



# **STATE OFFICE BUILDING EMERGENCY RESPONSE MANUAL**

Revision Date 9/15/11

STATE OFFICE BUILDING  
165 CAPITOL AVENUE  
HARTFORD, CT 06106

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**1. Applicability of Plan** This Employee Emergency Response Manual is prepared primarily for the State Office Building (SOB) at 165 Capitol Ave. in Hartford, CT 06106. In an emergency situation at 309 Buckingham Street or Buckingham Garage, the same emergency contact numbers and general response to emergency situations as described in this manual apply.

**2. Agencies Located Within the SOB**

The following State Departments are located at 165 Capitol Avenue:

Department of Administrative Services  
Department of Consumer Protection  
Department of Education  
Department of Agriculture  
State Properties Review Board  
Judicial Selection Commission  
Department of Construction Services

**3. Building Occupant Responsibilities Related to This Plan**

**a. Management of each agency located within the building is responsible for:**

- Ensuring their employees know how to access the plan and review the plan periodically.
- Helping building management obtain volunteers for the floor captain program.
- Assisting floor captains by providing employees with pertinent feedback from emergency drills and incorporating recommended changes because of drill response.

**b. All employees are responsible for:**

- Periodically reviewing this plan in order to understand proper response and notification in the event of a fire or other emergency.
- Complying with all elements of the plan including fire prevention, good housekeeping practices and specific building related procedures described in the plan.

**c. Supervisors of :**

- mobility impaired: direct employee to obtain red phone and follow instructions in this plan.
- any employees who have job related duties which may expose them to specific fire hazards:

must train these employees on the specific fire hazards associated with the specific materials and processes to which they are exposed, and maintain documentation of the training.

Employees will receive this training: at their initial assignment; annually; and when changes in work processes necessitate additional training.

**4. Responsibility for Plan Review, Updates and Floor Captain Program**

This plan was prepared in collaboration with State of Connecticut DAS Facilities Management (FM) Environmental, Health & Safety (EH&S) Group, DAS FM Director of Facilities Operations and Building Superintendent, and DAS Statewide Security. The EH&S group has responsibility for making changes to the plan and keeping the most current version posted.

Members of this collaborative are responsible for reviewing the plan on an annual basis at a minimum or as needed following drills or situational changes. Any needed changes shall then be forwarded to all parties mentioned above for review and finalization prior to updating plan.

Members of this collaborative are also responsible for maintaining as complete a cadre of floor captains as possible and for providing initial and periodic training for the floor captains.

**5. Instructions on Reporting Emergencies:**

**a. Who to Call In an Emergency of Any Type:**

Dial 9-911, AND

Building Security, ext 5555 or 9-860-713-5555 (if using cell or outside the building), located in Room G-0

Other helpful numbers:

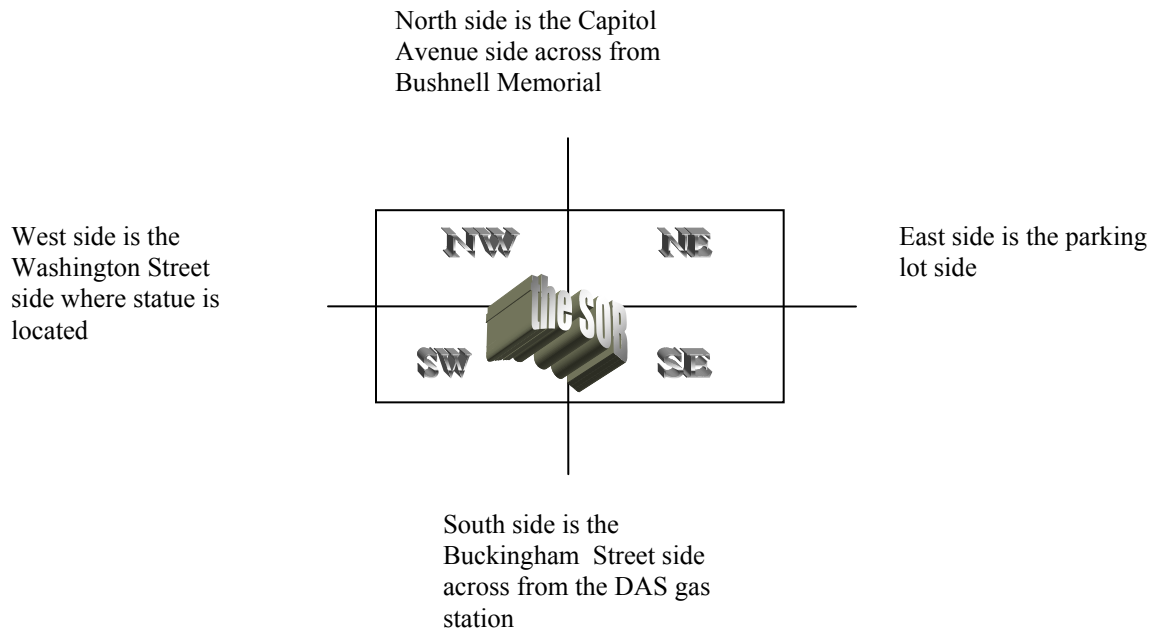
Ambulance/Fire Department/Hartford Police	-	-	-	-	-	-	-	9-911
State Police	-	-	-	-	-	-	-	9-860-534-1000
Poison Control Center	-	-	-	-	-	-	-	9-1-800-343-2722
DAS Facilities Management	-	-	-	-	-	-	-	9-860-713-5675
DAS Building Superintendent	-	-	-	-	-	-	-	9-860-713-5676

Unless otherwise stated, all telephone numbers are in the 860 area code. Remember if you need to access an outside telephone line, dial 9 first.

**b. Important Information for Those Placing an Emergency Call:**

When reporting emergencies over the telephone to 911 or state police be sure to stay on the line and give precise information regarding:

- Your name and a call back number. (If you are evacuating and don't have a cell phone, provide security office number for a call back number: 860-713-5299)
- The complete address of the building (165 Capitol Avenue, Hartford CT.)
- Where the emergency is occurring at this location (ie the floor & quadrant where the emergency is occurring or outdoor location) See below for directional information.
- A clear description of the situation.



## **6. Key Individuals/Groups and Their Responsibilities During Emergencies:**

**a. Building Security:** is the central focal point for emergency notifications and for site security at the State Office Building and its surrounding grounds. The guard force monitors the building and surrounding grounds year round. They are easily recognizable as they are in uniform. They can be reached at 860-713-5299.

The building security force serves in many ways. They act as a deterrent to potential crimes, ensure prompt response in the event of medical emergencies and fire alarms, enforce building and parking regulations as well as a host of other services.

Building Security assists the DAS EH&S, the Director of Statewide Security and the Building Superintendent in organizing lockdown and evacuation drills. In addition, they will help to prepare, distribute and maintain records of both lockdown and fire drill reports. Drills will be conducted a minimum of at least semi-annually and will be performed without forewarning of building employees.

Building Security helps to ensure orderly and safe evacuations from the facility, receives quadrant clearance information from floor captains during evacuations and performs crowd control during emergencies.

Building Security receives all emergency calls including medical emergencies from building occupants and **always follows up with a call to 911** or other emergency contacts even though the internal caller may have done so too. They are responsible for information exchange with arriving emergency response personnel, for directing them to the site of the emergency and for assisting them in any other way they can.

Building security participates in emergency evacuation training and provides “as needed” training to any new security staff to ensure all current security employees understand what their duties are in the event of an evacuation and other emergencies.

Building security is expected to attend review meetings with Facilities Management and provide input following emergency evacuations. (Also see paragraph 4.)

**b. DAS Security Director:** is responsible for providing pertinent information and expertise related to security issues when needed in the event of emergencies and is ultimately responsible for ensuring the contracted building security force understands, is trained in and complies with this plan. The DAS Security Director with input from human resources departments of each state agency is specifically responsible for: making changes or additions to workplace violence and other security related emergencies procedures; for developing and maintaining methods of building evacuations in those types of emergencies; and, for arranging drills dealing with such emergencies. (Also see paragraph 4.)

**c. DAS FM EH&S Group:** are responsible for providing oversight, coordination and technical assistance to the building superintendent and building security when planning for, during and following any emergency situation. In addition this group has responsibility to make changes to the plan when necessary and /or notified by others of needed changes and to keep the posted plan current. (Also see paragraph 4.)

**d. Building Superintendent:** is responsible for maintaining the property and pertinent equipment within the building and on property grounds in a condition that is safe for the public and employees and to provide information related to the property and building systems in the event of emergencies. The building superintendent will also assist in executing emergency drills and documenting fire drills on the form in Appendix II. (Also see paragraph 4.)

**e. Floor Captains:** are employees who have volunteered to assist in an emergency evacuation. Floor captains receive training from all of the parties noted above on a periodic basis on how to communicate with persons during an emergency, on how to properly search all areas of the floor, how to rapidly and safely evacuate all persons from the area. During an emergency evacuation, the duties of the floor captains are to ensure that:

- Everyone in the area is aware of the evacuation order.
- All Employees within their quadrants have evacuated (not behind in workstations, in rest rooms, closets, training rooms, conference rooms, and copy rooms, etc.)
- Anyone who needs or appears to need assistance is helped.
- Everyone is safely evacuated from their respective work areas through the nearest exit in accordance with the emergency evacuation procedures outlined in this manual.
- Any problems and observations are reported.

## **7. Security Issues and Workplace Violence Emergencies**

### **a. Picture Identification Badge**

State employees working in the building are issued a DAS employee picture identification badge. Employee ID badges must be worn and visible at all times while in the building and shown to a Building Security guard upon entering the building. If a state employee enters the building without a picture identification badge, they will be required to sign in. ID badges are color coded to primarily differentiate between employees and visitors within the building.

Temporary employees, interns, consultants, and others, who are temporarily working in the building will be issued a temporary non-picture ID badge.

All visitors, who have business in the building, including state employees from other facilities, are required to show picture identification and must sign in before proceeding into the building.

If an ID badge is lost or missing, notify Building Security immediately.

### **b. Lock-Down Emergency Procedures**

In the event of an emergency situation involving workplace violence at the State Office Building, the following procedure must be strictly adhered to. Upon initiation of the emergency signal:

- Do not panic, try to stay as calm as possible.
- Quickly go to the nearest office. Lock the office door. Keep as quiet as possible.
- Stay away from doors and windows.
- Get on the floor, (behind a desk or cabinet if possible).
- Do not leave the office area for any reason.
- Do not open door once its locked.
- Do not use the telephone during emergency lockdown.
- Expect to be there for a long time, until the “all-clear” signal is given.

### **c. Bomb Threats Overview**

Most bomb threats occur because someone wants to cause a disruption to a particular section of the building. Sometimes however, the threat is based upon actual knowledge of a previously placed explosive device.

