



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY, GA 31704-0302

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MARINE CORPS LOGISTICS BASE ALBANY ORDER 3301.1A

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS LOGISTICS BASE ALBANY EMERGENCY ACTION PLAN

Ref: (a) BO 3302.1
(b) BO P5100.1K
(c) 29CFR1910.38, Emergency Action Plans
(d) OSHA Instruction CSP 03-01-003, Voluntary Protection Programs
(e) MCWP 3-38.1 Multi-service Tactics, Techniques, and Procedures for Installation Emergency Management

Encl: (1) Emergency Action Plan Template
(2) Telephonic Threat Complaint
(3) Lockdown Procedures for Active Shooter
(4) Shelter-in-Place Procedures for HAZMAT/CBRN Threat
(5) Seek Shelter Immediately Procedures for DWX
(6) Evacuation Procedures
(7) Supervisor's Evacuation Drill Critique Form

1. Situation

a. Emergency situations, whether manmade, natural, hostile or accidental, can occur at any time. Preparation and training prior to an incident will help to prevent, detect, mitigate, respond to and recover from an emergency. Tailoring an intelligent, safe and coordinated Emergency Action Plan (EAP) to each specific building, site, office or shop area aboard Marine Corps Logistics Base (MCLB) Albany, educating personnel regarding the plan, exercising the plan, and using exercise feedback to improve the plan will all work together to reduce the impact of an emergency in terms of lives and property, enable a more efficient response, and speed recovery from the effects of the crisis.

b. An emergency incident is any event that requires a response to protect life, property or the environment. Incidents can include major disasters, terrorist attacks,

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criminal actions, civil unrest, wild land and urban fires, floods, hazardous material spills, radiological incidents, hurricanes, tornadoes, public health and medical emergencies, and other occurrences requiring an emergency response.

c. First Responders and Frontline Responders

(1) When the term 'First Responder' is used, most people think of Police, Fire, and Emergency Medical personnel. These highly trained professionals are key to resolving a wide range of emergency issues, but in nearly every crisis, they are not actually the first people on the scene. Typically a witness, victim, or someone otherwise experiencing the crisis will call for help, and then First Responders are dispatched to the scene. This process takes time. Who will take action at the scene - on the front line - until the First Responders arrive?

(2) 'Frontline Responders' are the individuals who work in the area impacted by the emergency, who know what is normal in the area and what is not. They are most often the first to become aware of the problem, and have the first opportunity to take immediate action. When seconds count, it is the Frontline Responders - the individuals whose lives are instantly impacted by the event - who must take the critical first steps to save lives, protect property and preserve the environment.

d. The terms building, site, office or workspace are used broadly to indicate an area or location where people work or are gathered.

(1) Some buildings and sites are too large to be reasonably covered by one EAP or one EAP Coordinator. In large buildings or work areas, it is prudent to assign multiple EAP Coordinators to cover reasonably sized sections. EAP Coordinators should not be assigned an area larger or more populated than their realistic span of control during a crisis.

(2) Some locations have special considerations such as hazardous materials or processes, critical infrastructure or property inherently dangerous to others. EAP Coordinators must tailor EAPs with such considerations in mind.

e. References

(1) References (a) through (d) direct that EAPs be developed and implemented to address likely threats and hazard scenarios.

(2) References (b) through (d) direct that each area will have a written emergency action plan which covers the actions personnel must take during emergencies.

(3) Reference (c) requires that evacuation procedures be exercised at least annually.

(4) Reference (d) requires that evacuation drills be critiqued and documented.

(5) Reference (e) discusses the principles of Emergency Management (EM) as they apply to military installations. This publication provides doctrine for planning, preparedness, execution, and continuous assessment in each of the four phases of EM. This publication specifically provides the terms, definitions and procedures for Evacuation, Shelter-in-Place and Lockdown.

2. Cancellation. MCLBAO 3301.1

3. Mission

a. MCLB Albany and tenants will develop, publish, train to, exercise and annually review site specific EAPs in order to prepare for, respond to and recover from the effects of all-hazards emergencies for all areas under their responsibility.

b. Every person working aboard MCLB Albany will be covered by a written EAP tailored to their work site; they will be briefed on the contents of the EAP, and will participate in EAP briefs and exercises to become familiar with responding to a wide range of emergencies.

4. Execution

a. Commander's Intent. An EAP is intended to educate personnel prior to an emergency and to guide immediate actions during an emergency. Its ultimate purpose is to save lives, reduce injuries, and decrease damage to property and the environment.

b. Concept of Operations

(1) EAPs will establish actions to promote the safety and survival of personnel, the preservation of resources, and restoration of mission essential functions aboard MCLBA.

(2) Priorities. All emergency action planning and execution is done with constant consideration of the following strategic priorities:

(a) Life safety. The preservation and protection of human life is always the first strategic priority. This includes the lives of emergency responders, personnel directly impacted by the event, and bystanders.

(b) Incident stabilization. Taking control of the emergency, preventing it from becoming more critical, and ultimately reducing dangerous conditions at the scene to pre-crisis states or as low as reasonably achievable.

(c) Property preservation. Preserving the property, resources and environment at the scene of the emergency.

(d) Mission assurance. Ensuring that the operational missions of the personnel and organizations impacted by the emergency are able to continue, and minimizing disruptions of military, government, economic and social activities.

(3) An incident can be broken down into three phases:

(a) Prepare Phase. Preparedness consists of the activities that occur before the onset of an emergency, incident or event to prepare personnel, installation tenants, emergency responder elements, and the base population for the eventual respond to, and recovery from, an emergency. This phase involves creation of plans, policies and procedures needed to prepare for a critical incident. It includes creation of an EAP specific to the building, site, office or shop. It also includes briefing and training personnel on the contents of the EAP, documenting that training, and then conducting exercises to practice executing the plans to instill best practices into all personnel. The prepare phase of an incident goes far beyond an EAP. It is broadly defined with widely implemented principles, including preventive measures, use of detection equipment, suspicious activity reporting, application of force protection criteria to new building projects, measures to mitigate blast effects, etc. These activities may decrease the effects of a hazard or threat, decrease the likelihood of occurrence, and/or increase the resilience of the installation. This phase ends when an incident is imminent or actually occurs.

(b) Respond Phase. Response operations consist of the actions taken from the initial notification of a potential

or actual incident until the transition to the recovery phase. This phase involves crisis response procedures to resolve the incident. This phase includes actions by individual Frontline Responders in the first moments of the crisis, as well as actions by trained First Responders and the additional aid they are capable of summoning to the scene. This phase is complete when the immediate threat has ended and recovery procedures have begun.

(c) Recover Phase. This phase involves measures to return the incident scene to normal operations. Activities include collecting and preserving evidence, demobilization of response personnel, site cleanup, administrative actions, completion of reports, and compilation of lessons learned. This phase is complete when the incident site is restored to normal operations.

(4) Emergency Action Plans must, at a minimum, address the following:

(a) The title of the hazard or threat for which the EAP applies, and a more detailed statement defining the types of emergencies the title refers to.

(b) Identify the building, site, office or shop for which the EAP applies.

(c) Identify the EAP Coordinator employees can contact if they have any comments or questions about the plan or the duties they are expected to fulfill.

(d) Identify procedures for reporting an emergency to officials, and how to communicate with other personnel in the building or site (alarm system, big voice, email, telephone, etc).

(e) Include a concise description of signs or indicators that can be used to detect the emergency or situation in its earliest stages.

(f) Identify evacuation procedures. Include a map of evacuation routes inside the building or site, exits, and assembly area outside the building or site.

(g) State procedures to account for all assigned personnel, including a method for accounting for visitors.

(h) State procedures to be followed by employees who remain to operate critical plant operations before they evacuate.

(i) State procedures to be followed by employees trained to perform rescue or medical duties.

(j) Identify shelter-in-place procedures.

(k) Identify lockdown procedures.

(l) Include procedures to contact duty or emergency recall personnel.

(5) EAPs will include specific procedures for responding to the following incident types. A template providing guidance for each of the below is included as enclosure (1). EAP Coordinators responsible for each building, area, office or shop shall tailor enclosure (1) to make it specific to the site concerned.

(a) Medical Emergency.

(b) Fire.

(c) Destructive weather (DWX).

(d) Active shooter or workplace violence.

(e) Disgruntled employee or threats of violence.

(f) Suspicious person.

(g) Explosives related events.

1. Bomb threat (include use of encl (2)).

2. Suspicious package or vehicle.

(h) Hazardous materials (HAZMAT) and Chemical, Biological, Radiological or Nuclear (CBRN) materials incidents.

