

# **EMERGENCY PROCEDURES**



**In an Emergency  
Call 911  
Using County Telephone  
System Call 9-911**

**Fresno County Sheriff  
600-3111**

**Fresno County Security  
600-6785**

# TABLE OF CONTENTS

Introduction ..... 3

Accidents ..... 4

Serious Injury ..... 5

Evacuation of the Disabled ..... 7

Earthquake..... 8

Fire ..... 9

Bomb Threats .....10

Hazardous Material Leaks/Spills .....12

Power Failure ..... 13

Violence in the Workplace .....14

Personal Safety .....15



## INTRODUCTION

This information was prepared for the use of County of Fresno employees in responding to various emergencies.

In an emergency, this information serves as a reference for the actions to be taken by County employees.

County of Fresno Security is available to respond to any emergency twenty-four hours a day, seven days a week in the metropolitan area including the University Medical Center Campus and the Tenth Street Complex. Security may be reached by calling the radio pager at (9) 452-7102 and waiting for Security to answer.

If you have any questions regarding this information, please contact the Chief of Security at 600-6785 or the County Safety Officer at 600-1850.



## ACCIDENTS

1. Do not move a seriously injured person unless there is a life-threatening situation.
2. Try to calm and assist the injured person. Never move them until their condition can be determined or they can do so on their own. If the victim is unconscious or unable to speak, render First Aid and/or CPR if you are trained to do so and have determined it is necessary. Instruct someone to call 911 (9-911 if in a County facility) to advise them of the situation and then call the Security Radio Pager at (9) 452-7102 and hold the line until it is answered. If you have not been trained in First Aid or CPR, immediately call 911 (9-911 if in a County facility) and Security.
3. Stand by and wait for the ambulance and/or Security to arrive.
4. If the victim appears unhurt, has minor injuries and is conscious, ask the victim if an ambulance is needed. In any instance, notify Security and wait for them to respond.



## SERIOUS INJURY

1. Check the scene and the injured person to determine the danger potential and the extent of the injury. Do not move a seriously injured person unless there is an immediate and imminent danger, such as fire, flood or poisonous gas. If you must move the injured person, do it as quickly and carefully as possible. If there is no immediate danger, do not move the injured person, and advise the bystanders the injured person is not to be moved.
2. Call 911 (9-911 if in a County facility) immediately if the injured person is unconscious. Sometimes a conscious, injured person will tell you not to call an ambulance, and you may not be sure what to do. However, you should call for an ambulance if the injured person is or becomes unconscious; has trouble breathing or is breathing in a strange way; has chest pain or pressure; is bleeding severely; has pressure or pain in the abdomen; has slurred speech; appears to have been poisoned; has injuries to the head, neck or back; or has possible broken bones.
3. Keep the injured person calm and as comfortable as possible. Administer CPR or First Aid if you have been trained in these areas. A First Aid kit should be used and precautions should be taken to minimize exposure to blood and body fluids. Remain with the injured person until emergency services personnel and Security arrives.





List the names of the persons in your department who are trained in CPR and First Aid and identify the location of the First Aid kit.

**CPR/FIRST AID TRAINED:**

**NAME**

**LOCATION**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**FIRST AID KIT IS LOCATED AT**

\_\_\_\_\_



## EVACUATION OF THE DISABLED

1. Persons with a disability limiting them from using the stairs will congregate in the lobby area by the elevator where they will be assisted by either an Emergency Response Team member or Law Enforcement personnel.
2. In the event an emergency renders the elevator lobby unsafe or dangerous, the Emergency Response Team will assist or carry the disabled person down one or more floors for pick-up and relocation.
3. If assistance is not immediately available, non-ambulatory or person with mobility impairment should stay in the exit corridor or at the top of the stairway or landing. The Emergency Response Team member will advise Security and Fire Department personnel of the location of the disabled person(s) in the event all other actions fail.



Disabled or non-ambulatory (unable to walk) personnel should be prepared for an emergency ahead of time by instructing the Emergency Response Team member and their supervisor on how best to assist them in case of an emergency.



