

State of Connecticut

Joint Committee on Legislative Management

Staff Emergency Procedures Manual

Emergency Phone Number 860-240-0240
For all emergencies, Police, Fire or Medical

From Capitol or LOB phones you can call
the Capitol Police at extension 0240 or 911

From Executive Branch offices or Old State House
phones dial 860-240-0240

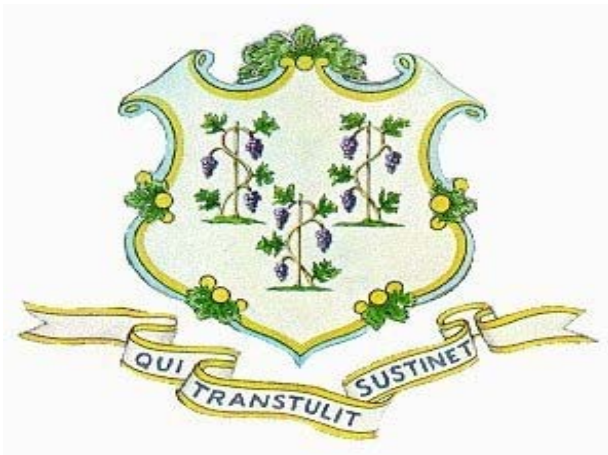


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- **Stay Put** - Remain in your “take-cover” position for a few minutes, or until you are sure the danger has passed or the shaking has stopped. Stay inside; do not attempt to exit the building during or shortly after the shaking.

Doorways should not be used as safe refuge or overhead protection. Do not use the elevators and do not rush outside! The greatest danger you will find will be just outside of a building (close to outer walls), where falling debris will land.

Do not use the telephone unless it is absolutely necessary for emergencies. Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.

If you are in an elevator - You are probably better protected than most people. The elevator is designed not to fall down the shaft, and nothing heavy can fall on you. If the elevator stops between floors, do not panic. Use the emergency telephone to say you are in the elevator.

If you are outside when an earthquake occurs – Stay there! Move away from structures, walls, power poles, lamp posts, etc. Electrical power lines are a serious hazard, stay away from fallen lines. If possible, proceed cautiously to an open area.

Do not evacuate unless told to do so or danger is imminent. Follow instructions given by emergency personnel

Section 12 Severe Weather And Earthquake Procedures

In the northeast we experience severe weather such as violent thunderstorms and tornados that can occur with little or no warning. Earthquakes cannot be predicted, and everyone must initiate emergency precautions within a few seconds after the initial tremor is felt. Assuming the worst possible case is the safest course of action.

Before Severe Weather Or An Earthquake Strikes

Assess your own work area:

- Is your work station adjacent to windows and/or glass partitions? If so decide where will you take cover to avoid being injured by flying glass.
- The Legislative Office Building is equipped with safety glass with window film. This type of glass is designed to "crumble" when broken rather than fragmenting into sharp-edged pieces. The "crumbled" glass piece should be held by the window film. However you may still be in danger of falling from a window opening. In addition, any airborne objects may cause eye or other injuries.
- Is your workstation located near a temporary wall or partition? Is your workstation located near any freestanding objects (i.e. bookcases, file cabinets, heavy machines)?
- Are materials stored on top of cabinets (i.e. books, files, etc.)? Anything stored on top of a cabinet or similar object could fly off during severe weather or earthquake. Move or secure it to prevent this from happening.

Take a look around your own workstation and look for anything that could (or would) be thrown; arrange to have these items secured, thereby eliminating the hazard.

During Severe Weather Or An Earthquake

- **Remain Calm** - Do not panic, and do not attempt to go outside.
- **Act Quickly** - Do not run! Move away from windows and/or glass partitions and freestanding objects such as files, cabinets, shelves, hanging objects.
- **Duck** or drop down to the floor.
- **Cover** - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.
- **Hold** - If you take cover under a sturdy piece of furniture, hold onto it and be prepared to move with it.

Section I General Information

Purpose

The purpose of these procedures is to protect people in the Capitol, Legislative Office Building and Old State House during emergency situations, such as serious illness, fire, explosions or bombs or other threats.

The Capitol Police are designated as the first to respond in the event of any emergency at the State Capitol Complex, including the Old State House. We are trained and certified to respond to emergency situations and are to be notified, should such an event occur.

Police Chief as Emergency Coordinator

The Chief of the Capitol Police is the emergency coordinator of the State Capitol Complex, including the Old State House.