(6) Communicating with EMS

(a) When you call for help, speak calmly and clearly. Give your name, the building number or address, phone number, the location of the crisis, and any information on hostile personnel, hazardous materials, or other threats to

first responders. Don't hang up until the emergency operator tells you to. They may need additional information or need to give you instructions.

(b) If the emergency operator gives you specific instructions, remember them and carry them out.

(c) If someone else is with you, send them to meet responding emergency service personnel if it is safe to do so. Make it easy for the responders to find you even if the incident takes place at night (as appropriate, use exterior lighting, signal with a flashlight, wave a bright colored cloth, mark the area with a flare, etc).

(7) Responses to the majority of incidents will fall into one of five general categories; limited local response, shelter-in-place, seek shelter immediately, lockdown or evacuation:

(a) Limited local response. Emergency response authorities are contacted and the incident site is isolated, yet most site personnel carry on with normally assigned activities.

(b) Shelter-in-Place (SIP). SIP is the term for having personnel stay in the site in response to a threat or hazard outside of the site. See encl (4) for additional information on SIPSIP procedures.

(c) Seek Shelter Immediately (SSI). SSI is the term used to notify personnel of an impending environmental hazard such as a tornado, lightning or high winds. See encl (5) for additional information on SSI procedures.

(d) Lockdown. Lockdown is the security measure used to confine or restrict movement of personnel. Personnel reacting to the emergency protocol will conduct one of three actions: run, hide or fight. See encl (3) for additional information on lockdown procedures.

(e) Evacuation. This response involves moving personnel away from the site of the crisis, and includes consideration of primary and alternate assembly areas, routes to the assembly areas, and methodology for clearing the route and assembly areas prior to use. Post diagrams and maps at the work site to illustrate evacuation information, see encl (6).

(8) Using the EAP Template enclosure (1).

(a) Emergency Action Plan coordinators are encouraged to use the sample EAP template provided when creating an EAP tailored to their area of responsibility. It contains best practices for a variety of incident specific situations.

(b) Each incident specific EAP presents immediate actions in a boxed area at the beginning of the EAP. Below the boxed immediate actions, a more detailed discussion of the issue is presented for use during training or when time permits. Ideally, once an EAP is tailored to a particular site, these hazard specific immediate action and detailed discussion sections can be used as source material for quarterly training sessions (briefs, table top exercises, walk-throughs, or evacuation drills).

c. Tasks

(1) Commanding Officers, Officers in Charge, Tenant Commands, Directors and Administrators:

(a) Assign an EAP coordinator in writing for each building, site or location where personnel are assigned.

1. Consider assigning the task to personnel already familiar with EAPs (Unit Safety Officers, Fire Wardens or Supervisors).

2. Ensure that the area assigned to each EAP Coordinator does not exceed their realistic span of control during a crisis. In large buildings or work areas, it is prudent to assign multiple EAP Coordinators to cover reasonably sized sections.

3. EAP coordinators should be selected from among the personnel who work in the spaces concerned.

(b) Ensure an EAP is written and available to personnel in each building or site in your area of responsibility.

(c) Ensure all military and civilian personnel, including contractors and visitors, are briefed on the contents of the EAP.

(d) Ensure the EAP is reviewed annually, with recommendations for improvement considered for incorporation into updated EAPs.

(e) Ensure assigned EAP coordinators perform the

1. Liaison closely with building, area, site or office supervisors in the execution of EAP Coordinator tasks.

2. Create and maintain an EAP tailored to the assigned work area. Use of enclosure (1) as a starting template is encouraged.

3. Keep copies of enclosure (2) by every phone in the work area.

4. Use enclosures (3), (4), and (5) in training briefs.

5. Update the EAP as needed to reflect changes in the workspace, new policies, or new personnel requirements.

6. Ensure personnel are briefed on the contents of the EAP:

a. When first hired or assigned.

b. Whenever the plan changes.

c. Whenever plan responsibilities change.

7. Conduct quarterly training (briefs, table top exercises, walk-throughs or evacuation drills) to familiarize personnel with actions to be taken in a crisis.

a. Brief a specific hazard. Quarterly training is not intended to cover every hazard-specific EAP for the site, but to focus on a particular hazard. Cover the definition of the hazard, recognition of the hazard, immediate actions, reporting, sounding the alarm/passing the word, and accounting for all personnel. Encourage discussion and interaction among assigned employees regarding the best hazard preparation, response and recovery measures.

b. Evacuation drills will be conducted at least annually. Per reference (d), supervisors will observe, critique and document the evacuation drill. Use enclosure (6) to document observed best practices, opportunities for improvement, lessons learned and recommended changes to the Emergency Action Plan.

c. Maintain records of training, briefs and evacuation drills for at least two years.

8. Keep an updated copy of the site-specific EAP in a location easily accessible by all personnel assigned to the area.

(2) Director, Installation and Environment Division

(a) Be prepared to provide emergency maintenance personnel familiar with gas and electrical turn off procedures.

(b) Make keys available to the maintenance areas of the affected building(s) or site(s).

(c) Be prepared to provide detailed building schematics as needed.

(d) Support EAP coordinators with information concerning rooms suitable for shelter-in-place activities. Be prepared to answer EAP coordinator questions regarding heating, ventilation and air conditioning flow and control, load bearing walls, or other building engineering related questions.

(3) Installation Safety Manager

(a) Oversee the progress of EAP development for all tenant commands, agencies, organizations and services aboard MCLB Albany.

(b) Together with the Installation Emergency Manager (IEM), provide subject matter expertise to assist EAP coordinators with EAP development.

(c) Conduct annual spot inspections of site specific EAPs and training records to confirm compliance with this order.

(4) Installation Emergency Manager

(a) Review this order annually.

(b) Together with the Installation Safety Manager, provide subject matter expertise to assist EAP coordinators with EAP development.

(c) Liaison with EAP coordinators, the Installation Safety Manager and MCLBA command and tenant staff to ensure

identified best practices and opportunities for improvement are considered for inclusion in updates to this order.

5. Administration and Logistics

a. Records of briefs and exercises will be retained for two years.

b. Evacuation drill critique forms and other after action report items will be documented and assessed.

c. Forward identified best practices and opportunities for improvement to the Installation Safety Manager and the IEM.

6. Command and Signal

a. Command

(1) This Order is effective the date signed.

(2) The point of contact for comments or questions regarding this Order is the base IEM.

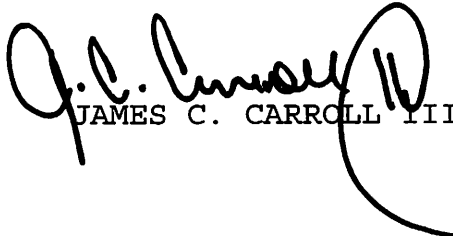
b. Signal

(1) To reach the MCLB Albany Emergency Dispatch Center:

(a) Dial 911 from a base telephone.

(b) Dial 911 from any cell phone if the dispatch center doesn't answer from a base telephone or a base telephone is not accessible.

(2) Dialing 911 from a cell phone aboard MCLBA will connect the caller to the Albany/Dougherty County 911 Center, which will delay a response to an emergency on the base.


JAMES C. CARROLL III

DISTRIBUTION: A

Emergency Action Plan Template

EAP Coordinators: TAILOR THIS TEMPLATE TO YOUR DESIGNATED BUILDING, OFFICE OR WORK AREA. Contact your Supervisor, Installation Safety Manager or Installation Emergency Manager for assistance if you have questions about tailoring this template to your area of responsibility.

Marine Corps Logistics Base Albany
Emergency Action Plan (EAP)

Building or Area: _____

Division/Section: _____

Room(s): _____

The Basic Plan

1. The EAP Coordinator responsible for this plan is:

a. Name: _____

b. Title: _____

c. Phone: _____

2. Alerting personnel to an emergency

a. In the event of an emergency, personnel are alerted by:

(1) An alarm.

(2) Internal public address system.

(3) By phone.

(4) In person.

(5) Installation Mass Notification and Warning System
(IMNWS)

b. Fire. There will be a continuous loud chirping sound accompanied by flashing lights, or an announcement made through the IMNWS.

c. DWX, Workplace Violence, Active Shooter, CBRN/HAZMAT Event, or Terrorist Threat. There will be an announcement through the IMNWS.

3. Immediate Actions

a. For a fire, activate the nearest fire alarm. Pass the word to co-workers verbally.

b. For any Medical Emergency, Fire, Workplace Violence, Active Shooter, Suspicious Person, Bomb Threat, Terrorist Threat, etc, immediately notify the following:

(1) Emergency response personnel.

(a) Call 911 from a Base telephone.

(b) Call 911 from a cell phone.

(2) A supervisor or the chain of command.