People who are aware of their surroundings, suspicious of any unfamiliar items, and who are prepared in the event of a bomb threat by telephone can be very helpful in a bomb threat evaluation. Refer to the procedures below and additional information in Appendix III.

In the event that the building needs to be evacuated because of a bomb threat, follow the Emergency Evacuation Procedures outlined in this manual unless otherwise instructed.

### **d. Bomb Threats (Telephone)**

If you receive a bomb threat over the telephone:

- Do not panic.
- Do not activate the fire alarm.
- Note the time of the call, resist the urge to hang up; the longer you keep the caller talking the more likely it is that they will be caught.
- Get as much information as possible from the caller.
- Immediately after the caller hangs-up: call Building Security at ext. 5555, they will take action accordingly.
- Fill out the Bomb Threat Information Form (Appendix III) as precisely as possible.

### **e. Bomb Threat (Parcel)**

If you notice unfamiliar or suspicious items, call Building Security. Do not activate the fire alarm. Suspicious items include:

- Letters that are unusually weighty or bulky.
- Parcels or envelopes with chemical or oily stains.
- Parcels or envelopes without a return address.
- Parcels with strange odors emanating from them.
- Parcels or envelopes with wire sticking out of them.
- Parcels or envelopes with foreign postmark.
- Parcels or envelopes that simply do not look or feel ordinary.
- Unknown parcels or briefcases in areas that cause suspicion.

Do not attempt to open or move the package. Immediately report any such items to Building Security and follow their instructions. They will take action accordingly.

#### **f. Bio-Terrorism**

Response to bio-terrorism or to credible threats of bio-terrorism is highly variable and ever changing. At the SOB, our preparation for these types of emergencies includes establishment of communication networks to provide incident specific instructions to each agency. Procedural details on responses to specific types of bio-terrorism will be added as appendices to this manual and changed frequently if necessary as Statewide and/or Federal polices and procedures are developed. Human Resource departments for each agency will be notified of procedural changes and can also periodically check the DAS Intranet web site Emergency Response Manual for revisions/updates to the bio-terrorism appendices.

### **8. Fire Prevention**

To limit the risk of fires, take the following precautions:

- a) It is recommended that Building Management perform the attached DAS Facilities Management Recommended Weekly, Monthly, Semi- Annual and Annual Fire Inspection
- b) All employees should adhere to DAS Memorandum on Electrical Safety and documents on space heaters & holiday decorations on following pages at all times.
- c) Employees responsible for any “hot work” (such as welding soldering working with any open flame or other ignition source) taking place on state property must ensure “Hot Work” permitting program is employed and ensure this work takes place in controlled and well-ventilated areas. (Contact DAS EH&S for more information).
- d) Minimize the storage of combustible materials.
- e) Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
- f) Dispose of waste daily.



- g) Dispose of combustible waste in covered, airtight, metal containers.
- h) Minimize purchase, storage and use of any flammable materials and always read and follow MSDS and usage instructions.
- i) Any agency or person who brings flammable or other hazardous materials onto state property must provide building management with MSDS, quantities, storage and usage locations. This information should be current at all times. Use of any flammable materials on site should take place only in pre-approved /designated and well-ventilated areas away from ignition sources.
- j) Store all flammable material in a flammable storage cabinet.
- k) Only Green Seal Approved cleaning products are allowed in State Buildings (no flammable cleaners allowed).
- l) Keep incompatible (i.e., chemically reactive) substances away from each other.
- m) Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
- n) Ensure that heating units are safeguarded.
- o) Report all gas odors/leaks immediately. Building management shall ensure that all gas leaks are repaired immediately upon notification.
- p) Notify building management of flammable liquid spills or leaks immediately.
- q) Keep work areas free of dust, lint, sawdust, scraps, and similar material.
- r) Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
- s) Turn off electrical equipment when not in use.
- t) No candles or other types of open flames permitted.
- u) Use only approved extension cords [i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label].
- v) Check wiring in hazardous locations where the risk of fire is especially high.
- w) Check electrical equipment to ensure that it is either properly grounded or double insulated.
- x) Smoking is prohibited on DAS Property and in all buildings. All butts shall be disposed properly and safely before entering property grounds.

## **DAS Facilities Management Recommended Weekly, Monthly, Semi- Annual and Annual Fire Inspection**

*This form is a tool for property managers or building superintendents to use to document inspections according to frequencies recommended below which will assist in ensuring our properties are fire- safe. For most of the items listed below (except those prefaced by "All") it is not expected that the entire property be inspected at the frequencies indicated but rather different areas done each week or month so that the entire property will be covered over a period of time. If the condition observed is satisfactory write "S" to the right next to the item; "U" if unsatisfactory; "N/A" if not applicable; and /or write any explanatory notes such as "agency notified" or "po issued" with date. Generally, unsatisfactory conditions should be corrected ASAP. The property manager or building superintendent should follow up on the status of the condition until it can be "cleared" as being no longer an unsatisfactory potential fire hazard! A copy of this form can be used to notify appropriate responsible party.*

**Inspected by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Location:**

### **WEEKLY INSPECTIONS**

#### ***SPRINKLER PROTECTION***

**All automatic sprinkler valves chained & locked in open position**

**Sprinkler heads obstructed high pile storage, minimum 18" clearance**

**Adequate heat to areas protected by sprinklers to prevent freezing**

**Sprinkler heads visually observed to be intact (not bent or dented)**

#### ***EXITS & LIFE SAFETY ITEMS***

**Emergency exits properly signed/marked & lighted**

**Emergency exits clear of obstructions**

**Emergency stair exits - clear of combustibles & no storage allowed**

**Areas of refuge (if any) – properly identified & clear of storage**

**Emergency lighting visually observed to be intact with no broken parts noted**

**Fire doors obstruction free & closed (*Unless Connected By Magnetic Closures*)**

**Fire alarm pull stations visually observed to be intact with no broken parts**

#### ***GENERAL HOUSEKEEPING***

**Storage well arranged & at least 3 feet from heat sources**

**Combustible trash removed on a regular schedule (so that large quantities do not accumulate)**

**Flammable liquids properly stored in approved flammable liquid cabinets**

**Extension cords, power strips and surge protectors are UL or FM approved and in good condition (no evidence of cord or plug damage)**

**Extension cords are not being used in lieu of permanent wiring**

**Wiring associated with extension cords, power strips or surge protector is not run through walls or under carpet, posing a tripping hazard or located where it could be damaged**

**Power strips and surge protectors are not overloaded (not used with heat producing device-toaster, microwave, refrigerator)**

**Use and type of all portable heaters in office space in accordance with DAS memorandum**

**Small electrical appliances in use are UL or FM approved, appear to be in good condition, plugged into proper power supply and turned off or unplugged after hours**

**No unsafe cooking practices evident (ie hot plates, coffee pots, or sterno placed on or near combustible items)**

**Holiday decorations in compliance with DAS guidelines (any electrical decorations turned off after hours)**

### **MONTHLY FIRE SAFETY ITEMS TO BE INSPECTED**

**All Fire extinguishers inspected and tag initialed**

**All emergency lighting tested & documented**

**Utility closets & IT closets checked for storage practices**

**Basement storage areas & rooms visually checked for housekeeping**

**Y –connections capped and accessible**

**Exterior hydrants & post indicator valves visually observed to be in satisfactory condition, no missing or broken parts**

**Electrical rooms and switch gear rooms have no signs of water, are not used for storage, and no obvious broken parts**

**Sprinkler control valve and fire pump rooms are clean, valves locked in open position, and equipment is readily accessible/ not obstructed**

**Building's fire alarm panel visually checked/inspected for normal operations**

**Review hot work permits issued ensuring compliance with safety procedures**

**Review red tag permits issued ensuring compliance with program**

**Other identified potential fire hazards observed**

### **SEMI ANNUAL INSPECTIONS**

**Fire drills conducted semi annually**

### **ANNUAL**

**Fire extinguishers, alarm system, entire sprinkler system inspected/tested/repaired, recharged by contractor**



# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC WORKS



James T. Fleming  
Commissioner

### MEMORANDUM

To: Occupants of DPW Owned or Managed Properties

From: Jonathan P. Holmes, DPW Deputy Commissioner

Date: June 11, 2007

Subject: Electrical and Fire Safety

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The following is a "reminder list" of electrical and fire safety practices for all occupants of DPW owned and managed properties. If you have any questions, please refer to your building's Tenant Manual or contact your building property manager or superintendent.

1. Contact your property manager or building supervisor for proper electrical installation of departmental microwaves, coffee pots, refrigerators, portable heaters etc.
2. No hotplates, cup warmers, microwaves, toasters, coffee pots or similar devices in workstations.
3. Extension cords must not be used in lieu of permanent wiring.
4. DPW Facilities Management recommends surge protectors be used when connecting computer equipment in compliance with the specifications attached.
5. Power strips and surge protectors must not be overloaded. Power strips are not designed for high power loads such as space heaters, refrigerators and microwave ovens.
6. Use and type of all portable heaters in office space must comply with the attached DPW Memorandum.
7. All small electrical appliances (small fans, radios, clocks) in use must be UL or FM approved, have no visible damage, be plugged into a proper power supply and turned off or unplugged after hours.
8. No unsafe cooking practices allowed (i.e. hot plates, coffee pots, dirty toaster ovens or sterno placed on or near combustible items).
9. Use of holiday decorations must comply with the attached DPW guidelines. Please make sure all electrical decorations are turned off after hours.

**DPW RECOMMENDED POWER STRIPS WITH SURGE PROTECTION FOR DESKTOP COMPUTERS 12/06**

- A. All surge protectors shall conform to Underwriters Laboratories (UL) 1449, latest edition.
- B. All transient voltage surge suppressors shall have a clamping voltage of 330 volts.
- C. The energy absorption/dissipation rating shall be a minimum of 400 joules.
- D. The surge protector shall have a response time of less than one nanosecond.
- E. The surge protector shall have a light that indicates that the protection components are functioning.
- F. The power strip shall have an integral re-settable circuit breaker.
- G. The power strip enclosure shall be metal or fire resistant plastic (metal preferred).
- H. The power strip shall have a minimum cord rating of 15 amps (14/3 gauge wire size with a grounded plug) and a six foot minimum cord length.

