

# **Emergency Action and Evacuation Plan**

## **GREEN SQUARE BUILDING**

**Physical Location:  
217 West Jones Street  
Raleigh, NC**

**N. C. Department of Environment and Natural Resources**

Effective: November 2011

Revised:  
.

# Table of Contents

<i>Table Of Contents</i>	2
<i>Emergency Action Plan Highlights</i>	3
<i>Emergency Evacuation Plan</i>	4
<b>1 Purpose</b>	4
<b>2 General</b>	4
<b>3 Organization</b>	4
<b>4 Responsibilities of Floor and Area Monitors</b>	5
<b>5 Alarms</b>	7
<b>6 Evacuation Information</b>	7
<b>7 Emergency Evacuation Procedures</b>	7
<b>8 Emergency Evacuation Routes and Assembly Areas</b>	8
<b>9 Response to Building Alarm</b>	10
<b>10 Bomb Threat Procedures</b>	11
<b>11 Severe Weather</b>	12
<b>12 Security</b>	12
<b>13 Medical Emergencies</b>	13
<i>Appendix</i>	14
<i>Green Square Building Evacuation Plan</i>	15
<i>Green Square Building's Assembly Collection Areas</i>	16
<i>Letter &amp; Bomb Package Awareness</i>	17
<b>BOMB THREAT CHECKLIST</b>	18
<i>Medical Emergency Checklist for CPR</i>	19
<i>AED Locations in Green Square</i>	20

# Emergency Action Plan Highlights

Time is of the essence in emergencies. Be familiar with the emergency procedures in this plan and have emergency phone numbers readily available.

Each floor has four (3) or more Area Monitors and one (1) Floor Monitor and alternates. Learn who your monitors are and how to contact them. If you have questions about emergency procedures, contact your monitor.

## **In the event of FIRE:**

- ◆ If you discover the fire, CALL 911, and use the manual fire pulls to activate the building alarm system.
- ◆ Upon sounding the alarm or hearing the alarm, evacuate the building by using the exit stairwell closest to you. Do not wait for an announcement. (NOTE: **The monumental stairs are fire rated and may be used during an emergency evacuation event as an alternate egress point for able-bodied individuals that are located in the center reception area.**)
- ◆ As you exit, tell your area monitor if there is anyone on your floor who may have trouble evacuating through the emergency exits and/or stairwells.
- ◆ **THINK!** On a periodic basis review what your options are to exit the building in the event of a real emergency. Consider alternate exits you will use in case your primary exits is blocked. Remember, you will not have the opportunity to re-enter the building until the all clear signal is given. You may wish to take personal belongings within your IMMEDIATE reach with you. Plan now to ensure your personal safety, and the safety of those around you.
- ◆ Quickly move to the nearest side emergency exit and stairwell. Exit the building and move away from the building to the assembly area for your floor.
- ◆ Wait in your floor's designated assembly area for further instructions.
- ◆ **Do not** re-enter the building until the 'All Clear' signal is given by the Fire Department or Incident Command personnel.

## **In the event of Severe Weather/High Winds:**

- ◆ In the event of severe weather or high winds, follow the instructions in the **Severe Weather section.**

## **In the event of Bomb Threat:**

- ◆ In the event of bomb threat, follow the instructions in the **Bomb Threat Procedure section.** Pay attention to your surroundings and report anything out of the ordinary to the Floor Monitor.

## **For other threats:**

- ◆ For any other threat not specifically mentioned, follow the instructions **provided via the intercom system or established situational protocols.**

# Emergency Action Plan

## 1 PURPOSE

This plan is to be known as the **Emergency Action Plan (EAP)** for the **Green Square Building**. It is used to ensure the safety and well-being of the building occupants in the event evacuation or other type of emergency response is required as the result of natural or man-made emergencies.

The procedures contained in this plan outline the protocols by which a rapid and orderly evacuation will be initiated and carried out. Also listed are procedures to follow for other scenarios.