(3) Pass the word to others as appropriate.

c. Evacuate, SIP, SSI, lockdown, or report the issue with limited response, depending on the nature of the emergency.

(1) Evacuate for fires, and when necessary or when ordered for bomb threats, workplace violence, terrorist incidents, and some suspicious person events. After an evacuation, personnel will gather as follows:

(a) Primary location: (Designate the location).

(b) Secondary location: (Designate the location).

(c) After an evacuation, the supervisor or acting supervisor will immediately account for all assigned personnel, and report this account up the chain of command.

(d) Do not return to the building until officials have announced that it is safe to do so.

(2) SIP when you are indoors and a CBRN event is taking place outdoors.

(3) SSI when you are outdoors and Lightning 10 is announced over IMNWS or you are indoors or outdoors and a Tornado Warning is announced over the IMNWS.

(4) Lockdown when workplace violence or active shooter is occurring and you cannot safely evacuate and for some suspicious person events.

Enclosure (1)

(5) Report the issue with limited response for medical issues, and some suspicious person events.

4. More detailed guidance regarding immediate actions to emergency situations is provided in the included incident-specific sections that follow.

Emergency Action Plan

Medical Emergency

Building XXXX / Site Description

> > > IMMEDIATE ACTIONS < < <

MEDICAL EMERGENCY BILL - IN CASE OF MEDICAL EMERGENCY

- I. Call 911 from a Base phone or
Call 911 from a cell phone.
- II. Report the building number and the nature of the medical
emergency.
- III. Keep the patient calm and comfortable until help arrives.
- IV. Inform supervisor or chain of command.
- V. Personnel not directly involved should clear the area.
- VI. Upon arrival of Emergency Medical Services, direct them to
the ailing person.

1. Contact MCLB Albany Emergency Dispatch

- a. Dial 911 from a base telephone.
- b. Dial 911 from a cell phone.

2. Informing Others. Always inform Emergency Dispatch and supervisory personnel. Most medical emergencies will not require passing the word to personnel other than these. When the life and safety of others is directly impacted by the incident, inform others immediately by:

- a. Primary method: telephone.
- b. Secondary method: messenger.

3. Medical Emergency. A medical emergency is an injury, illness or condition that is acute and poses an immediate risk or threat to a person's life or health and that requires immediate medical intervention.

4. Signs or Indicators of a Medical Emergency

a. If you think that someone is badly hurt, suddenly sick, or that their life or health is in danger, call Emergency Medical Services (EMS) immediately. Examples of such circumstances include, but are not limited to:

(1) When someone faints or collapses.

(2) When someone experiences persistent chest pain.

(3) When someone is badly injured.

(4) If you suspect the situation is a medical emergency but are unsure, call EMS immediately.

b. The answers to the below questions can help you determine if a medical emergency exists. If the answer to any of these questions is yes, or if you are unsure, call EMS.

(1) Is the victim's condition life-threatening?

(2) Could the victim's condition worsen and become life-threatening on the way to the hospital?

(3) Could moving the victim cause further injury?

(4) Does the victim need the skills or equipment of paramedics or emergency medical technicians?

(5) Would distance or traffic conditions cause a delay in getting the victim to the hospital?

c. Going to a doctor's appointment, getting a scraped knee bandaged or filling a prescription do not require professional EMS assistance. Calling EMS in non-emergencies ties up the system. Still, if you're not sure if it's an emergency, call EMS and let them handle the issue.

5. Communicating with EMS. When you call for help, tell the emergency dispatch operator what happened, and who is hurt or

sick. The emergency operator will also need to know what condition the victim is in and if any help is being given.

6. General Considerations. Provide immediate first aid if available personnel are trained and able to do so. Don't move someone who is injured unless they are in danger. Try to keep them calm and comfortable until EMS arrives.

7. Update Supervisors and the Chain of Command. After contacting EMS, and as soon as practical while dealing with the immediate concerns of the medical emergency, ensure supervisors or the chain of command are informed that an emergency situation exists.

Emergency Action Plan

Fire

Building XXXX / Site Description

> > > IMMEDIATE ACTIONS < < <

FIRE BILL - IN CASE OF FIRE

- I. Use the nearest fire alarm box or call 911. Know the location of the nearest alarm box and the nearest phone in your area. When using a telephone, report the building number. Upon arrival of the Fire Department, direct them to the scene of the fire. \
- II. Sound the alarm. Pass the word.
- III. All personnel except fire parties evacuate the area.
- IV. If time permits, close doors and windows to confine the fire and prevent drafts. Do not endanger yourself or others in this effort.
- V. Use proper equipment at hand to extinguish the fire, pending arrival of the fire department.

1. Contact MCLB Albany Fire Department

- a. Activate the nearest fire alarm.
- b. Dial 911 from a base telephone.
- c. Dial 911 from a cell phone.

2. Inform others in the building

- a. Primary method: Activate the nearest fire alarm (identify the locations of the fire alarms in the area of concern).
- b. Secondary method: messenger.

3. Fire. A destructive burning. Combustion resulting in flame, heat and light. Flammable material of any sort (solids such as paper, wood, cloth; gasses or liquids like propane, gasoline, oil; electrical equipment; or combustible metals like magnesium) in a state of combustion.

4. Signs or Indicators of a Fire

- a. Visible flames where they should not be.
- b. An unusual amount of heat or light.
- c. Seeing or smelling smoke.
- d. The distinct ozone smell of electrical equipment fire.
- e. A smoke detector or fire alarm is sounding.

5. Use proper equipment at hand to extinguish the fire only if:

- a. You have been trained in the proper use of portable fire extinguishers.
- b. The fire is still in the incipient stage; small enough that it can be extinguished safely.

6. Update Supervisors and the Chain of Command. As soon as practical while dealing with the immediate concerns of the fire, ensure supervisors or the chain of command are informed that an emergency situation exists.

Emergency Action Plan

Destructive Weather

Building XXXX / Site Description

> > > IMMEDIATE ACTIONS < < <

DESTRUCTIVE WEATHER BILL - IN CASE OF DESTRUCTIVE WEATHER

- I. IF INDOORS: Stay calm. Do not go outside. Stay away from windows and electrical appliances. If damage to your building is imminent, crouch in a structurally strong location (under a desk or in an inside corner of the building) and cover your face and head with your arms. Stay away from glass, windows, and outside doors and walls.
- II. IF OUTDOORS: If caught outside, stay away from, and lower than, high or conductive objects. Stay out of storm drainage areas that may be subject to flash floods. Seek cover indoors immediately. Do not drive through flood waters, however shallow they may seem.
- III. When safe to do so, report status of injuries and damage to your supervisor or chain of command.

1. Contact MCLB Albany Emergency Dispatch only if a medical emergency, fire, or other emergency has compounded the destructive weather event.

- a. Dial 911 from a base telephone.
- b. Dial 911 from a cell phone.

2. Inform others in the building

- a. Primary method: In person.
- b. Secondary method: Messenger.

3. Destructive Weather

a. Destructive weather is a threat to personnel, property and facilities due to potential flying debris, flooding, falling trees, lightning, hail and other weather-related damages. Destructive weather is most commonly associated with phenomenon such as thunderstorms, tornadoes, hurricanes and floods.

b. Detailed destructive weather information is contained in Base Order 3440.3_, the Destructive Weather Plan.

4. Signs or Indicators of Destructive Weather

a. Most destructive weather is predictable. The National Weather Service will issue watches when conditions support the occurrence of destructive weather, and warnings when destructive weather is imminent. A Severe Thunderstorm warning, Tornado warning and a warning of Lightening within 10 miles (L10) of the Installation will be provided to the personnel aboard MCLB Albany via the IMNWS.

b. Refer to Base Order 3440.3_, the Destructive Weather Plan, for a detailed definition of weather conditions, watches and warnings.

5. Communicating after Destructive Weather. Destructive weather can impact a widespread area, and may affect communications infrastructure. Cell phones and landline phones may still work after less-severe events, but phone lines may be damaged or tied up during a more-severe incident. While it takes longer to type a message than to speak it, SMS (cell phone text messages) has proven in the past to be a reliable method of communication even in more-severe incidents. Because SMS messages require less bandwidth, that capability may be available when a voice call is not.

6. Update Supervisors and the Chain of Command. As soon as it is safe to do so, ensure supervisors or the chain of command are informed of the status of personnel (injured or not) and property (damaged or not).