## EARTHQUAKE

1. If you are indoors, stay there. Take shelter under a desk, table or in a doorway. If you cannot get under something sturdy or stand in a doorway, get on your hands and knees and cover your head with your hands and arms.
2. If you are in a high-rise building, stay away from windows, outside walls, light fixtures, filing cabinets and bookshelves. Do not attempt to use the elevators.
3. If you are outdoors, go to an open area away from the trees, buildings, walls, roadways and power lines.
4. If driving, pull to the side of the road, stop and remain in the vehicle until the earthquake has stopped. Avoid stopping under overpasses, electrical power lines, lightposts or sign posts.



## FIRE

1. Remove anyone in immediate danger.
2. Activate the fire alarm and then call 911 (9-911 if in a County facility).
3. Confine the fire to the room/area by closing the door to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.
4. Attempt to extinguish the fire only if you have received training on the use of portable fire extinguishers, the fire is in its beginning stage and it can be extinguished safely.
5. Do not use elevators when the fire alarm has been sounded.
6. Disabled and non-ambulatory (unable to walk) personnel should request assistance from those nearest them. In the event no one is available to render assistance, proceed to the nearest stairway landing and shout for help.
7. Advise the Fire Department or Security of personnel trapped on a floor or who may require assistance to evacuate.



## BOMB THREATS

If you receive a bomb threat or discover a possible bomb or suspicious object(s), immediately notify your supervisor, the Sheriff's Dispatch Center at 600-3111 (0-3111 if in a County facility), and Security at 600-6785 (0-6785) if in a County facility or the Security Radio Pager at (9) 452-7102 and wait for Security to answer. The Supervisor shall immediately notify the Department Head of the situation.

### BOMB THREAT RECEIVED BY TELEPHONE:

1. Get someone's attention and convey the nature of the call. Have them make the above notifications.
2. Attempt to get the following information:
  - a. Where is the bomb?
  - b. When is it going to explode?
  - c. What does it look like?
  - d. What kind of bomb is it?
  - e. What is the person's name and/or organization?
3. Record the following:
  - a. Date and time of call
  - b. Exact words of caller
  - c. Age, sex, adult or child
  - d. Any speech pattern or accent
  - e. Background noises.



**IF A BOMB THREAT IS RECEIVED BY MAIL OR A SUSPICIOUS OBJECT IS DISCOVERED:**

1. Do not handle the letter, envelope, or package any further.
2. Immediately notify the Sheriff's Dispatch Center at 600-3111 (0-3111 if in a County facility).
3. Notify Security at 600-6785 (0-6785 if in a County facility) or call the Security Radio Pager at (9) 452-7102.
4. Notify your immediate Supervisor or Department Head.
5. Follow the instructions of your Supervisor pending the arrival of Law Enforcement or Security.
6. Evacuate the area if instructed to do so.



# HAZARDOUS MATERIAL LEAKS/SPILLS

A hazardous material is material or substance that presents a physical or health hazard. A health hazard means a substance for which there is significant evidence that health effects may occur in exposed employees.



A Safety Data Sheet (SDS) is required for all hazardous substances in use within the County. Employees must be provided with training on the safe use of the chemical they may be exposed to in their workplace.

## IN THE EVENT OF A HAZARDOUS MATERIAL EMERGENCY WHERE THERE IS AN IMMEDIATE DANGER TO EMPLOYEES:

1. Evacuate the area to ensure employee safety, securing access to the area when possible.
2. Immediately call 911 (9-911 if in a County facility) and inform the operator of the emergency. Attempt to advise the operator on the type of agent and refer to the SDS if possible.
3. If safe, remain in the immediate area and call Security at 600-6785 (0-6785 if in a County facility).



## IN THE EVENT OF A HAZARDOUS MATERIAL EMERGENCY WHERE THERE IS AN IMMEDIATE DANGER TO ALL OCCUPANTS OF THE BUILDING:

1. Sound the building fire alarm to evacuate the building.
2. Immediately call 911 (9-911 if in a County facility), give your name, department, description of the emergency and your location. Call Security at 600-6785 (0-6785 if in a County facility) as soon as possible.



3. In an orderly manner, evacuate to a safe distance from the building. Emergency Response Team members shall account for all employees. Do not return to the building until instructed that it is safe to do so by safety or emergency personnel.
4. Suspected gas leaks or suspicious odors should be reported immediately to Security at 600-6785 (0-6785 if in a County facility).

