



Gunnison County

COLORADO

EMERGENCY QUICK GUIDE

EMERGENCY CONTACTS

PREPAREDNESS
AND PLANNING

EMERGENCY NOTIFICATIONS

if you
SEE
something
SAY
something

IF YOU SEE SOMETHING, SAY SOMETHING!

Employee awareness and vigilance are the first line of defense in the successful resolution of potentially dangerous situations. Immediately report the following to your supervisor or by calling 9-1-1: Suspicious activity, unauthorized persons in secure areas, unusual behavior.



EMERGENCY CONTACTS

- **Dispatch: 9-1-1 or (970) 641-8000 ext. 1**
- **Sheriff's Office: (970) 641-1113**
- **Emergency Management: (970) 641-2481**
 - **Emergency Manager, Scott Morrill:
(c) (970) 275-1370**
 - **Deputy Emergency Manager, Bobbie Lucero:
(c) (970) 640-2443**
- **Facilities Maintenance: (970) 641-8560**
 - **Director, John Cattles: (c) (970) 275-0768**
- **IT: (970) 641-1410**
 - **Director, John Felix: (c) (970) 590-3700**
- **Superior Alarm and Fire Protection: (970) 249-4537**

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PREPAREDNESS AND PLANNING

Remember: You are ultimately responsible for your own wellbeing. It is completely up to you to know how to help yourself.

- Know the potential threats and hazards in your work area.
- Be familiar with the emergency procedures for your department for each potential threat.
- Familiarize yourself with where the panic buttons are in your office, or ask your department's Safety Officer to show you where they are and how to operate them.
- Know the location of and how to use emergency equipment in your work area – Panic Buttons; PA System; Automatic Electronic Defibrillators (AED); Fire Pull Stations; Fire Extinguishers; First Aid Kits, etc.
- Know the possible evacuation routes, gathering areas and/or safe zones for each of the potential threats in your work area. Department Heads need to instruct and demonstrate where the gathering points are.
- Understand your roles and responsibilities in your department's Continuity of Operations Plan (COOP).
- Educate yourself on how to protect yourself, coworkers and others.
- Watch the ***Run, Hide, Fight*** video.
(Link can be found under **ACTIVE AGGRESSOR** tab.)

EMERGENCY NOTIFICATIONS

CODE RED:

Register with the "CodeRED" Wireless Emergency Notification System to receive emergency notifications by recorded message, text message and/or email. The "CodeRED" Wireless Emergency Notification System is used for emergency alerts regarding evacuations, sheltering in place, weather conditions, etc. A text message will be sent to your mobile number **and/or** email outlining the nature of the emergency. Download the mobile app to receive notifications of emergencies based on your location. Please take a moment to verify, update, or register the appropriate information to begin receiving emergency notifications. Scan the QR Code below or visit the website at <https://public.CodeREDweb.com/cne/en-US/BF7ED953CC69>



CODE RED[®]

NOTIFY ME!

Visit the Gunnison County website at www.gunnisoncounty.org to subscribe to **Notify Me!** so that you will receive emergency notifications (text message and/or email). Notifications you receive from **Notify Me!** will pertain to the local area and Gunnison County ONLY.



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EMERGENCY NOTIFICATIONS

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FACILITY DUDE SAFETY CENTER:

Safety Center is a system that is used to house all of the safety plans and can be easily accessible by all County employees.

1. Download the app to your smartphone:
 - Access the app store on your smartphone. Search for **Safety Center**. Install the app.
 - **Or**, if you have a QR code reader on your smartphone, scan one of the codes below to locate the app in the store and then install it.
2. Create an account.
3. Upload your department's safety plan.

iTunes App Store for Apple devices



Google Play for Android devices



PA SYSTEM:

There is a "Page-All" button on all County phones. When this button is pushed, it will activate all other phones ***in your building***.

When you push the button:

- State clearly what the emergency is and where.
- Speak clearly and concisely.
- Refer to the appropriate tab within this guide for instructions on the appropriate threat (Active Aggressor, Evacuation, Fire, Lockout/Lockdown, etc.)

PANIC BUTTONS

“PANIC BUTTONS” are installed at various locations throughout County buildings.

Familiarize yourself with where the panic buttons are in your office, or ask your department’s Safety Officer to show you where they are and how to operate them.

- **WHAT/WHERE:** The Panic Buttons will either consist of 2 Red Buttons, a single white/tan button, or white flip open button type. They are located just under the desktop at your work station.
- **HOW TO ACTIVATE:** To activate, the button needs to be depressed. At the stations with red buttons, both buttons need to be depressed simultaneously.
 - If possible, call 9-1-1 to provide further information on the situation.
- **WHAT HAPPENS:** When activated:
 - An automatic message is sent to Superior Alarm and they notify Gunnison Dispatch.
 - The main doors in your building will automatically lock; essentially your building will go into “Lockdown”.
 - The building will remain in “Lockdown” until emergency personnel arrive and confirm that the location is stable.
- **IF A PANIC BUTTON IS ACCIDENTALLY ACTIVATED:**

Please contact Dispatch, Superior Alarm and Gunnison County Facilities Maintenance immediately, and inform them of the error:

 - Superior Alarm and Fire Protection: 970-249-4537

LOCKOUT/LOCKDOWN

Lockout is used to secure the inner perimeter when the threat of danger is outside of the County building. No one moves into or out of the building until the situation is resolved. EVERYONE REMAINS BEHIND LOCKED DOORS. DO NOT OPEN YOUR DOOR FOR ANY REASON.