## 2 GENERAL

Occupants should be aware that this building incorporates concepts in architectural design and systems development for the detection and suppression of fire and smoke.

Systems consist of heat and smoke detection equipment, sprinklers, power-ventilated stairwells, pressurized elevator shafts, and auxiliary power for emergencies. All emergency alarm activation notifications are routed to emergency services (911) and the Capital PD through a central alarm station located in a designated equipment room on the first floor (ground level). Each system is automated to sound audible alarms in the building and to initiate ventilation shutdown and pressurization of selected areas of the building.

Additional information and instructions relative to emergency situations may be made from the onsite Capital PD Officer or other designated personnel via the buildings intercom system. The intercom system is accessed via designated telephones.

## 3 ORGANIZATION

The Division of Facilities Management (Facilities Management), Department of Administration serves as the primary Building Coordinator. DENR shall designate an Emergency Action Coordinator (EAC) and sufficient Assistant Coordinators to ensure that a coordinator is physically available within the building during normal business hours of 8AM -5PM, Monday-Friday, excluding holidays. The Green Square EAC is the designated building coordinator in the Secretary's Office. During the initial response period ALL communications, instructions and directions for occupant and visitor egress will originate from the assigned onsite Capital PD officer and Facilities Management personnel. These individuals will be stationed at the first floor (ground level) main entrance to the building.

State Capital Police shall serve as the Incident Commander until Fire Personnel arrive on the scene. State Highway Patrol personnel may also be positioned by the Incident Commander at designated entry points to prevent entry prior to the all clear signal.

Each floor of the building will have a Floor Monitor and sufficient Area Monitor(s) to ensure that all areas are covered. Each Monitor will have at least one Alternate. Area Monitors should be prepared to act as Floor Monitor when necessary, and in the absence of the floor and alternate floor monitor.

## **4 RESPONSIBILITIES OF FLOOR AND AREA MONITORS**

The purpose of this section is to define the roles of the **Floor Monitors** and **Area Monitors** and to stress the importance of those roles. How the functions of the monitors inter-relate to the emergency responders is also outlined.

### **4.1 Floor Monitor**

The Floor Monitor shall be the responsible individual during emergencies on his/her floor. Floor Monitors are responsible for the following:

- ◆ Ensure that emergency evacuation routes are posted in easily accessible areas.
- ◆ Knowing the location for the appropriate evacuation and severe weather assembly areas where personnel on their floor are to report.
- ◆ Knowing the location of emergency alarms and fire extinguishers. Floor monitors are **NOT** required to use fire extinguishers unless they are trained and designated as a fire suppression personnel or law enforcement officer.
- ◆ Knowing who the area monitor is and maintaining a sufficient number of individuals to serve as Area Monitors for all areas on the assigned floor.
- ◆ Training of new area monitors on their duties and the building emergency action plan.
- ◆ Assign pre-designated personnel to assist employees or visitors who are mobility impaired. The designated individuals will assist in moving the mobility impaired individuals to the nearest stairwell landing (East or West stairwells.) (Not the monumental stairs.)
- ◆ Maintain and update a list of impaired employees requiring assistance to evacuate (i.e. permanently disabled, temporarily disabled or mobility impaired employees).
- ◆ Inform mobility-impaired employees to move to the stairwell landing area and wait for assistance in evacuation.
- ◆ Position yourself at the designated assembly area for your floor during an evacuation so that area monitors can report their results to you as they arrive at the assembly area.
- ◆ **Once at the assigned assembly area, get updated information about any unaccounted for staff and report the information to the Incident Commander/Fire Personnel.**
- ◆ **For evacuations notify the Incident Commander (the uniformed Capital Police/Security officer) regarding your floors status (i.e., floor is clear of personnel and whether assistance is needed for mobility impaired individuals). The IC will**

**be located on the front sidewalk area of the Department of Corrections assembly area.**

- ◆ Periodically update the area monitor list and submit changes to the designated individual or Agency [Emergency Action Coordinator](#) for updating to the Floor/Area Monitor master list.
- ◆ Direct pre-evacuation searches of floor during bomb scare incidents, if time and training allows for it.
- ◆ Inform the on-site Capital Police officer of suspicious and unattended packages, items, etc.
- ◆ During high wind weather events/tornados, the area monitors and floor monitor(s) only need to contact 911 for emergency or medical assistance following the event.