Portable Space Heater Use

## Environmental, Health &amp; Safety Policy

Issued by D. Arute 11/4/02

1. DPW Facilities Management does not provide portable space heaters and generally discourages their use because of significant fire hazards and/or shock hazards and additional energy consumption they can present.
2. DPW Facilities Management *may, however, permit the use of electric space heaters on a case by case basis*, as long as the property manager reviews location to be used and concurs with the need for their use in order to provide reasonable individual comfort to the building's occupant(s). A property manager should first attempt to rectify any heating problems by correcting or improving the mechanical systems involved or, by working with the agency to relocate an individual if the problem could be resolved in that manner.
3. A property manager has full authorization to eliminate the use of any portable electric unit unless the *user* fully understands and complies with all of the following:
  - Only UL (Underwriters Laboratory) or FM (Factory Mutual) rated portable electric heaters will be allowed for use when and if approved. Heater should be properly marked and safety tag or marking visible.
  - Users must strictly adhere to all manufacturer's instructions for proper and safe use along with required operational or preventative maintenance. Users must read fully and become familiar with the manufacturer's instruction booklet and have it available for review by the property manager.
  - Use of extension cords with portable heaters should be avoided. Electrical space heaters should be plugged directly into an electrical outlet. If an extension cord must be used with the space heater, consult the manufacturer's instructions and/or operator's manual to ensure that the extension cord is of the correct wire gauge size, ...etc. for the type of space heater. (Extension cord must be UL or FM approved with tag/markings visible) Both the heater's plug and cord, and the extension cord should be regularly inspected for excessive wear. Note: extension cords may only be used on a temporary basis.
  - Space heaters approved for use by property management should be equipped with "safety features" including safety cut off switches, element guards, and on/off indicator lights, among other features.
  - Location of space heaters, should be at least three feet from combustibles, placed on floors and never located on furniture where they may fall, causing possible damage to the heater components. Follow the manufacturer's instructions when locating and placing a portable electric space heater into service. Never attempt to replace parts or repair an electric space heater. Again, the manufacturer's recommended procedure for repairs etc...should be always adhered to without exception.
  - Always turn off (unplug) portable electric space heaters when leaving the area for an extended time period. Never leave an electric portable space heater on while left unattended for an excessive period.
  - And never use portable electric space heaters in wet, or moist places (including bathrooms) unless the type of heater is designed and certified for that purpose.
  - Do not hide cords under rugs or carpet, in case the cord overheats. And whenever possible electric portable space heaters should be plugged into outlets protected by ground fault circuit interrupter (GFCI). If the electric portable space heater repeatedly "trips" the GFCI, it should be checked by a qualified service center before being placed back in use.
  - Portable electric space heaters should not be used in areas where young children would have access (supervised or unsupervised) since, severe burns, electric shock, or fire ignition may occur if they either come in direct contact with the heater's element - heating coil, protective guard, plug or cord.

Issued 12/12/01  
Author: J. Brown

**Memorandum**

**12/12/01**

**To: DPW Property Managers, Building Superintendents**

**From: Manuel Becerra, DPW Facilities Administrator**

**Subject: Holiday Decorations at CT DPW Properties**

**In an effort to ensure compliance with the life safety code, please adhere to and enforce the following fire safety policies regarding holiday decorations:**

- 1. No live trees, wreathes, garlands.**
- 2. No uncontrolled extension cord usage (must be less than 6 feet and in good condition-no cracks/not frayed etc.).**
- 3. No lit candles.**
- 4. Limited use of electrical decorations such as lights in centralized areas is permissible however they must be turned off when left unattended. Use of electrical decorations in individual cubicles is strongly discouraged.**
- 5. All decorations should be flame resistant, flame-retardant or non-combustible materials. In addition, electrical lighting should not be used with metallic decorations.**
- 6. Any electrical extension cords and electrical decorations (i.e. lights) in use must be in good condition, UL approved or bear the name of an independent testing lab and used in accordance with manufacturer's instructions.**

**cc: George Niles, Kevin Dempsey, Donna Baisley**

## **9. Fire and Smoke Emergencies**

### **a. What To Do In the event Of Fire or Smoke**

In the event of fire or smoke, employees may have only seconds to react. In an uncontrolled situation, a fire can grow out of control very rapidly. It is critical to activate the fire alarm as soon as fire or smoke is discovered. Promptly reporting a fire and evacuating the area is vitally important to being able to extinguish the fire rapidly. It could be the difference between a big fire with heavy loss and a small fire that is quickly and easily extinguished. Smoke and toxic gases are the main killers in a fire. Smoke spreads rapidly, far ahead of the flames and can fill a building in minutes. In the event of a fire or smoke the following guidelines should be observed:

- Go to the closest pull station and activate the fire alarm to alert others of the situation. Do not yell fire as this can cause people to panic. (See Appendix I for evacuation maps and locations of pull boxes.)
- If time allows, call 9-911 remembering to provide the information listed on page 4 of this plan (5.b Important Information for Those Placing an Emergency Call) and Building Security at 9-860-713-5555 (ext. 5555) or, once safely outside, contact the nearest Building Security Guard stationed outside and relay the information verbally.
- Evacuate the area immediately.
- Do not try to fight a fire. Fires can spread very quickly and you can become trapped. Also see the section on "Portable Fire Extinguisher" below.
- Before opening doors, check the door, door handle, and the space between the door and the doorframe for heat by touching with the back of your hand.
- If you feel heat, do not open the door, instead find another way to escape. If it is cool, open the door slowly. If there is smoke, leave the area quickly, close doors behind you, and do not lock doors.
- If you must escape through an area filled with smoke, crawl low to the floor, keeping your head between 12 to 24 inches above the floor. Heat and smoke rise leaving cleaner more breathable air near the floor.
- Follow the Emergency Evacuation Procedures as outlined in this manual.
- If you become trapped or you can not leave the office area, stay in a room with an outside window. Close doors between you and the fire wave or hang something (e.g., a piece of clothing) out the window to get attention. Think about what you could use like sheets, curtains or even large pieces of clothing - to stuff around cracks near the door and wave as a signal to rescuers. Know how to open the window to ventilate smoke, but be prepared to close the window immediately if an open window makes the room smokier. If there is a phone, call the fire department with your location, even if firefighters are already on the scene.

### **b. Portable Fire Extinguishers**



When you discover a fire, even a small fire as in a wastebasket, the following guidelines should be observed in the use of a portable fire extinguisher:

- (1.) Go to the closest pull station and activate the fire alarm. Do not yell fire.
- (2.) Call the fire department immediately (dial 9-911) and follow instructions on reporting an emergency.
- (3.) Call the Building Security at 9-860-713-5555 (ext. 5555).
- (4.) Do not attempt to use a fire extinguisher if you do not understand how to use it.
- (5.) Do not attempt to use a fire extinguisher if you have not read the instructions on it first.
- (6.) Do not attempt to use a fire extinguisher if you don't know the proper techniques for fighting fires.
- (7.) Do not attempt to use a fire extinguisher if you do not know the possible dangers posed by hazards or other highly flammable materials that might be near the fire.
- (8.) Do not attempt to use a fire extinguisher if you do not know what is burning. The use of the wrong kind of fire extinguisher can be extremely dangerous. It is extremely dangerous to use a fire extinguisher that contains water to fight an electrical fire.
- (9.) Employees who have current fire extinguisher training may use a fire extinguisher to extinguish a very small fire, provided that this action is voluntary and is at no unreasonable risk to oneself. If you use a fire extinguisher, keep your back to an exit. If you are unsuccessful in quickly controlling the fire, leave the area immediately.
- (10.) If you do use a fire extinguisher, tag it with the word "empty", whether it's empty or not. Do not place it back in its cabinet; instead, place it on the floor in front of the cabinet and inform Building Security or the DAS Building Superintendent to have it recharged.
- (11.) Remember, without proper training it is reckless to try and fight a fire under any circumstances. Instead, leave the fire fighting to the professionals.

## **10. Building Evacuations**

### **a. Emergency Evacuation Drills**

Emergency evacuation drills are an important part of every employee's working life. Drills teach valuable decision-making responses that can be critical in the confusion of a real emergency. They are also conducted to evaluate the rapid and safe evacuation of all personnel from the building.

Employees should familiarize themselves with and follow the Emergency Evacuation Procedure outlined in this manual. All problems and situations arising during the drill should be directed to Building Security, DAS Safety Program officer, and/ or the DAS Building Superintendent.

Each state office building has specific emergency evacuation procedures. Familiarize yourself with the emergency evacuation protocol for the particular building you are in.

### **b. Emergency Evacuation Procedures**

In the event of an emergency where an evacuation is necessary, occupants must evacuate in a rapid, orderly manner as described below in order to provide a clear, uninhibited entrance into the building for emergency response personnel.

When the fire alarm is activated, Building Security will determine the location of the emergency from the fire alarm panel and if necessary will inform floor captains of any needed changes to evacuation routes using the public address system. Once the fire department arrives on the scene, they are in charge of the premises until they relinquish their authority back to Building Security.

The sound of the fire alarm is the signal that an emergency has been detected in the building and that an evacuation of the building is necessary. The following guidelines should be observed during the evacuation:

- Do not panic. Panic is the most harmful and difficult element to control in an emergency situation.
- Move quickly, but do not run. Be sure to take your personal belongings with you (coat, briefcase, purse, etc.) if they are readily available as you will not be allowed back into the building until the all-clear order is given by the fire department or Building Security as directed by the fire department. However, if you are away from your desk at the sound of the alarm, do not return to your desk to get personal belongings.
- Before opening the door leading to the hallway, check the door, doorknob and the space between the door and the door frame with the back of your hand for heat. If either is hot, do not open the door, but try to find another escape route.
- Doors should be closed but **NOT** manually locked. Responding emergency personnel must have access to all areas and a locked door can prevent them from entering or slow their response time.
- All emergency evacuations are to be made via the closest stairwell to your location unless that exit is the source of the emergency. The floor captain will direct you to the alternate stairwells.
- Form a single line at the stairwell and proceed calmly and carefully down the right side of the stairs. This will allow responding emergency personnel to move quickly upward on the other side.
- Do not use the elevators. The elevator can become stuck between floors, fill up with smoke more quickly or can even stop on the floor where the source of the emergency exists at, thereby putting you in a more dangerous situation.
- Do not go up to the roof unless all other exit routes are blocked, as you can be trapped up there.
- Offer assistance to anyone who requires or appears to require your help.
- The exiting of visitors is the responsibility of those individuals whom the visit was made to.
- Do not congregate in stairwells, hallways, or on entrance landings.

- Once outside, it is imperative that you move quickly, but orderly away from the building.
- Do not congregate in the middle aisle of the front parking lot; move to the lower lot.
- Do not block the way of emergency response vehicles or personnel.
- Do not re-enter the building until directed to do so by Building Security.

(See Appendix I for evacuation diagrams)

Each quadrant of employees should gather in the outdoor area of assembly (lower east parking lot) as shown on the evacuation diagrams in Appendix I. Floor captains, as they exit the building, report the status of their floor and quadrant evacuation (ie “ 4<sup>th</sup> floor NW quadrant all clear”) to the Building Security Guard who is stationed at or near the emergency exit doors, before proceeding to the area of assembly. The Security Guards stationed at each emergency exit shall then report status of the quadrant evacuations back to the Guard stationed at the fire alarm panel who, in turn, can then provide the information to the fire department.

#### **c. Notice of Emergency Evacuations When Fire Alarm is Not Activated**

There may be other emergencies requiring evacuation where the fire alarm will not be activated. These can include workplace violence situations or external threats to the building. In such situations, agency heads will be notified by DAS commissioner's office. Procedures will be distributed under separate cover.

