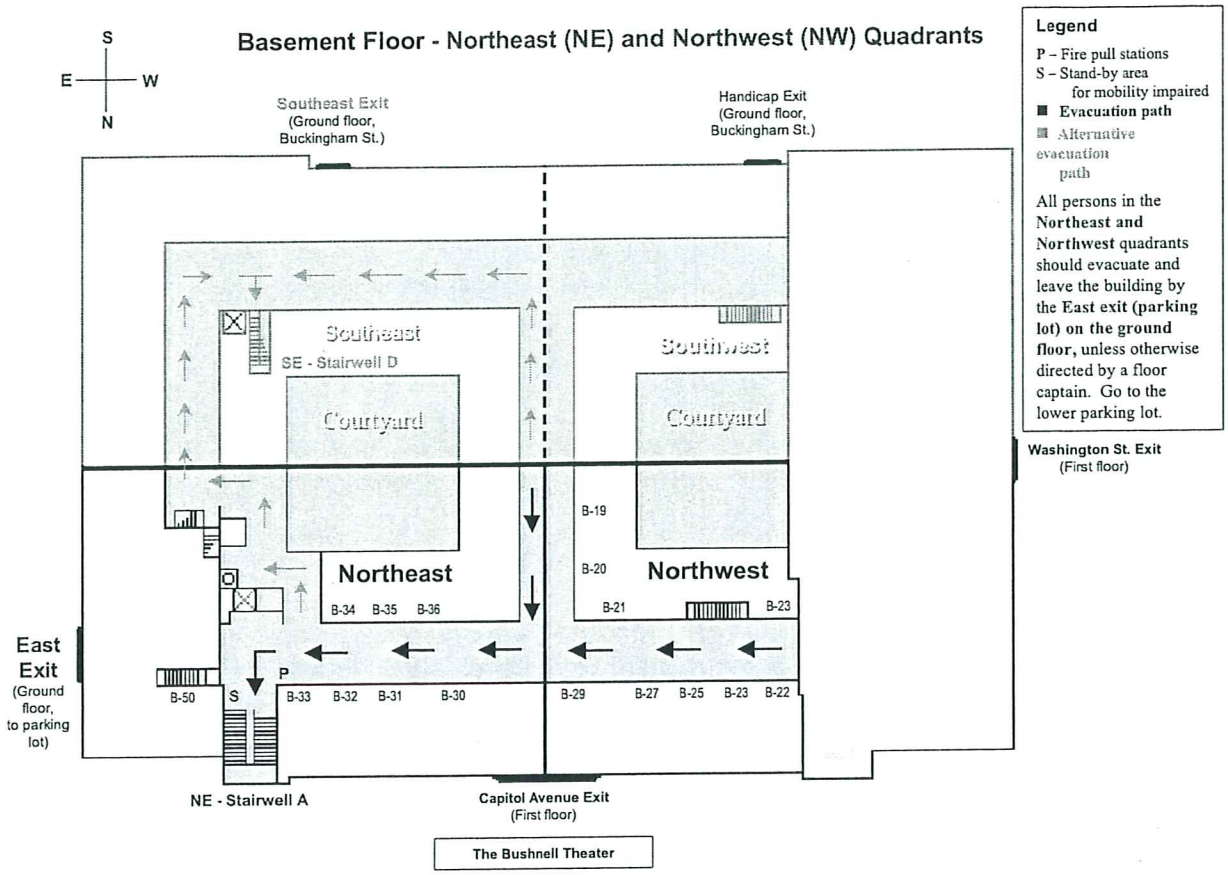
After normal business hours, report flickering lights or dimly lit areas to Building Security.	Go into areas with no light or dimly lit like bathrooms, telephone booths, etc.
Notify Building Security of any suspicious persons or vehicles.	Approach suspicious persons or vehicles or let them approach you.
Visually check elevator before you get in.	Stand near the elevator door as you can be pulled in when it opens.
Get off the elevator if another passenger makes you nervous.	Put yourself in a spot of being alone if someone or something makes you nervous.
Relocate your vehicle near an entrance to the building when staying after normal business hours.	
Arrange for someone to stay or work with you if you are working after hours.	Work alone after hours with out notifying Building Security.
Lock all the doors of your vehicle, including the trunk and windows and pocket your keys.	Hide an extra key in the vehicle or in a hidden magnetic box.
Take all valuables with you when you park your vehicle.	Leave cellular telephones, laptops, or valuables etc. in vehicle.
Walk with your head up, and with confidence.	Run, or look as if you're lost or confused.
Go to the nearest public place if you feel you are being followed.	Take shortcuts through unsafe areas, such as parks or alleyways.
Carry your wallet, money and credit cards in different pockets if possible.	Show off jewelry, money or anything valuable in public.
Give up your purse or wallet if you are being mugged or attacked. Give him the purse, it is not worth risking your safety.	Resist a thief if he confronts you.
Consider having an alarm installed on your vehicle.	Leave your vehicle's motor running if it's unattended.
Check in and around your vehicle before getting in.	Approach or enter your vehicle if there is someone or something suspicious.
Walk with a buddy or request an escort to your vehicle.	Walk to your vehicle alone when it's dark out.
Have your car keys ready in your hand before getting to your vehicle.	Put identification tags on your keys. Never put make of car or house address on your keys.
Do notify Building Security if a theft occurs, even of small items.	Be paranoid. Thefts are rare. Even if it does happen to you, material things can be replaced, not a life.
Consider carrying a body alarm.	Assume that theft of small change or low value items shouldn't be reported.
	Bring something of high sentimentally or cash value to work.
	Show off anything that you have for personal protection.

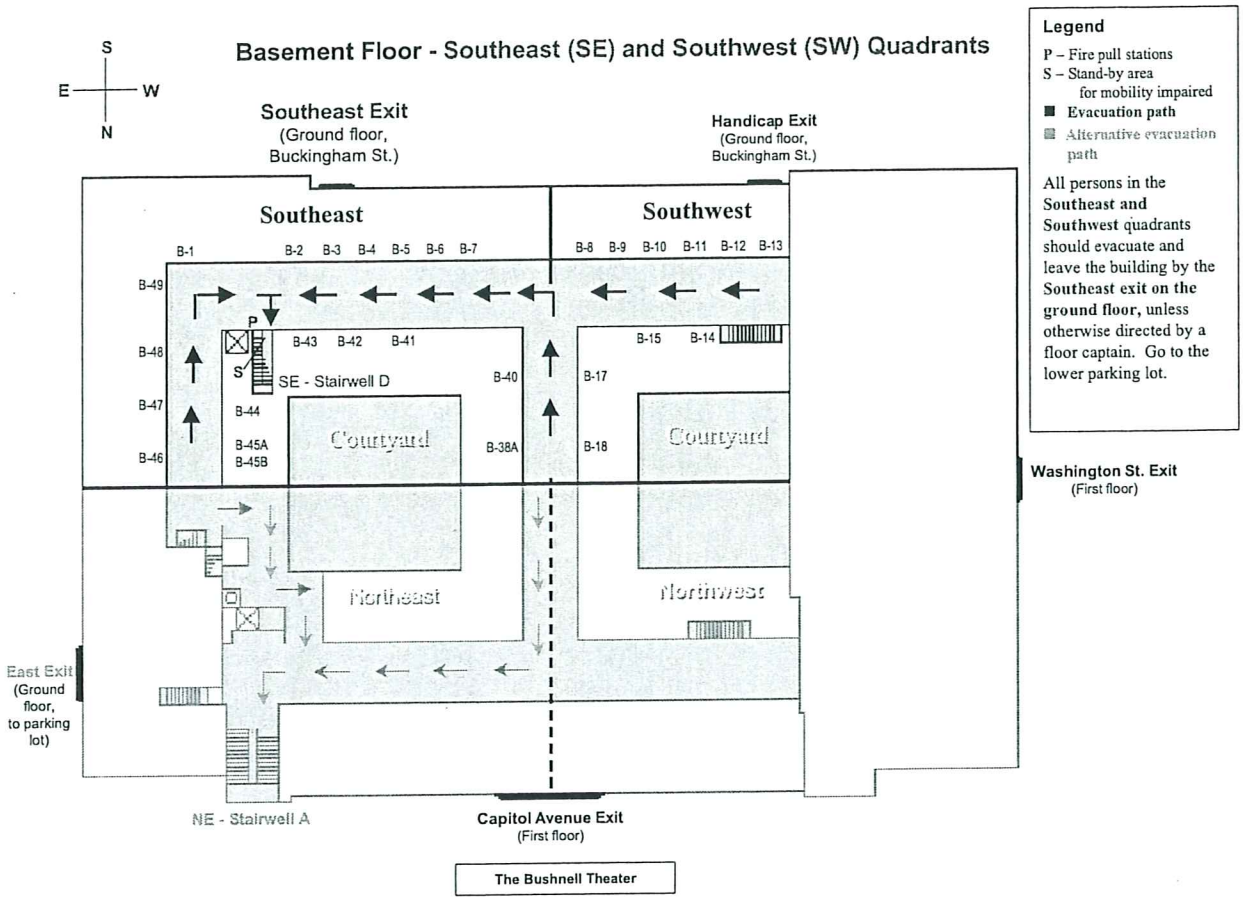
THINK

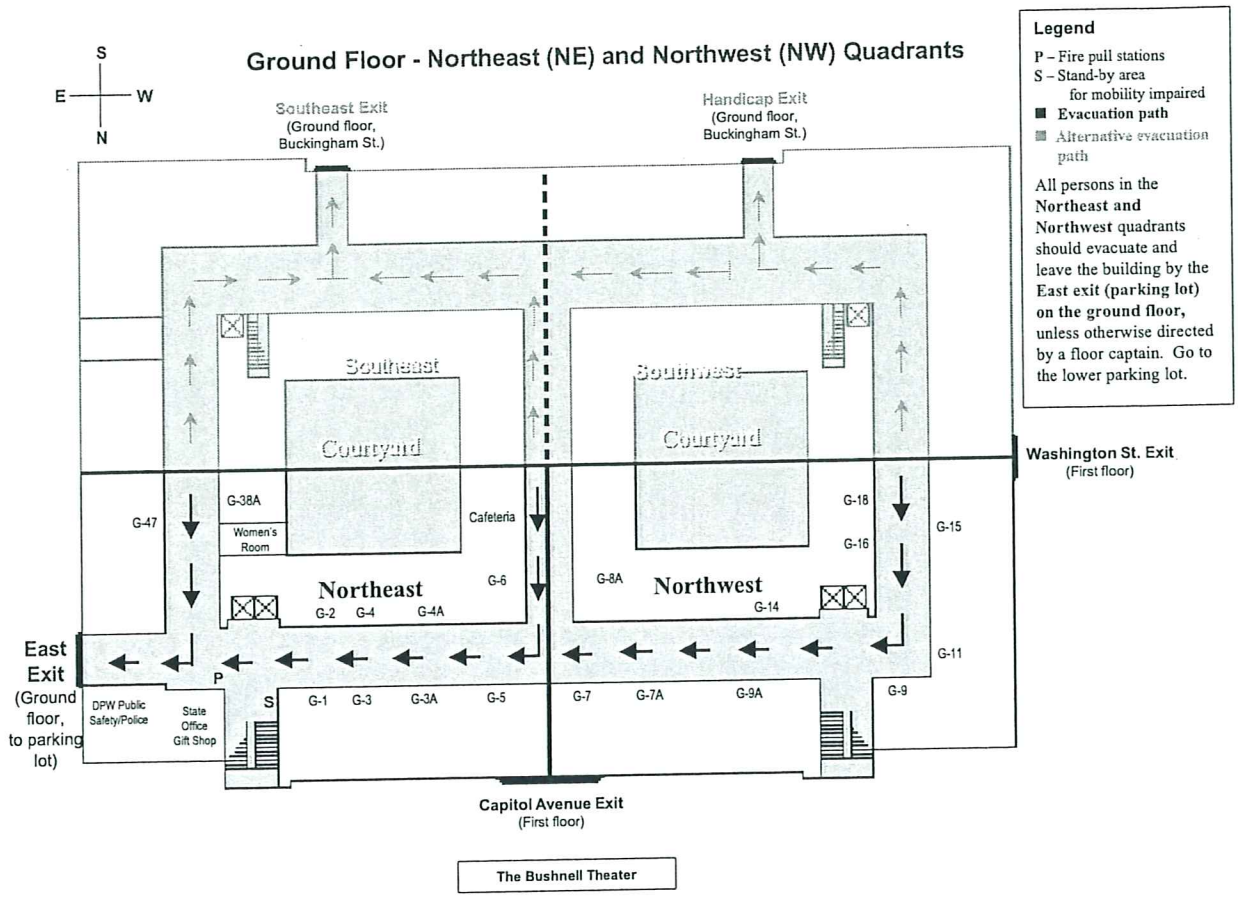
YOUR LIFE AND THE LIFE OF OTHERS MAY DEPEND ON YOUR COOPERATION

A safer working environment is what we are striving for and by working together we can make the difference.