## **4.2 Area Monitors**

**Area Monitors** should be prepared to assume the role of the **Floor Monitor** in the absence of the Floor Monitor.

Area Monitors are responsible for the following:

- ◆ Ensure that evacuation routes are posted in their area.
- ◆ Ensure that area employees know the location of the appropriate evacuation and severe weather assembly area.
- ◆ Know the location of all emergency alarms and fire extinguishers. Area Monitors are **NOT** required to use fire extinguishers unless they are trained and designated as a fire suppression personnel or law enforcement officer.
- ◆ Designate and train an Alternate Area Monitor to assume your role during an absence.
- ◆ Ensure that new employees to your area are familiar with the emergency action plan and are made aware of the evacuation routes and procedures on their first day of work in the building.
- ◆ During an event, inform employees to close their doors and take personal belongings such as purses, umbrellas, coat, etc. **only** if those items are convenient (within arms reach).
- ◆ Maintain a list of employees requiring assistance to evacuate and provide those names to the Floor Monitor (i.e. permanently disabled, temporarily disabled, or mobility impaired employees).
- ◆ Inform mobility-impaired employees to wait in the nearest stairwell landing for assistance. (East or West stairwells. Not the monumental stairs.) (If necessary, assist them in getting to the stairwell after your area is clear.)
- ◆ During an evacuation event after your area is vacated, exit via the closest side exit. Once outside, report to your floor's assembly area. Area Monitors shall perform a "head count" to ensure all area employees have evacuated and are accounted for.

- ◆ Immediately inform the Floor Monitor about the status of your area. (i.e., all clear, or have a need for assistance on floor number and stairwell (west or east) landing.) Report information about any unaccounted for employees to the Floor Monitor.
- ◆ Make an initial search of your area during bomb scare incidents, as time and training allow, and report findings to the Floor Monitor.
- ◆ During high wind weather events/tornados, the Area Monitors only need to contact 911 for emergency or medical assistance following the event.

## **5 ALARMS**

Alarms may be initiated by any of the following means:

- ◆ Manual pull type alarms
- ◆ Smoke Detection devices
- ◆ Activation of the automated sprinkler system, or
- ◆ A combination of any of these means

## **6 EVACUATION INFORMATION**

When the alarm sounds, occupants shall move to the nearest side stairwell exit. Move carefully and rapidly downward. **Failure to exit the building during an evacuation is considered a personal conduct issue and the affected employee is subject to disciplinary action up to and including dismissal, as well as civil and criminal actions.**

Monitors on each floor will ensure that all personnel are evacuated from the floor and will assist mobility impaired persons getting to a safe stairwell landing, and upon leaving the building will notify the on-site Capital Police Officer/Incident Commander regarding the location of any mobility impaired individuals.

## **7 EMERGENCY EVACUATION PROCEDURES**

The following is the evacuation plan that will be followed in the event an evacuation of the building becomes necessary. The following procedures are included in the evacuation plan.

When Emergency Alarm Sounds:

- ◆ Remain Calm! Do not panic or run.
- ◆ Only use the side stairwells. Do not use the elevators or monumental stairwell.
- ◆ If smoke is present, stay as close to the floor as possible.
- ◆ Immediately evacuate the building using the nearest side exit stairwell. (EXCEPTION: Ground floor occupants use any marked exit.) If it is blocked by fire

or smoke, the alternate stairwell exit is to be used. Move calmly and promptly down the steps to the designated assembly area.