## POWER FAILURE

1. Turn off or unplug electrical equipment that may be a hazard if unattended or may be damaged if there is a power surge when the power is restored.
2. Remain calm, move or evacuate the area only if staying in the area becomes unsafe or you are instructed to do so by a Supervisor or emergency personnel.
3. If visitors or clients are in your area at the time of an outage, try to calm them and ask them to follow the County's procedure until the power is restored.
4. In high-rise buildings, such as the Plaza, Courthouse or Hall of Records, emergency lights should provide sufficient lighting. Flashlights and batteries should be kept in each worksite for emergency use.
5. Notify Building Maintenance at 600-7242 (0-7242 if in a County facility) of the location and extent of the outage. Then notify Security if assistance is needed.
6. The following County buildings are equipped with emergency generators:



### METRO AREA

Plaza • Courthouse • Hall of Records  
Sheriff's Administration • Main Jail  
South Jail • Annex Satellite Jail • Brix/Mercer



## **TENTH STREET COMPLEX**

Computer Services • Probation  
Juvenile Hall

## **OTHER LOCATIONS**

Emergency Medical Services  
Elkhorn Correctional Facility

# **VIOLENCE IN THE WORKPLACE**

**VIOLENT BEHAVIOR CAN RANGE FROM VERBAL ABUSE TO PHYSICAL ATTACK. IF YOU ARE CONFRONTED BY A DISRUPTIVE OR VIOLENT PERSON:**

1. Immediately call Security at 600-6785 (0-6785 if in a County facility) or the Security Radio pager at (9) 452-7102 (wait for Security to answer.)
2. If you are unable to safely use the telephone, alert someone to call for you.
3. Provide Security with the following information:
  - a. Your name
  - b. Worksite location
  - c. Description of situation
  - d. Description of disruptive/violent person
4. Remain calm and speak to the disruptive person in a calm voice.
5. Do not touch or attempt to physically remove the person.
6. Wait for security to arrive.



## **IF YOU OBSERVE A WEAPON ON A PERSON:**

1. Call 911 (9-911 if in a County facility) or alert someone to call for you.
2. Give the dispatcher the above information, including the type of weapon.
3. Try to remain calm.
4. Allow the person to voice his concerns.
5. Wait for the Sheriff to arrive.

## **PERSONAL SAFETY**

### **WORKING AFTER NORMAL BUSINESS HOURS:**

1. Contact Security at 600-6785 (0-6785 if in a County facility) or call the Security Radio Pager at (9) 452-7102 (wait for Security to answer).
2. Provide Security with the following:
  - a. Names of persons working
  - b. Worksite location (include specific offices and/or rooms)
  - c. Projected hours to work
  - d. Person responsible for contacting Security upon completion of work
  - e. Need for Security to escort individuals to their vehicles

### **RETURNING TO WORKSITE AFTER HOURS OR WEEKENDS:**

1. Contact Security
2. Provide Security with the following information:
  - a. Names of the persons with authorization to enter
  - b. Worksite location (specific offices)
  - c. Name of person authorizing entrance
  - d. Projected work hours



3. Arrive at worksite at agreed time:
  - a. Security will meet employees to allow entrance
  - b. Employees must show County-issued identification cards
  - c. Employees must sign entrance log
4. Notify Security at least ½ hour before you plan to leave worksite, allowing Security time to get to your worksite, secure the building and escort you to your vehicle.
5. Never open the door for another person while working after hours or on weekends unless the person has a legitimate reason to be there. If in doubt, call Security.
6. When walking to your vehicle after work:
  - a. Be aware of your surroundings
  - b. Have your keys in your hand
  - c. Walk in pairs
  - d. If you notice parking lot lights not functioning, call Security
  - e. If you wish, contact Security for an escort
  - f. Conduct a walk-around the vehicle before entering the vehicle. If you notice anything suspicious (broken window, partially open door), walk away from the vehicle and contact Security.
  - g. If, after you walk around the vehicle and do not notice anything suspicious, lock your doors immediately upon entering your vehicle.