Agency heads are responsible for providing the DAS commissioner's office with a list of "essential" personnel who need to remain in the building. This list should include only those individuals who will perform life safety functions during such emergencies. All other employees must evacuate the building. Evacuation guidelines as listed above should always be followed unless directed otherwise by DAS commissioner's office.

#### **d. Mobility Impaired Evacuation Instructions**

Remember to respect the privacy of all mobility-impaired persons. All volunteered information shall be kept confidential. Also be aware that, for emergency evacuation purposes only, mobility impaired includes any kind of impairment, e.g. sensory impaired, medical condition such as difficult or late stage pregnancy, sprained ankle, or permanent disability that may cause an individual to move at a slower rate than general traffic.

- Obtain a volunteer evacuation assistant: It is recommended that mobility impaired individuals obtain volunteer evacuation assistants to help them get to the stand-by areas during an evacuation. Agency human resources should be asked for assistance in soliciting volunteers when necessary. Once at the stand-by area, the assistant can opt to either stay with the mobility impaired individual in the stand-by area until emergency crew arrives or can proceed with their own evacuation verifying that emergency personnel are aware of the location of the mobility impaired individual upon exiting the building. Either way, the volunteer assistant provides additional comfort and support for the mobility impaired while they await evacuation assistance. If the volunteer assistant is not available during an evacuation, the mobility impaired individual can ask anyone else nearby for help when needed.

- Obtain a red telephone from Security: Mobility impaired individuals should contact Building Security to obtain a red in-house fireman's telephone. General instructions and information on the telephone usage are presented below however Building Security or DAS EH&S group in Room G-4 can also provide instructions at the time the telephone is issued to you.
- How to use the red telephone: When plugged in to an emergency telephone jack which are found in stand-by areas located on each floor, the red telephone automatically rings and lights up your location at the main fire alarm control panel on the ground floor. Stand-by areas are located in or near each stairwell as shown on the diagrams found in Appendix I. The telephones provide direct communication with the fire department or Building Security.
- What to do when the alarm goes off: At the sound of the fire alarm, mobility impaired individuals are to go to the stand-by area (stairwell area) closest to their workstations and insert the red telephone into the fireman's telephone jack located there. Follow all instructions given to you by emergency personnel.
- No one should attempt to carry down or out any mobility impaired person unless that person is in the area of the source of the emergency and/or is in immediate danger to life and limb. Only fire department personnel are to evacuate mobility impaired persons from the stairwell area. Fire department personnel have the proper training, equipment and are the professionals in rescue situations. This procedure is to be followed whether the evacuation is a drill or an actual emergency.
- Use of an evacuation chair by trained individuals is permissible as long as it does not hinder others during an evacuation.

## **11. Natural Disaster and Other Building Emergencies**

### **a. Floods**

Although rare, flooding in the building can occur by several different ways. The most common type of flooding is caused by the building's plumbing system, like a main water break. Flooding can also be caused by extreme weather conditions, like a hurricane, a tornado or a severe thunderstorm. In latter type of flooding, water seeps into the building through open windows, windowsills, leaky roofs or it can be forced back up through the plumbing system. In the event of flooding within the building:

- Notify Building Security. (860-713-5299)
- Inform them of the exact location of flooding.
- Notify Facilities Management. (860-713-5675)
- Do not walk in floodwater.
- Warn others in the area of the flooding.
- Do not turn on or off lights, computers, or anything electrical.  
Remember – Water is a conductor of electricity.

### **b. Power Outages**

Although power failures occur quite infrequently, certain procedures will ease any difficulties raised by the power failure. The building's fire alarm system has a back-up generator that will keep it functional during the power outage. When a power outage occurs:

- Open all drapes and blinds to maximize lighting.
- Keep and use a portable flashlight (responsibility of each agency).
- Emergency lighting activates (turns on) immediately in the event of a power outage.

If an evacuation is ordered:

- Lock all areas.
- Follow the Emergency Evacuation Procedures outlined in this manual on pages 17 & 18.

**c. Trapped in an Elevator**

All elevators are equipped with an emergency telephone that connects with the security office. If you are trapped in an elevator:

- Do not panic. You will not run out of air. Elevator shafts are air filled tunnels going upwards and out to the roof.
- Stand clear of the elevator doors.
- Never try to force the elevator doors open.
- The elevator emergency phones ring in the Building Security office.
- When phone is picked up, provide Building Security with the following information:

Your name.

How many people are in the elevator.

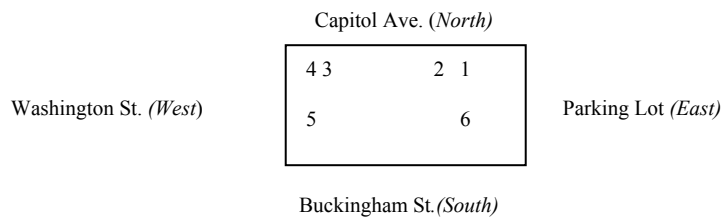
If there is anyone ill or injured.

Whether the lights are on.

The floor the elevator is closest to.

The number or location of the elevator you are in.

(There are 6 elevators numbered 1-6 with #1 being the first elevator nearest the east entrance followed by #2 and remainder in a clockwise direction around the building.)



**NOTE:** To avoid injury and/or liability, **no one** other than elevator technicians or emergency crews who have been trained in how to safely extricate people from stuck

elevators should attempt to do so.

#### **d. Unknown Odors or Fumes**

In case of unknown odor or fumes within or around the building, the following guidelines should be observed:

- DO NOT activate fire alarm. The people who do not know of the odor or fumes are going to evacuate and may unknowingly walk into the affected area.
- Inform anyone in the area of odor or fumes.
- Leave the affected area.
- Contact Building Security and give them the following information:
  - Your present location.
  - Location and description of odor or fumes.
  - If odor or fumes are making you or anyone else ill.
  - Follow all directions given to you by Building Security.
- If an evacuation order is given, follow the Emergency Evacuation Procedures outlined in this manual.

#### **e. Thunderstorms, Tornadoes and Hurricanes**

Thunderstorms, tornadoes and hurricanes produce severe lightening, heavy downpours, horizontal rains and extreme heavy wind conditions that can blow debris in the air and break in windows. For safety precautions, the following guidelines should be observed:

- Close any blinds or drapes and move away from the windows.
- Go to an elevator lobby, interior office without windows or assemble at the stairwell and wait for instructions from Building Security.
- The basement of this building is considered a fallout shelter.
- Report all damage or storm related leaks to facilities management.
- Do not go outside until the weather is in milder conditions.

#### **f. Earthquakes**

- Try to remain calm and reassure others.
- Stay away from windows.
- Move away from heavy machinery.
- Do not dash for the exits. Stairways may be broken and jammed with people.
- Move immediately under an interior doorway or to an interior corner of the room.

- Get under workbench, desk, or table if possible.
- Beware of tall furniture such as file cabinets, as they can topple easily.
- Beware of objects falling from desks and shelves.
- Power may fail (see section on Power Outage).
- Seek safety where you are and leave only when the earthquake has stopped.
- Realize that after shocks are common and frequently occur soon after the initial earthquake. Aftershocks can cause significant damage; so, react to them the same way you would an initial shock.

#### **g. Hazardous and Blood Borne Pathogenic Material Releases/Spills**

In office environments including the SOB, use of hazardous materials is typically minimal. Some common hazardous materials that might be found in or around office buildings are: paints and thinners used for building maintenance; mercury contained in fluorescent light bulbs, thermostats or other electrical equipment or temperature gages; refrigerant contained in air conditioners; gasoline and oil from cars, lawn and yard maintenance or hydraulic equipment; some cleaning products; and, heating fuels including natural gas and oil. In addition, sometimes building occupants inadvertently bring products into the workplace that can pose health hazards like plant foods or insect repellants. There is also the potential for spills of blood borne pathogenic materials like blood from an injury. If a spill of a potentially hazardous, bio-hazardous or unknown material occurs, the following guidelines should be observed:

- Do not activate the fire alarm.
- Move away from the spill and notify Building Security immediately providing the location and any other information you have about the incident.
- Evacuate others in the area if you notice any fumes.
- Do not attempt to clean a hazardous chemical spill or a spill from an unknown source.
- Do not clean up blood products unless you have the proper training.
- Spills are to be cleaned and the area decontaminated only by experienced personnel wearing the proper personal protective gear.

#### **h. Proper Handling of Bio-Hazard/ Sharps Waste to Avoid Occupant Injuries/Exposure**

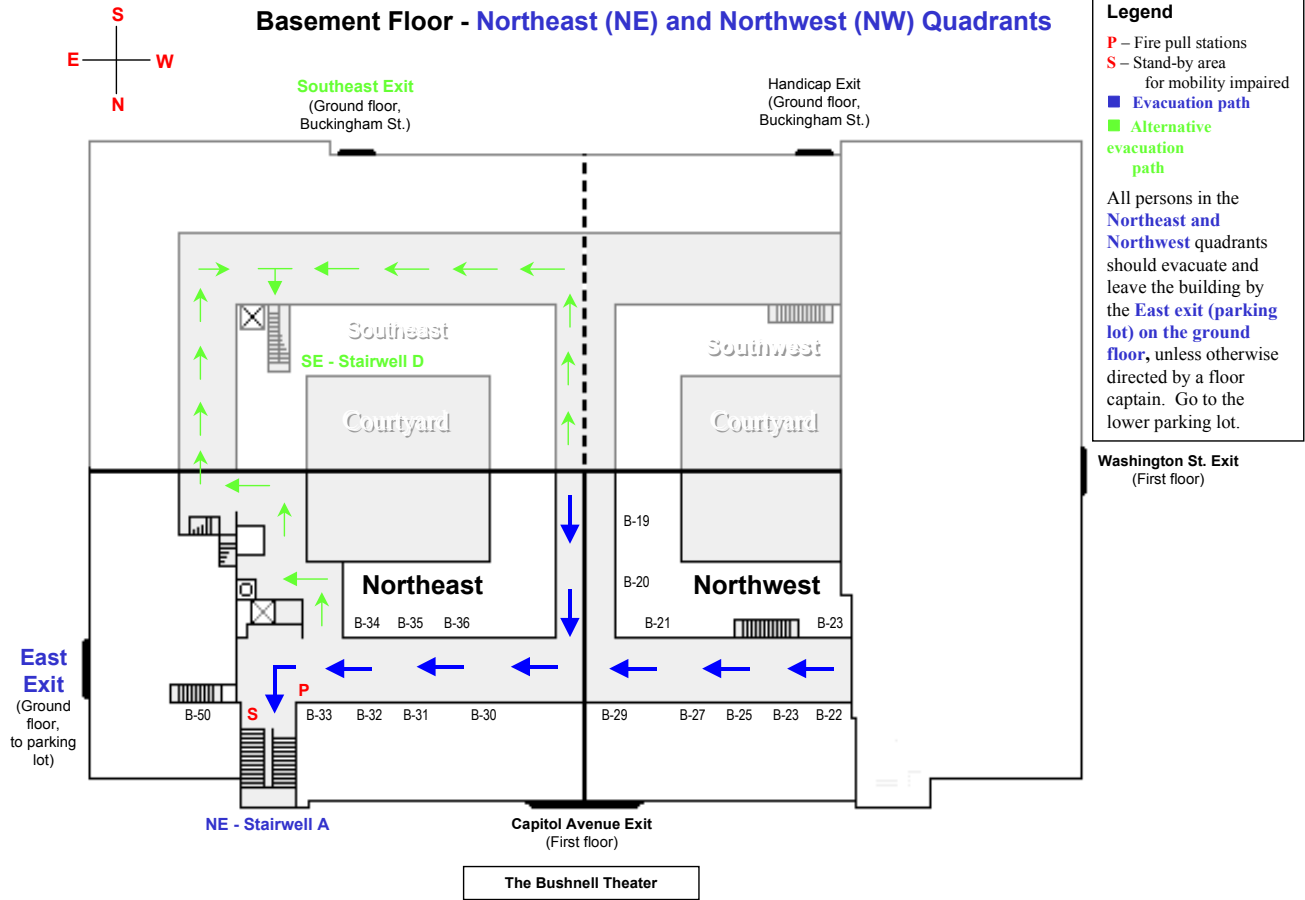
Used hypodermic syringes and needles/ sharps must never be thrown in building trash receptacles. Individuals who must take medicine that requires use of a needle for medical reasons during working hours are asked to the sharps home for disposal. If a used needle is found on the premises, it should be carefully placed in a sharps container maintained by building management by an individual wearing protective gloves and, if the situation warrants, safety glasses or face shield or over garment.