- ◆ Pre-designated personnel assigned to assist employees or visitors with mobility impaired persons will move those individuals to the nearest side stairwell landing. (East or West stairwells.)
- ◆ Employees and visitors will go to the designated assembly area and stand by for additional instructions.
- ◆ No one shall re-enter the building until instructed by the Fire Department. Onsite Law Enforcement Officers will not permit building entry or re-entry during the incident.
- ◆ Employees and visitors shall remain outside in designated assembly area until an “All Clear” signal is given by the Incident Commander/Capital Police.
- ◆ Floor and Area Monitors will follow their respective protocols listed herein. (Section 4)

## **8 EMERGENCY EVACUATION ROUTES AND ASSEMBLY AREAS**

In the event of an emergency evacuation, the side stairwells are to be used by all occupants.

The Edenton Street United Methodist Church parking lot is designated as the assembly area for building occupants located on the **third** and **fifth** floors of the Green Square building. The Department of Corrections courtyard across Jones Street is designated as the assembly area for building occupants located on the **first**, **second** and **fourth** floors of the Green Square building. (see [attached diagram](#) in the [Appendix](#) for the exact areas to assemble).

**EMERGENCY EVACUATION ROUTES AND ASSEMBLY AREAS (CONT)**

Routes and Assembly Areas are subject to change as particular situations dictate. Occupants will be informed of changes through the public address system.

<p align="center"><b>West Stairwell (Exits to Dawson Street.)</b></p>	<p align="center">Proceed downward to the street level exit. Use the sidewalk to proceed to the designated Assembly Area for your floor.</p> <p>Occupants on the 1<sup>st</sup> 2<sup>nd</sup> and 4<sup>th</sup> floors exit the stairwell and go to the right (north) and follow the sidewalks and crosswalk to the Dept. of Corrections court yard on West Jones Street.</p> <p>Occupants on the 3<sup>rd</sup> and 5<sup>th</sup> floors exit the stairwell and go to the left (south) and follow the sidewalk to the Edenton Street United Methodist Church parking lot.</p>
<p align="center"><b>East Stairwell (Exits to McDowell Street)</b></p>	<p align="center">Proceed downward to the street level exit. Use the sidewalk to proceed to the designated Assembly Area for your floor.</p> <p>Occupants on the 1<sup>st</sup> 2<sup>nd</sup> and 4<sup>th</sup> floors exit the stairwell and go to the left (north) and follow the sidewalk and crosswalk to the Dept. of Corrections court yard on West Jones Street.</p> <p>Occupants on the 3<sup>rd</sup> and 5<sup>th</sup> floor exit the stairwell and go to the right (south) and follow the sidewalk to the Edenton Street United Methodist Church parking lot.</p>
<p align="center"><b>Ground Floor (Facing Jones Street)</b></p>	<p align="center">Exit through the closest exit doors and go to Dept. of Corrections court yard on West Jones Street.</p>

## 9 RESPONSE TO BUILDING ALARM

	<b>Floor Monitor</b>	<b>Area Monitor</b>	<b>Occupants</b>
<b>When Building Alarm Sounds:</b>	As you exit the floor ensure that area monitors are engaged in the evacuation process.	Check area, assist getting mobility impaired to closest stairwell. Report status to Floor Monitor @ your designated assembly area. Report location of mobility impaired staff to floor monitor.	EVACUATE by using the nearest side stairwell. Mobility impaired-proceed to nearest side stairwell.
<b>During Evacuation:</b>	After evacuating the building, report to your designated assembly area. Take status report from the area monitors. Report floor evacuation status to Incident Commander @ DOC area	Ensure employees move away from building and to designated assembly area. Take a head count to confirm all employees evacuated. Provided status report to Floor Monitor. Include information on any missing individuals and the location of any mobility impaired individuals in the building.	Move out and away from building to <a href="#">designated assembly</a> area. Mobility impaired wait in designated stairwell landing area for Fire Department evacuation.
<b>Inclement Weather During Evacuation:</b>	Assess the conditions and coordinate with the Incident Commander regarding moving to shelter.	Make direct contact with the floor monitor and assist with any movement to a sheltered area as designated.	Follow the directions of the floor monitor, area monitor, Incident Commander and other legal authorities on site to move to a sheltered location.
	Designated Shelter: G-square/NRC garage	Take staff to garage as follows: Floors 1-3 go to bottom floor of garage Floors 4-5 go to 1 <sup>st</sup> level	
<b>All Clear From fire department official or Capital Police</b>	All employees may return to work areas.		