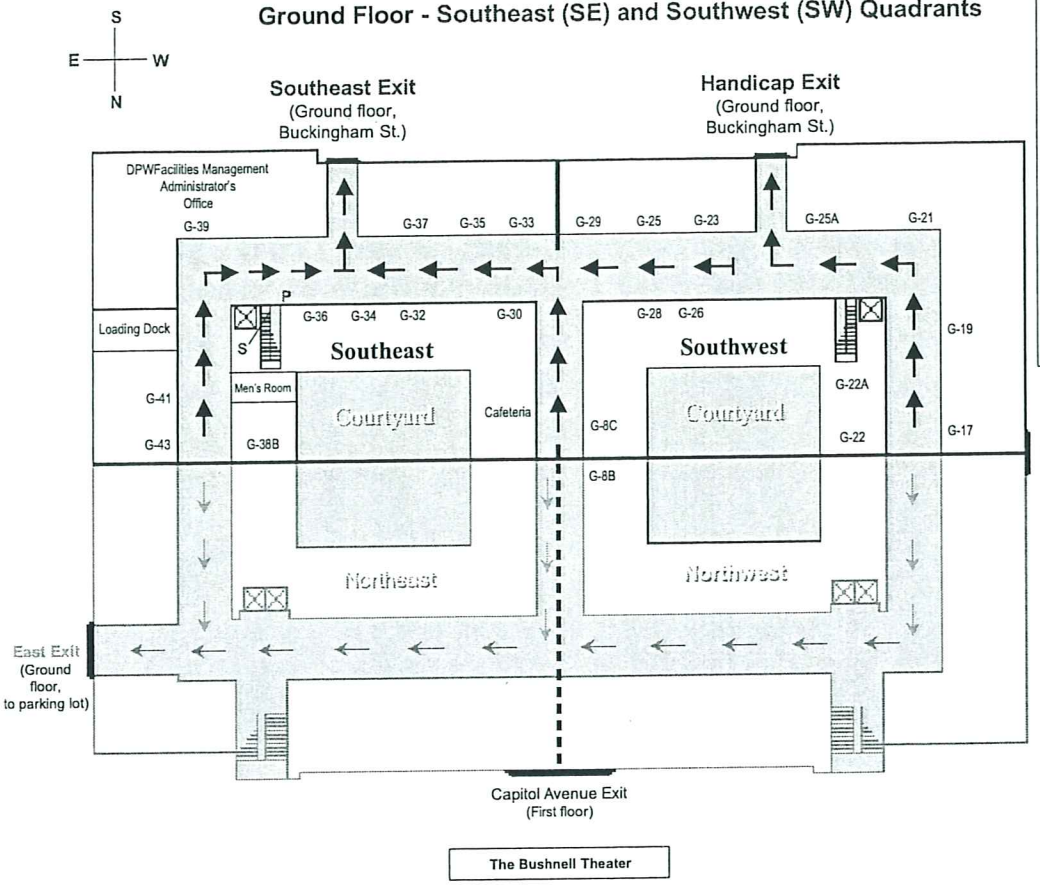
APPENDIX I
Evacuation Diagrams


Basement Floor - Northeast (NE) and Northwest (NW) Quadrants
S
E
W
N
Southeast Exit
(Ground floor,
Buckingham St.)
Handicap Exit
(Ground floor,
Buckingham St.)
Legend
P – Fire pull stations
S – Stand-by area
for mobility impaired
Evacuation path
Alternative
evacuation
path
All persons in the Northeast and Northwest quadrants should evacuate and leave the building by the East exit (parking lot) on the ground floor, unless otherwise directed by a floor captain. Go to the lower parking lot.
Southeast
SE - Stairwell D
Courtyard
Southwest
Courtyard
Washington St. Exit
(First floor)
B-19
B-20
Northeast
Northwest
B-34
B-35
B-36
B-21
B-23
East
Exit
(Ground
floor,
to parking
lot)
P
B-50
S
B-33
B-32
B-31
B-30
B-29
B-27
B-25
B-23
B-22
NE - Stairwell A
Capitol Avenue Exit
(First floor)
The Bushnell Theater


Basement Floor - Southeast (SE) and Southwest (SW) Quadrants
S
E
W
N
Southeast Exit
(Ground floor, Buckingham St.)
Handicap Exit
(Ground floor, Buckingham St.)
Southeast
Southwest
B-1
B-2
B-3
B-4
B-5
B-6
B-7
B-8
B-9
B-10
B-11
B-12
B-13
B-49
B-48
B-47
B-46
P
S
B-43
B-42
B-41
SE - Stairwell D
B-40
B-44
B-45A
B-45B
Courtyard
B-38A
B-15
B-14
B-17
B-18
Courtyard
Washington St. Exit
(First floor)
Northeast
Northwest
East Exit
(Ground floor, to parking lot)
NE - Stairwell A
Capitol Avenue Exit
(First floor)
The Bushnell Theater
Legend
P – Fire pull stations
S – Stand-by area for mobility impaired
Evacuation path
Alternative evacuation path
All persons in the Southeast and Southwest quadrants should evacuate and leave the building by the Southeast exit on the ground floor, unless otherwise directed by a floor captain. Go to the lower parking lot.


Ground Floor - Northeast (NE) and Northwest (NW) Quadrants
S
E
W
N
Southeast Exit
(Ground floor, Buckingham St.)
Handicap Exit
(Ground floor, Buckingham St.)
Legend
P – Fire pull stations
S – Stand-by area for mobility impaired
Evacuation path
Alternative evacuation path
All persons in the Northeast and Northwest quadrants should evacuate and leave the building by the East exit (parking lot) on the ground floor, unless otherwise directed by a floor captain. Go to the lower parking lot.
Southeast
Courtyard
Southwest
Courtyard
Washington St. Exit
(First floor)
G-38A
Women's Room
Cafeteria
G-47
G-18
G-16
G-15
Northeast
G-2
G-4
G-4A
G-6
G-8A
Northwest
G-14
G-11
East Exit
(Ground floor, to parking lot)
P
S
DPW Public Safety/Police
State Office Gift Shop
G-1
G-3
G-3A
G-5
G-7
G-7A
G-9A
G-9
Capitol Avenue Exit
(First floor)
The Bushnell Theater

Ground Floor - Southeast (SE) and Southwest (SW) Quadrants

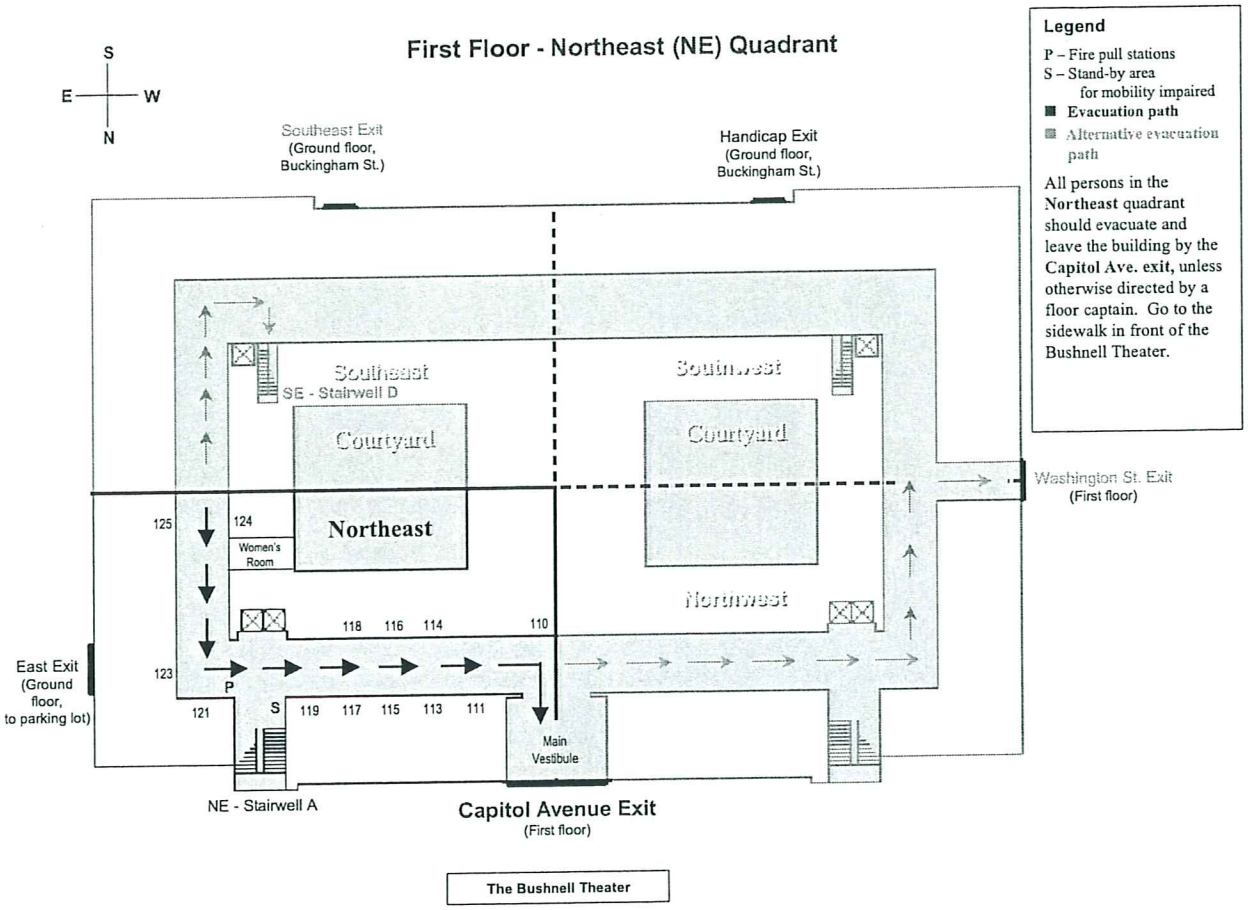


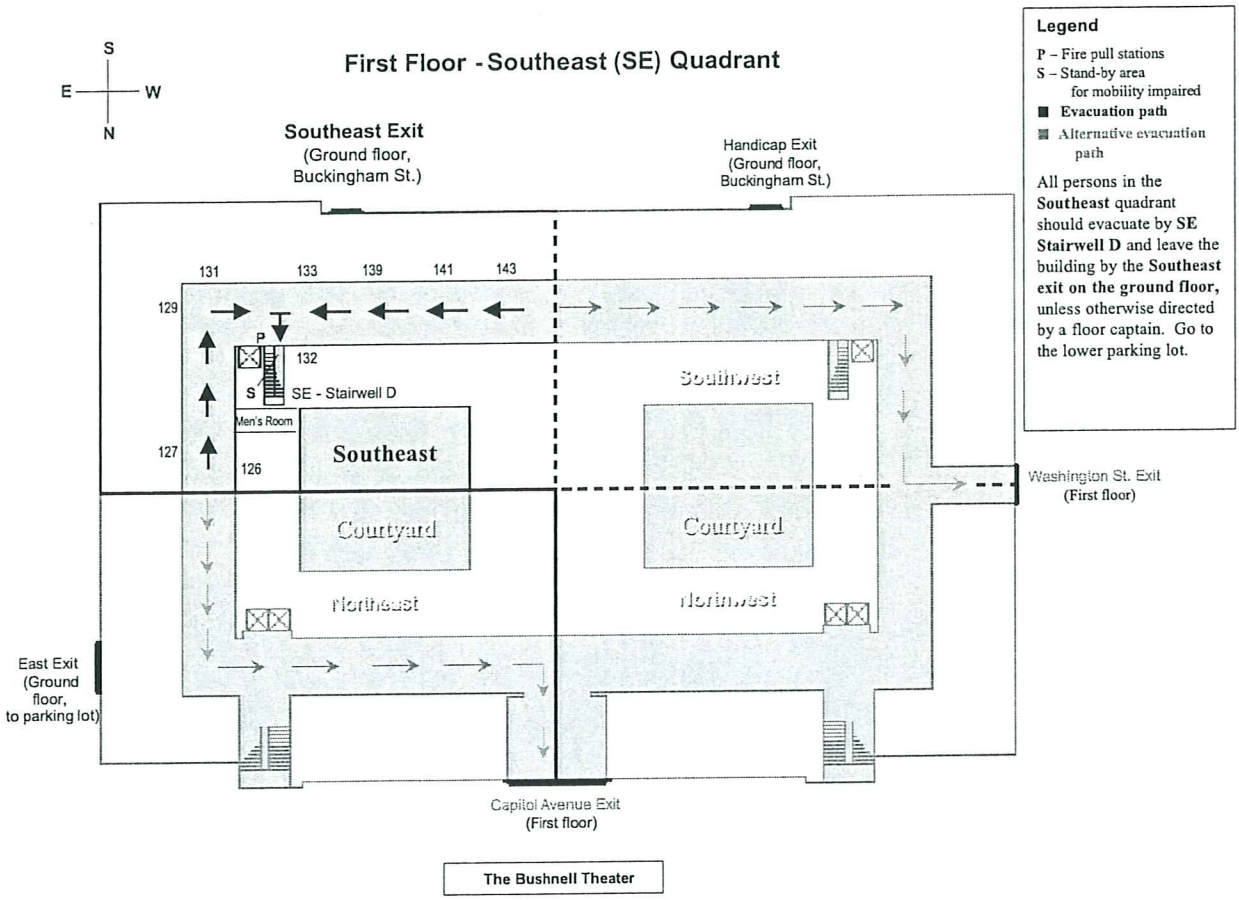
Legend

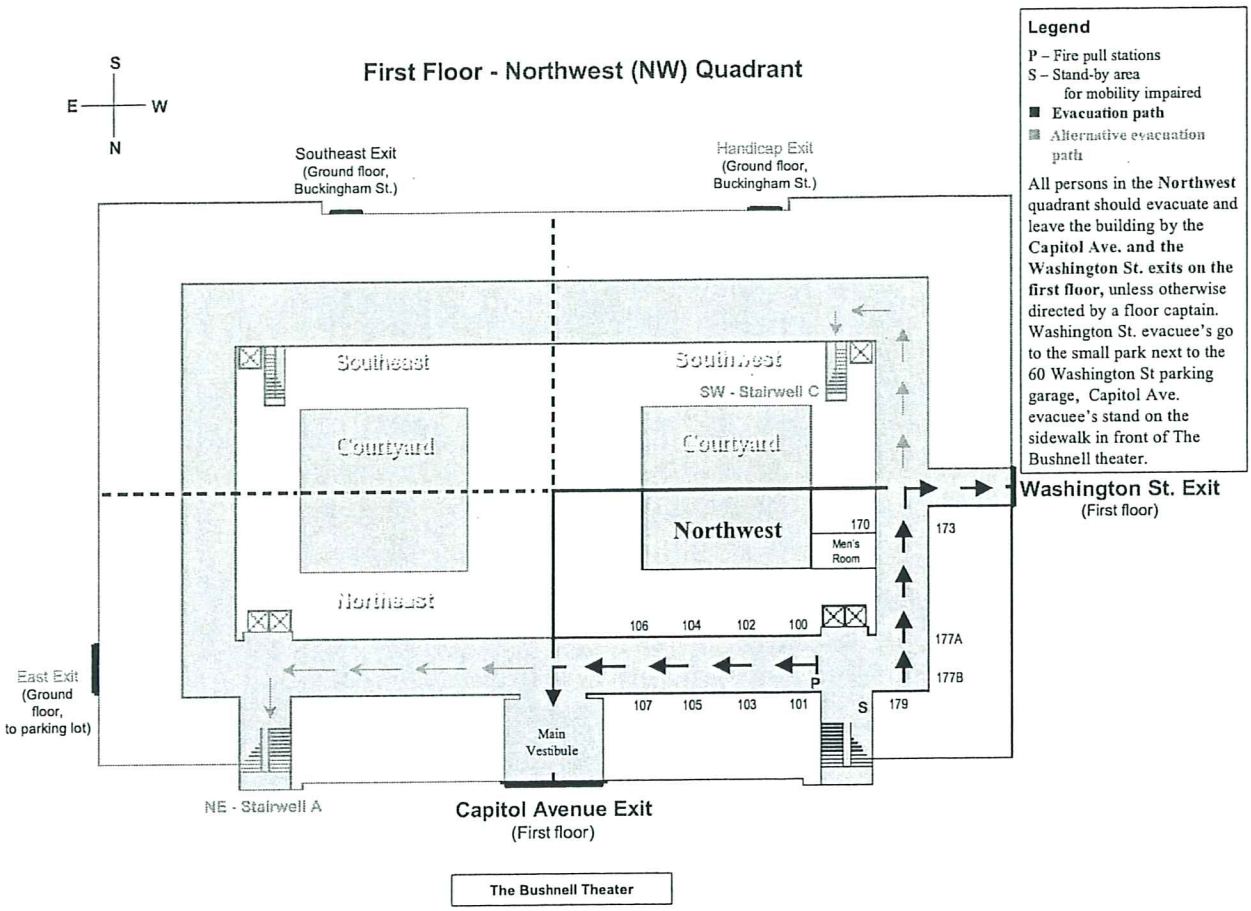
P – Fire pull stations
S – Stand-by area for mobility impaired
■ **Evacuation path**
■ Alternative evacuation path

All persons in the **Southeast and Southwest** quadrants should evacuate and leave the building by the **Southeast exit and Handicap Exit on the ground floor,** unless otherwise directed by a floor captain. Go to the lower parking lot.