Responsibilities of:

Chief as Emergency Coordinator

The chief or his designee is responsible for determining the immediate measures to be taken in the event of any emergency.

Fire Wardens

The fire wardens are responsible for directing staff out of the office, answering questions and leading staff out of the building.

Staff

It is the responsibility of the staff to know where the fire exits are located, understand the evacuation procedures, and know who their office fire warden is.

Section 2**General Fire Procedures**

The Capitol, Legislative Office Buildings and the Old State House are equipped with smoke and heat detecting fire alarm systems. Should the sensors detect sufficient heat or smoke, the fire alarm systems will activate white "FIRE" strobe lights within the building. Upon confirmation of an emergency, the fire alarms will sound and the evacuation of the building(s) must begin immediately.

Evacuation should be accomplished as rapidly as possible using the pre-determined fire escape route. Employees should become familiar with the escape routes and all staircases, particularly those designated as evacuation routes for their office or work area. Fire Wardens will facilitate this process by conducting training sessions with employees assigned to their work areas.

Do not use the elevators, use the staircases. When the fire alarm sounds, the elevators will be called to the first floor and locked down for use by the Capitol Police and Hartford Fire Department.

Employees are asked to assist any people with disabilities to the stairwell farthest from the fire or smoke area and to notify the Capitol Police of their location so that they may be evacuated.

Once employees have evacuated the building, they should assemble in areas away from the building, roadways and parking areas, if possible, as these areas may be used by fire, police and other emergency vehicles.

- **LOB employees** will proceed to Minuteman Park (west side of the LOB) and then if inclement weather or the evacuation is going to take an extended period of time to the Emanuel Lutheran Church across Capitol Avenue.
- **State Capitol employees** will proceed out the appropriate fire exit away from the building on the north and south sides. The employees should move to the south lawn and if inclement weather or extended evacuation time is going to be necessary then go to the State Library main floor.
- **Old State House** employees will proceed to the east lawn. In the event of inclement weather or extended evacuation time is going to be necessary then go to State House Square food court.

Section 11**Hazardous Materials Spill Procedure**

A hazardous material spill is a spill or release of any material that is hazardous or might be hazardous. Unless you know that the material is not hazardous you should assume that it is. Please be aware that blood and other body fluids should be treated as a hazardous material spill.

Most materials used at the Capitol, LOB and Old State House are not hazardous in the concentrations they are normally used but if you have any doubt you should follow this hazardous material spill procedure.

In the event of a hazardous material spill or a suspected hazardous material spill:

1. Alert people in the immediate area of the spill and leave the area.
2. Confine the hazard by closing doors as you leave the area.
3. Isolate any contaminated persons while taking steps to avoid further contamination or chemical exposure.
4. If an explosion hazard is present (the odor of gas as an example), take care not to create sparks by turning on or off lights and electrical equipment.
5. Move to a safe location and notify the Capitol Police of the size and location of the spill by calling 860-240-0240 (from Capitol or LOB phones, dial ext. 0240 or 911) .
6. Evacuate any nearby rooms that may be affected.

The Capitol Police and maintenance staff are trained and equipped to respond to and clean-up small hazardous material spills. If there is a large spill or the spill requires protective equipment not available on site, a contractor will be called in.

In the mechanical areas of both buildings there are eyewash and safety showers that you will be taken to if there is a need to rinse spilled chemicals off.

If a hazard is present that will affect the entire building, the entire building will be evacuated. If building evacuation is required, evacuate the building using the Emergency Evacuation Procedure presented in this guide.

Section 10 Power Failure Procedures

Emergency Power Supply

The Capitol and Legislative Office Building have backup generators to provide emergency power in the event of a power failure. In both buildings the generators will power the life safety systems, alarm systems, elevators, telephones and a portion of the lighting. In the Capitol all the lights will be on the emergency power but some will not immediately come on.

In the event of a power failure these generators will automatically start and begin to supply power in 10 to 15 seconds. During this time most of the lights will go out and you may be in a dark area. It is important that you not move during this time and wait for the lights to come back on. Battery back-up lighting has been installed in locations where there is no natural light. In these areas some lights will remain on.

If you are in an elevator during a power failure, remain calm. Once power is available from the backup generators the elevators will begin to run again.

The Old State House does not have a back-up generator. There is a battery back-up lighting system and the life safety systems (fire alarm and security system) also have battery back-up systems. In the event of a power failure emergency lighting will immediately come on. If you are in an area without windows you should move to a room with windows.