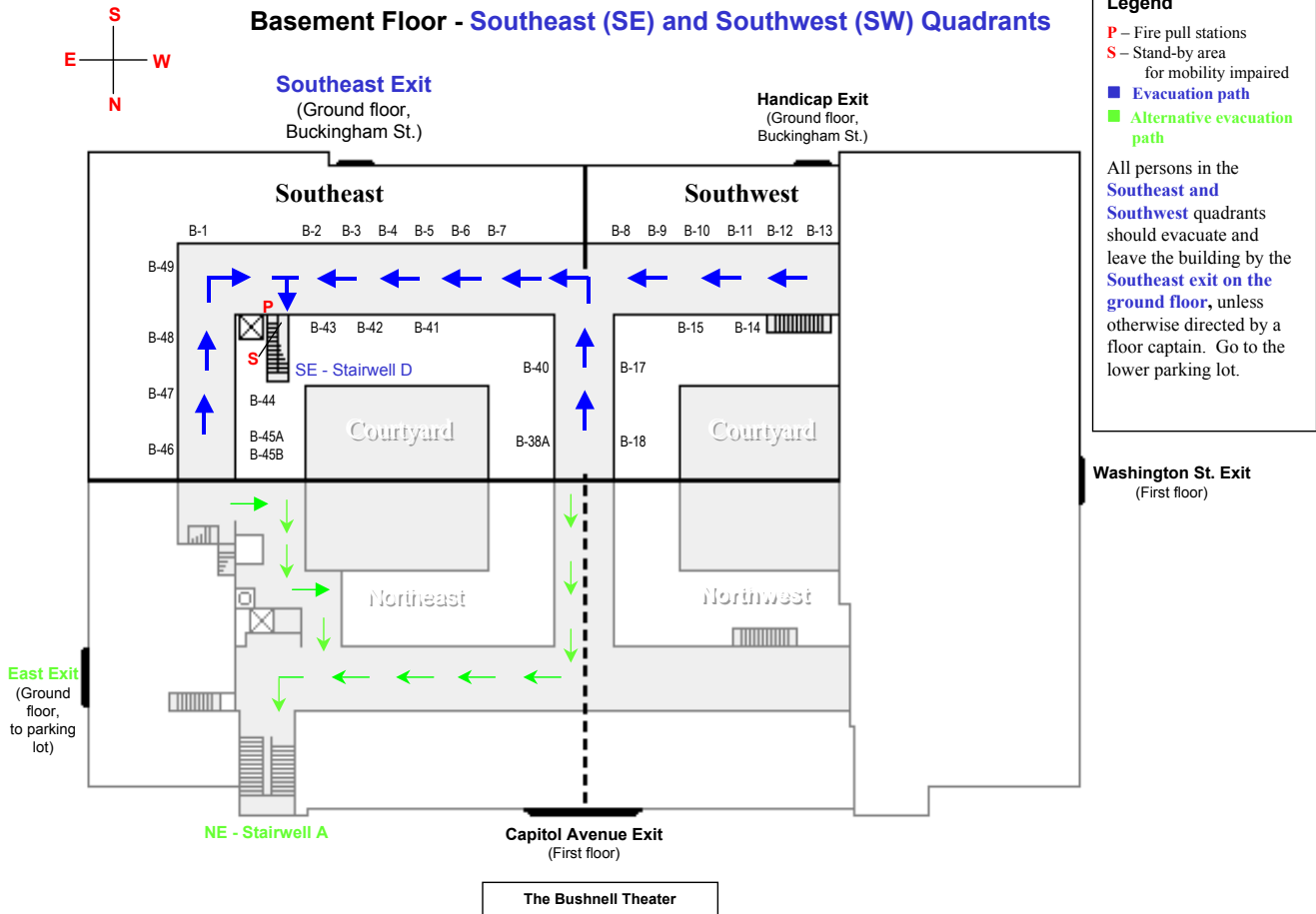
Waste paper, bandages or other soft materials from clean up of a medical injury can typically be thrown in a normal trash container that is lined with a plastic bag unless the waste materials are heavily blood soaked and dripping with blood. If they are, they must be handled as a bio-hazard waste and placed in a

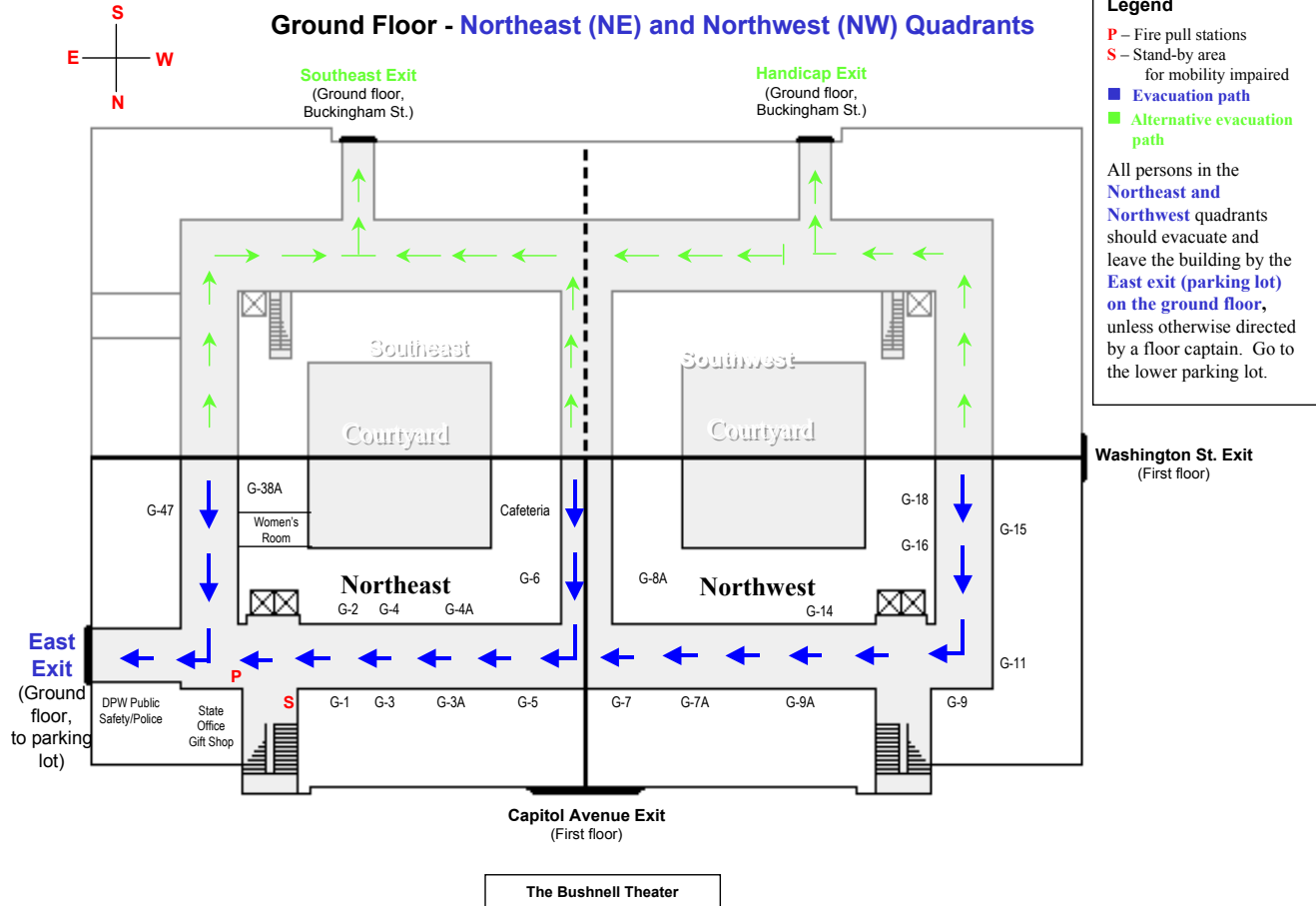
labeled heavy plastic bag to await disposal. Contact the building superintendent at 860-713-5675 for waste storage and disposal information.