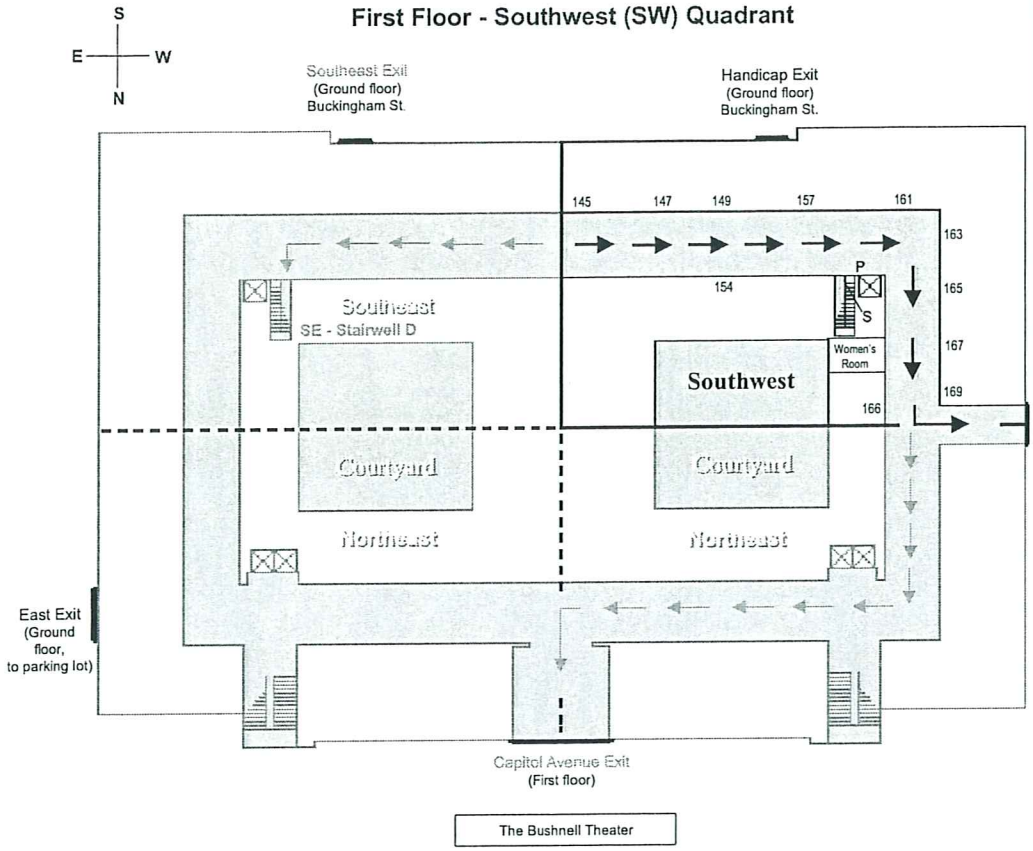
First Floor - Northeast (NE) Quadrant




First Floor - Southeast (SE) Quadrant
S
E
W
N
Southeast Exit
(Ground floor,
Buckingham St.)
Handicap Exit
(Ground floor,
Buckingham St.)
131
133
139
141
143
129
P
132
S
SE - Stairwell D
Men's Room
127
126
Southeast
Southwest
Courtyard
Courtyard
Northeast
Northwest
Washington St. Exit
(First floor)
East Exit
(Ground
floor,
to parking lot)
Capitol Avenue Exit
(First floor)
The Bushnell Theater
Legend
P – Fire pull stations
S – Stand-by area
for mobility impaired
Evacuation path
Alternative evacuation
path
All persons in the
Southeast quadrant
should evacuate by SE
Stairwell D and leave the
building by the Southeast
exit on the ground floor,
unless otherwise directed
by a floor captain. Go to
the lower parking lot.


First Floor - Northwest (NW) Quadrant
S
E
W
N
Southeast Exit
(Ground floor,
Buckingham St.)
Handicap Exit
(Ground floor,
Buckingham St.)
Southeast
Southwest
SW - Stairwell C
Courtyard
Courtyard
Northwest
170
Men's
Room
173
Northeast
106
104
102
100
177A
177B
P
107
105
103
101
S
179
East Exit
(Ground
floor,
to parking lot)
Main
Vestibule
NE - Stairwell A
Capitol Avenue Exit
(First floor)
Washington St. Exit
(First floor)
The Bushnell Theater
Legend
P – Fire pull stations
S – Stand-by area
for mobility impaired
Evacuation path
Alternative evacuation
path
All persons in the Northwest quadrant should evacuate and leave the building by the Capitol Ave. and the Washington St. exits on the first floor, unless otherwise directed by a floor captain. Washington St. evacuee's go to the small park next to the 60 Washington St parking garage, Capitol Ave. evacuee's stand on the sidewalk in front of The Bushnell theater.

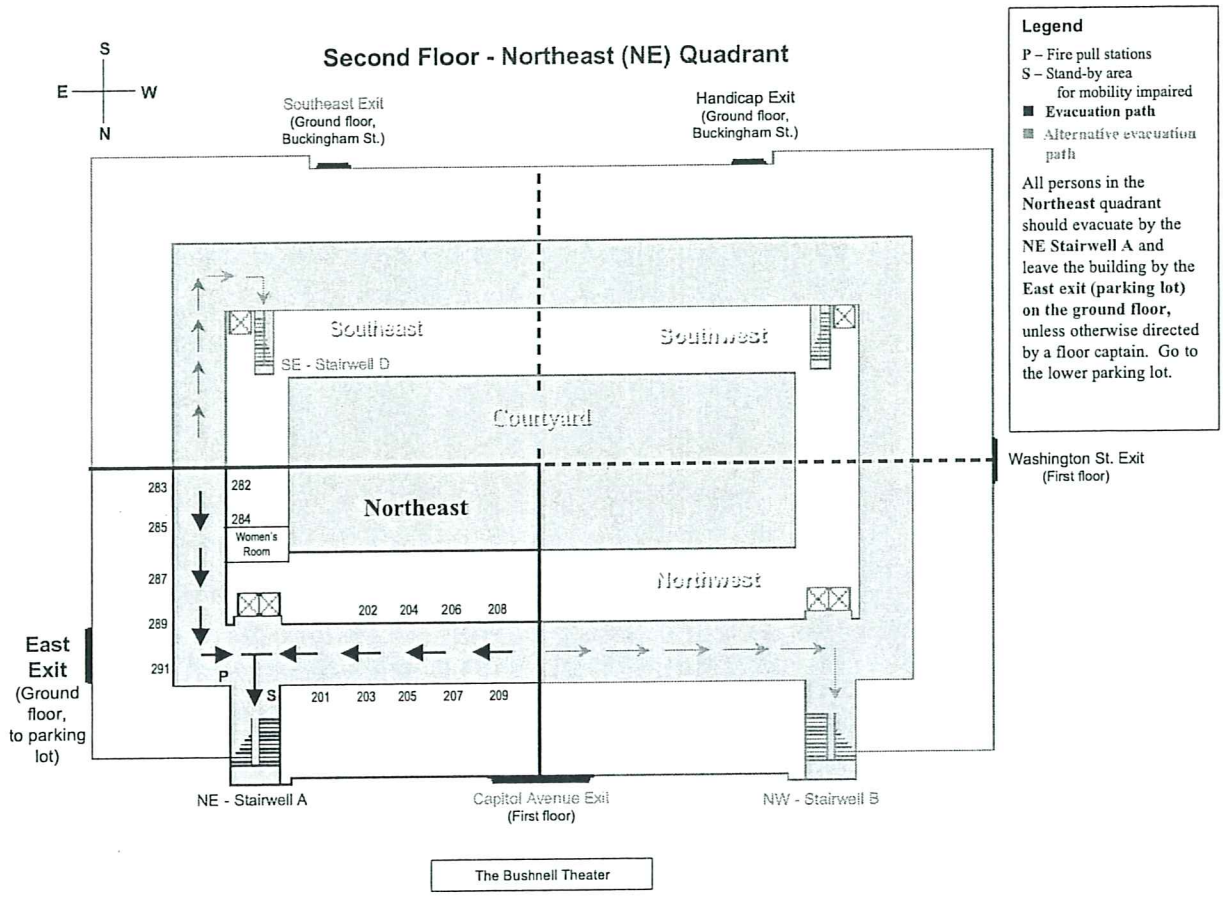
First Floor - Southwest (SW) Quadrant

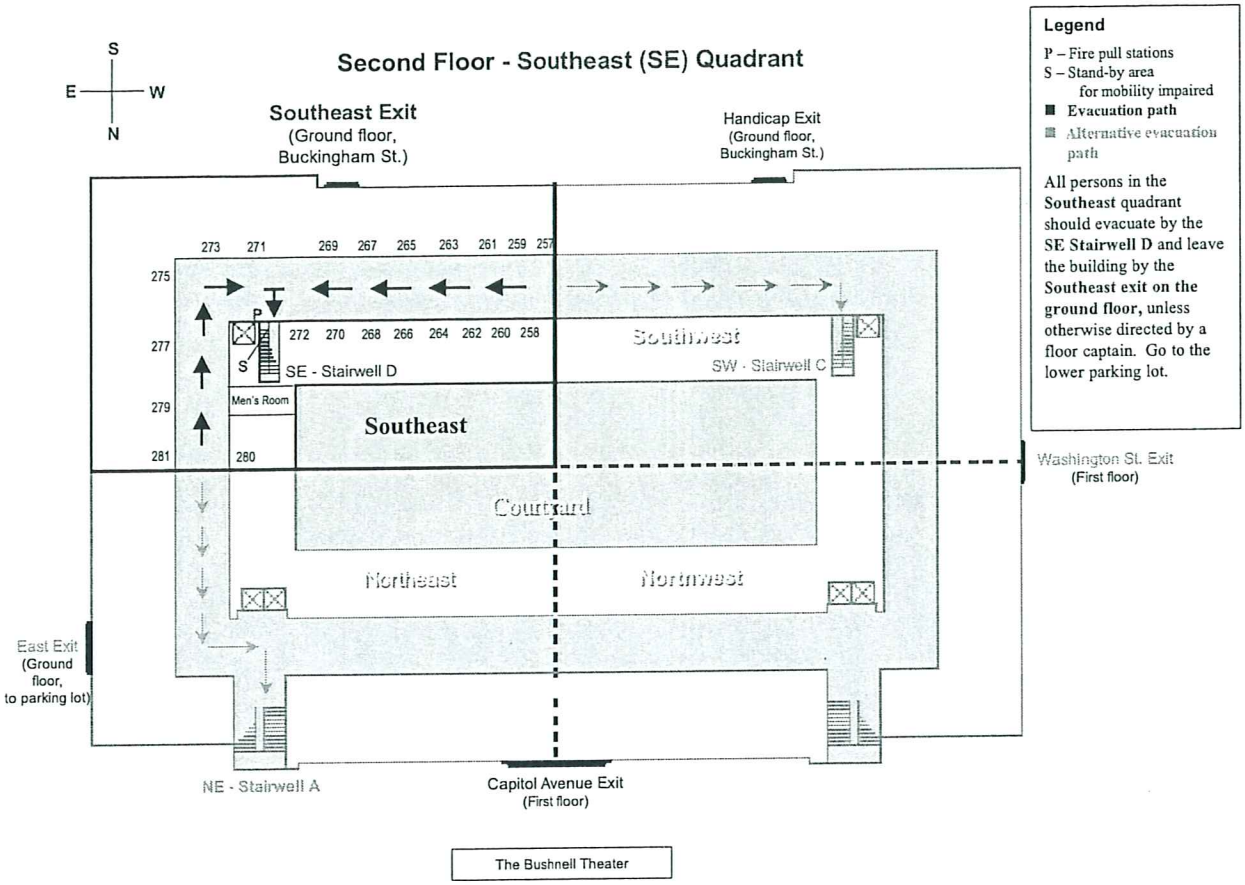


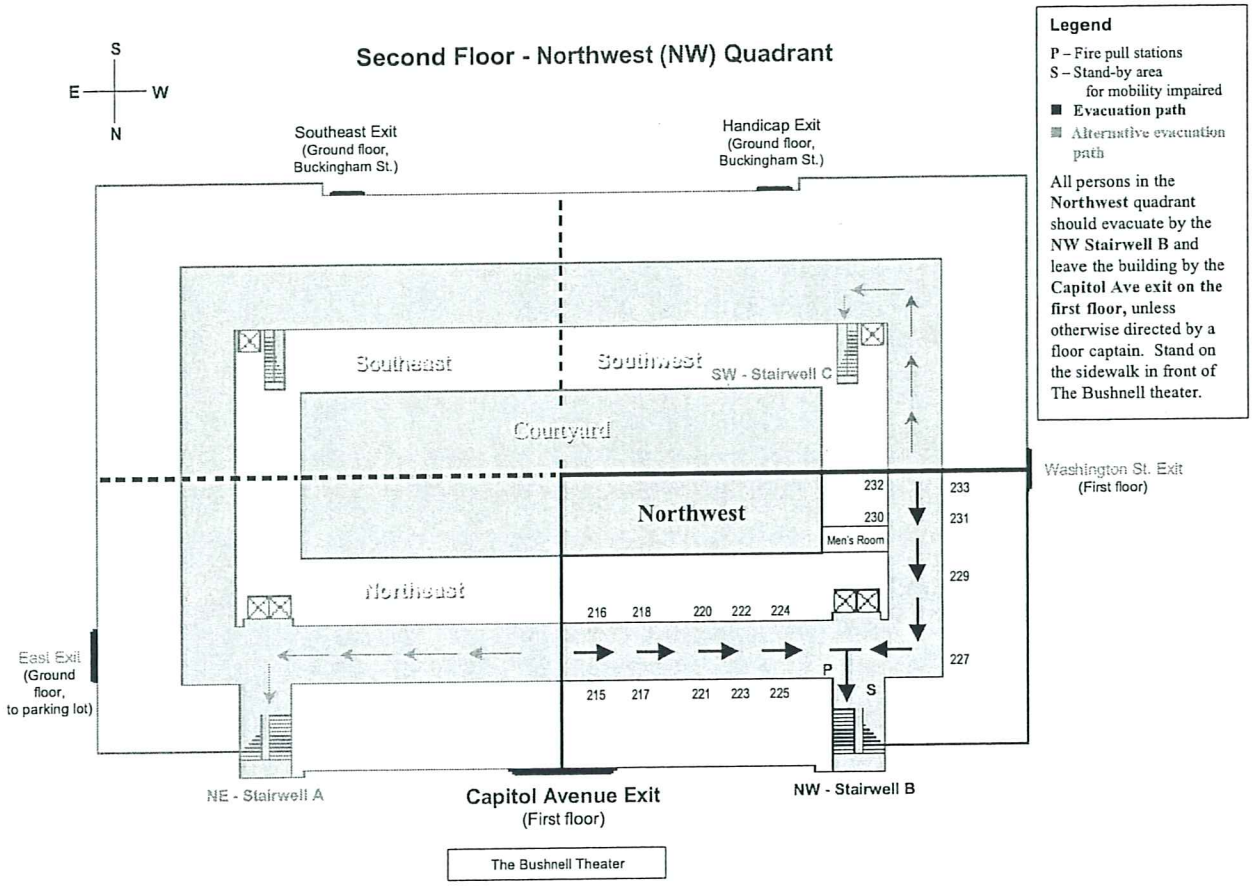
Legend

P – Fire pull stations
S – Stand-by area for mobility impaired
■ **Evacuation path**
■ Alternative evacuation path