During a Power Failure

- Shut off all electrical equipment, machines (including computers), and lights that are not functioning.
- Open blinds for light.
- If you are stuck in the elevator when a power failure occurs use the call box to notify the Capitol Police. All elevators will be checked by the Capitol Police using the fire call and emergency generator systems to ensure the safety of everyone.
- If the power outage will not be corrected in a reasonable length of time, a phased release of personnel may be scheduled. Please follow the instructions from Capitol Police, Legislative Management, and the Office Fire Wardens.

General Fire Procedures (Continued)

Fire Wardens or their assistants will be responsible for obtaining an accurate count of employees and for notifying the Capitol Police and Hartford Fire Department of any missing personnel and the last location they were seen.

Fire extinguishers are located in numerous locations throughout the LOB, Capitol and Old State House. Capitol police officers, maintenance employees and kitchen staff are trained in the proper use of these extinguishers and may use these extinguishers to put out a very small fire. However, since the main objective is to evacuate the building quickly and efficiently, other staff should not attempt to extinguish a fire.

All fires must be reported to the Capitol Police, no matter how small or insignificant they may seem!

If You Discover Fire or Smoke

Safety:

- If the fire is in an occupied area, remove anyone from immediate danger. Confine the fire by closing as many doors as possible.

Notification- Reporting a Fire

- Leave the fire area immediately
- Activate a fire alarm pull station, located by stairwells and around offices.
- From a safe location call the Capitol Police at extension 0240 (From Executive Branch Offices or Old State House dial 860-240-0240)
- Give the following information:
 - ◇ Location of the fire or smoke: which building, floor, and office
 - ◇ Nature of emergency
- Leave the building using fire exits.

Fighting the Fire

- Do not attempt to fight the fire. Get out of the area.

General Fire Procedures (Continued)

If You Are Caught in a Fire Area

- Lightly touch top and bottom of the door with the back of your hand before opening the door.
- If it is HOT, do not open the door, look for another way out of the area.
- If it is **not** hot, open the door slowly. Stand behind the door and to one side, and be prepared to close it quickly if fire is present.

Activation of Fire Strobes

If you observe the fire strobes flashing, prepare to evacuate the building. Staff and visitors should:

1. Gather up their coat, car keys and whatever items they may need to leave the building.
2. Wait for instructions from the Capitol Police or the office wardens.
3. Do not call the Capitol Police office to inquire as to the status of the alarm system.

Activation of Fire Sirens

If you hear the fire sirens sounding you should, immediately:

1. Evacuate the building by the nearest fire exit. The fire stairways are pressurized and fresh air is forced into those areas during a fire emergency.
2. Never use the elevators during an evacuation even if it is a drill.
3. Listen for instructions from the Capitol Police over the public address system.

Section 9

CDC Health Advisory / Anthrax

How to Handle Anthrax and Other Biological Agent Threats

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these guidelines is to recommend procedures for handling such incidents. The Capitol Police have specific instructions for the handling of suspected substances on their intranet web site at <http://cgalites/cop/CDC.htm>

Call the Capitol Police 860-240-0240 (from Capitol or LOB phones, dial ext. 0240 or 911) if you suspect exposure.

DO NOT PANIC, Here is some additional information about anthrax.

1. 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.
2. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics.
3. Anthrax is not spread from one person to another person.
4. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

Section 8 Suspicious Packages

Whenever an employee observes a package that appears to be suspicious, the following procedure must be followed:

- Immediately notify the call the Capitol Police 860-240-0240 (from Capitol or LOB phones, dial ext. 0240 or 911) Capitol Police will supply you with additional information.
- Unnecessary personnel should be requested to leave the area until the status of the package has been verified.
- Observe the following precautions:
 - ◇ **Do not touch, jar, shake, lift or move the object**

Search Procedures – Bomb Threats:

There may be instances where employees are asked to help the Capitol Police in identifying suspicious packages in their offices. It is certainly not the intention of the Capitol Police to expose an employee to a dangerous situation. However, office employees are the best source for identifying packages and can aid the police in identifying items that are normally found in their particular work environment. If an employee identifies a package that appears suspicious, the police officer will direct the employee to immediately leave the area.