## **10 BOMB THREAT PROCEDURES**

The following bomb threat procedures have been established for all personnel of the divisions permanently located in the Green Square building.

### **◆ Receiving a bomb threat**

It is imperative that all personnel are fully informed on how to handle bomb threat calls. The attached [Bomb Threat Checklist](#) contains detailed instructions. All bomb threat calls will be immediately be reported to the State Capital Police (733- 3333). State Capital Police will notify agencies concerned.

### **◆ Conducting the search**

Upon being notified that a bomb threat call has been received, the on-site Capital Police officer will immediately notify Floor Monitors of the situation. The on-site Capital Police officer will direct all bomb threat activities. All employees will be responsible to look for suspicious items/packages in their immediate areas as they evacuate and only if time allows.

### **◆ Evacuation**

Any decision to evacuate will be made by the on-site Capital Police officer. Should employees absolutely refuse to leave, they should be warned that they are remaining at their own risk. Should death or injury occur, the State of North Carolina or its agents including the on-site Capital Police officer, and Floor/Area Monitors will not held be liable. Employees who refuse to evacuate after being notified to do so are subject to disciplinary action, up to and including dismissal. Determination of how long the building will be evacuated will normally be provided after adequate search procedures have been completed. Employees should turn off all computers, coffee makers, etc. prior to departure. Office doors should be left closed and unlocked. Immediately upon departure, all personnel will assemble in their designated assembly areas for further instructions, including repositioning to a secondary location. It is the employee's responsibility to remain at least 300 feet from the building.

### **10.1 Instructions for Receiving Bomb Threat Calls**

1. Keep the caller on the line as long as possible. Ask who is calling, and have the caller repeat the message. Write down every word spoken by the person making the call. Concentrate on listening to background noises.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, the person receiving the call should ask the caller to provide this information.
3. It is advisable to inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.

4. Pay particular attention to any strange or peculiar background noises such as motors, running, music, or any other noise that may provide a clue as to the place from which the is being made.
5. Listen closely to the voice (male or female), voice quality, accents, etc. **Immediately** after the caller hangs up, the person receiving the call should contact the State Capital Police at **733-3333**, and state "**Bomb Threat Report**". Be prepared to give as much information as possible.
6. Complete the [Bomb Threat Checklist](#) located in the [Appendix](#).

## **11 SEVERE WEATHER**

### **11.1 *High Winds***

High winds, 75 miles per hour or more, are frequently generated as a result of severe thunderstorms, tornadoes or hurricanes. These winds can pose a serious threat to many types of structures through airborne debris striking windows, the possible destruction of large glass areas, and the possible lifting of wide-span roofs. The threat can be reduced for personnel through warnings and instructions for a controlled response. The glass used in the outer walls of the Green Square building was installed to withstand high winds and is a shatter resistant glass.

Severe storm warnings will be received via weather alerts, monitoring of internet resources, Capital Police and other methods. Upon receiving an alert/warning information and/or instructions will be provided to the building occupants as needed via all available methods. If necessary, personnel will be instructed to move to the best available shelter area.