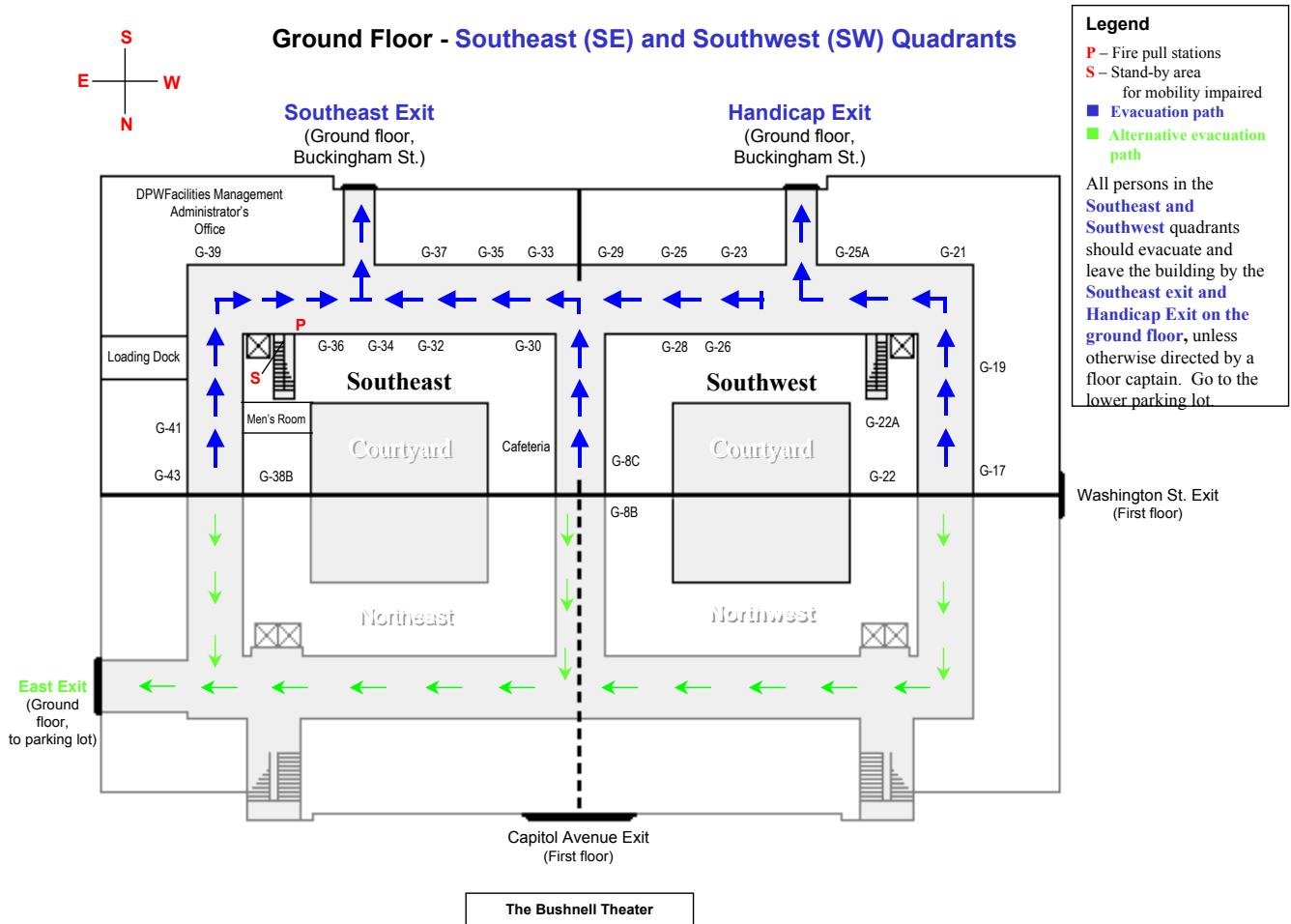
**APPENDIX I**  
**Evacuation Diagrams**