Emergency Action Plan

Active Shooter or Workplace Violence

Building XXXX / Site Description

> > > IMMEDIATE ACTIONS < < <

ACTIVE SHOOTER OR WORKPLACE VIOLENCE BILL - IN CASE OF ACTIVE SHOOTER OR WORKPLACE VIOLENCE

- I. IF IN IMMEDIATE DANGER: Seek cover or escape. As a last resort, attack the active shooter with surprise, speed and violence of action.
- II. Pass the word to others as you move. If in a secure location, use established measures to pass the word to building or area occupants.
- III. Call 911. Provide shooter location and direction of movement, number of shooters, description of shooters, number and type of weapons, your location, and the number of potential victims at the location.
- IV. Immediately lockdown or evacuate.
 - a. Lockdown, secure yourself in your location. Lock the door. Barricade. Block visual access. Turn off the lights. Place cell phones on silent or vibrate only. Limit your movements.
 - b. If evacuated, assemble in a safe area out of the line of sight of the active shooting event location. Be alert for additional hostile actors outside the shooting venue. Seek a location that you can protect yourself from. Since the procedures are for all personnel to lock their doors it may be best to move to your vehicle.
- V. Account for personnel and report to a supervisor or the chain of command.
- VI. Wait for law enforcement response or all clear notification.

1. Contact MCLB Albany Emergency Dispatch

- a. Dial 911 from a base telephone.
- b. Dial 911 from a cell phone.

2. Inform others in the building

- a. Primary method: pass the word to others as you move.
- b. Secondary method: mass notification.
- c. Tertiary method: messenger.

3. Active Shooter

a. An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. Most active shooters are acting alone, but some cases have involved multiple shooters. The active shooter could be a current or former employee, a family member or friend, or someone unknown to the victims.

b. Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths.

c. The protocols discussed in this section apply to any event in which an assailant with any type of weapon (firearm, edged weapon, blunt force weapon, etc) is actively engaged in killing or attempting to kill people.

d. The difference between an active shooter or workplace violence incident and a disgruntled worker or threats of violence incident is that the violent actor has gone beyond threatening or frightening behavior and is in the act of killing or injuring others.

e. An individual who displays these signs may be a suicide bomber or may be carrying a bomb for placement. Treat these signs as representing a potential immediate threat:

(1) Carrying items that do not fit in with what they claim to be doing in the area. Use of a backpack that appears heavier than one would expect (strain on the straps or backpack

material). Carrying any item (a backpack, briefcase, box, or any other container) that appears to be altered (holes or slits to reach an arming or firing mechanism, protruding wires, etc).

(2) A hand that is gloved or bandaged to potentially conceal an arming or firing switch. One hand protecting a pocket that may conceal a weapon or activator.

(3) Subject appears focused or preoccupied, but not on the immediate surroundings. Behavior or mood stands out from others. Attempting to draw a crowd close or approach a crowd. Failure to respond to commands. Muttering in prayer.

4. Signs or Indicators of an Active Shooter or Workplace Violence Event. The active shooter event at Fort Hood in November of 2009 showed that such an attack can happen anywhere, even on a military base. An active shooter may be a current or former employee. Early recognition of an active shooter threat is important for the safety and security of all personnel. Alert your supervisor, chain of command or law enforcement if you believe an employee exhibits potentially violent behavior.

a. In-progress indicators of an event may include:

(1) The sound of gunfire (some employees may have only heard the sound on television and may not readily identify it in the real world).

(2) Injured personnel or damaged property.

(3) Observing a person or persons carrying firearms who are not authorized to carry them.

(4) The sound of loud or hostile speech, the sounds of doors or furniture being moved violently, and the sight or sound of someone moving quickly and aggressively.

b. Pre-incident indicators of potentially violent behavior may include one of more of the following:

(1) Any verbal or physical conduct that threatens personnel safety or property or that could reasonably be interpreted as an intent to cause harm.

(2) Increasing belligerence or outbursts of anger.

(3) Ominous, specific threats.

- (4) Hypersensitivity to criticism.
- (5) Recent acquisition or fascination with weapons.
- (6) Apparent obsession with a supervisor, coworker or employee grievance.
- (7) Preoccupation with violent themes.
- (8) Unusual interest in recent violent events.
- (9) Extreme disorganization.
- (10) Noticeable changes in behavior.
- (11) Homicidal or suicidal comments or threats.
- (12) Increased use of alcohol or illegal drugs.
- (13) Unexplained increase in absenteeism, or vague physical complaints.
- (14) Depression or withdrawal.
- (15) Increased severe mood swings, and noticeably unstable or emotional responses.
- (16) Increasingly talks of problems at home.
- (17) Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.
- (18) Expressed admiration for violent extremists or terrorists.
- (19) Estrangement or rejection from a group for advocating violence that the group does not support.
- (20) Agreement with the ideologies of a group but, due to a lifelong pattern of difficulties with interpersonal relationships, lack of affiliation with a group.
- (21) Expression of a desire to attack a specific target and taking action to conduct surveillance and collect information on the target.

(22) Obtaining and using weapons, explosives, and bomb making materials or manuals.

c. Experts devising assessment models of potential active shooters consider the totality of the circumstances, and include consideration of the potential shooter's personality, family, work and other social dynamics. Though threat assessments of such complexity are beyond the scope of MCLB Albany employee training and duties, it is nonetheless important for personnel to report any threatening speech or behavior they detect in their fellow employees.

5. Personal Defensive Fundamentals

a. Always know who is around you and what they're doing.

b. Maximize your ability to see and maneuver. Active shooters have blocked exits in past cases, so make a habit of noting the two nearest exits in any facility you visit.

c. Know where you would go and what you would do in every contingency.

d. Honor your instincts. If something doesn't seem right, take immediate action for your safety and the safety of others. Get expert help involved.

6. Actions During an Active Shooter or Workplace Violence Event

a. If in immediate danger, seek cover or escape. As a last resort, attack the active shooter with surprise, speed and violence of action. Lockdown and evacuation protocols are described in enclosures (3) and (6) respectively.

b. Evacuate if you are in the open, or if you are near an exit that is not in the line of fire. If you evacuate, ensure responding security forces can see your hands.

c. If you are in an office, stay there and lock the door as quickly as possible. Do not let anyone in once the door is locked.

d. Communicate the situation to others as you move.

e. Don't take time to gather belongings.

f. Stopping to help injured people can make you a target. Ensure the area is no longer exposed to hostile fire before you attempt to help injured personnel.

g. Barricade doors with whatever is available.

h. Silence your cell phone. Turn off televisions, radios and any other sources of noise.

i. Stay away from doors and windows.

j. Use cover and concealment. Cover is anything that is sturdy enough to stop a bullet. Concealment is anything that hides you from the shooter's view, but is not sturdy enough to stop a bullet. Get behind cover that will provide protection if shots are fired in your direction through walls or doors.

k. Call law enforcement or security forces with pertinent information, but limit the use of phones so systems don't crash (this happens in almost every tragedy).

l. Do not respond to fire alarms unless you feel, see or smell a fire. It's possible an active shooter or shooters may use the fire alarm system to get people out in the open.

m. If you are in a secure location, do not move around; wait until mass notification or responding law enforcement personnel announce that it's "all clear" to move.

7. Characteristics of an Active Shooter Situation

a. Victims may be selected at random. In some cases, the shooter has specific people pre-identified as targets, but will also engage targets of opportunity.

b. The exact time and location of the event is difficult to predict. The situation is invariably tense, uncertain, and rapidly evolving.

c. The majority of past active shooter incidents ended when the shooter committed or attempted suicide.

8. Discussion Points Regarding Confronting an Active Shooter.

In a study of 40 active shooter cases, researchers concluded that the faster a shooter is confronted, in any fashion, the higher the probability of event resolution with minimum loss of life. Of the 40 cases studied:

a. Only 2 cases (5%) were resolved when police arrived during the shooting and immediately acted to limit the loss of life by engaging the active shooter.

b. 3 cases (7.5%) ended when the shooter was verbally confronted by someone they knew and made the decision to stop attacking.

c. 4 cases (10%) ended after the police isolated the scene, set up a cordon, controlled access, and brought in negotiators and special operations teams to engage the shooter. In these cases, police had no positive effect on the loss of life, as the delay in engaging allowed the active shooter to become inactive by choice or lack of ammunition prior to engagement.

d. 14 cases (35%) were stopped by the intended victims who acted to physically confront and overcome the shooter.

e. 17 cases (42.5%) ended when the shooter decided to end the incident by committing or attempting suicide.

9. Communicating with Emergency Services. Do not allow an active shooter to hear your voice. If using a cell phone, set it on silent or vibrate. Consider using SMS (cell phone text messages) as a communications option.