Upon notification of a severe weather event, if time allows, turn off all electric equipment, computers, electronics and similar equipment. Close office doors and move to the first floor (ground level) shelter area in the southwest (SW) corner (Dawson Street side) of the building. For unannounced occurrences, where movement to the ground floor is delayed, shelter may be taken in the central elevator hallway or under a desk or other heavy furniture.

In the Green Square Building, the following areas are designated as severe weather areas:

- The southwest (SW) corridor (Corridor 1400) of the first floor (ground level);
- Designated rooms in the SW corridor area on the first floor (ground level) marked with shelter area signs.
- Other designated rooms on the first floor (Room # 1203).

The restroom area behind each elevator shaft also offers some protection during a severe weather event.

## 12 SECURITY

**Employees working during normal business hours may contact the Capital Police Department (CPD) for an escort to the parking lot. Call several minutes before your planned departure to allow time to schedule an accompanying officer. (NOTE: CPD after hours service is no longer available)**

Facility security is the responsibility of all employees in each division assigned to the Green Square Building. All entrances and exits shall be locked after regular business hours. Employees leaving the building after doors have been secured shall ensure that doors are locked when they leave, even when other employees are still working in the building.

Employees should keep their valuables and purses out of sight and preferably locked in a desk or file cabinet.

Employees are required to have their state ID/access card on them when in the building. Visitors are required to report to and log in at the on-site Capital Police officer's desk in the reception area of the Ground Floor. Suspicious persons shall be asked what division or individual they are trying to locate. If the person they are visiting is an employee of your division, escort the visitor to the desired office. Do not leave the visitor by him/herself in an office area. If you are suspicious of an individual, contact your supervisor or the Capital Police at:

733-3333. . Any theft shall be reported to the Capital Police as soon as possible.

## 13 MEDICAL EMERGENCIES

When calling the Emergency Medical services (ambulance) via 911, inform the answering party of the emergency by slowly and clearly saying **Medical Emergency**. Provide the building name, address of the building, and the floor and suite number where the emergency is taking place. Inform the operator to have the responding unit(s) report to the Main entrance of the Green Square Building.

The street address of the Green Square Building for the local Fire and Emergency Services is:

**Green Square Building  
217 West Jones Street**

Ask someone to go to the first floor level to secure an elevator for the emergency responders and to also escort the responding officers to the proper location in the building.

Contact the Capital Police at **733-3333**. and inform them that emergency medical personnel are enroute or are present in the building.

For additional information, see the [Medical Emergencies Checklist](#) in the [Appendix](#).

# Appendix

This appendix contains the following documents:

- ◆ Floor Monitor/Area Monitor List (Maintained by individuals in the DENR Secretary's Office.)
- ◆ [Green Square Building Assembly Areas](#)
- ◆ [Letter and Bomb Awareness information](#) (when checking mail)
- ◆ [Bomb Threat Checklist](#)
- ◆ [Medical Emergency Checklist](#) for CPR

## **Green Square Building Action Plan Floor Monitor/Area Monitor List**

*Note Each Floor Monitor shall post the current Monitor Assignment sheet in a conspicuous place for all employees to see. The list is to be updated as needed and at least annually.*