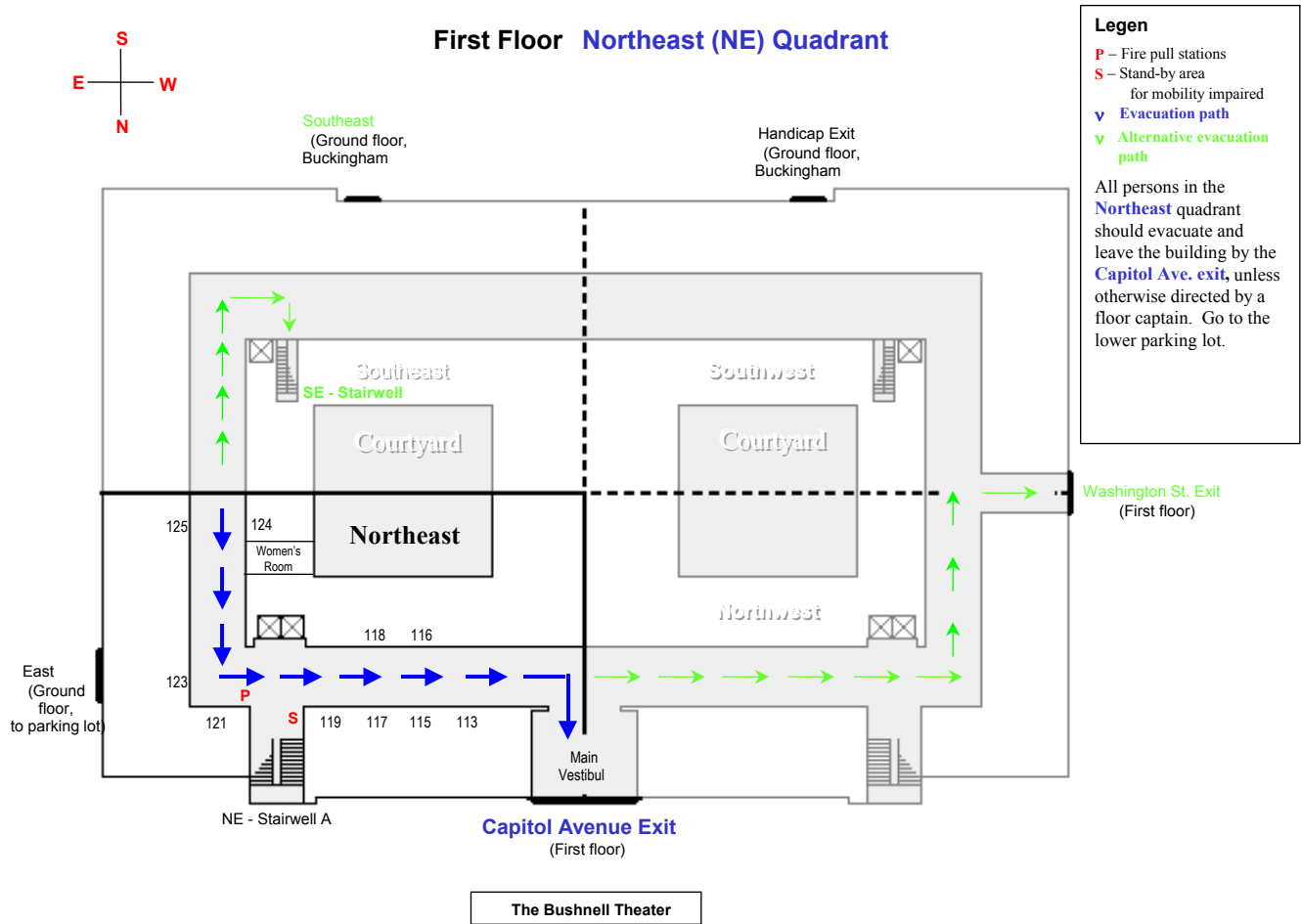


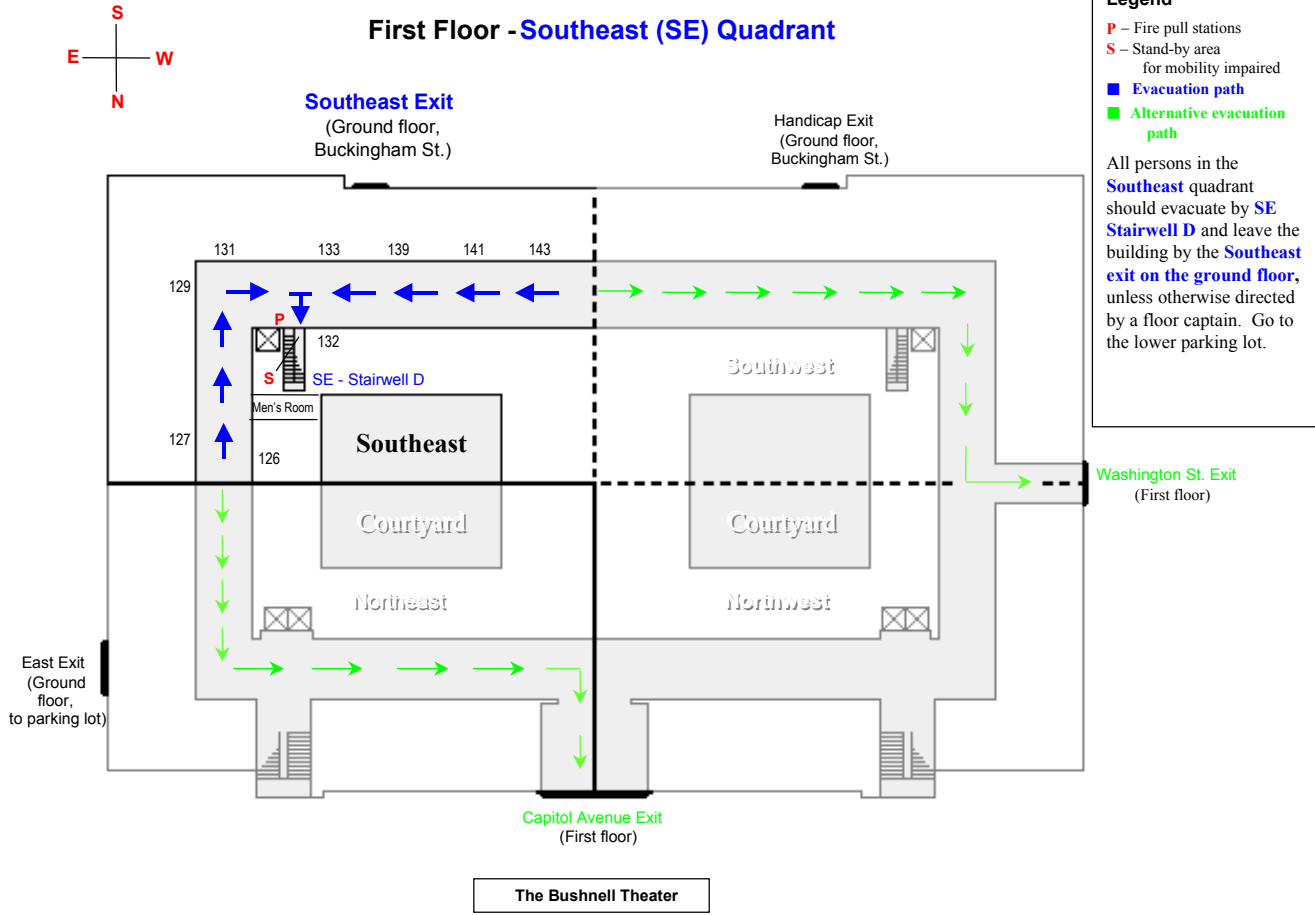


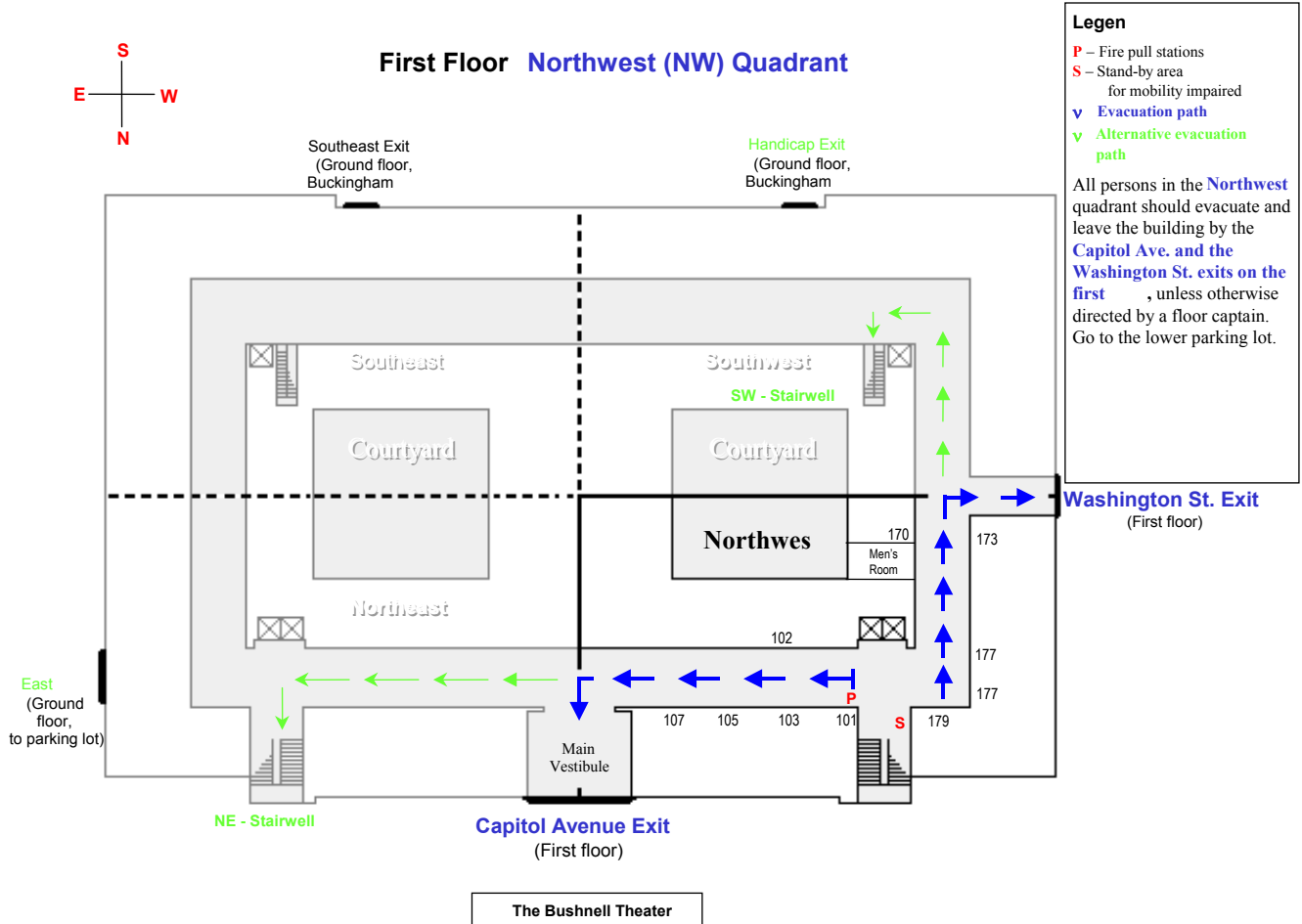


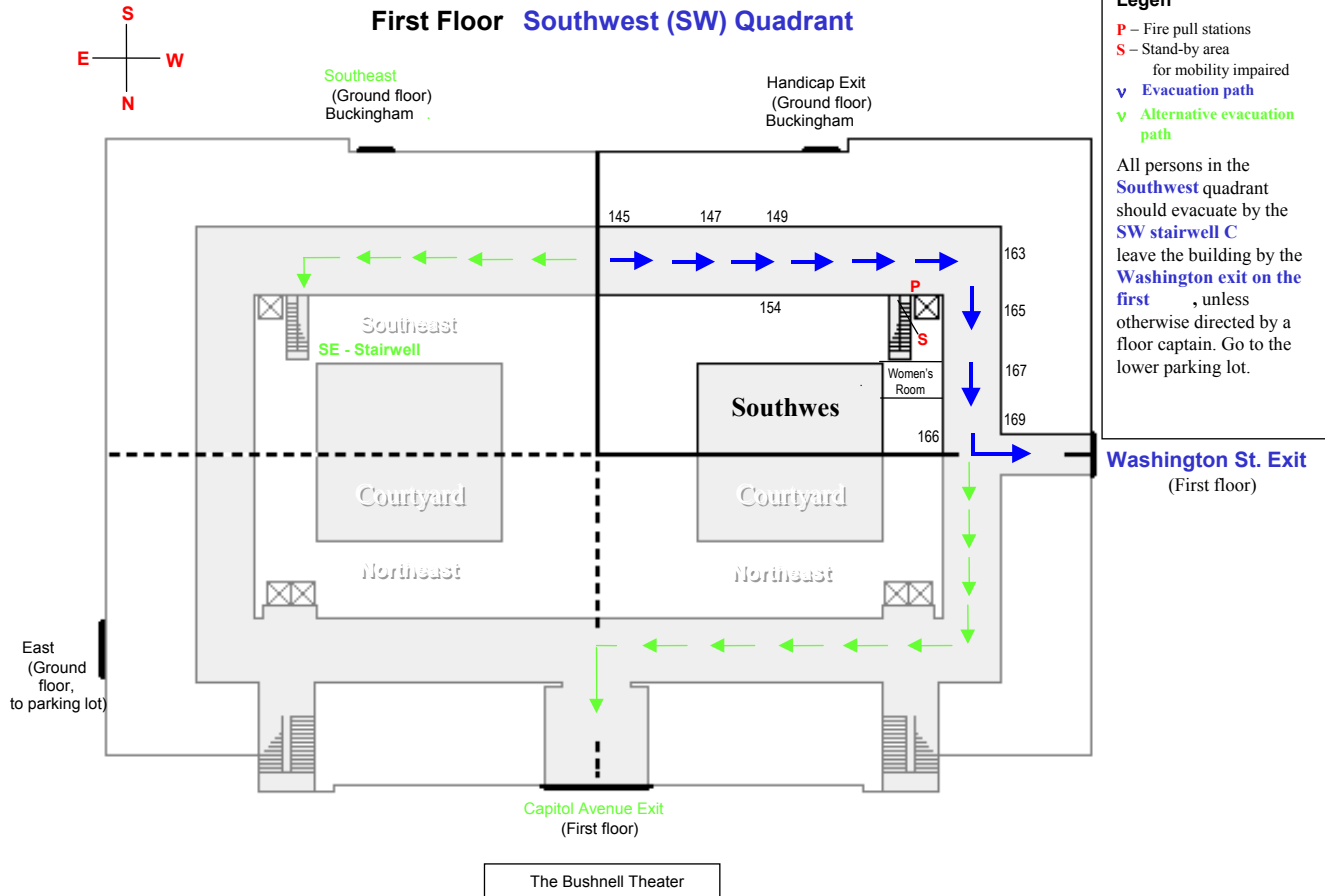