10. When Law Enforcement Arrives

a. Remain calm and follow officers' instructions.

b. Raise your hands and spread your fingers. If you have anything at all in your hands, get rid of it. Keep your hands visible at all times. Responding officers will be operating in a threat environment, and it benefits everyone for you to make it perfectly clear that you are not holding a weapon.

c. Avoid making quick movements toward officers. Do not attempt to hold on to officers for safety. Be aware that officers are there to eliminate the threat, and will not attend to the wounded until after the threat is dealt with.

d. Do not point, scream or yell.

e. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

f. Be aware that you may be handled roughly until officers are certain that you are not associated with the threat.

11. Update Supervisors and the Chain of Command. As soon as practical while dealing with the immediate concerns of the emergency, ensure a supervisor or the chain of command is informed.

Emergency Action Plan

Disgruntled Employee or Threats of Violence

Building XXXX / Site Description

> > > IMMEDIATE ACTIONS < < <

DISGRUNTLED EMPLOYEE OR THREATS OF VIOLENCE BILL - IN CASE OF DISGRUNTLED EMPLOYEE OR THREATS OF VIOLENCE

- I. IF IN IMMEDIATE DANGER: Refer to the Active Shooter or Workplace Violence EAP.
- II. If the threat is immediate, call 911. Provide the subject's location and direction of movement, the number of subjects, description of subject, number and type of weapons (if any), and your location. If the subject mentioned a specific target person or location, inform the dispatcher.
- III. Always alert supervisory personnel to the cause of concern.
- IV. If the threat is not immediate, take no further action after alerting supervisory personnel. Allow supervisory personnel to handle the issue going forward.

1. Inform Emergency Dispatch without delay when the threat is immediate:

- a. Dial 911 from a base telephone.
- b. Dial 911 from a cell phone.

2. Inform Superiors. Always inform supervisory personnel about the suspicious or threatening behavior of a co-worker as soon as practical after you have become aware of it. Remember, however, that not every comment made when a person is upset or angry is an unfailing indicator of future violence. Balancing the very real demands of life and safety with the privacy and reputation concerns of fellow employees is an important responsibility.

Therefore, if hostile behavior does not appear imminent, be discrete when informing supervisory personnel, and do not pass the sensitive information to coworkers after informing supervisory personnel.

3. Inform others when their life and safety is immediately impacted by the incident

- a. Primary method: pass the word to others as you move.
- b. Secondary method: mass notification.
- c. Tertiary method: messenger.

4. Disgruntled Employee or Threats of Violence

a. Disgruntled Employee. Personnel who believe their employer or co-workers have wronged them in some way, and therefore engage in irrational, suspicious or threatening behavior.

b. Threats of Violence. Threats to the life and safety of personnel will always be taken seriously. Threats can escalate into actions quickly. Treat threats as serious events, and take action in accordance with this plan immediately.

5. Signs or Indicators of a Disgruntled Employee or Threats of Violence

a. Early recognition of a disgruntled employee is important for the safety and security of all personnel. Contact Emergency Dispatch if you observe any of these signs:

(1) A person or persons carrying weapons of any type who you think may not be authorized to carry.

(2) Any verbal or physical conduct that threatens personnel safety or property and that could reasonably be interpreted as a display of intent to cause immediate harm.

(3) Loud or hostile speech.

(4) Someone moving quickly, aggressively, with apparent hostile intent.

(5) Doors or furniture being moved violently.

(6) Expressed admiration for violent extremists or terrorists.

(7) Expression of a desire to attack a specific person or place, and taking action to conduct surveillance and collect information on the target.

(8) Obtaining and using weapons, explosives, and bomb making materials or manuals.

b. Alert your supervisor or chain of command if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior may include one or more of the following:

(1) Increasing belligerence or outbursts of anger.

(2) Ominous threats, specific or otherwise.

(3) Hypersensitivity to criticism.

(4) Recent acquisition or fascination with weapons.

(5) Apparent obsession with a supervisor, coworker or employee grievance.

(6) Preoccupation with violent themes.

(7) Unusual interest in recent violent events.

(8) Extreme disorganization.

(9) Noticeable changes in behavior.

(10) Homicidal or suicidal comments or threats.

(11) Increased use of alcohol or illegal drugs.

(12) Unexplained increase in absenteeism, or vague physical complaints.

(13) Depression or withdrawal.

(14) Increased severe mood swings, and noticeably unstable or emotional responses.

(15) Increasingly talks of problems at home.

(16) Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.

6. Personal Defensive Fundamentals

- a. Always know who is around you and what they're doing.
- b. Maximize your ability to see and maneuver. Make a habit of noting the two nearest exits in any facility you visit.
- c. Know where you would go and what you would do in every contingency.
- d. Honor your instincts. If something doesn't seem right, take immediate action for your safety and the safety of others. Get expert help involved.

7. Actions During a Disgruntled Employee or Threats of Violence Event

- a. If the threat of violence is immediate or escalating dramatically, take action under the Active Shooter or Workplace Violence EAP.
- b. If the threat is not immediate, alert supervisory personnel to the cause of concern and take no further action. Allow supervisory personnel to handle the issue going forward.

8. Communicating with Emergency Services. Do not allow a disgruntled employee or threatening person to overhear you contacting Emergency Dispatch.

9. When Law Enforcement Arrives

- a. Remain calm, and follow officers' instructions.
- b. Be prepared to provide a statement regarding the incident.

10. Update Supervisors and the Chain of Command. Ensure supervisory personnel are up to date.

Emergency Action Plan

Suspicious Person

Building XXXX / Site Description

> > > IMMEDIATE ACTIONS < < <

SUSPICIOUS PERSON BILL - IN CASE OF SUSPICIOUS PERSON

- I. Call 911 from a Base phone or
Call 911 from a cell phone.
- II. Report the location, description and actions of the
suspicious person.
- III. Inform supervisor or chain of command.
- IV. If prudent, inform others of the suspicious person.

1. Contact MCLB Albany Emergency Dispatch

- a. Dial 911 from a base telephone.
- b. Dial 5911 from a cell phone.

2. Informing Others. Always inform the police and supervisory personnel. Not every suspicious person event will require passing the word to personnel other than these. The nature of the suspicious person incident will suggest whether it is prudent to inform others of the situation. When life and safety concerns are directly involved, inform others immediately by:

- a. Primary method: pass the word to others in person or by telephone.
- b. Secondary method: mass notification.
- c. Tertiary method: messenger.

3. Suspicious Person. A suspicious person is someone who is exhibiting suspicious behavior, who is in an area they are not

authorized to be in, or doing something that is not normal. Suspicious behavior is something that is out of place, not quite right, or does not fit in with the surrounding activity or location.

4. Signs or Indicators of a Suspicious Person. The following are behaviors and indications that may be a sign of suspicious activity:

a. Inappropriate clothing for the season or event (e.g., a trench coat when it is 85 degrees outside). Bulky outer clothes or non-body-conforming clothes, including seemingly pregnant women. Does not fit the surroundings; appearance stands out.

b. Asking questions that are not common about the location of something, security measures, or availability of chemicals or other potentially hazardous or sensitive items.

c. Attempts to conceal the face by turning away when someone approaches (e.g., rapidly turn and pretend to read something on a bulletin board).

d. Hiding in shadows or behind objects in an apparent attempt to keep from being clearly seen.

e. Being evasive when asked a direct question; attempts to change the subject.

f. Giving too many details that are unrelated to the conversation (e.g., when asked about what they are doing in a restricted area, they start talking about what they did when they got up in the morning, where they parked, everyone else they have visited or know on MCLBA, etc).

g. A suspicious person who displays these signs may be a suicide bomber or may be carrying a bomb for placement. Treat these signs as representing a potential immediate threat, and respond in accordance with workplace violence protocols:

(1) Carrying items that do not fit in with what they claim to be doing in the area. Use of a backpack that appears heavier than one would expect (strain on the straps or backpack material). Carrying any item (a backpack, briefcase, box, or any other container) that appears to be altered (holes or slits to reach an arming or firing mechanism, protruding wires, etc).

(2) A hand that is gloved or bandaged to potentially conceal an arming or firing switch. One hand protecting a pocket that may conceal a weapon or activator.

(3) Appears focused or preoccupied, but not on the immediate surroundings. Behavior or mood stands out from others. Attempting to draw a crowd close or approach a crowd. Failure to respond to commands. Muttering in prayer.

5. Personal Defensive Fundamentals

- a. Always know who is around you and what they're doing.
- b. Maximize your ability to see and maneuver.
- c. Know where you would go and what you would do in every contingency.
- d. Honor your instincts. If something doesn't seem right, take immediate action for your safety and the safety of others. Get expert help involved.

6. Actions During a Suspicious Person Event

- a. As soon as safe and practical, contact the police.
- b. If you can reasonably and safely do so, keep track of the location and activities of the suspicious person until police arrive.