Lockdown is used to protect the building's occupants from potential dangers inside the building or external threats that enter the building. EVERYONE REMAINS BEHIND LOCKED DOORS. DO NOT OPEN YOUR DOOR FOR ANY REASON. The situation is unstable and the risks are too great to have anyone moving about the building or departments until Law Enforcement arrives to assist in the assessment of the incident.

Procedures for lockout and lockdown are the same:

- You are going to be advised by an announcement from either the PA system, CodeRED notification, Facility Dude's Safety Center app, or an emergent situation to lockdown/lockout.
- Activate your panic button.
- Remain in your office/department.
- Close your blinds, cover windows and turn off your lights.
- Move out of sight of all doors and windows.
- Keep quiet.
- Put your phones on silent.
- Ignore fire alarms. Evacuate only when instructed to do so.
- Do NOT open your doors for anyone or any reason.
- The lockout/ lockdown will only be terminated when emergency personnel unlock the doors and inform you it is safe to leave the area.

GENERAL EVACUATION

Many factors influence what to do during an evacuation. Evacuation procedures for specific threats may be different. Refer to the appropriate threat tab for that info.

Emergency situations require immediate decision making regarding evacuation procedures. The following information will give guidelines when evacuations are necessary. **TAKE ONLY YOUR CELL PHONE WHEN EVACUATING.**

- Building evacuations can occur when a fire alarm sounds and/or upon notification by other staff, public safety officials, the PA system, CodeRED, and/or Facility Dude's Safety Center.
- Remain calm.
- When a fire alarm is activated, leave using the nearest/safest marked exit and alert others to do the same as you leave the building.
- Staff shall assist those not familiar with evacuation routes or protocol – citizens, visitors, etc.
- Each building shall have its procedures for assisting people with special needs. If you are assigned to do so, assist persons with disabilities.
- Without creating additional risk for yourself or others, attempt to protect HRCI (High Risk Confidential Information), and consider any other special conditions that may be applicable.
- DO NOT USE ELEVATORS.
- If you are directing others, communicate clearly and succinctly.
- Close doors.

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GENERAL EVACUATION

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- Keep exiting groups together.
- Do not take anything from your office, EXCEPT your cell phone as long as you can safely do so.
- Once outside, proceed to the predetermined gathering point. Keep walkways, fire hydrant areas, fire lanes and streets clear for emergency vehicles and personnel.
- It is your responsibility to know your building gathering point. Department Heads need to instruct and demonstrate where the gathering points are.
- Stay at the gathering point and check in with your supervisor or Safety Officer.
- Account for all employees thought to be in the office at the time of the evacuation.
- Wait at your gathering point for instructions. Do not leave the area, unless the area is unsafe or instructed otherwise by public safety officials or your supervisor, and instruct those present to do the same.
- Do not return to an evacuated building unless told to do so by Law Enforcement or your Safety Officer/supervisor.

ACTIVE AGGRESSOR

PUSH YOUR **PANIC BUTTON**, and use the **PA system** on your desk phone to warn others in the building, if the aggression is not in your suite call **9-1-1**.

If you hear an emergency broadcast over the PA system, activate your Panic Button, and call 9-1-1.

Run. Hide. Fight!

RUN:

- If there is a safe escape path, attempt to evacuate.
- Evacuate whether others agree to accompany you or not.
- Leave your belongings behind, except your cell phone if you can safely reach it.
- Help others escape if possible.
- Prevent others from entering the area.
- Call 9-1-1 when you are safe.

HIDE:

- Lock and/or blockade the doors.
- Silence your cell phone.
- Hide behind a large object.
- Close your blinds, cover windows and turn off lights.
- Move out of sight of all doors and windows.
- Remain very quiet.
- Do NOT open your doors for anyone or any reason.
- When Law Enforcement arrives, they will announce themselves; please confirm with Dispatch (641-8200 ext 1) before opening the door.

FIGHT:

- Attempt to incapacitate the aggressor.
- Act with physical aggression.
- Commit to your actions.