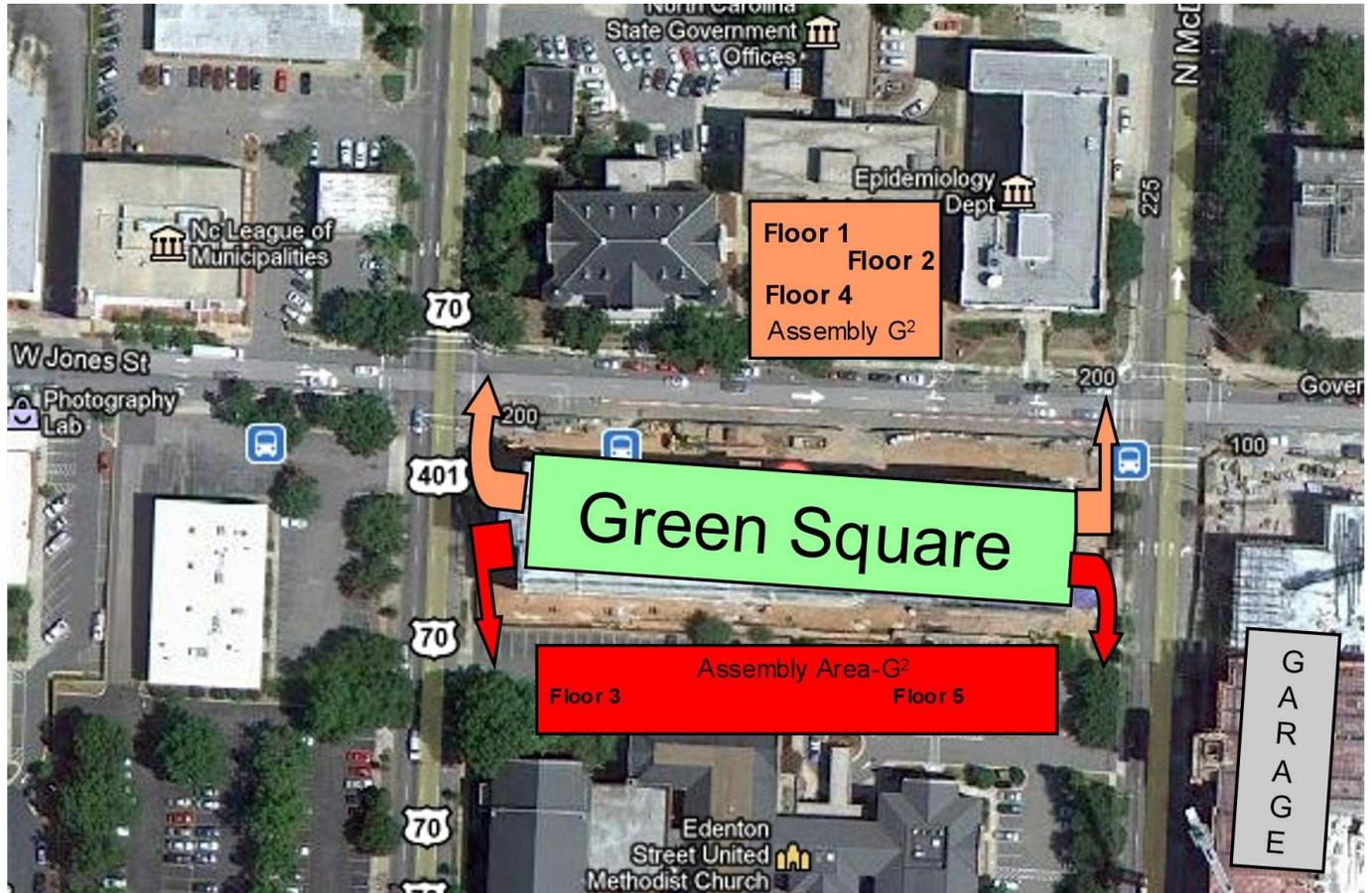
### **Contacts for Additional Information:**

#### **DENR:**

Chris Hildreth	919-707-8636	Emergency Action Coordinator
Dena Wilkens	919-707-8617	Emergency Action Coordinator (Alternate)
Wanda West:	919- 707-8601	