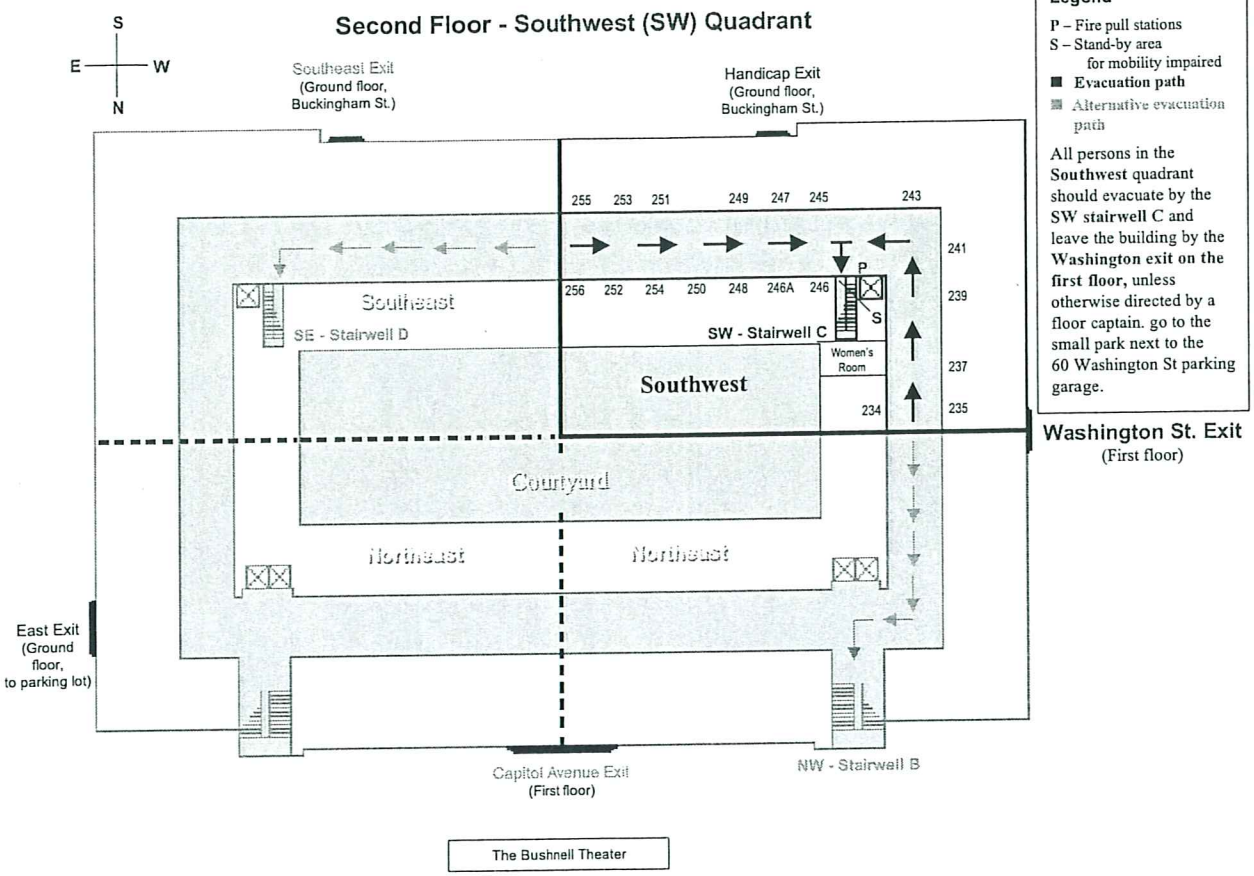
All persons in the **Southwest** quadrant should evacuate by the **SW stairwell C** and leave the building by the **Washington exit on the first floor,** unless otherwise directed by a floor captain. go to the small park next to the 60 Washington St parking garage.


Second Floor - Northeast (NE) Quadrant
S
E
W
N
Southeast Exit
(Ground floor,
Buckingham St.)
Handicap Exit
(Ground floor,
Buckingham St.)
Southeast
Southwest
SE - Stairwell D
Courtyard
Washington St. Exit
(First floor)
283
282
284
285
Women's Room
Northeast
287
Northwest
289
202 204 206 208
East Exit
(Ground floor, to parking lot)
291
P
S
201 203 205 207 209
NE - Stairwell A
Capitol Avenue Exit
(First floor)
NW - Stairwell B
The Bushnell Theater
Legend
P – Fire pull stations
S – Stand-by area for mobility impaired
Evacuation path
Alternative evacuation path
All persons in the Northeast quadrant should evacuate by the NE Stairwell A and leave the building by the East exit (parking lot) on the ground floor, unless otherwise directed by a floor captain. Go to the lower parking lot.


Second Floor - Southeast (SE) Quadrant
S
E
W
N
Southeast Exit
(Ground floor,
Buckingham St.)
Handicap Exit
(Ground floor,
Buckingham St.)
273 271 269 267 265 263 261 259 257
275
277
279
281
272 270 268 266 264 262 260 258
280
P
S
SE - Stairwell D
Men's Room
Southeast
Southwest
SW - Stairwell C
Courtyard
Northeast
Northwest
Washington St. Exit
(First floor)
East Exit
(Ground
floor,
to parking lot)
NE - Stairwell A
Capitol Avenue Exit
(First floor)
The Bushnell Theater
Legend
P – Fire pull stations
S – Stand-by area
for mobility impaired
Evacuation path
Alternative evacuation
path
All persons in the
Southeast quadrant
should evacuate by the
SE Stairwell D and leave
the building by the
Southeast exit on the
ground floor, unless
otherwise directed by a
floor captain. Go to the
lower parking lot.


Second Floor - Northwest (NW) Quadrant
S
E
W
N
Southeast Exit
(Ground floor,
Buckingham St.)
Handicap Exit
(Ground floor,
Buckingham St.)
Southeast
Southwest
SW - Stairwell C
Courtyard
Northwest
Northeast
232
230
Men's Room
233
231
229
227
216
218
220
222
224
215
217
221
223
225
P
S
Washington St. Exit
(First floor)
East Exit
(Ground
floor,
to parking lot)
NE - Stairwell A
Capitol Avenue Exit
(First floor)
NW - Stairwell B
The Bushnell Theater
Legend
P – Fire pull stations
S – Stand-by area
for mobility impaired
Evacuation path
Alternative evacuation path
All persons in the Northwest quadrant should evacuate by the NW Stairwell B and leave the building by the Capitol Ave exit on the first floor, unless otherwise directed by a floor captain. Stand on the sidewalk in front of The Bushnell theater.

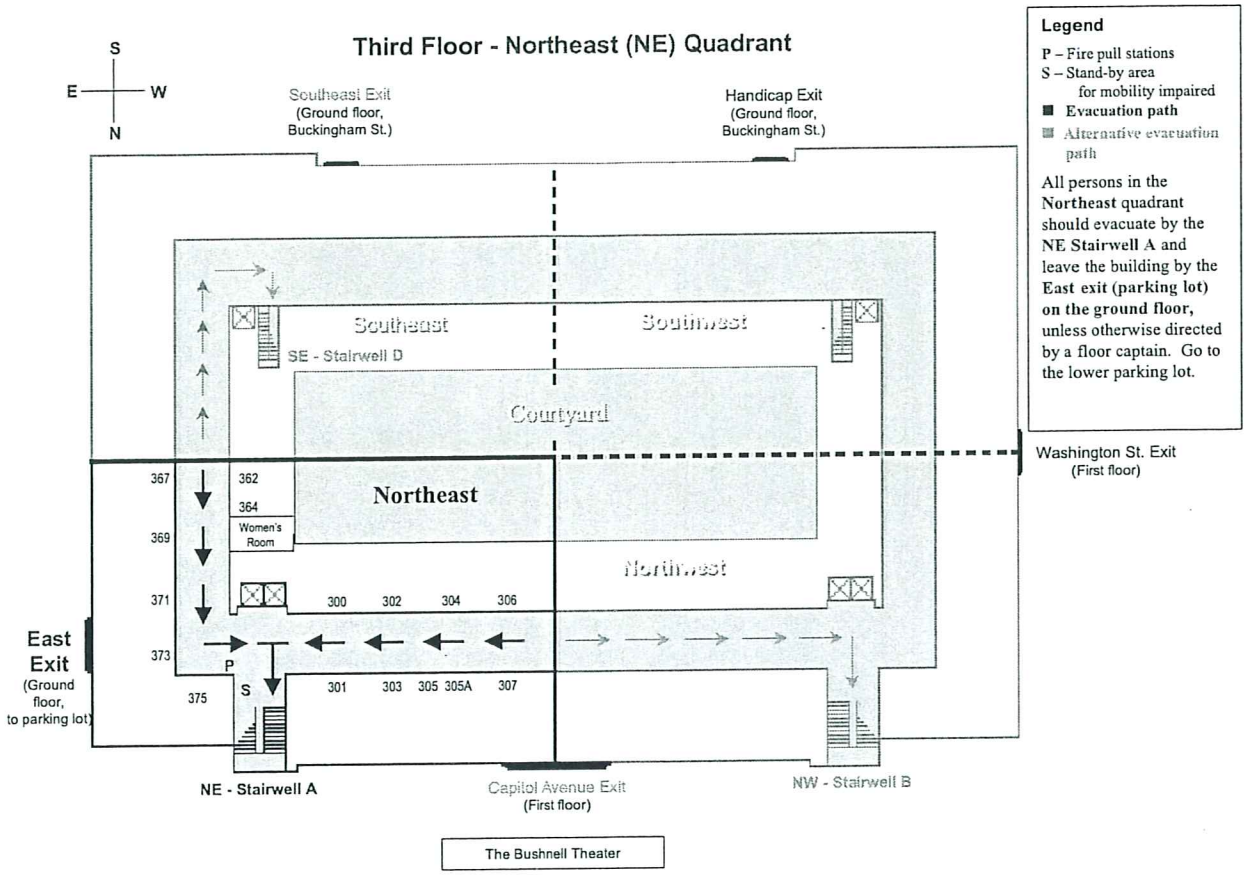
Second Floor - Southwest (SW) Quadrant



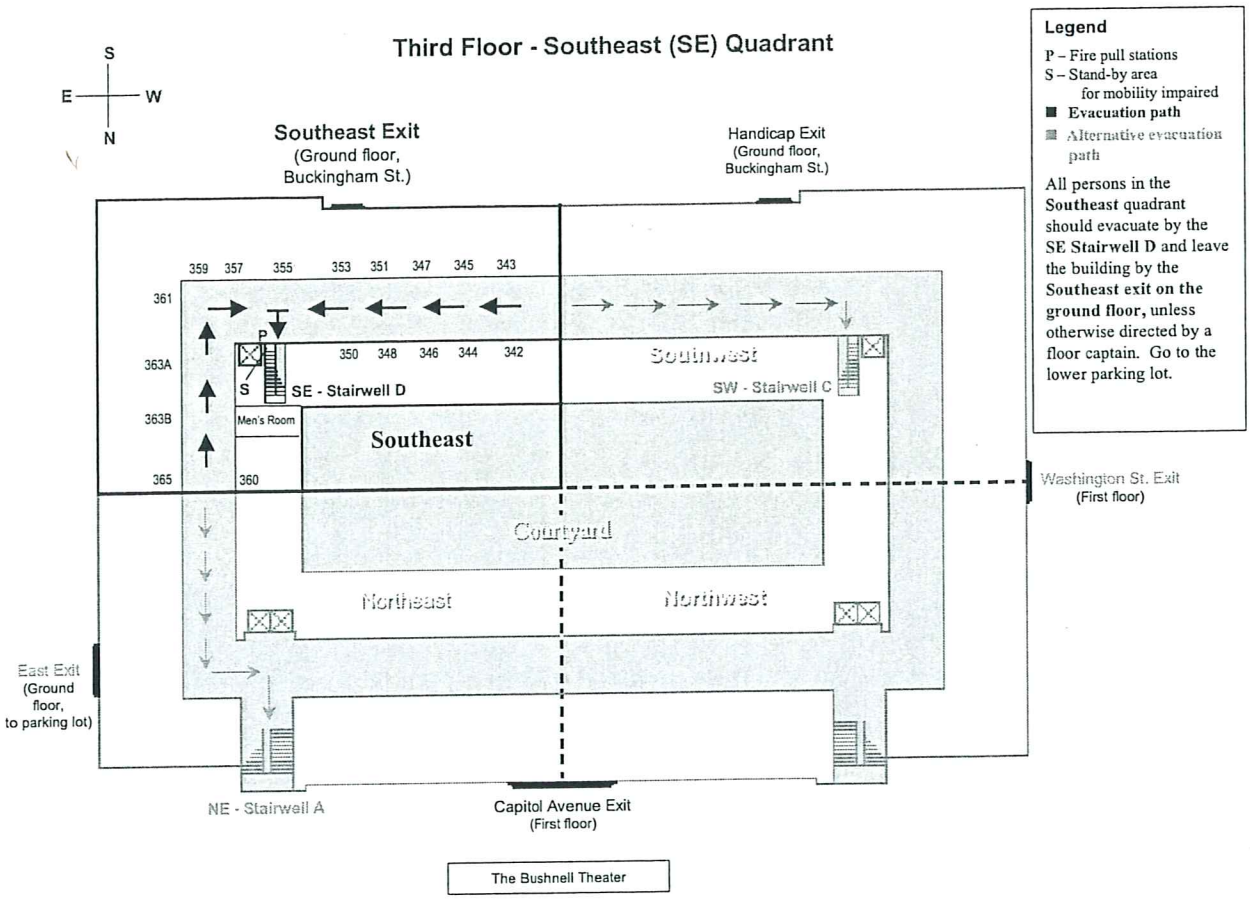
Legend

P – Fire pull stations
S – Stand-by area for mobility impaired
■ **Evacuation path**
■ Alternative evacuation path

All persons in the **Southwest** quadrant should evacuate by the **SW stairwell C** and leave the building by the **Washington exit on the first floor,** unless otherwise directed by a floor captain. go to the small park next to the 60 Washington St parking garage.


