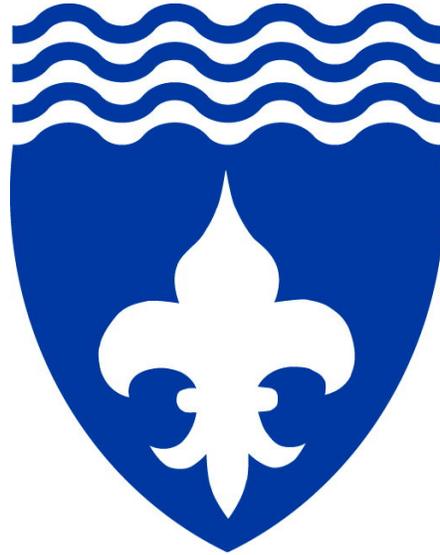


Dauphin County

EMERGENCY PROCEDURES



Administration Building
2 South Second Street
Harrisburg, PA 17101
717-780-6300

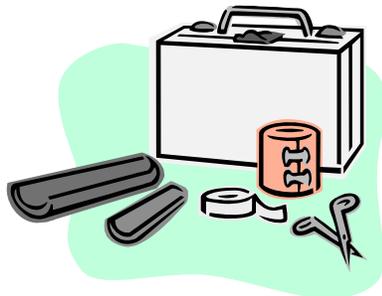


EMERGENCY NUMBERS



1. SECURITY	780-6333
2. FACILITY MAINTENANCE	780-6345
3. EMERGENCY MANAGEMENT AGENCY	558-6800
AFTER HOURS	558-6900
4. SHERIFF'S	780-6590
5. CRIMINAL INVESTIGATION DIVISION	780-6200
6. HARRISBURG FIRE DEPARTMENT	911
7. HARRISBURG CITY POLICE	255-3131
8. PENNSYLVANIA STATE POLICE	671-7500
9. COMMUNITY GENERAL HOSPITAL	652-3300
HARRISBURG HOSPITAL	782-3131
HERSHEY MEDICAL CENTER	531-8521
HOLY SPIRIT HOSPITAL	763-2100
VETERANS ADMINISTRATION MEDICAL CTR.	272-6621

EMERGENCY INFORMATION FOR CITIZENS



What you need to know in an emergency:

Whether it's a nuclear incident or a natural disaster, you may be called upon to evacuate your home or workplace at a moment's notice. Or, you may be ordered to "shelter in place" within the confines of your home or workplace. For your own safety, and the safety of your loved ones, it is vital to prepare yourself BEFORE a flood, fire, chemical spill, epidemic or other disaster strikes.



FIRE PROCEDURE



Upon discovery of a fire:

1. Pull the fire alarm, located by either stairwell exit door.
2. Call Security 780-6333.
3. Inform your Floor Captain.
4. Close the doors around the fire to contain it.
5. Proceed to the nearest stairwell and exit the building.



DO'S and DON'TS:

1. Do use stairwell exits only.
2. Do not use the elevators!
3. Do not attempt to fight the fire.
4. If caught in heavy smoke, take short breaths and crawl to escape.
5. Do exit the building until advised it is safe to return.



EVACUATION PROCEDURES

It is the responsibility of each employee to know their Floor Captain, as well as each 1st and 2nd Alternate. Every employee also should know the evacuation plan.

Floor Captain:

Name _____

Phone _____

Alternate Floor Captain:

Name _____

Phone _____

Alternate Floor Captain:

Name _____

Phone _____

DO'S

1. Follow the instructions of your Floor Captain.
2. Close the door of your office as you leave.
3. Form a single-file evacuation line.
4. Use the stairwell for evacuation.
5. Stay quiet and alert.
6. Use the handrails and stay to the right in the stairwells.
7. Prepare to merge with other people evacuating the building.
8. Remain alert for the Fire Department using the stairs to respond to the emergency.
9. Report to your pre-determined meeting place.
- 10. Employees must take all personal belongings with them such as keys, purses, etc. in the event you won't be able to get back into the building for an extended amount of time.**

***First Responders/Person in Charge/Floor Captain will use the elevators to evacuate those individuals requiring assistance.**

DON'TS

1. Do not use the elevators.
2. Do not return to your work area for any reason.
3. Do not run or panic and encourage others to stay calm.
4. Do not return to the building until the "all clear" is given.

MEDICAL EMERGENCY



In the event of any medical emergency:

1. Do not move the injured or ill person. Try to make the individual more comfortable and someone needs to stay with them until help arrives.
2. Do not attempt to call emergency services yourself.
3. Call Security— 780-6333.
4. Call Sheriff's Dept.— 780-6590.
5. Report the following information to Security:
 - A. Dauphin County Building.
 - B. Location of the Emergency.
 - C. Any details available about the accident or illness.
 - D. Name of injured/ill individual.



