

Guidance for Specific Hazards

This is a list of general protocols for several emergencies.

For more information on what to do before, during and after emergencies visit www.ready.gov/be-informed. In the event of an emergency follow the directions given by your building security or other public safety officials.

Bomb Threat (via telephone)

- Write down exact wording of threat
- If available, follow the directions on your “bomb threat” reference card
- Immediately notify building security
- Follow instructions from building management and/or security

Chemical Release Outside

- Take shelter inside immediately (many chemicals are colorless and odorless).
- If you were directly exposed to chemicals, remove and discard clothing.
- Remain sheltered until additional information is available.
- Follow guidance from officials on seeking medical treatment. If you do not believe you have been exposed, let first responders treat the critically injured first.

Earthquake

If you are inside:

- Drop to the floor and take cover under a sturdy piece of furniture.
- Hold on until the shaking stops.

If you are outside:

- Stay outside and away from buildings or structures that could collapse or generate falling debris.
- Do not re-enter the building until you are advised to.

Medical Emergencies

Your building may have specific procedures for contacting emergency services. Know how to:

- Call 9-1-1 and alert building security or other designated officials.
- Locate first aid supplies and the Automated External Defibrillator (AED).
- Identify who is trained in CPR and first aid.
- Provide emergency contact information to first responders.

Power Outage or Blackout

- If possible, remain at your workplace. Do not leave unless you have a way to get home.
- Follow guidance from OPM or other designated officials for information on office closures.
- If traffic lights, trains, and other transit systems are without power, expect extended delays.

Severe Weather - Tornado

- Take shelter immediately.
- Move to an interior room away from windows.
- If you are driving, do not attempt to outrun the tornado. Pull over and seek shelter.
- If you are outside and unable to take shelter inside a structure, lay down in a ditch or low area.

Severe Weather - Hurricane

- Check the National Weather Service for storm advisories, watches, and warnings.
- Before you leave your office, take the items you will need to telework.
- Follow any evacuation orders that are issued. If you evacuate, do not return to the affected area until advised that it is safe to do so.

Severe Weather - Snow

- Check the National Weather Service for storm advisories, watches, and warnings.
- Only drive if necessary. Allow for extra time, and make sure you have a full tank of gas.
- Keep blankets, a shovel, and emergency supplies in car in case you become stranded.

Nuclear or Radiological

- Remember these three factors: time, distance, and shielding. Try to decrease the time you are exposed to radiation, increase your distance from the contaminated area, and increase the shielding between yourself and any radiation.
- Attempt to cover your body and exposed skin with any available materials.
- Take shelter in an interior room immediately.
- Discard contaminated clothing and shower as soon as possible.

Workplace Violence

If there is an active shooter, options include:

- Evacuate the building, leave your belongings, and keep hands visible.
- Hide out of view and block entry to your hiding place.
- Take action as a last resort to attempt to incapacitate the shooter.