Third Floor - Northeast (NE) Quadrant
S
E
W
N
Southeast Exit
(Ground floor,
Buckingham St.)
Handicap Exit
(Ground floor,
Buckingham St.)
Legend
P – Fire pull stations
S – Stand-by area
for mobility impaired
Evacuation path
Alternative evacuation path
All persons in the Northeast quadrant should evacuate by the NE Stairwell A and leave the building by the East exit (parking lot) on the ground floor, unless otherwise directed by a floor captain. Go to the lower parking lot.
Southeast
Southwest
SE - Stairwell D
Courtyard
Washington St. Exit
(First floor)
Northeast
Northwest
367
362
364
Women's Room
369
371
373
375
300
302
304
306
301
303
305
305A
307
P
S
East Exit
(Ground floor,
to parking lot)
NE - Stairwell A
Capitol Avenue Exit
(First floor)
NW - Stairwell B
The Bushnell Theater

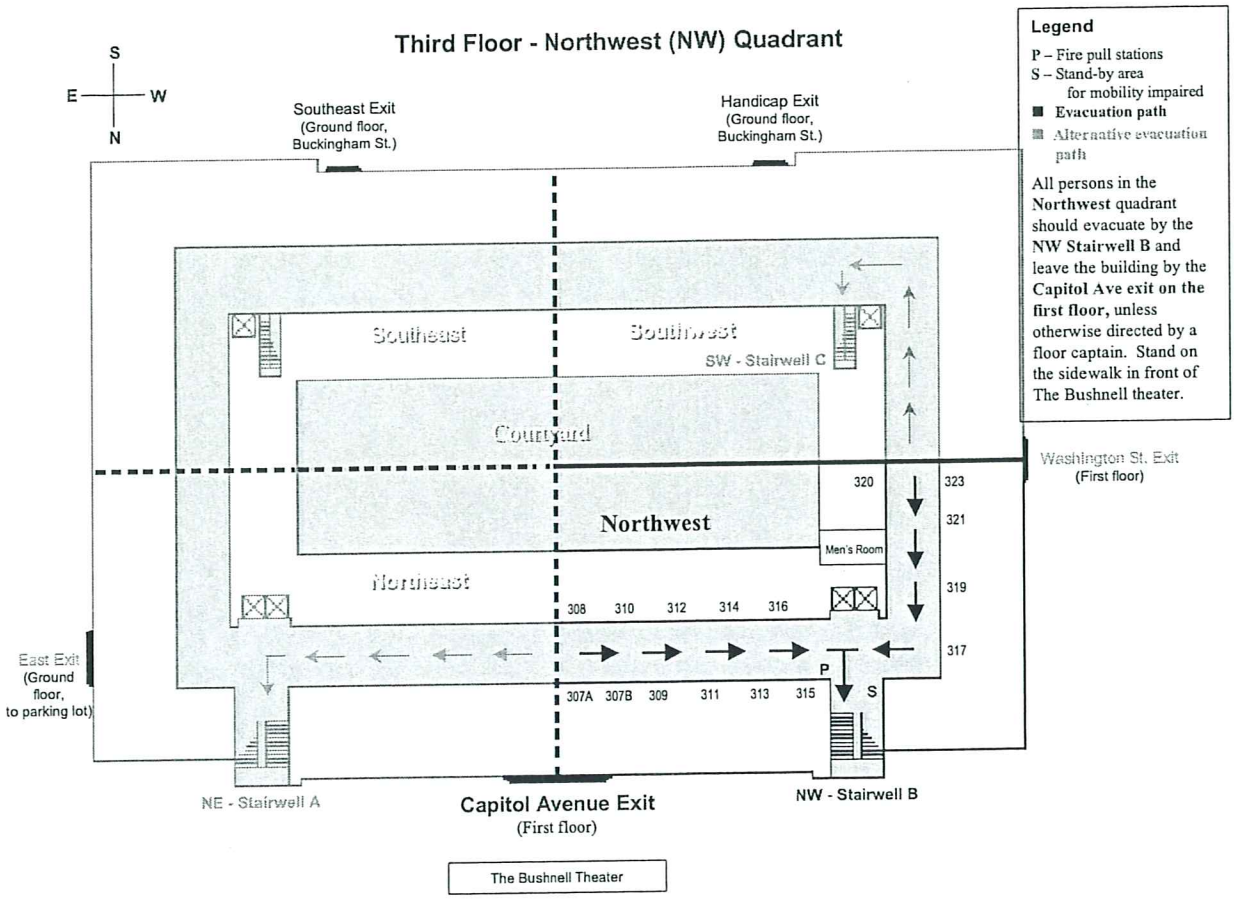
Third Floor - Southeast (SE) Quadrant



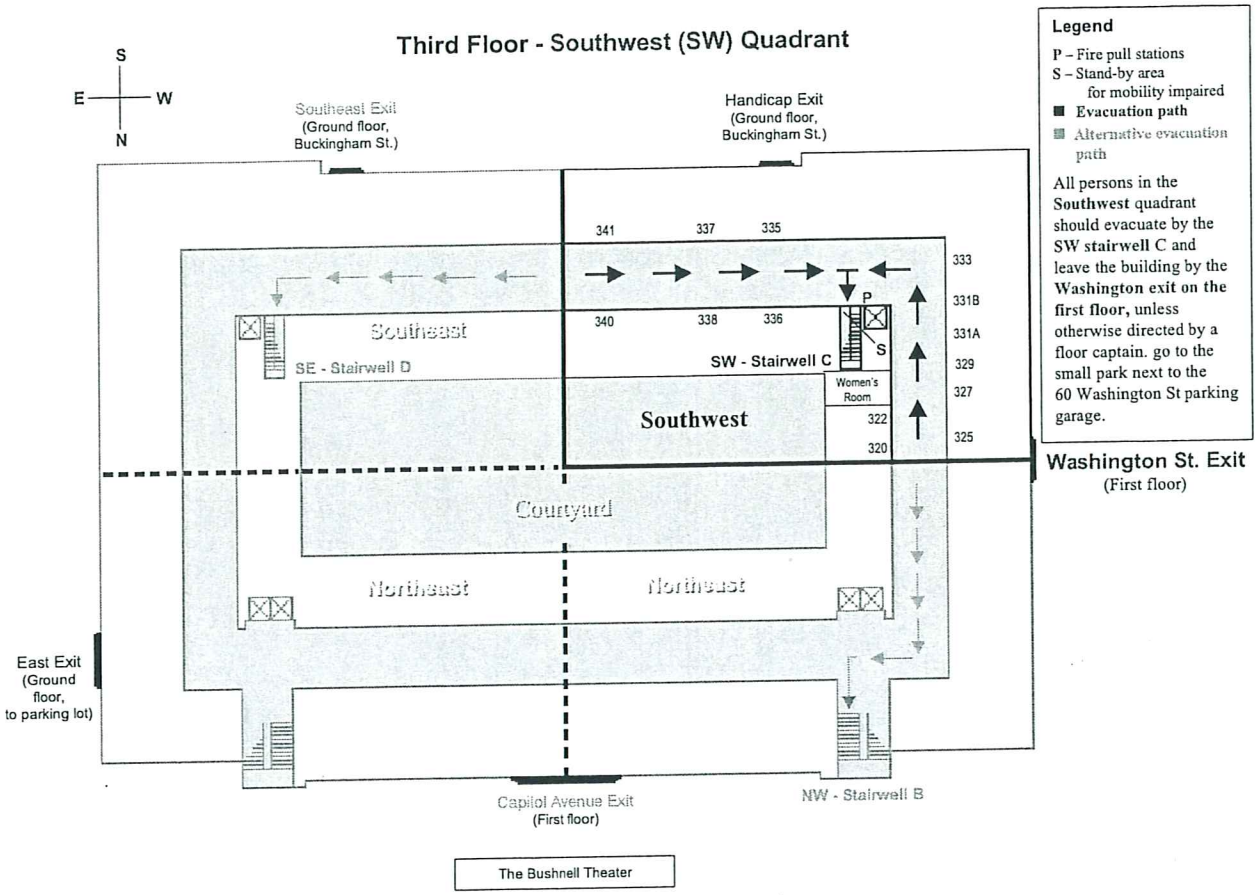
Legend

P – Fire pull stations
S – Stand-by area for mobility impaired
■ **Evacuation path**
■ Alternative evacuation path

All persons in the **Southeast** quadrant should evacuate by the **SE Stairwell D** and leave the building by the **Southeast exit on the ground floor,** unless otherwise directed by a floor captain. Go to the lower parking lot.


Third Floor - Northwest (NW) Quadrant
S
E
W
N
Southeast Exit
(Ground floor,
Buckingham St.)
Handicap Exit
(Ground floor,
Buckingham St.)
Legend
P – Fire pull stations
S – Stand-by area
for mobility impaired
Evacuation path
Alternative evacuation path
All persons in the Northwest quadrant should evacuate by the NW Stairwell B and leave the building by the Capitol Ave exit on the first floor, unless otherwise directed by a floor captain. Stand on the sidewalk in front of The Bushnell theater.
Southeast
Southwest
SW - Stairwell C
Courtyard
Washington St. Exit
(First floor)
320
323
321
Northwest
Men's Room
Northeast
319
308
310
312
314
316
317
East Exit
(Ground
floor,
to parking lot)
P
307A
307B
309
311
313
315
S
NE - Stairwell A
Capitol Avenue Exit
(First floor)
NW - Stairwell B
The Bushnell Theater

Third Floor - Southwest (SW) Quadrant

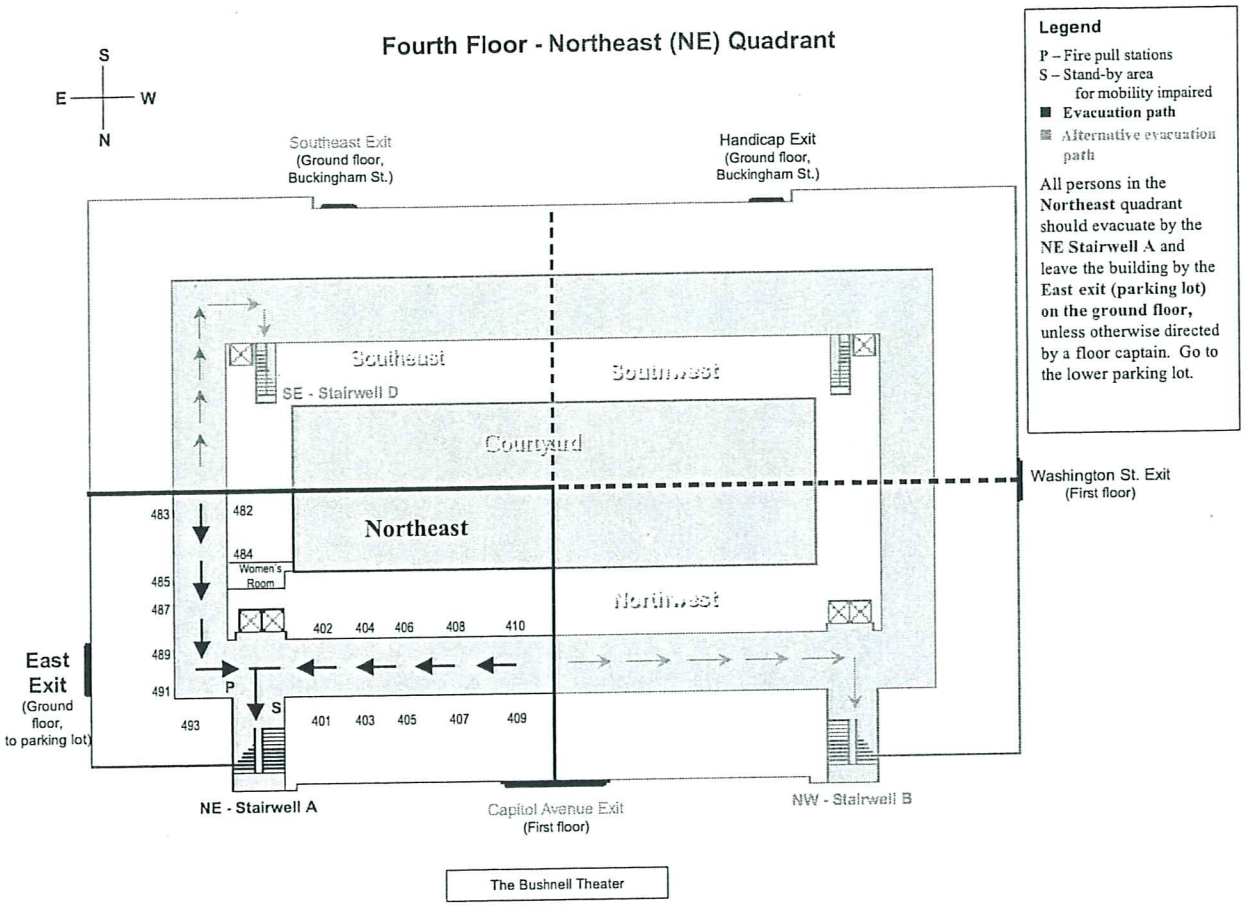


Legend

P – Fire pull stations
S – Stand-by area for mobility impaired
■ **Evacuation path**
■ Alternative evacuation path

All persons in the **Southwest** quadrant should evacuate by the **SW stairwell C** and leave the building by the **Washington exit on the first floor,** unless otherwise directed by a floor captain. go to the small park next to the 60 Washington St parking garage.