TORNADO & HURRICANE PROCEDURES



In the event of a tornado/hurricane warning/watch issued by the National Weather Service, wait for notification from Person in Charge/Floor Captain advising building occupants of tornado/hurricane procedures.

Actions to take:

1. Get away from the perimeter of the building and exterior glass.
2. Leave your exterior office and close the door. Follow the directions of your Floor Captain.
3. Go to the core of the building: to stairwells, restrooms or interior offices. See suggested **Central Gathering Areas. (CGAs).**
4. If you are caught in an exterior office, seek protection under a desk.
5. Do not go to the first floor lobby or outside of the building.
6. Should you be caught outside of your designated work area, seek protection under a desk pulling the chair toward you to protect you from any flying glass or debris.
7. If you use a wheelchair, wait for the direction of the Floor Captain.

CENTRAL GATHERING AREAS (CGAs)



OPTIONS

Administration Building:

First Floor—Voter Registration Director's Office, restrooms or hallways away from windows.

Second Floor—Conference Room 214.

Third Floor—Area Agency on Aging, restrooms or hallways away from windows .

Fourth Floor—Commissioners Hearing Room.

Fifth Floor—I.T. Conference Room 514/515, I.T. Waiting Room (outside of I.T. main door, in the hallway).

Courthouse:

Basement—Jury Assembly Room, over by the elevators, hallway outside cafeteria.

First Floor—Fifth Floor—Stairway A and Stairway B.

Domestic Relations Office:

Team 4 Area.

File Room.

Stairwell A which exits out on Front Street.

Juvenile Judicial 7th Floor:

Stairwell C & D.

CENTRAL GATHERING AREAS (CGAs)



OPTIONS

MH:

Fiscal Hallway.

MR:

Observation Room.

Vicinity around the Crisis Area.

ID:

Pre-Trial Kitchen.

JPO:

Meeting Room #2.

Veterans Building:

Hallway between stairwell and restrooms.

Children and Youth:

Second Floor—Hearing Room, Room #2035.

Third Floor—Kitchen Room #3050 and Conference Room #3050A.

EARTHQUAKE PROCEDURE

In the event of an earthquake, REMAIN CALM!

Actions to take:

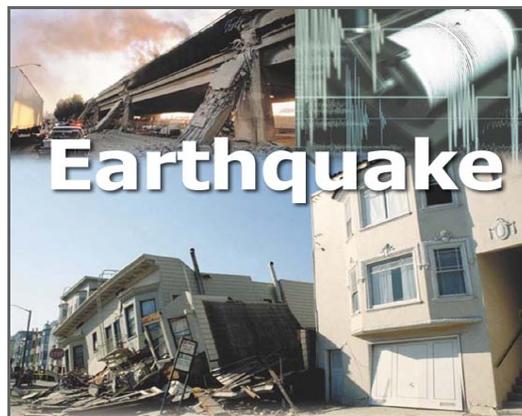
1. Follow the directions of your Floor Captain.
2. Do not go outside of the building until instructed to do so by the Floor Captain or loudspeaker announcement.
3. Do not return until you are given the “all clear” from Security or your Floor Captain.

If you are indoors when shaking starts:

1. Stay where you are. **DROP, COVER & HOLD ON.**
2. If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
3. Avoid windows, hanging objects, mirrors, tall furniture and cabinets filled with heavy objects.
4. If you use a wheelchair, lock the wheels and cover your head.
5. Do not use the elevators.

If you are outdoors when shaking starts:

1. Move into an open area away from trees, buildings, walls or power lines.
2. If you are outside and near a building, duck into the doorway to avoid falling debris. Do not enter the building.
3. If driving, quickly pull over and stop. Avoid overpasses, buildings, signs and utility lines and poles. Stay in the car until the shaking stops.



FLOOD PROCEDURE



Whether it be going to work, at work or leaving work the following applies:

1. If a flood occurs, listen to emergency instructions on the radio or TV.
2. Plan your travel route accordingly based on the instructions from the radio, TV or emergency personnel.
3. Keep your phone lines open; do not make unnecessary phone calls.



INCLEMENT WEATHER



If there is snow or weather which could cause the County to close, the Dauphin County Chief Clerk's office will endeavor to inform local radio stations and update the County's website to inform of any building closings. If Liberal Leave is in effect, it will be posted on the Dauphin County Website.

In bad weather conditions, the ultimate decision to travel lies with the employee. If you consider it inadvisable to travel, and that to do so would compromise your safety, please inform your supervisor in the normal way of any likely absence or late arrival.