7. Communicating with Emergency Services. Do not allow a suspicious person to overhear your call. Report the location and description of the suspicious person, and the activity they were engaged in that makes you believe they are suspicious.

8. When Law Enforcement Arrives.

- a. Remain calm, and follow officers' instructions.
- b. If required, direct the officers to the location of the suspicious person, and indicate the person in question.

9. Update Supervisors and the Chain of Command. As soon as practical while dealing with the immediate concerns of the incident, ensure a supervisor or the chain of command is informed.

Emergency Action Plan

Bomb Threat

Building XXXX / Site Description

> > > IMMEDIATE ACTIONS < < <

BOMB THREAT BILL - IN CASE OF BOMB THREAT

Do not use a cell phone, radio or other transmitting device within 300 meters of the threatened site.

- I. Remain calm. Have someone else use another phone to contact Emergency Dispatch while the call is taking place.

Call 911 from a Base phone
From a safe distance, dial 911 from a cell phone
- II. If you have a display telephone, note the number from which the call originated.
- III. Complete the Telephonic Threat Complaint form during the call. Do not delay lifesaving action to complete the form.
- IV. Inform supervisor or chain of command.
- V. Evacuate if ordered to do so.

1. Receiving the Threat

a. If the threat is received over the phone, use the Telephonic Threat Complaint form to record the details of the call. If you have a display telephone, note the number from which the call originated.

b. If the threat is received in writing (letter, note, etc) handle the note as little as possible to preserve evidence.

c. If the threat is received via computer or cell phone (email, instant message, etc), do not use the computer or phone

any further until after investigators have gathered forensic information from the device.

2. Contact MCLB Albany Emergency Dispatch

- a. Dial 911 from a base telephone, or;
- b. Do not use mobile radios, cell phones or any other transmitting devices within 300 meters of the threatened site. From a safe distance, dial 911 from a cell phone.

3. Informing Others

- a. Primary method: pass the word to others in person.
- b. Secondary method: messenger.

4. Bomb Threat. A bomb threat is a message delivered by any means, warning or proclaiming the presence of one or more bombs. A bomb is a device that can damage material and cause injury or death to personnel when detonated or ignited. Bombs are classified as either explosive or incendiary. An explosive bomb causes death, injury and damage by fragmentation, heat and blast wave. The heat produced often causes a secondary incendiary effect. An incendiary bomb generates fire and heat without a substantial explosion when ignited.

5. Signs or Indicators of a Bomb Threat

a. A bomb threat doesn't always take place via a telephone call. Any media available for delivering a message can be used to deliver a bomb threat:

- (1) Telephone or cell phone
- (2) A letter, note or fax
- (3) Email or text message

b. A bomb detonation is an undeniable indicator that the perpetrator has access to the materials to make a bomb, the skill to build it, and the ability to place it at the target. It is therefore also an indicator that the perpetrator had the opportunity to place additional devices in the target area.

(1) Terrorists may employ two or more devices, one as primary and others as secondary. The primary device is

detonated to lure first responders. Other larger devices are detonated later, targeting the first responders.

(2) Another tactic is to use a real or diversionary device to force a facility to be evacuated. When personnel assemble in the evacuation area, a larger device targeting the concentrated group of evacuees is detonated in that area.

6. Actions During a Bomb Threat

- a. Alert authorities and supervisory personnel.
- b. Complete the Telephonic Threat Complaint form.
- c. Ensure all personnel in the affected area are advised not to activate or deactivate any electrical devices, and not to use radios or cell phones.
- d. Stay out of the line of sight of any suspected explosive device, thereby reducing the hazard of injury as a consequence of direct fragmentation.
- e. Keep away from glass windows or other materials, which could become additional flying debris.
- f. Remain alert for additional or secondary explosive devices in the immediate area, especially if the existence of a bomb evacuation assembly area has been highly publicized.
- g. Prepare for evacuation by ensuring evacuation assembly areas are searched for possible secondary devices prior to moving personnel to that area. Ensure evacuation areas are outside the 300 meter inner perimeter. **Do not evacuate personnel into an uninspected evacuation site.**
- h. Do not tamper with or disturb any suspected explosive device.

7. When Law Enforcement Arrives

- a. Remain calm and follow officers' instructions.
- b. Be prepared to assist response personnel in conducting a search of the building.

8. Update Supervisors and the Chain of Command. As soon as practical while dealing with the immediate concerns of the emergency, ensure a supervisor or the chain of command is informed.

Emergency Action Plan

Suspicious Package or Vehicle

Building XXXX / Site Description

> > > IMMEDIATE ACTIONS < < <

**SUSPICIOUS PACKAGE OR VEHICLE BILL -
IN CASE OF SUSPICIOUS PACKAGE OR VEHICLE**

***Do not use a cell phone, radio or other transmitting
device within 300 meters of the suspicious item.***

- I. Call 911 from a Base phone
From a safe distance, dial 911 from a cell phone
- II. Inform supervisor or chain of command.
- III. Evacuate if ordered to do so.

1. Contact MCLB Albany Emergency Dispatch

- a. Dial 911 from a base telephone, or;
- b. Do not use mobile radios, cell phones or any other transmitting devices within 300 meters of a suspicious item. From a safe distance, dial 911 from a cell phone.

2. Informing Others

- a. Primary method: pass the word to others in person.
- b. Secondary method: messenger.

3. Definitions

- a. Suspicious Package. Any item that may contain a threat of a chemical, biological, radiological, nuclear or explosive (CBRNE) device or substance. An unattended item or package does not necessarily rise to the level of "suspicious package" merely because it is unattended. A package is considered suspicious

when a reasonable and prudent person can articulate reasons to believe the item is suspicious or represents a potential threat.

b. Suspicious Vehicle. Any vehicle that appears to be abandoned, overloaded, or has any substance leaking from it. A vehicle that may be parked illegally or at an unusual location.

4. Signs or Indicators of a Suspicious Package or Vehicle

a. Suspicious Package. Excessive postage; no return address; incorrect titles; titles but no names; misspelling of common words; oily stains or discolorations; excessive weight; rigid envelope; lopsided or uneven envelope; protruding wires or tin foil; visual distractions; foreign mail; air mail; special delivery; package is from an unexpected or unfamiliar source; restrictive markings (confidential, personal); the package has a substance on it (powder, liquid, paste, metal shavings); handwritten or poorly typed addresses; excessive securing material such as tape or string; any indication of a timer (beeping or ticking from the package); any indication of an arming or firing device associated with the package; any indication from mail screening devices (x-ray imaging or sniffer equipment) that raises suspicion about the nature of the package.

b. Suspicious Vehicle. Illegally parked too close to high population areas or important buildings; covered or tinted windows; large containers on seats or cargo areas (bags, boxes, barrels, tanks); license plates removed or altered; odor of gasoline, propane, acids, or chemicals; non-standard wires, switches, batteries, or antennae inside or on a vehicle; cargo concealed with a tarp or a blanket.

5. Actions During a Suspicious Package or Vehicle Incident

a. Alert authorities and supervisory personnel. Be prepared to answer questions regarding the suspicious package or vehicle (exact location of the item or vehicle; description; when it was first noticed; who has touched the item or vehicle; what is suspicious about the item or vehicle; any markings visible; whether the item or vehicle has been opened or moved; any foreign substances visible; any threatening or suspicious communication (notes, emails, phone calls) concerning the package or vehicle.

b. Ensure all personnel are advised not to activate or deactivate any electrical devices, and not to use radios or cell phones.

c. Stay out of the line of sight of any potential explosive device, thereby reducing the hazard of injury as a consequence of direct fragmentation.

e. Keep away from glass windows or other materials that could become additional flying debris when impacted by blast waves.

f. Remain alert for additional or secondary explosive devices in the immediate area, especially if the existence of a bomb evacuation assembly area has been highly publicized.

g. Prepare for evacuation by ensuring evacuation assembly areas are searched for possible secondary devices prior to moving personnel to that area. Ensure evacuation areas are outside the 300 meter inner perimeter. Do not evacuate personnel into an uninspected evacuation site.

h. Do not tamper with or disturb any suspicious package or vehicle.

7. When Law Enforcement Arrives

a. Remain calm and follow officers' instructions.

b. Be prepared to assist response personnel in conducting an evacuation of the building or area as needed.

8. Update Supervisors and the Chain of Command. As soon as practical while dealing with the immediate concerns of the emergency, ensure a supervisor or the chain of command is informed.