Fourth Floor - Northeast (NE) Quadrant

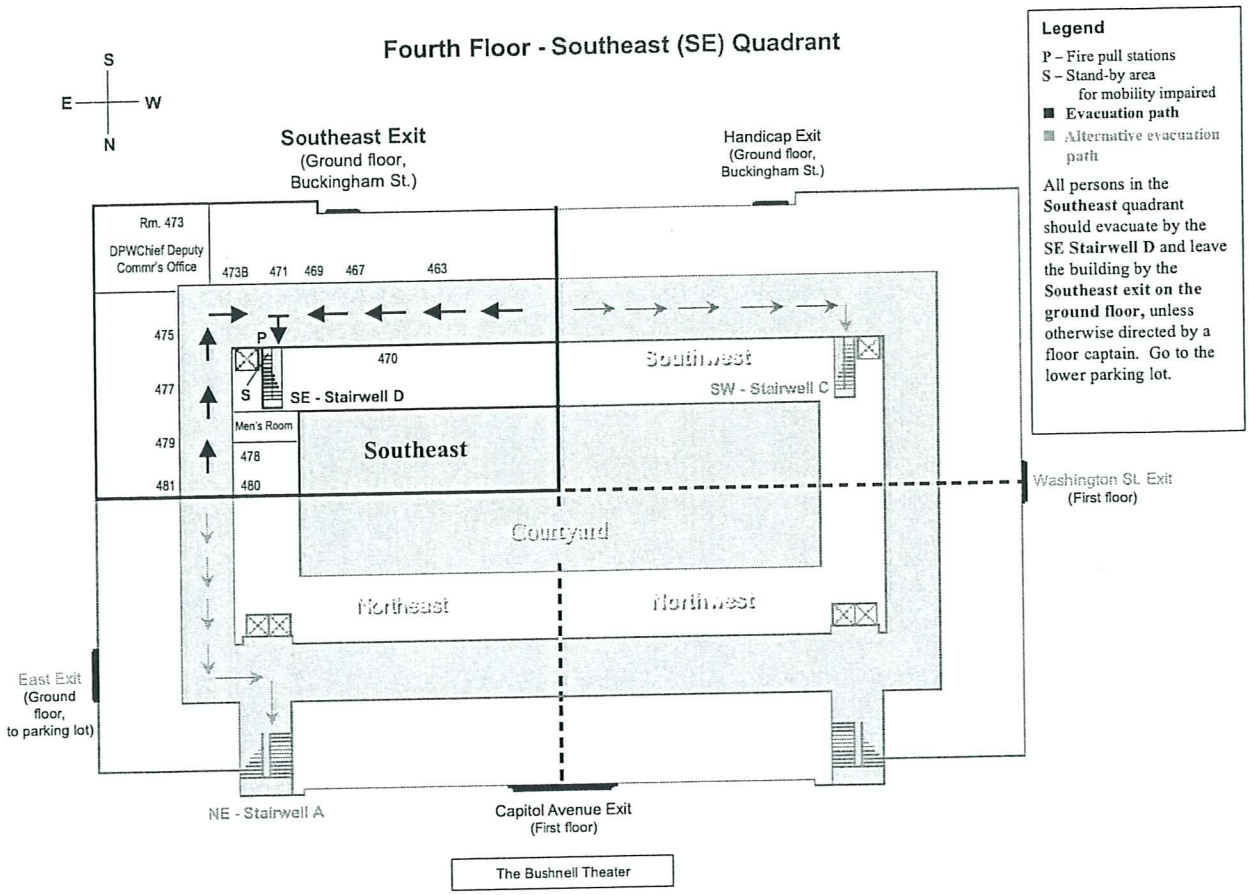


Legend

P – Fire pull stations
S – Stand-by area for mobility impaired
■ **Evacuation path**
■ Alternative evacuation path

All persons in the **Northeast** quadrant should evacuate by the **NE Stairwell A** and leave the building by the **East exit (parking lot) on the ground floor,** unless otherwise directed by a floor captain. Go to the lower parking lot.

Fourth Floor - Southeast (SE) Quadrant

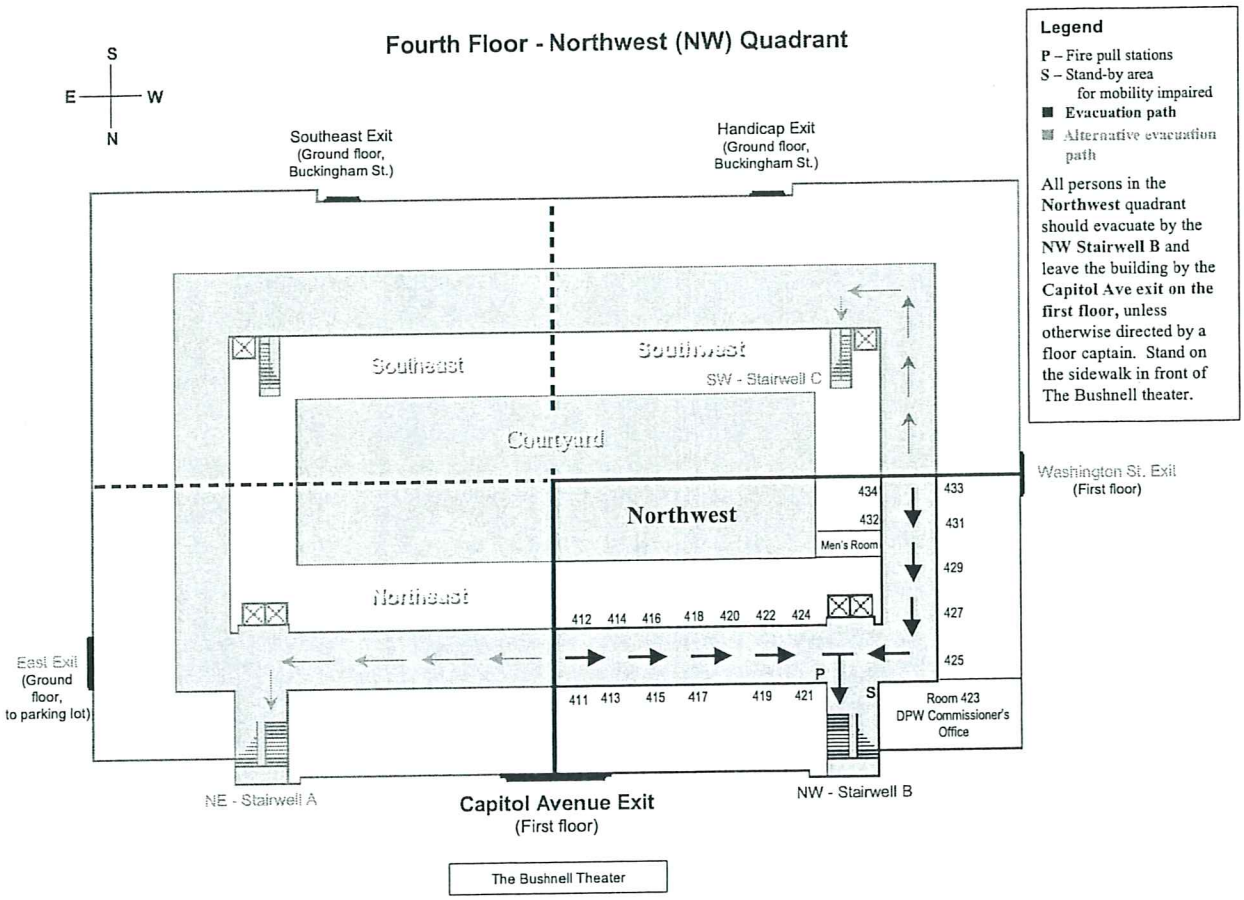


Legend

P – Fire pull stations
S – Stand-by area for mobility impaired
■ **Evacuation path**
■ Alternative evacuation path

All persons in the **Southeast** quadrant should evacuate by the **SE Stairwell D** and leave the building by the **Southeast exit on the ground floor,** unless otherwise directed by a floor captain. Go to the lower parking lot.

Fourth Floor - Northwest (NW) Quadrant

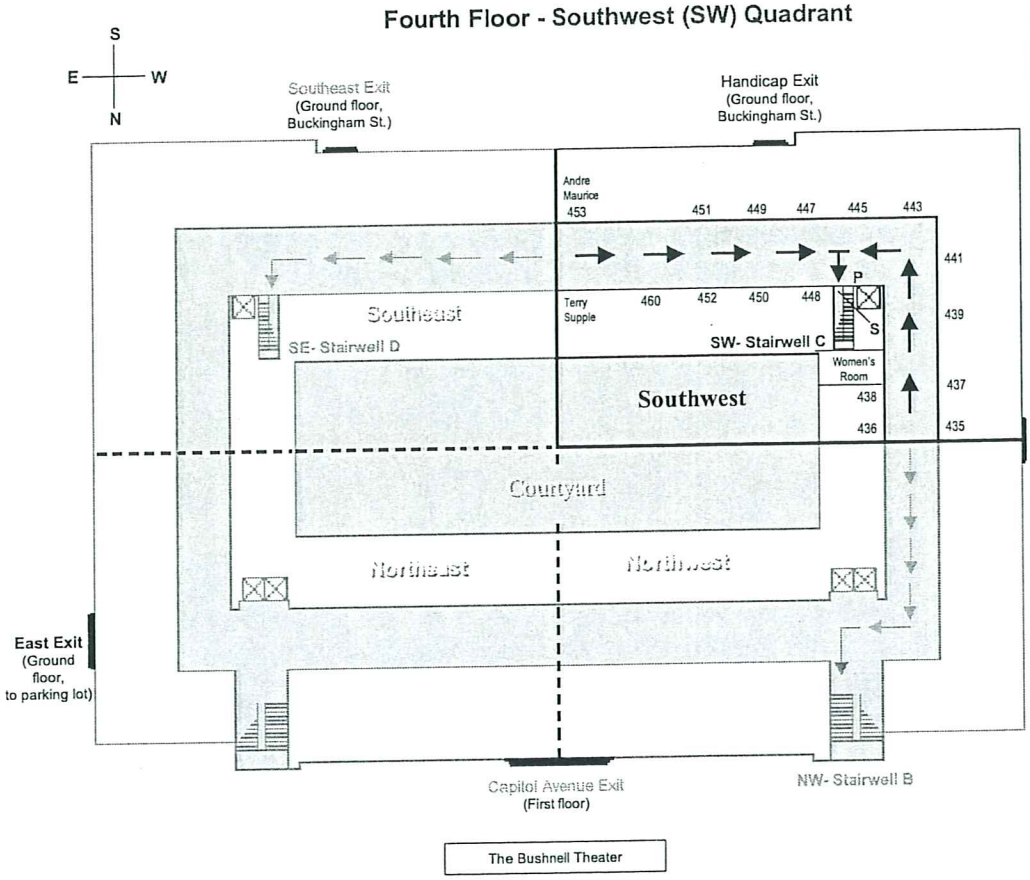


Legend

P – Fire pull stations
S – Stand-by area for mobility impaired
■ **Evacuation path**
■ Alternative evacuation path

All persons in the **Northwest** quadrant should evacuate by the **NW Stairwell B** and leave the building by the **Capitol Ave exit on the first floor,** unless otherwise directed by a floor captain. Stand on the sidewalk in front of The Bushnell theater.