BOMB THREAT CHECKLIST



Write out the message exactly as received:

IDENTITY OF CALLER:

Time of Call _____ Male _____ Female _____

Estimated Age _____

CALLER ID: If phone # is available, document it _____

Circle all applicable items:

CALLER'S VOICE: Loud Raspy Fast Stutter Soft Pleasant Slow
Nasal Intoxicated Distinct Foul High Pitched Deep Distorted Accent
Lisp Other

LANGUAGE: Excellent Good Fair Poor Foul

MANNER: Calm Angry Irrational Rational Deliberate Emotional
Righteous Laughing Incoherent

BACKGROUND NOISE: Office Machines Trains Animals Music Party
Traffic Airplanes Voices TV Quiet Factory Machines Bedlam Other

Today's Date _____

Your Name _____

Department _____

Your Phone No. _____

FAX THIS FORM TO SECURITY IMMEDIATELY FOLLOWING THE INCIDENT 780-6433

BOMB THREAT PROCEDURES

If you receive a telephone bomb threat:



1. Remain calm. Try to keep the caller on the line as long as possible. Ask the caller if he/she would like to speak with your department manager or supervisor.
2. Be courteous. Pretend difficulty in hearing while trying to get as much information as possible. Keep the caller on the line as long as possible.
3. Take notes using the Bomb Threat Checklist.
4. After caller hangs up, call Security at 780-6333 to report the threat.
5. Complete the Bomb Threat Checklist immediately following the call so the information is clear in your mind.
6. Fax to Security when completed. Security Fax– 780-6433.



WORKPLACE VIOLENCE



1. Immediately contact Security at 780-6333.
2. If not directly involved in the incident, secure the office, otherwise seek protection by lying on the floor or barricading yourself in another secured area.
3. Always remain close to the floor.
4. Adhere to the requests of the gunman/assailant.
5. Make mental notes regarding the description and mannerisms of the gunman/assailant.

NUCLEAR THREAT PROCEDURES

Special Plans have already been developed to protect the public in the event of a nuclear incident in your area. These plans give specific attention to people who—like you—live, work or visit within 10 miles of a nuclear power plant. Procedures are in place to help protect you and other members of the public in the unlikely event of a nuclear emergency. If necessary, area officials would declare an emergency and take measures to ensure public safety.

If you hear a siren, you should tune to one of the Emergency Alert System (EAS) stations listed below. In the event of an evacuation, please refer to the packing checklist for help in gathering important things.

Dauphin County Radio Stations broadcasting the Emergency Alert System

<u>AM</u>	<u>FM</u>	
WTCY 1400	WRVV 97.3	WNNK 104.1
WHP 580	WHKF 99.3	WMSS 91.1



Packing Checklist:

Medical Supplies:

Prescribed medications, first aid kit, eyeglasses, hearing aids, water, Tylenol, emergency kit.

Money:

Cash, credit and ATM cards. Try not to take coins as they are heavy to carry.

Important Documents:

Personal address book or papers you may need in an emergency, identification for everyone.

Clothing:

Coats, shoes, outerwear, sweaters, socks, hats.

Personal Hygiene Items:

Soap, shampoo, shaving kit, dental and eye care products, sanitary products, wipes, anti bacterial gel.

Baby Needs:

Bottles, Formula, diapers, favorite toy, clothes, blanket, car seat, canned food, pacifier.

Food for special diets.

Bedding.

Multi Purpose pocket tool, matches, canned food, nail clippers.

Crank Radio, Flashlight, flares.

Lock all vehicles and homes before leaving. Close and lock windows if possible.

Plan for three days away from home, locking up and turning appliances off as you would for a week-end vacation. Pack all necessary items. Evacuate everyone in your home, following directions given on the radio. These routes will have been selected as the safest ways out of affected area.

Law enforcement agencies will maintain security in evacuated areas and provide traffic control.

ELEVATOR MALFUNCTION

Elevators are possibly the safest form of transportation, but breakdowns do occasionally occur. If a malfunction does occur, remain calm.

WHAT TO DO:

1. Push/Pull the red emergency button located at the lower right-hand corner of the elevator beneath the control panel.
2. The intercom may be used to conduct a two-way conversation with Security.
3. If there is a cell phone available, call Security 780-6333.
4. Report the following:
 - Elevator Number.
 - Nearest floor level if it can be determined.
 - Number of people entrapped and names of the individuals.
5. Remain calm—all efforts will be made to release individuals in a timely manner.

THIS IS WHAT HAPPENS:

1. Security staff will continue to talk to you to ascertain the problem.
2. You will be asked to identify all passengers, and for other pertinent information.
3. Facility Maintenance/Security will be notified and respond to release you.



COUNTY INFORMATION

FACILITY MAINTENANCE: 780- 6345

OFFICE HOURS: 8:00AM - 4:30PM

AFTER HOURS: Call Security 780- 6333

NORMAL WORKING HOURS:

Building is open to public.

8:00AM—4:30PM, Monday—Friday.

SECURITY HOURS:

24 hours, 7 days a week.

IF BUILDING IS CLOSED:

For safety reasons and to expedite emergency procedures, all persons entering the building at these times must show a County ID and sign the in and out after hours log.