Emergency Action Plan

HAZMAT or CBRN Incident**(Hazardous Material or Chemical, Biological,
Radiological, or Nuclear Material Incident)**

Building XXXX / Site Description

> > > IMMEDIATE ACTIONS < < <

**HAZMAT OR CBRN INCIDENT BILL -
IN CASE OF HAZMAT OR CBRN INCIDENT**

*Do not use a cell phone, radio or other transmitting
device within 300 meters of a suspected HAZMAT or CBRN device.*

- I. Leave the immediate area of the HAZMAT or CBRN material.
If outdoors, move upwind and uphill of the danger.
- II. Alert nearby personnel to the danger.
- III. Evacuate or shelter in place if appropriate.
- IV. Call 911 from a Base phone
Call 911 from a cell phone
- V. Inform supervisor or chain of command.

1. Contact MCLB Albany Emergency Dispatch

- a. Dial 911 from a base telephone, or;
- b. Dial 911 from a cell phone.

2. Informing Others

- a. Primary method: pass the word to others in person.
- b. Secondary method: messenger.

3. HAZMAT and CBRNE. Hazardous and CBRN material is any chemical, biological, radiological or nuclear material that may

be hazardous to life, property or to the environment. The matter involved can be in any state (solid, liquid, gas or plasma), and may represent any of a broad range of hazards (flammable, explosive, toxic, poisonous, radioactive, corrosive, water-reactive, etc).

4. Signs or Indicators of a HAZMAT or CBRN Incident. Hazardous material comes in a wide variety of materials, colors and containers. Identification of HAZMAT is a job for trained professionals who use an array of specialized equipment for the task. Some indicators that you may be facing a HAZMAT or CBRN incident include:

- a. Spilled unknown material, or spilled material from a container with HAZMAT markings on it.
- b. Damaged containers with HAZMAT markings on them.
- c. Dead or dying people, animals, fish or insects.
- d. Unexplained casualties; multiple victims; serious illnesses; nausea, disorientation, breathing difficulty; convulsions.
- e. Definite casualty patterns (geographical or chronological clustering).
- f. Liquid or vapor; droplets; oily film; low clouds; fog unrelated to weather.
- g. Suspicious devices or packages; unusual metal debris; abandoned spray devices; unexplained munitions.

5. Actions During a HAZMAT or CBRN Incident

- a. Immediately leave the area of the HAZMAT or CBRN material. If outside, move upwind and uphill. Time, distance and shielding will help you stay alive. Minimize time exposed to the hazard, increase distance between yourself and the hazard, and place appropriate materials between yourself and the hazard to shield yourself from their effects.
- b. If doing so will not expose you to the hazard, evacuate injured personnel. Isolate individuals potentially exposed to hazardous materials away from contact with others. Seek medical aid for exposed personnel immediately.

c. Do not use cell phones, radios, etc. within 300 meters of any suspected HAZMAT or CBRN device.

d. Notify emergency response personnel. Provide as much information about the hazard as you are able. Ensure you alert responders regarding any injured or exposed personnel.

e. Do not touch or move hazardous material or containers.

f. Limit access to the affected area to only those responsible for rescue of victims or assessment of unknown materials or devices.

g. Do not eat, drink or smoke in the area of a HAZMAT or CBRN incident.

7. Discussion Points Regarding HAZMAT and CBRN Incidents. A HAZMAT or CBRN incident may occur due to a natural disaster spilling or damaging a container, as a result of a man-made accident, or as part of an intentional hostile act. Whatever the initiating circumstance, the dangers associated with the HAZMAT or CBRN material remain the same. When the initiating event is related to hostile activity, the use or release of the material may be part of a broader attack plan. Personnel should always remain alert to the circumstances surrounding the event, and should consider potential further hostile action after the initial attack.

8. When Emergency Responders Arrive. Remain calm and follow instructions. Tell responders where known contamination exists, and as much as you know about the nature of the material involved.

9. Update Supervisors and the Chain of Command. As soon as practical while dealing with the immediate concerns of the emergency, ensure a supervisor or the chain of command is informed.

Telephonic Threat Complaint

DEPARTMENT OF THE NAVY TELEPHONIC THREAT COMPLAINT		IF BOMB THREAT, ASK THE CALLER WHEN IS THE BOMB TO GO OFF? ● WHERE IS THE BOMB TO GO OFF? WHAT KIND OF BOMB IS IT? WHAT DOES THE BOMB LOOK LIKE? ● WHERE ARE YOU CALLING FROM?	
1. COMMAND			
a. Name & Address		b. Phone No.	
2. COMPLAINANT			
a. Name			
3. PERSON RECEIVING CALL			
a. Name		b. Date & Place of Birth	
c. Command Name & Address		d. Phone Number <i>Work</i> <i>Home</i>	
4. TELEPHONE CALL RECEIVED ON			
a. Phone Number <i>(include area code)</i>		b. Location	
c. Phone number listed in "X" all that apply			
<input type="checkbox"/> Command Directory <input type="checkbox"/> Base Directory <input checked="" type="checkbox"/> Local Directory			
<input type="checkbox"/> Unlisted <input checked="" type="checkbox"/> Other <i>(List)</i>			
5. DETAILS OF CALL			
a. Date		b. Day of Week	
c. Time			
6. CONTEXT OF CONVERSATION			
a. Recipient			
b. Caller			
c. Recipient			
d. Caller			
e. Recipient			
f. Caller			
7. BACKGROUND NOISES <i>(Describe street sounds voices music etc. If more space needed continue on reverse.)</i>			
8. INFORMATION ABOUT CALLER/NOISE CHARACTERISTICS			
a. Sex		b. Age	
c. Race		d. Accent	
e. Educational Level		f. Attitude <i>(Calm, Nervous, Serious)</i>	
g. Other			
9. WERE THERE ANY WITNESSES TO THE CALL? <input type="checkbox"/> No		10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER? <input type="checkbox"/> No	
<input checked="" type="checkbox"/> Yes <i>(List Name)</i>		<input type="checkbox"/> Yes <i>(List Name)</i>	

☐ CO
 ☐ XO
 ☐ OOO
 ☒ Security
 ☐ NISRA
 ☐ Telephone Co.
 ☐ Deco
 ☐ Fire Dept.

Lockdown Procedures Against an Active Shooter

1. When an active shooter is in or near your building

a. Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights.

b. Get everyone down on the floor and ensure that no one is visible from outside the room.

c. One person in the room should call 911. Tell the dispatcher what is taking place and where you are sheltered.

d. Remain in place until Marine Corps Police Department personnel give the "all clear." Be certain about authenticity, as active shooters may attempt to lure victims from their safe space. Do not respond to any voice commands until you can verify with certainty that they are being issued by Marine Corps Police Department personnel or other proper authority.

2. When an active shooter enters your office. You have options, and must select the best option depending on your capabilities and the circumstances of the encounter.

a. Run. Escape from the area where the shooter is located.

b. Hide. Seek cover and/or concealment and if possible, move to an area where you can either escape or secure a door between you and the shooter.

c. Fight. If you cannot run from the area or hide yourself from them then you must be prepared to overpower the shooter.

d. If the shooter leaves the area, secure the door or move to a safer place. Do not touch anything that was in the vicinity of the shooter.

3. If you decide to flee during an active shooter situation

a. Ensure you have an escape route and plan in mind.

b. Keep your hands empty and visible to law enforcement.

c. Follow instructions from police officers.

Shelter-in-Place Procedures Against a CBRN Threat1. General

a. During a CBRN emergency, taking action quickly will limit casualties. Little or no preparation time may be available; the symptoms or alarm may be your first indication of a problem.

b. Time, Distance and Shielding. Use these three concepts to help guide your actions during a CBRN incident. Minimize time exposed to CBRN hazards, increase the distance between yourself and the hazard, and keep shielding between yourself and the hazard.

2. Shelter in place notification sample announcement. "All personnel are directed to shelter-in-place immediately. Updates will be provided as the situation dictates."

3. Immediate Actions

a. If advance warning of a possible CBRN event is given, preliminary preparation of the shelter-in-place room(s) will expedite shelter activation. When time allows, seal all openings to the SIP room(s) from the outside and inside (except the entrance), as this action will improve shelter effectiveness and speed up shelter activation.

b. Stop all eating, drinking and smoking.

c. Shut and lock all exterior windows and doors.

d. Turn off all air handling equipment (heating, ventilation, and air conditioning) clothes dryers, and fans.

e. Move to the designated space and commence or finish shelter procedures. Seal windows and vents with plastic and duct tape. Duct tape top, bottom and sides, and any gaps. Several strips across glass will improve blast protection. Place a plastic sheet (several inches larger than frame) over the entire window or vent frame and tape in place to act as a double barrier. An airtight seal is the desired results. Wet towels or clothing around the window will also work if tape and plastic are not available. Close all window shades, blinds and curtains.

f. Take a muster of all personnel (name, unit, base personnel or visitor) and phone a report to your supervisor or emergency officials.

g. Monitor communication equipment (TV or radio) and listen for emergency instructions.

h. If you suspect that toxic vapors have entered your shelter and you have no protective equipment, place a wet towel over your mouth and nose. Non-life threatening symptoms are no reason to panic, as many stress-related symptoms can mimic CBRN symptoms.

i. Do not leave the shelter until an "All Clear" has been given by officials.