**The current floor and area monitor list is available through the DENR Intranet Portal.**

# Green Square Building's Assembly Collection Areas



## Letter & Bomb Package Awareness

<b>Receiving Mail - BE ALERT FOR:</b>	<b>Opening Mail - BE ALERT FOR:</b>
<ul style="list-style-type: none"><li>◆ Unusual bulk, weight or balance</li><li>◆ Round, cylindrical, angular contour, thickness</li><li>◆ Staining on container</li><li>◆ Odor emanating from the object</li><li>◆ Unusual or needless instructions</li><li>◆ Excessive precautionary labeling</li><li>◆ External wire or metallic tape</li><li>◆ String or twine passing into item</li><li>◆ Excessive postage or stamps</li><li>◆ Return address doesn't match the postal cancellation address</li></ul>	<ul style="list-style-type: none"><li>◆ Unusual inner sheathing or wrapping</li><li>◆ Any inner binding, wire or twine</li><li>◆ Unusual resistance upon attempting to withdraw contents</li><li>◆ Electrical or mechanical items</li><li>◆ Unusual metallic, plastic or rubber-like material or items</li><li>◆ Wooden boxing or containers within containers.</li></ul>

### If you become suspicious:

- ◆ **STOP!!**
- ◆ Put the item down quickly and gently.
- ◆ Notify everyone in the area
- ◆ Evacuate the room. Put two or more walls between you and the item.
- ◆ Notify supervisory personnel!
- ◆ Call State Capital Police at **733-3333**.

### Points to remember:

- Do not open any package that looks suspicious!
- Be cautious about receiving well packaged, but unsolicited items.

# BOMB THREAT CHECKLIST

## QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of the threat \_\_\_\_\_

Gender of Caller \_\_\_\_\_ Race \_\_\_\_\_ Age \_\_\_\_\_ Length of Call \_\_\_\_\_

Number at which call was received: \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Caller ID number (if showing): \_\_\_\_\_

Person receiving call: \_\_\_\_\_

## IDENTIFYING CHARACTERISTICS

### Caller's Voice

- |                                  |                                   |                                   |                                          |                                         |
|----------------------------------|-----------------------------------|-----------------------------------|------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Soft     | <input type="checkbox"/> Distinct | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Disguised      |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Loud     | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Cracking Voice  | <input type="checkbox"/> Accent         |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Laughter | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Ragged          | <input type="checkbox"/> Familiar       |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Crying   | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Normal   | <input type="checkbox"/> Lisp     |                                          |                                         |

If voice was familiar, who did it sound like? \_\_\_\_\_

### Background Sounds:

- |                                        |                                       |                                            |                                        |
|----------------------------------------|---------------------------------------|--------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Music        | <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Local         |
| <input type="checkbox"/> Cookery       | <input type="checkbox"/> House Noises | <input type="checkbox"/> Animal noises     | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Motor        | <input type="checkbox"/> Clear             | <input type="checkbox"/> Booth         |
| <input type="checkbox"/> P. A. System  | <input type="checkbox"/> Office       | <input type="checkbox"/> Static            | <input type="checkbox"/> Other         |

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

# **Medical Emergency Checklist for CPR**

## **For Untrained Personnel**

**Have someone Call 911 BEFORE beginning CPR.**

Have someone notify the receptionist

**Survey the Scene** -- (What happened? Is it safe?)

- **Check for Responsiveness** -- (Are you ok? Is victim unconscious?)
- **Check Breathing** (Is victim breathing normally)

**If no to above: -- Call for Help!**

**Have bystander retrieve an AED. (See next page for locations.)**

**Begin giving QUALITY COMPRESSIONS**

(Give compressions at rate of at least 100 per minute)

Compress center of chest

For adult at least 2 inches

For child (1 year- puberty) 1/3 depth of chest (approx 2 inches)

For infant (3 months to 1 year) 1/3 depth of chest (approx 1.5 inches)

**Continue giving compressions until AED is set up.**

**Allow AED to analyze the victim.**

**When prompted by AED, continue giving Quality Compressions until next AED evaluation (follow AED verbal commands) or until EMS personnel arrive.**

**IF TRAINED IN CPR METHODS, FOLLOW YOUR TRAINED PROCEDURES!**

## **AED Locations in Green Square**

**One unit per floor.**

**Located outside each break room on the South Side of the building.  
Unit is in a case mounted on the wall.**

### **AED Model:**

Philips HeartStart OnSite