

Emergency: 9-1-1

Non Emergency: 885-6761

SARATOGA COUNTY



EMERGENCY ACTION HANDBOOK

Card 1A Rear

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FIRE EVACUATION

The following procedures should be noted and followed:

IN ADVANCE, EACH EMPLOYEE SHOULD:

1. Understand the evacuation plan.
2. Recognize the sound of the evacuation alarm in your building. Assume every alarm is real emergency.
3. Know at least two ways out of the building from your regular workspace.

WHEN YOU HEAR THE EVACUATION ALARM:

1. Remain calm.
2. Leave quickly.
3. Try to make sure that all members of your department and any customers or visitors hear the alarm and evacuate the area.
4. As you exit, quickly check nearby restrooms, copier rooms, and storage rooms for occupants who may not have heard the evacuation signal.

5. If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
6. Take with you essential personal items **ONLY**. Do not attempt to take large or heavy objects.
7. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
8. Proceed as quickly as possible but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
9. Once out of the building, move away at least 100 feet from the structure or as instructed by Police or Fire officials. Do not return to the building until instructed to do so.
10. **Do NOT use Elevators.**

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WEATHER

By following these simple guidelines, you can protect yourself from a tornado.

No matter where you are, use these basic guidelines for tornado safety. Refer to other sections of this guide for more details on staying safe in specific locations and circumstances.

THE MOST IMPORTANT THINGS TO REMEMBER ARE:

- **GET IN** – If you are outside, get inside. If you're already inside, get as far into the middle of the building as possible.
- **GET DOWN** – Get underground, if possible. If you cannot, go to the lowest floor possible.
- **COVER UP** – Flying and falling debris are a storm's number one killer. Use pillows, blankets, coats, helmets, etc., to cover up and protect your head and body from flying debris.

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BOMB THREAT

BE PREPARED; BE AWARE; BE READY

A suspicious-looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call 911 immediately. Use a telephone in a safe area. Do not operate any power switch and do not activate the fire alarm.

IF THERE IS AN EXPLOSION:

1. Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
2. Stay away from windows.
3. Do not light matches.
4. Move well away from the site of the hazard to a safe location.
5. Use stairs only; do not use elevators.

IF YOU RECEIVE A BOMB THREAT:

1. Stay calm and try to keep your voice calm.
2. Pay close attention to details. Talk to the caller to obtain as much information as possible.
3. Take notes. Ask questions.
4. Call 911 and submit your notes from the telephone call or the bomb threat letter or note to 911 operator. Follow any instructions the Police give you.

If you are told by emergency responders to evacuate the building, follow the fire evacuation plan with the following changes/additional steps:

1. Check your work area for unfamiliar items. Do not touch suspicious items; report them to authorities.
2. Take personal belongings when you leave.
3. Leave light switches in their current position.
4. Leave doors and windows open (**DIFFERENT FROM FIRE**).
5. Use stairs only; do not use elevators.
6. Move well away from the building and follow instructions of emergency responders.

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HOSTAGE/ARMED INTRUDER

While such an occurrence is unlikely, we must be prepared for the possibility of an Active Shooter/Armed Intruder incident.

An active shooter or armed assault on campus may involve one or more individual's intent on causing physical harm to students, staff and faculty by the use of firearms or other deadly weapons such as a knife, a bomb or other harmful devices. An active shooter scenario may require you to notify the campus to **Secure in Place**.

WHEN NOTIFIED TO SECURE IN PLACE, YOU SHOULD DO THE FOLLOWING:

1. Try to remain calm.
2. Quickly clear customers and staff from open areas.
3. Close and lock all doors to private offices, turn off the lights and hide.
4. If your door cannot be locked, begin stacking and interlocking all available tables and chairs in the doorway to create an obstacle.
5. Have everyone get down on the floor, up against a solid interior wall; stay away from windows and doors and Secure in Place.
6. Keep quiet and act as if no one is in the room.
7. Do not answer the door or telephone.
8. Call 911, if possible, and give your location and any information you may have about the intruder(s).
9. Wait for any guidance from uniformed police officers.



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If you are to ever find yourself in the middle of an active shooter event, your survival may depend on whether or not you have a plan. The plan doesn't have to be complicated.

There are three things you could do that make a difference: Run. Hide. Fight.

RUN: First and foremost, if you can get out, do.

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Call **9-1-1** when you are safe.

HIDE: If you can't get out safely, you need to find a place to hide. Act quickly and quietly. Try to secure your hiding place the best you can.

- Lock and/or blockade the door.
- Silence your cell phone/pager.
- Hide behind large objects.
- Remain very quiet.

Your hiding place should:

- Be out of the shooter's view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.

FIGHT: As a last resort, and only if your life is in danger . . . whether you're alone or working together as a group, fight.

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

Remember: The first responders on the scene are not there to evacuate or tend to the injured. They are well-trained, and are there to stop the shooter.

What to do when law enforcement arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.

Emergency: 9-1-1**Non Emergency: 885-6761****SHELTER-IN-PLACE****WHAT SHELTER-IN-PLACE MEANS:**

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there.

WHY YOU MIGHT NEED TO SHELTER-IN-PLACE:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

HOW TO SHELTER-IN-PLACE:**At Work:**

Close the business.

- Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.



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- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. 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) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer).
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

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CALLING 9-1-1 IN AN EMERGENCY

WHEN DO YOU CALL 9-1-1

- To save a life or medical emergency.
- To report a Fire.
- To report a crime in progress.
- Anytime you believe there is an Emergency.

WHEN YOU NEED TO CALL 9-1-1

- It is Important to remain calm even though you may be upset or scared.
- Stay on the telephone and talk to the dispatcher. DO NOT HANG UP UNTIL YOU ARE TOLD TO DO SO.

WHAT TO EXPECT WHEN YOU DIAL 9-1-1

- The most important information needed by the dispatcher is the location of the emergency and a call back number in case of disconnect.

- To provide quality service, other questions which may be asked:
 - Description of the emergency or event.
 - Any injuries to yourself or others including type of injury if known?
 - Are any weapons involved and if so what type and how many?
 - Descriptions of persons and vehicles involved. If able to names of those involved.

NOTE: Dispatchers work in teams so while one is asking questions and providing instructions, others will be dispatching emergency responders. For this reason questions being asked will not delay response but will assist those responding to better prepare for the emergency at hand.

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IMPORTANT PHONE NUMBERS FOR NON- EMERGENCY USE

Saratoga County Sheriff's Department	885-6761
Saratoga County Sheriff's Department (alternate)	885-5522
Ballston Spa Police Department	885-5111
Saratoga Springs Police Department	584-1800
Mechanicville Police Department	664-7383
Waterford Police Department	237-3341
NYS Police- Wilton Station.....	583-7001
NYS Police- Malta Station.....	899-2232

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Natural Gas Emergencies and Evacuation

Smell: Natural Gas is injected with a distinct odor many people equate to that of rotten eggs.

Sight: Visible blowing dirt, bubbling of water or discolored vegetation near a buried natural gas line.

Sound: A hissing or blowing sound near the gas meter, gas appliances, or near a gas line.

EMERGENCY PROCEDURES

- Exit the building or area immediately leaving doors and windows open as you exit. Do NOT open windows if they are not already open.
- Do NOT use your cell phone, operate any appliances, light a match or lighter, or turn any lighting appliances on or off.
- Call **9-1-1** from a safe location and wait there for emergency responders to clear the building/ area.

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