4. Choosing a Shelter-in-Place Location. An interior room with the fewest windows or vents is best. A room with a land line phone is also a good idea. Consider large offices, large storage closets, utility rooms, pantries, conference rooms, etc.

a. Chemical Incidents. Higher is better. Most chemical warfare agents are heavy and will hug the ground in higher concentrations. Not all industrial chemicals will hug the ground, but a good rule of thumb is to move up off the ground as far as possible during any chemical incidents. Rooms internal to the facility are best, as the rooms along the outer perimeter will act as a buffer.

b. Radiation Incidents. Internal rooms in the basement or down low in the facility are best. The more shielding (walls, earth, etc) the better.

c. Biological Incidents. Most incidents will be detected after the fact by medical surveillance programs, but if personnel become aware of a biological incident underway, the higher up a SIP location is, the better. Rooms internal to the facility are best, as the rooms along the outer perimeter can act as a buffer.

5. Shelter-in-place is not intended to provide long-term protection, nor does it replace evacuation if the situation warrants it.

Seek Shelter Immediately (SSI) Procedures for DWX1. General

a. During a DWX emergency, taking action quickly will limit casualties. Little or no preparation time may be available; the notification via the IMNWS may be your first indication of a problem. For example, lightning can strike 10 miles in advance of a thunderstorm.

2. SSI notification sample announcement

a. Lightning 10 (L10): "There is lightning within 10 miles of MCLB Albany. Seek shelter immediately and take the necessary precautions by moving indoors."

b. Severe Thunderstorm Warning: "Severe Thunderstorms are defined as having gusts of winds greater than fifty knots, hail with a diameter greater than three quarters of an inch, and or tornadoes. Destructive wind and accompanying thunderstorms are within 10 Nautical Miles, or expected within 1 hour. Associated lightning and thunder, torrential rain, hail, severe downbursts, and sudden wind shifts are possible. Take immediate safety precautions and shelter."

c. Tornado Warning: "A Tornado Warning has been issued for Dougherty County and MCLB Albany from XXXX until XXXX local time. Seek shelter immediately. If possible stay tuned to local radio and television for more information."

3. Immediate Actions

a. If indoors: Stay calm, do not go outside and stay away from windows and electrical appliances. If damage to your building is imminent, crouch in a structurally strong location (under a desk or in an inside corner of the building) and cover your face and head with your arms. Stay away from glass, windows, and outside doors and walls.

b. If outdoors: If caught outside, stay away from, and lower than, high or conductive objects. Stay out of storm drainage areas that may be subject to flash floods. Seek cover indoors immediately. Do not drive through flood waters, however shallow they may seem.

Evacuation Procedures

1. Evacuation Areas. Pre-designated evacuation assembly areas will be identified as part of the building or location specific Emergency Action Plan response to fire, bomb threat, active shooter and other incident types that may require evacuation. Consider the following criteria:

a. Develop procedures to ensure that employees who may need assistance evacuating to the assembly area (those with special needs or limited mobility) are immediately provided with that assistance during an evacuation. This assistance will be provided by internal, immediately available personnel. Consider the nature of the emergency, and avoid delaying the evacuation of the person until the fire department or law enforcement arrives. Consider whether moving the person would cause more harm than awaiting professional responders. Keep in mind that delay may result in the need to perform a rescue under increasingly dangerous circumstances.

b. Designate a primary and alternate assembly point.

c. Establish a procedure for accounting for personnel within the assembly area.

d. Assembly areas should be at least 300 meters away from the area of concern, and out of the direct line of sight of the area of concern (out of range of many IEDs, and out of the line of fire of active shooters).

e. Assembly areas should be upwind from any fire event.

f. Assembly areas should be upwind and uphill from any chemical, biological, radiological or nuclear hazard

g. Assembly areas should be in a location where there is little chance of an IED being hidden. Open spaces are best. Avoid parking areas because IED's can be easily hidden in vehicles.

h. Search assembly areas and routes to assembly areas for additional devices before personnel occupy the space.

i. Select multiple assembly areas as needed to reduce concentration of personnel.

j. Instruct and direct personnel to go to different assembly areas as prudent.

k. Assembly areas should not be near expanses of plate glass or windows. Fire and explosive effects can cause windows to be blown outward.

l. Choose routes to the assembly area so personnel do not pass near hazardous areas.

m. Unless it becomes unsafe to do so, personnel should remain in the assembly area for safety and accountability until the all clear is given.

n. Establish off base assembly areas that are 5 and 10 miles away from the Installation in all cardinal directions (North, South, East and West).

2. Fire Evacuation

a. Evacuate when a fire is reported in the building.

b. Assembly areas and routes to assembly areas should always be checked prior to use. Even when little time is available, conduct a cursory check for potential hazards in the areas before assembling large groups of evacuees.

3. Bomb Threat Evacuation

a. Evacuation Criteria

(1) Conduct a search of the building or area prior to making an evacuation decision when:

(a) There has been a high incident of hoax threats.

(b) Effective bomb threat procedures are in place.

(c) Information on the warning is imprecise or incorrect.

(d) The caller sounded intoxicated, amused, or very young.

(e) The prevailing threat of terrorist activity is low.

(2) Make an evacuation decision prior to conducting a search of the building or area when:

(a) The threatened area on the base is comparatively open, making it easier for hostile actors to emplace a device.

(b) Information in the warning is precise with respect to location, description of device, timing, and motive for attack.

(c) The prevailing threat of terrorist activity is high.

b. Evacuation Procedures

(1) The activity head or senior person present decides whether or not to evacuate the building based on the criteria established above and other factors available, and/or upon order of appropriate authority.

(2) Identify a system to quickly notify those in the building to evacuate. Public address systems can be used. Do not use fire alarms.

(3) Have each individual conduct a quick visual search of their immediate working area.

(4) Leave the building taking all handbags, briefcases, backpacks, etc. It may be hours before personnel are permitted to return to the work space.

(5) Do not turn any electrical fixtures on or off.

(6) Open windows and doors to mitigate the effects of the blast.

(7) Ensure classified material is properly stored before evacuating.

(8) Ensure the evacuation route and the assembly area are free of additional devices prior to use.

(9) Ensure evacuation routes do not pass near the suspected IED.

(10) Verify personnel accountability at the assembly area.

Supervisor's Evacuation Drill Critique Form		
Date:	Shift: 1st 2nd	1. The purpose of this form is for supervisors to critique the evacuation drill portion of their shop or office Emergency Action Plan.
Drill Start Time:	Drill End Time:	2. Supervisors will:
Location:		<ul style="list-style-type: none"> a. Train employees on the EAP. b. Conduct an annual evacuation drill. c. Critique the drill using this form.
Division:		3. Evacuation critique opportunities include:
Branch:		<ul style="list-style-type: none"> a. Fire drills conducted by the MCFD. b. Evacuations due to false alarms. c. Evacuations due to real emergencies. d. Supervisor-initiated evacuation drills.
Number of Employees Assigned:		4. Employees will be trained on the EAP:
Number of Employees Participated:		<ul style="list-style-type: none"> a. When first hired. b. Whenever the plan changes. c. Whenever plan responsibilities change. d. Not less than annually.
Supervisor Completing Critique:		5. Keep this critique form and an employee drill participation list in your EAP files.

Emergency Action Plan Requirement		Yes	No	N/A
1	Did employees respond immediately to the evacuation alarm?			
2	Did employees alert co-workers to respond to the evacuation?			
3	Were procedures to evacuate mobility-impaired employees exercised?			
4	Were rooms checked to ensure all personnel were evacuated?			
5	Did an employee stop others from entering the building?			
6	Did employees meet at the predetermined assembly location?			
7	Were employees accounted for by-name at the assembly location?			
8	Was accountability reported up the supervisory chain?			
9	Did employees know not to use elevators during an evacuation?			
10	Did employees work as a team during the evacuation?			
11	Were exit routes clear and unobstructed?			

Document below:

- a. Observed best practices.
- b. Opportunities for improvement.
- c. Recommended changes to the Emergency Action Plan.
- d. Plan to exercise employees who did not participate in the evacuation.
- e. Attach employee participation roster.

Signature of Supervisor _____