Fourth Floor - Southwest (SW) Quadrant

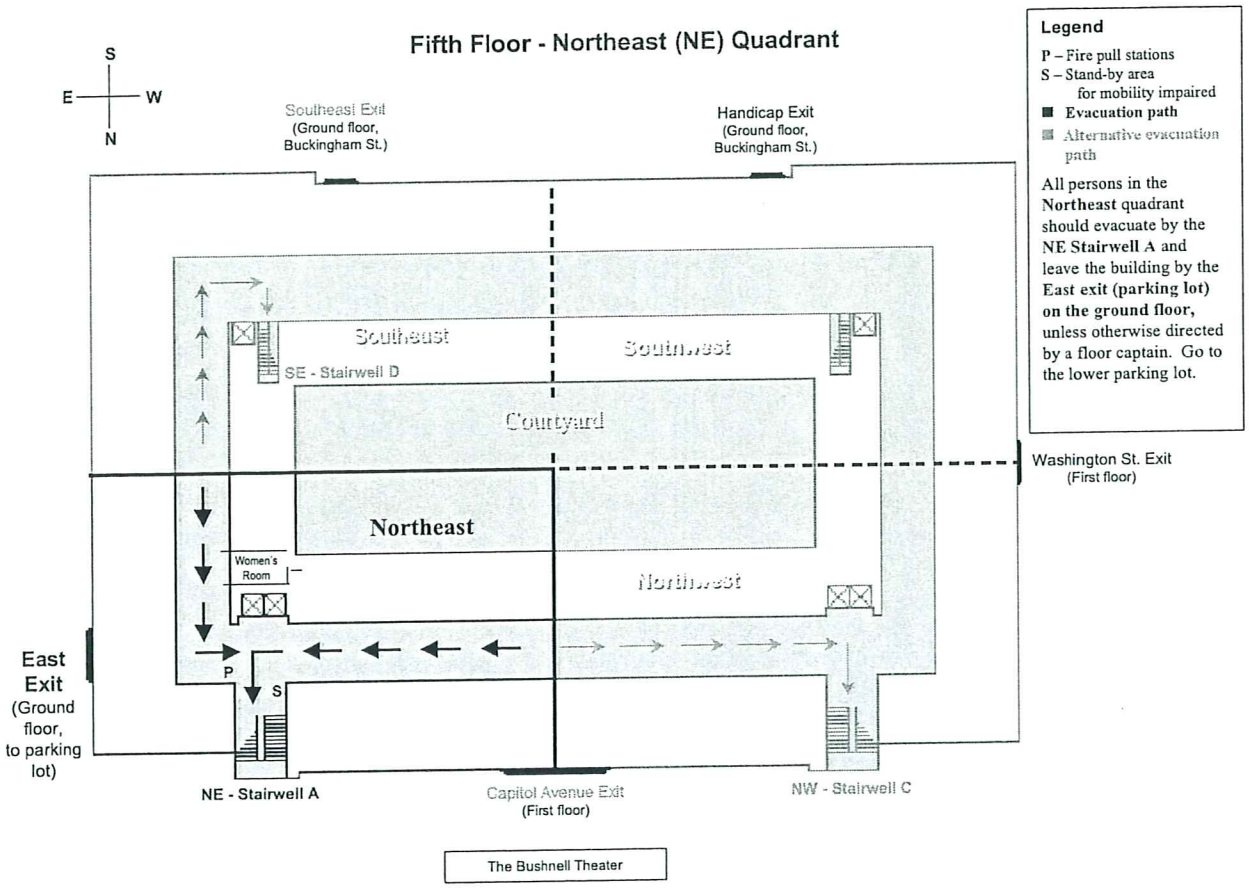


Legend

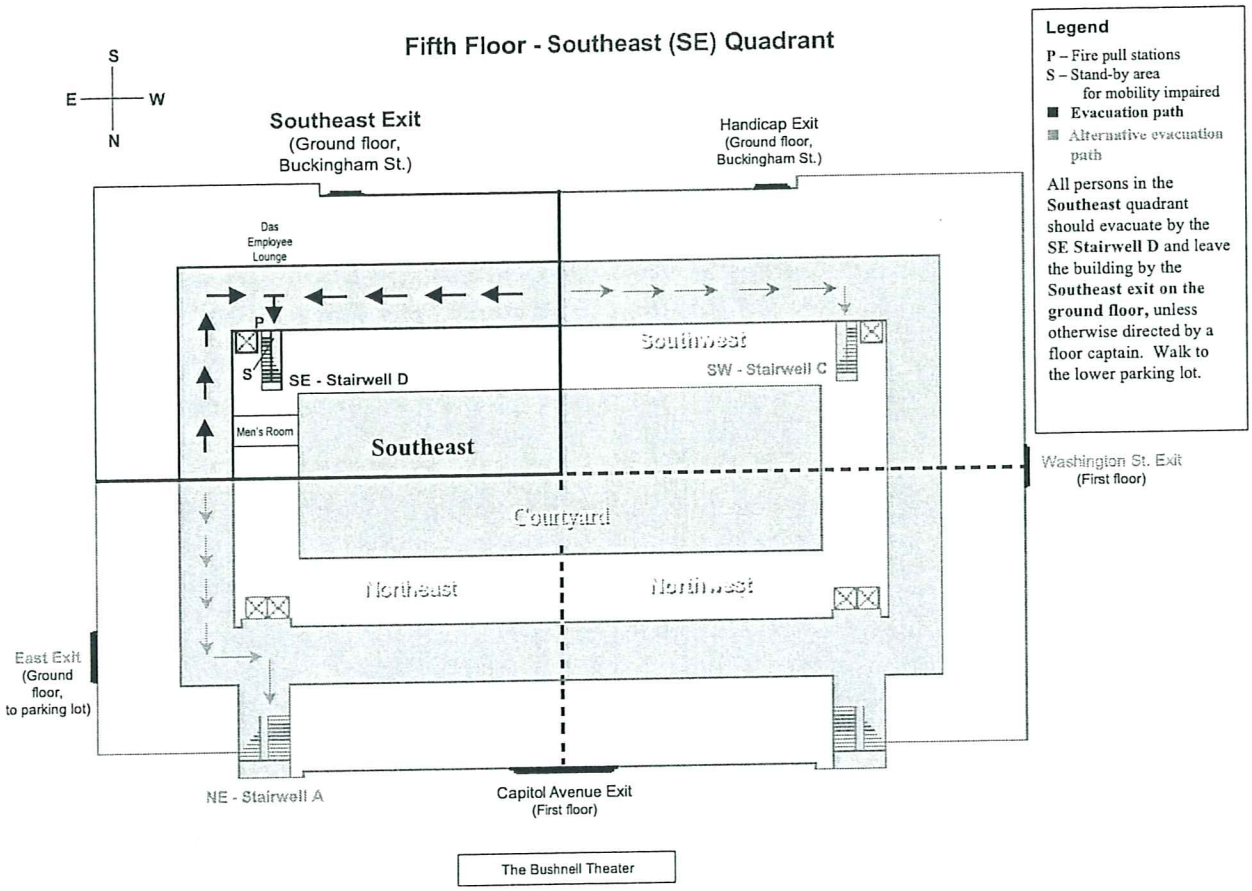
P – Fire pull stations
S – Stand-by area for mobility impaired
■ **Evacuation path**
■ Alternative evacuation path

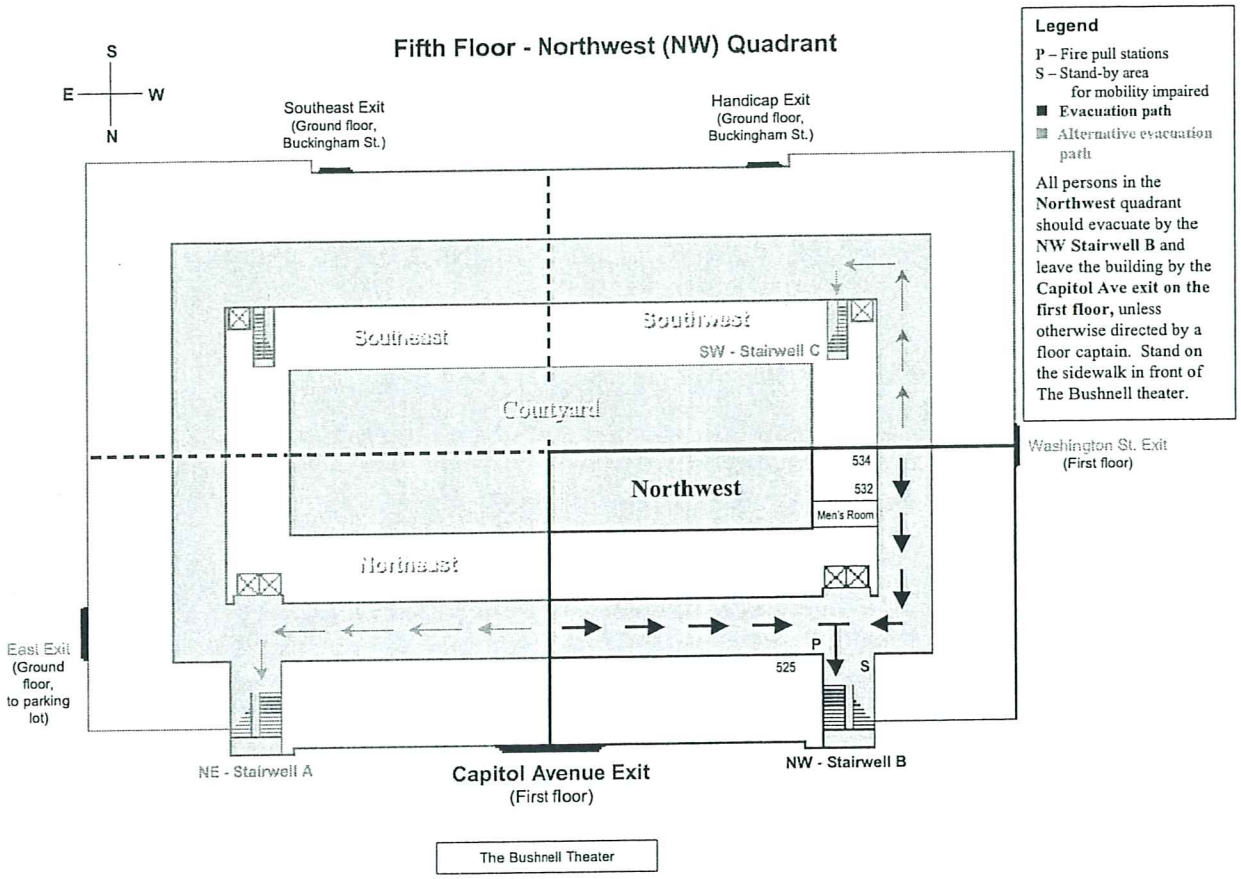
All persons in the **Southwest** quadrant should evacuate by the **SW stairwell C** and leave the building by the **Washington exit on the first floor**, unless otherwise directed by a floor captain. go to the small park next to the 60 Washington St parking garage.

Fifth Floor - Northeast (NE) Quadrant

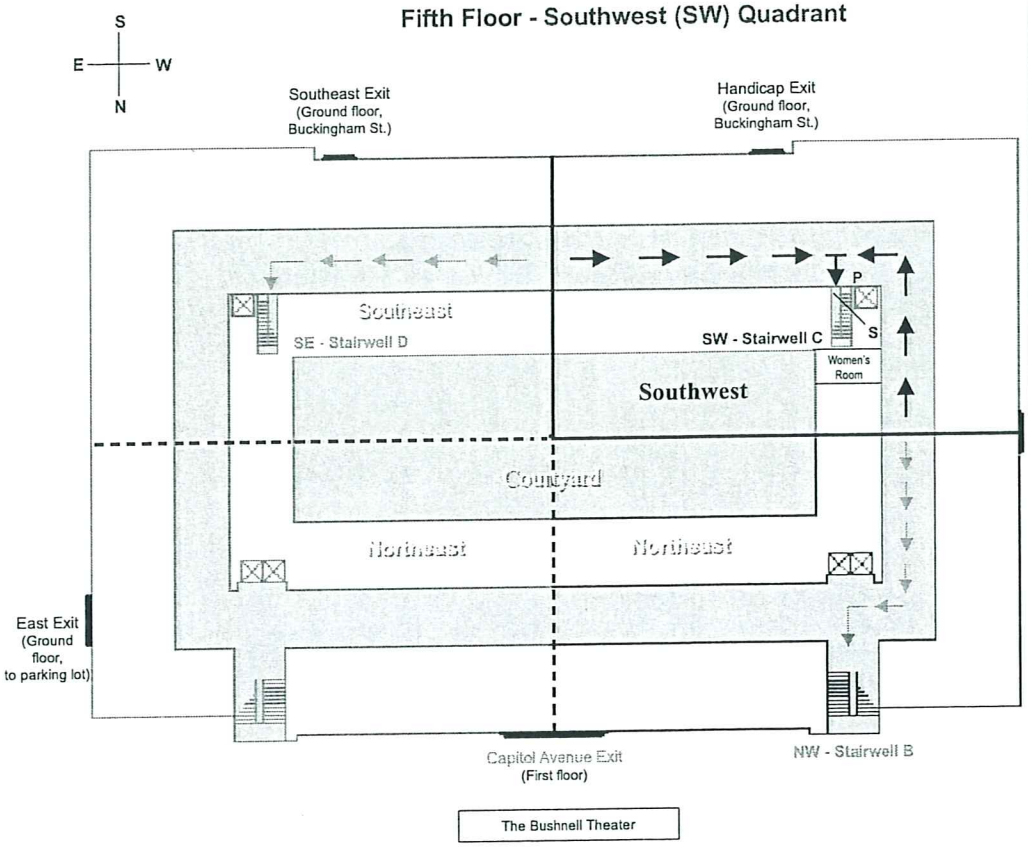


Fifth Floor - Southeast (SE) Quadrant




Fifth Floor - Northwest (NW) Quadrant
S
E
W
N
Southeast Exit
(Ground floor,
Buckingham St.)
Handicap Exit
(Ground floor,
Buckingham St.)
Southeast
Southwest
SW - Stairwell C
Courtyard
Northwest
534
532
Men's Room
Northeast
Washington St. Exit
(First floor)
East Exit
(Ground
floor,
to parking
lot)
P
525
S
NE - Stairwell A
Capitol Avenue Exit
(First floor)
NW - Stairwell B
The Bushnell Theater
Legend
P – Fire pull stations
S – Stand-by area
for mobility impaired
Evacuation path
Alternative evacuation path
All persons in the Northwest quadrant should evacuate by the NW Stairwell B and leave the building by the Capitol Ave exit on the first floor, unless otherwise directed by a floor captain. Stand on the sidewalk in front of The Bushnell theater.

Fifth Floor - Southwest (SW) Quadrant



Legend

P – Fire pull stations
S – Stand-by area for mobility impaired
■ **Evacuation path**
■ Alternative evacuation path

All persons in the **Southwest** quadrant should evacuate by the **SW stairwell C** and leave the building by the **Washington exit on the first floor,** unless otherwise directed by a floor captain. go to the small park next to the 60 Washington St parking garage.

APPENDIX II

Fire Drill Report

Fire Drills shall be conducted semiannually

	Case Number:
Address:	Date:

Person Responsible for Conducting Fire Drill: _____

Tel #. _____

Time of Alarm: _____

Time of building completely evacuated: _____

Was Evacuation Plan Followed? _____

Is Present Evacuation Plan Adequate? _____

_____

Specific Problems: _____

_____

_____

_____

Suggestions for Improvements or Changes in Procedure: _____

_____

_____

_____

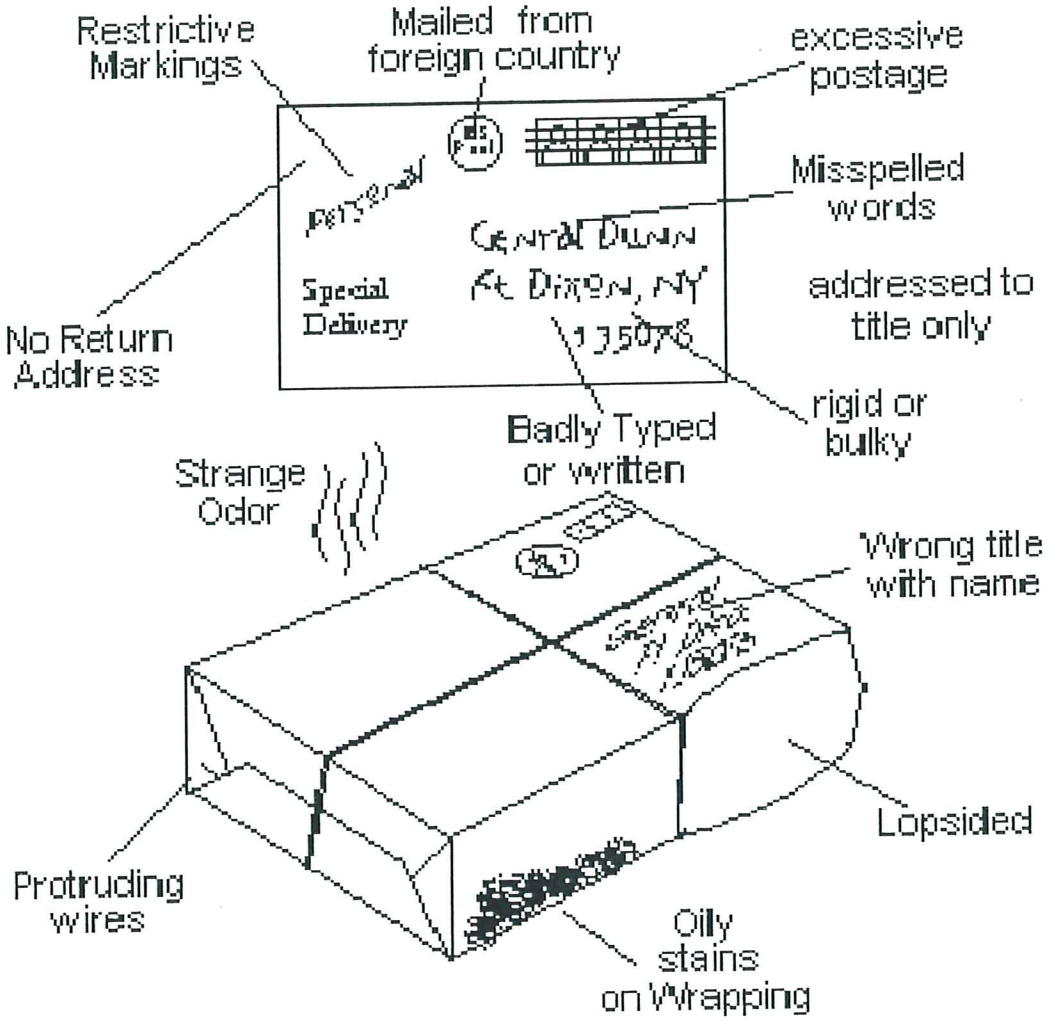
Next Fire Drill Scheduled for: _____

_____

NOTE: Forward a copy of drill report to:

APPENDIX III

Letters and Package Bomb Indicators



BOMB THREAT INFORMATION SHEET

QUESTIONS TO ASK CALLER:

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your address?