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ACTIVE AGGRESSOR CONTINUED

To view the Run, Hide, Fight video visit:
<https://www.youtube.com/watch?v=5VcSwejU2D0>



FIRE

If you discover a fire:

- Remain calm.
- Activate fire alarm via a pull station.
- Call 9-1-1.
- Follow the established evacuation procedures for fires.
- If the fire is small, call 9-1-1 first, and then attempt to put it out with a fire extinguisher, if you can do so safely. Use the P-A-S-S method:
 - **P**ull the pin in the handle,
 - **A**im it at the base of the fire,
 - **S**queeze the nozzle,
 - **S**weeping motion.
- **Never** allow the fire to come between you and an exit path.
- If you are unable to extinguish the fire, evacuate by the nearest emergency exit.
- Touch closed doors with the back of your hand prior to opening them. If it is hot, or if smoke is visible, do NOT open that door, seek another exit path.
- If the door is cool, exit carefully.
- If there is smoke, crouch near the floor upon exit.
- If there is fire, close doors and windows (do not lock the doors) to help contain the fire.
- NEVER USE AN ELEVATOR DURING A FIRE EVACUATION.
- Evacuate down stairs, or as a last resort to the roof.
- Do not re-enter a building until authorized by emergency personnel.
- In the event that you cannot get out of the room you are in safely, call 9-1-1 and inform them of your location.
- Place towels or clothing underneath the door to prevent smoke from entering.

HANDLING SUSPICIOUS OR HAZARDOUS MAIL
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HANDLING SUSPICIOUS OR HAZARDOUS MAIL

WHAT YOU SHOULD DO:

UNOPENED Letter or Package:

- **Leave it where it was found, and do not disturb it further.**
 - **DO NOT clean up** any spilled material.
 - Note **shape and color** of package.
 - Note **RETURN ADDRESS** on package.
- Isolate the area by clearing it of other people, notify your supervisor and call 9-1-1.
- Advise the 9-1-1 dispatcher where you will meet the first responders.
It is critical that you relay all package information to the first responders.

OPENED Letter or Package:

- **Leave it where it was found, and do not disturb it further.**
 - **DO NOT clean up** any spilled material.
 - Note **shape and color** of package.
 - Note **RETURN ADDRESS** on package.
- **Do not move the package.**
- **If holding the package** carefully place the package in the trash can. Otherwise, place the package on a table or shelf.
- If the material is **on your skin or clothing**, notify your supervisor, another employee or passerby. **Stay Where You Are**, if safe to do so.
- **Call 9-1-1**, or ask someone to do so. It is **critical** to provide as much **information** to the dispatcher as possible.
- **If unsafe to stay** with the package:
 - **Leave the building via the nearest exit.**
 - **Wait near that exit** for instructions from your supervisor or emergency personnel.
 - **Stay away from people.**
- **The purpose of these procedures is to protect you, your coworkers and the public by minimizing cross contamination and further contamination of the building.**

MEDICAL EMERGENCY

Information provided by Gunnison Valley Hospital EMS and the official American Red Cross First Aid app. For the app, visit their website at <http://www.redcross.org/mobile-apps/first-aid-app>



Safety: If you and/or others are not in a safe place (fire, aggressor, toxic gas, etc.), make your location safe, or move yourself and others to a safe location. If available, wear protective gloves. Call 9-1-1.

Mental Status: If the person you are trying to help is not awake, see if he/she responds to shouting or pinching. If there is no response, skip to CPR below.

Bleeding:

- Put pressure on the wound with whatever is available to stop or slow down the flow of blood.
- If the bleeding is severe, call 9-1-1 as soon as possible, or ask someone else to do it.
- Keep pressure on the wound until help arrives.

Broken Bone:

- Encourage the person to support the injury with their hand, or use a cushion or items of clothing to prevent unnecessary movement.
- If the injured area is obviously deformed, significantly painful or the person needs to be moved, call 9-1-1 or get someone else to do it.
- Make sure the injury is supported until help arrives.

Burns:

- Cool the burn under cool running water for at least 10 minutes.
- If the burn requires further medical care, loosely cover the burn with plastic wrap or a clean plastic bag. Otherwise, it does not need plastic covering.
- If necessary call 9-1-1, or get someone else to do it.
- If the burns are large or extensive, ensure the person is kept warm.

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MEDICAL EMERGENCY

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Choking:

- If an adult or child: hit them firmly on their back between the shoulder blades five times to dislodge the object followed by five quick abdominal thrusts.
- For infants under one year:
 - Keep their head lower than the chest, supporting their head and neck.
 - Then give five back blows between the shoulder blades and five chest thrusts, center of the chest between just below the nipple line.
 - Repeat this until the object is forced out or the infant can be heard crying.
 - Call 9-1-1 for altered level of consciousness, voice changes, if significant maneuvers to clear the airway are required, or if you are concerned.

Seizure:

- Do not restrain them.
- Use something like a blanket or clothing next to their head to protect it from injury DO NOT place under their head. Placing items under their head may compromise their airway.
- After the seizure, help the person to rest on their side, with their head tilted back.
- If necessary call 9-1-1 or get someone else to do it.

CPR:

- Airway: Check breathing by tilting their head backwards and looking and feeling for breaths.
- Compressions:
 - Push firmly downwards in the middle of the chest and then release.
 - Push at a rate of 100 compressions per minute, until help arrives.
 - Let the chest rise completely before pushing down again.