Section 3 Evacuation Procedures Including Fire Evacuation

**If You Hear, See or Are Notified of A Fire Alarm:
Walk To Your Nearest Exit and Proceed to Evacuate.**

Evacuation

- Move quickly to the nearest stairwell (do not run).
- Remove and carry high heel shoes to prevent injuries.
- Use the handrails.
- Allow room for others to enter into the fire stairwell in an orderly flow of traffic.
- Assist anyone who is slower moving or physically impaired.
- Injured parties should be evacuated if possible.
- Notify emergency responders of anyone who could not be evacuated.
- Evacuate the building completely.
- Move to the safe refuge area and wait for instructions.

Helpful Hints in preparing for an Emergency:

- Prepare yourself in advance; know where to go and how to get there.
- Determine in advance the nearest exit to your work location and the route you will follow to reach that exit in the event of an emergency.
- Establish an alternate route to be used in the event your first route is blocked or unsafe to use.
- If your work station is in an office, count and know in advance exactly how many doors you will have to pass along your evacuation route before you reach your nearest exit door.
- When heavy smoke is present, often the exit signs above the doors are camouflaged by the smoke. If you know in advance how many doors you will have to pass, you can then crawl or crouch low with your head 12-18" from the floor (watching the base of the wall) and count off the number of doors you pass, so you will know when you reach the exit door (even if you can't see that it is the exit).
- Follow the instructions of the Office Fire Wardens, Capitol Police or Hartford Fire Department personnel and other officials handling the situation.

Evacuation Procedures (Continued)

If Trapped Inside Your Area

- Wedge cloth material along bottom of door to keep out smoke.
- Close as many doors as possible between you and the fire.
- Use telephone (if available) and notify State Capitol Police of your situation.
- Break window only as a last resort, as it will become impossible to close if necessary.

FOR INDIVIDUALS REQUIRING ASSISTANCE

Listed below are some things that you can do for yourself during an emergency.

1. **DO NOT PANIC!**
2. Move to or get assistance to move to a safe refuge area.
3. Close as many doors as possible between you and the emergency.
4. Call the Capitol Police at 860-240-0240 (From Capitol or LOB phones, dial extension 0240 or 911).
 - Tell them you cannot get out.
 - Tell them you require assistance.
 - Give them the floor and cubicle or office number where you are if you can't get to the elevator.
 - Give them the phone number that you are calling from.
5. Stay where you are, do not hide.
6. If you must leave your safe refuge area due to an immediate danger before emergency personnel arrive:
 - Call Capitol Police and tell them you are moving to another area.
 - Do not use the elevator but if possible move towards it.
 - If smoke conditions prevent you from waiting by the elevator go to your nearest safe stairwell and wait on the stairwell landing or begin down if you can.
 - Keep the stairwell door closed
 - Tell people who go down the stairs to tell the Capitol Police and Hartford Fire Department what floor you are on.

REMEMBER: In an emergency, do not hesitate to inform others that you need assistance. Tell them what your condition is and be prepared to give them instructions on how you can best be helped.

Language:

- ___ Good ___ Foul ___ Local ___ Foreign ___ Ethnicity
___ Regional

Accent: _____

Manner:

- ___ Calm ___ Angry ___ Rational ___ Incoherent ___ Irrational
___ Emotional ___ Deliberate ___ Righteous ___ Nervous Laugh

Background Noise:

- ___ Quiet ___ Trains ___ Airplanes ___ Music ___ Animals
___ Voices ___ Office Machines ___ Factory Machines
___ Street Traffic ___ Other _____

Whom did you inform about the call?

If the caller seemed familiar with our building, indicate how. As well as you can, write what the caller said.

KEEP CALLER ON PHONE AS LONG AS POSSIBLE. DON'T HANG UP FIRST!

BOMB THREAT REPORT

KEEP CALM! – Try not to get excited or excite others. Complete the following telephone bomb threat questionnaire while on the phone or as soon as you hang up the phone:

Your name: _____

Time Call Was Received: _____ Call Terminated _____

Exact words of the caller

Ask the following questions, have the caller repeat answers for you:

- When is the bomb going to explode? _____
- Where is the bomb right now? _____
- What kind of bomb is it? _____
- What does it look like? _____
- Why did you place the bomb? _____

ORIGIN OF CALL:

Local ___ Long Distance ___ Phone Booth ___ Internal ___

Voice:

___ Male ___ Female

___ Loud ___ Soft ___ High Pitched ___ Deep ___ Raspy

___ Pleasant ___ Nasal ___ Poor ___ Intoxicated

___ Other _____

Was the speech:

___ Fast ___ Slow ___ Distant ___ Distorted ___ Stutter

___ Other _____

Section 4

Medical Emergencies

If you encounter a sick or injured person:

1. Notify or ask someone else to notify Capitol Police at 860-240-0240 (From Capitol or LOB phones, dial extension 0240 or 911)
2. Provide the Capitol Police with the following information:
 - a. Nature of the emergency
 - b. Location of injured person
 - c. Current condition of injured person
 - d. Person's approximate age
 - e. Person's sex
 - f. Your name
 - g. Where an officer can meet you to be directed to the person.
3. The Capitol Police will send an officer trained in emergency medical response. They will also call for an ambulance if required and will direct emergency personnel to the person.
4. Administer first aid to the extent that you are qualified. The Capitol Police are trained and certified for initial response first aid and will administer such aid, once they reach the person.
5. Do not move the person unless absolutely necessary.
6. Notify the Capitol Police if the person leaves the area prior to being seen by the Capitol Police.
7. Should the injured person be an employee or legislator who sustains the injury while at work, the incident, no matter how slight, must be reported to Legislative Management.

Section 5 Suspicious Persons/ Hostile Visitors

If you observe a stranger who appears suspicious and if you are comfortable doing so, you can ask the stranger if he needs assistance or whom he is looking for. If you do not feel comfortable, call the Capitol Police 860-240-0240 (from Capitol or LOB phones, dial ext. 0240 or 911) to give a description of the stranger, the location, the suspicious activity observed and a call-back number. The dispatcher will need this information for the responding officers.

HOSTILE VISITORS

While in your office you may encounter members of the public who are irate and demanding. The person may be or become hostile or inappropriately emotional. It is important to have a plan for handling these individuals. (For example you may signal co-workers by asking for the "red file.") Where available, activate the panic alarm or call the Capitol Police for immediate response. Try to remain calm, listen carefully, be polite, show interest in the person's problem and write down what is said. If possible do what the person wants you to do until assistance arrives. When the Capitol Police arrive convey the information to them quickly and calmly.

BE SAFE, IF YOU ARE NOT SURE ABOUT SOMEONE OR THEIR ACTIVITY, PLEASE CALL THE CAPITOL POLICE 860-240-0240

Section 6 Armed and Dangerous Intruders

If you are confronted with an armed or dangerous intruder remain CALM. If you have access to a panic alarm button, set it off. Capitol Police will respond to the alarm. Otherwise call the Capitol Police at 860-240-0240 (from Capitol or LOB phones, dial ext. 0240 or 911) to inform them of the situation.

Non-public areas may be secured by the access control system, and staff and legislators will need to use issued identification badges to gain access to these areas during a lock down.

Legislators and employees must use caution in these types of situations. For example, if gun fire is heard outside the building move to an interior office and take cover. If gun fire is heard inside the building take cover in a locked office and stay out of sight as much as possible.

Section 7 Receiving and Reporting Bomb Threats

Employees should never disregard a bomb threat as a prank.

Telephone Bomb Threats:

Whenever an employee receives a telephone call claiming that there is a bomb in one of the buildings, the employee should immediately:

- Refer to the bomb threat form (on page 12 and 13) and ask the questions listed.
- **Ask the following questions, have the caller repeat answers for you:**
 - ◇ When is the bomb going to explode? _____
 - ◇ Where is the bomb right now? _____
 - ◇ What kind of bomb is it? _____
 - ◇ What does it look like? _____
 - ◇ Why did you place the bomb? _____
- Attempt to keep the caller on the line as long as possible while notifying another employee of the call. This will allow you to get additional information and hear background noise.
- Notify the Capitol Police so that an investigation can begin and they can assess the call and decide whether an evacuation is necessary.
- **Give the Capitol Police your exact location and all known facts.**
- Fill out the Bomb or Other Threat Report on page 12 and 13 of this manual. Please give it to the Capitol Police officer who comes to take your report.
- Capitol Police must be notified of any phone call claiming that a bomb has been placed in the building or threatening to bomb the building.

Bomb Threats by Letter:

Whenever an employee opens a letter that contains a bomb threat, the employee must:

- Immediately notify the Capitol Police that a bomb threat letter has been received.
- Remain at his or her desk until the Capitol Police Officer arrives.
- Refrain from handling the letter and envelope as much as possible. These items may be subject to forensic testing.