What is your name?

EXACT WORDS OF THREAT:

Sex of caller: Race:

Age: Length of call:

Number at which call is received:

BOMB THREAT CARD

CALLER'S VOICE:

_____	Calm	_____	Nasal
_____	Angry	_____	Stutter
_____	Excited	_____	Lisp
_____	Slow	_____	Raspy
_____	Rapid	_____	Deep
_____	Soft	_____	Ragged
_____	Loud	_____	Clearing Throat
_____	Laughter	_____	Deep Breathing
_____	Crying	_____	Crackling Voice
_____	Normal	_____	Disguised
_____	Distinct	_____	Accent
_____	Slurred	_____	Familiar

If voice is familiar

Who voice does it sound like?

BACKGROUND NOISES:

_____	Street Noise	_____	Animal Noises
_____	Crockery	_____	Clear
_____	Voices	_____	Static
_____	PA System	_____	Local
_____	Music	_____	Long Distance
_____	House Noises	_____	Booth
_____	Office	_____	Motor
_____	Machinery	_____	Factory Noises

THREAT LANGUAGE:

_____	Well spoken (educated)	_____	Incoherent (disoriented)
_____	Foul (swearing)	_____	Tape recorded
_____	Irrational (senseless)	_____	Message read by thread maker

REMARKS:

Reported call to:

Date:

Name:

Position:

Phone Number

APPENDIX IV

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC WORKS
DEPARTMENT OF PUBLIC HEALTH

-MEMORANDUM-

TO: Agency Heads

FROM: Commissioner T. R. Anson
Department of Public Works

Commissioner Joxel Garcia, M.D., M.B.A.
Department of Public Health

SUBJECT: Guidelines for how to handle anthrax threats

DATE: November 13, 2001

Attached are guidelines to assist state agencies in responding to anthrax threats. These guidelines replace those issued on October 17 by the Department of Public Health and the addendum issued October 23 by the Department of Public Works. These guidelines were developed jointly to reflect the current information issued by the Center for Disease Control and Prevention, the US Postal Service, and the FBI. As new information becomes available, updates will be issued. Please share this information with your mailroom employees and other appropriate parties.

A blue one-page checklist is also attached with space for the appropriate phone numbers for your agency to be inserted in the reporting section. This should be posted in your mailrooms and in offices where mail is opened. Questions on these guidelines can be directed to our offices: Commissioner Anson at (860) 713-5800 and Commissioner Garcia at (860) 509-7101.

cc: Dr. James Hadler
Ann Nichols

Attachments

11/13/01

HOW TO HANDLE ANTHRAX THREATS
Departments of Public Health and Public Works
Guidelines for State Agencies

Letters containing *Bacillus anthracis* (anthrax) spores have been received by mail in several areas in the United States. In some instances anthrax exposures have occurred with several persons becoming infected. To prevent such exposures and subsequent infection, all state employees should learn how to recognize a suspicious package or envelope and take appropriate steps to protect themselves and others.
The following are guidelines for state agencies to respond to perceived anthrax threats. These guidelines replace those issued on October 17 by the Department of Public Health and the addendum issued October 23 by the Department of Public Works.

The following public health principles underlie these guidelines:

- Possible anthrax exposures constitute a situation requiring an urgent response, but not an emergency response.
- In situations where possible exposures can be assessed based on the finding of a possible source of exposure (as opposed to starting with human illness), there is time to assess the credibility of the threat, assess whether there is a substantial risk of airborne exposure to anthrax, test the suspected substance if needed and make recommendations that will assure that no one will become ill if a genuine anthrax exposure has occurred.
- It will rarely be necessary to consider immediate evacuation of a whole floor of a building or a building in response to an anthrax threat alone. This would only be necessary for possible anthrax exposures if the public health assessment suggests widespread airborne contamination in a building.

DO NOT PANIC

- Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine aerosolized mist. In most situations currently being reported, the main potential threat is getting anthrax infection of the skin (cutaneous anthrax), not the form of anthrax that results from inhalation (inhalational anthrax).
- ***Inhalational*** anthrax generally requires inhaling a large dose of invisibly fine powder - particles 1-5 microns in size, a size necessary to get deep into the lungs. It is technologically very difficult to get anthrax into a form where it can be readily inhaled. Reaerosolization of particles on clothing and on surfaces into particles of this size is difficult. Thus, **visible settled powders and letters or boxes that are unopened are usually not serious threats for inhalational anthrax**. The immediate risk to people exposed in these situations is small. Inhalational anthrax would be of concern if: a) a person opened a letter containing fine powder that produced a "cloud" of suspended dust or if the powder got directly into the person's face; or b) there was a real concern of aerosolization based on a credible warning that an air handling system is contaminated or warning that a biological agent was released in a public space.

Identifying suspicious packages and envelopes:
Some characteristics of suspicious packages and envelopes include the following:

- Inappropriate or unusual labeling
  - — Excessive postage

— handwritten or poorly typed addresses
— misspellings of common words
— strange return address or no return address
— incorrect titles or title without a name
— not addressed to a specific person
— marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
— marked with any threatening language
— postmarked from a city or state that does not match the return address

- Appearance
  — powdery substance felt through or appearing on the package or envelope
  — oily stains, discolorations, or odor
  — lopsided or uneven envelope
  — excessive packaging material such as masking tape, string, etc.
- Other suspicious signs
  — excessive weight
  — ticking sound
  — protruding wires or aluminum foil

If a package or envelope appears suspicious, DO NOT OPEN IT.

Handling of suspicious packages or envelopes:

Step 1: Do not panic
Step 2: Report the incident to your supervisor
Step 3: Turn off the local air conditioner or fan
Step 4: Cover the item
Step 5: Secure the room and prevent others from entering
Step 6: Wash hands with soap and water or use bacterial wipes
Step 7: Move to an isolated room nearby, if possible–if not, stay at the site
Step 8: Obtain names and phone numbers of all persons in the area
Step 9: Wait for further instructions

Instructions for Supervisors, Human Resources, Security:

Step 1: Do not panic

1. Handle any item suspected of contamination with care.
2. Do not shake, bump or move it.
3. Do not open, smell or taste it.
4. Do not pull the fire alarm.

Step 2: Report the incident to your supervisor

1. Notify your supervisor and describe the incident in detail.
2. Your supervisor will immediately contact building security (_____), the property manager (_____) and human resources (_____).
3. Building security and human resources will assess the level of immediate security and/or health threat and human resources will call the appropriate authorities for help.*

Step 3: Turn off the local air conditioner or fan

1. Turn off the local air conditioner or fan, if possible.
2. Law enforcement will advise whether the entire ventilation and heating system should be shut down.
3. If so, the property manager will handle this.

Step 4: Cover the item

1. Do not walk or pass the item around. Do not call co-workers to the area.
2. If you have already handled the item, put it in a drawer.
3. If you have not handled it, cover it with anything (e.g. clothing, paper, trashcan, etc.) if this can be done safely. Do not remove the cover.

Step 5: Secure the room and prevent others from entering

1. The area should be secured to prevent others from entering.
2. Cordon off the room/cubicle; obtain help from building security to do this, if necessary.

Step 6: Wash hands with soap and water or use bacterial wipes

1. If there is a sink in the room, anyone who touched the item should wash their hands with soap and water.
2. If there is no sink, wipe hands with bacterial wipes.
3. As soon as practical, shower with soap and water.

Step 7: Move to an isolated room nearby, if possible—if not, stay at the site

1. If you can leave the area and move to an alternate room nearby that is isolated, you should do so.
2. Anyone who touched the item or was in the vicinity should move to this room and wait for further instruction.
3. If no room is available, remain at the site until you receive instructions from emergency response personnel.

Step 8: Obtain names and phone numbers of all persons in the area

1. List all persons who have touched the item or are in the immediate vicinity.
2. Include contact information, such as phone numbers.
3. Have this information available for law enforcement authorities and other emergency responders.

Step 9: Wait for further instructions

1. If a determination is made by law enforcement authorities or emergency responders that anyone was exposed, you will be provided with further directions.
2. Once officials arrive, necessary decontamination procedures will be determined.
3. Follow-up testing for potential anthrax contamination may take between 24-48 hours. Persons exposed to anthrax are not contagious.

* Note: Human resources will call the State Police at 1 (800) 842-0200 (or if busy, 860-685-8190) and the Department of Public Works at (860) 713-5811 (after hours or for an emergency, use pager number: (203) 835-4769, enter your area code and phone number at the beep and your call will be returned). Both agencies have coverage 24 hours a day. Human resources will also contact the agency head. For agencies with multiple locations, the on-site supervisor or manager should call HR, DPS, and DPW.

Evacuation procedures:

1. When law enforcement officials arrive, the property manager will provide them with building-related information. If there appears to be potential for airborne exposure to powder or chemicals, the property manager may be directed to shut down the ventilation on the suspect floor and not resume operation until further notice.

2. Agency representatives who are authorized to make decisions on behalf of the occupying agency/ies should provide a detailed accounting of the incident and names of individuals involved. In addition, whenever possible, individuals who were present at the time of the incident should be prepared to relay information (possibly via telephone) to the on-scene commander.

3. In the event of a credible anthrax threat, it is likely those persons in the immediate area of potential exposure will be evacuated and possibly subsequently decontaminated. It is unlikely an entire building will be evacuated. The on-scene commander (normally, the local fire department) will make this determination. **If the building must be evacuated**, there is plenty of time in which to do it. **This must be done by telephone communication-** ***not fire alarm-*** and employees should be instructed to take their coats, purse and keys. Mobility-impaired individuals should take elevators. Others should evacuate by stairs in a calm manner as described in existing emergency action/response plans.

4. The property manager should take pertinent mechanical system and building plans, Material Safety Data Sheet (MSDS) information and storage location of on-site chemicals and keys.

5. Following obtaining samples for testing, removal of suspect material and decontamination of the immediate area by emergency response personnel, the building may be reoccupied and normal activities resumed, if so recommended by the on-scene commander in collaboration with other response personnel and DPH.

6. If an area is subsequently found to have received heavy contamination with anthrax or other biological agents or chemicals, the property manager may need to contact an outside environmental contractor to perform a thorough decontamination of the immediate area before reopening the area.

7. In the case of potential anthrax contamination, definitive testing may take between 24 to 48 hours. The name, agency, title, and telephone number of agency liaisons and the property manager should be given to the on-scene commander for notification of test results. If follow-up testing confirms the presence of anthrax, DPW, property management and agency liaisons in collaboration with DPH officials, the FBI and other response personnel will outline follow-up activities.

8. Property managers and agency heads need to establish alternate sheltered gathering areas in the event of inclement weather and lengthy waiting periods with possible provisions for food, bathroom facilities and transportation.

9. Supervisors should make every effort to know where employees are at all times and be prepared to provide this information, when requested, in the event of an emergency.

10. REMINDER: Agency heads must establish a call chain for notification of evacuation. Agency heads must ensure this policy is disseminated to employees.

11. The timing by which the area can be reused should be determined based on the assessment of credibility of the threat. That assessment should be done by the State Police in conjunction with the DPH.

    - Where there is **no highly credible threat**, persons can reuse the area immediately upon decontamination. A threat of low credibility includes a situation such as finding white powder on a surface such as a desk, chair, counter, floor without a warning note.
    - Where the **credibility of the threat is high**, the area can be reused once decontamination has occurred and a screening test is completed that shows that no anthrax is present. A threat would be considered high credibility if a brown or sandy-colored powder came out of an envelope and was accompanied by a threatening note.

12. This policy should be included in your emergency response manuals and plans.

ANTHRAX THREATS ON STATE PROPERTY
Summary Instructions for Supervisors, Human Resources, and Building Security

If I am called by an employee who has a suspicious letter or who has found a suspicious powder, what should I do?

Supervisor

- Notify the building security official and Human Resources.
- Turn off the fan or air conditioner.
- Be sure all persons physically exposed to the substance in question remain in an area on the same floor of the building together to await further instruction re: whether decontamination is needed.
- Wait for further instructions.

HR and/or security

- Gather all information regarding the incident.
- Help assess the level of immediate security and health threat.
- Notify the appropriate authorities:
  - If there is no immediate security threat and no threat of anthrax, no further action is necessary. The letter, package or powder in question can be disposed of without special instruction.
  - If there is a possible anthrax threat, then call the: a) agency head; b) State Police at 1 (800) 842-0200 (if busy, call (860) 685-8190); and c) DPW at (860) 713-5811 (after hours or for an emergency, use pager number (203) 835-4769). Enter your area code and phone number at the beep and your call will be returned. Both DPS and DPW have coverage 24 hours a day.
- Secure the room
- Wait for further instructions. As needed, State Police and DPW will take over the situation and determine whether additional state agencies should be consulted, including DPH and DEP. The DPH Infectious Diseases Division provides assistance on criteria for evacuation, the extent to which decontamination is needed, and when potentially contaminated areas can be reused. The DEP Oil and Chemical Spills Response Division responds to hazardous materials incidents that pose a credible threat either directly or through support to DPS.