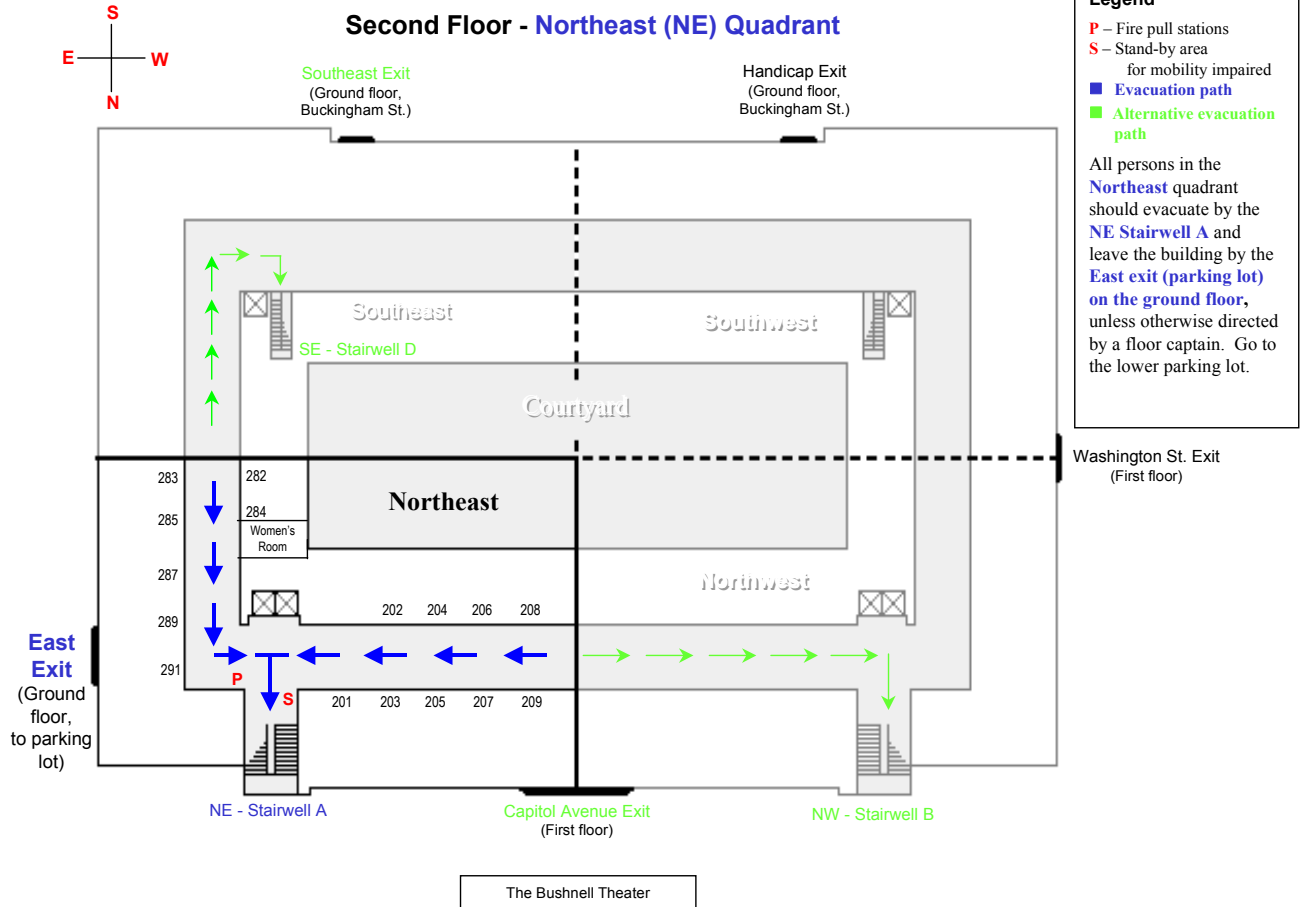


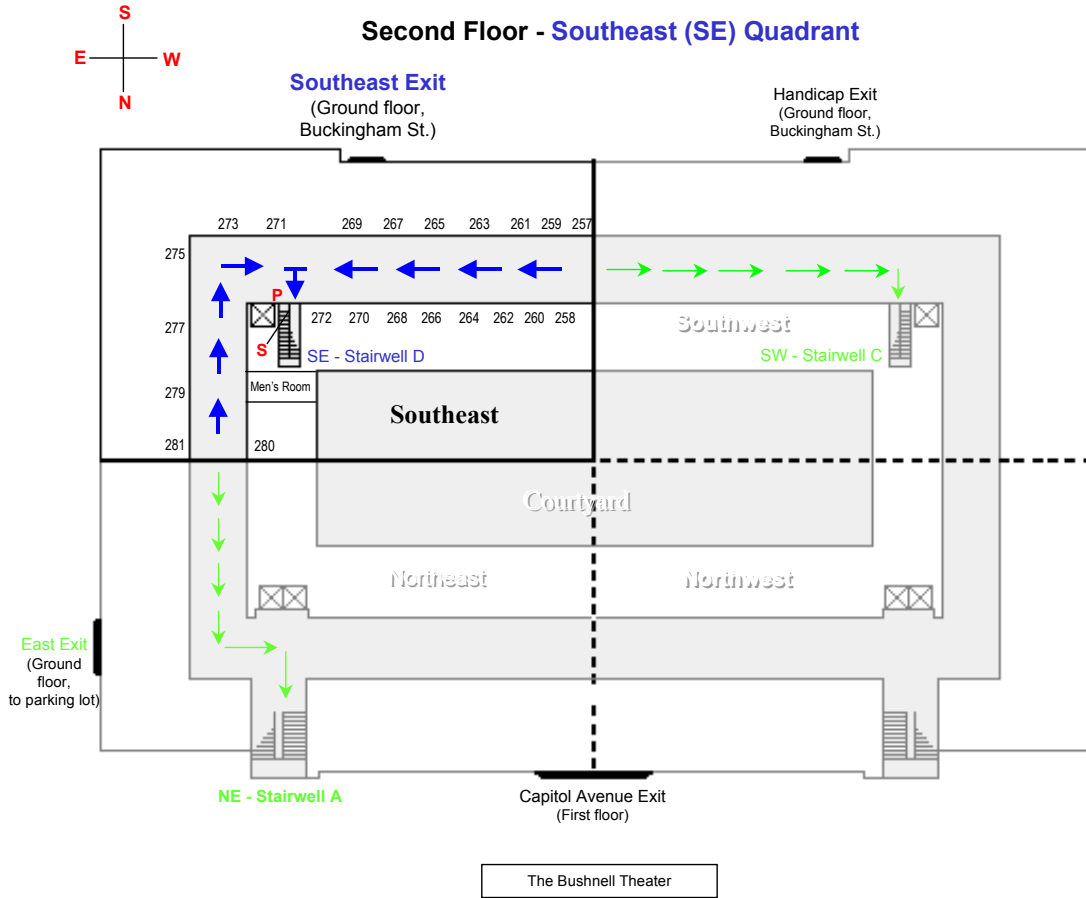








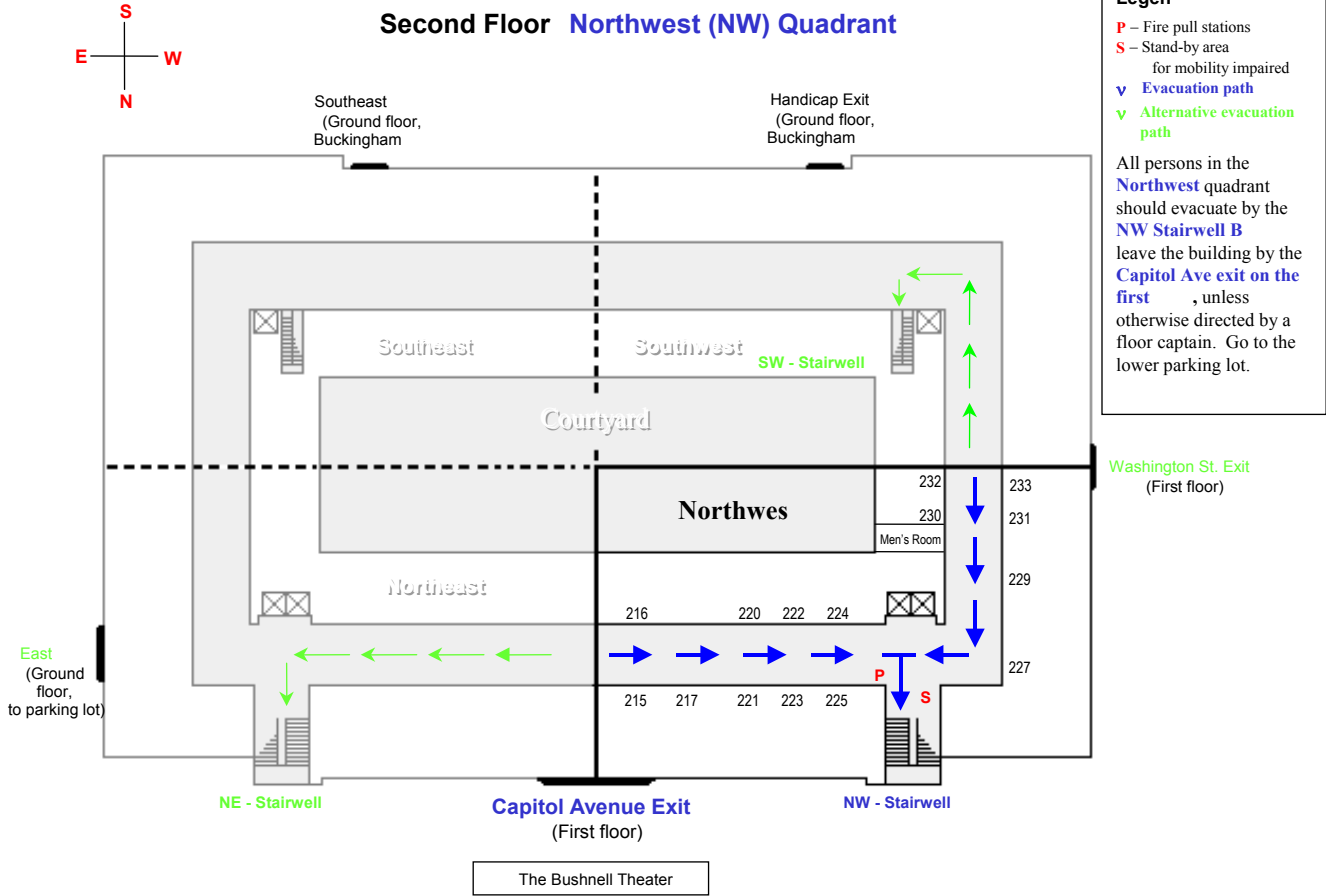


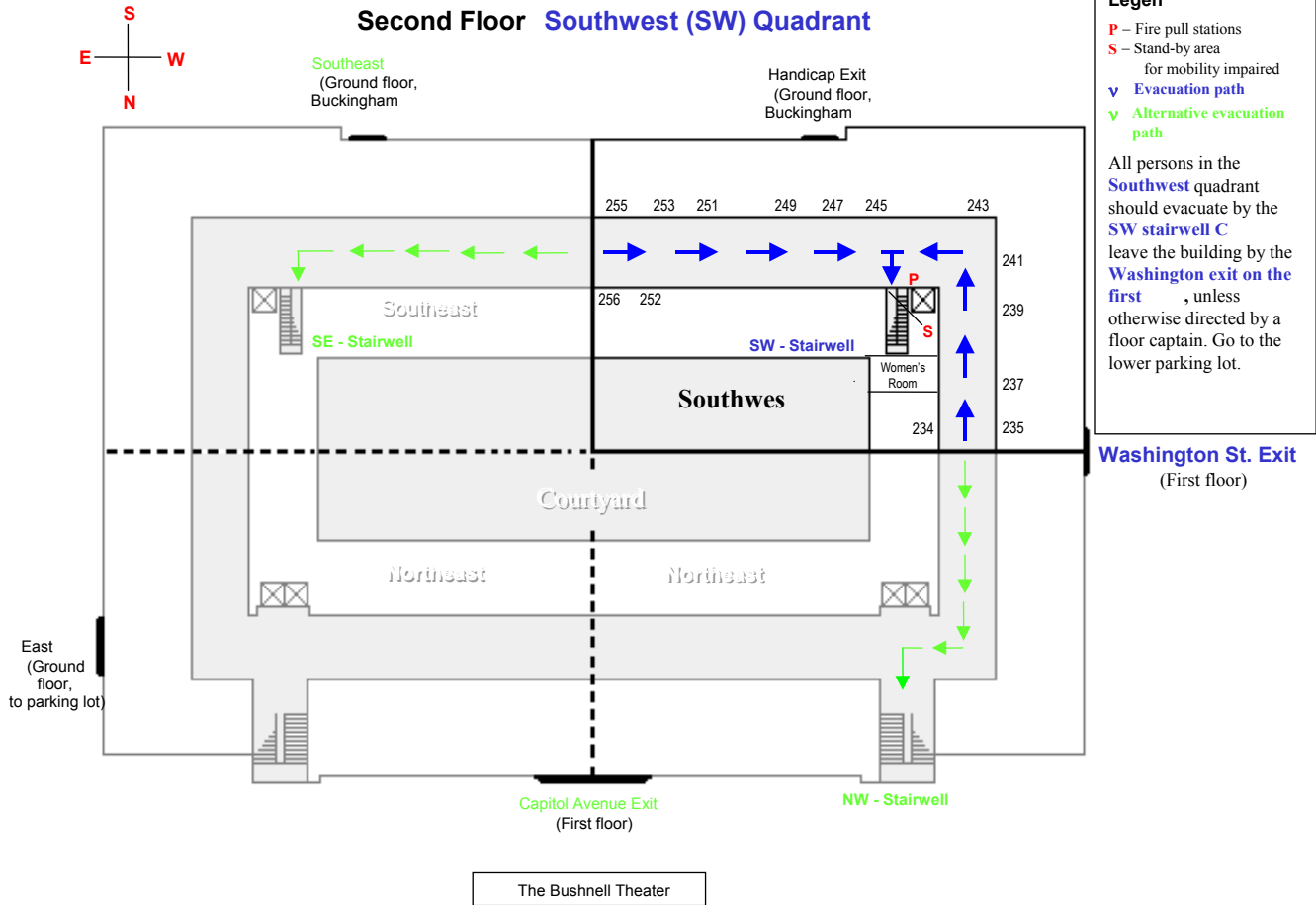


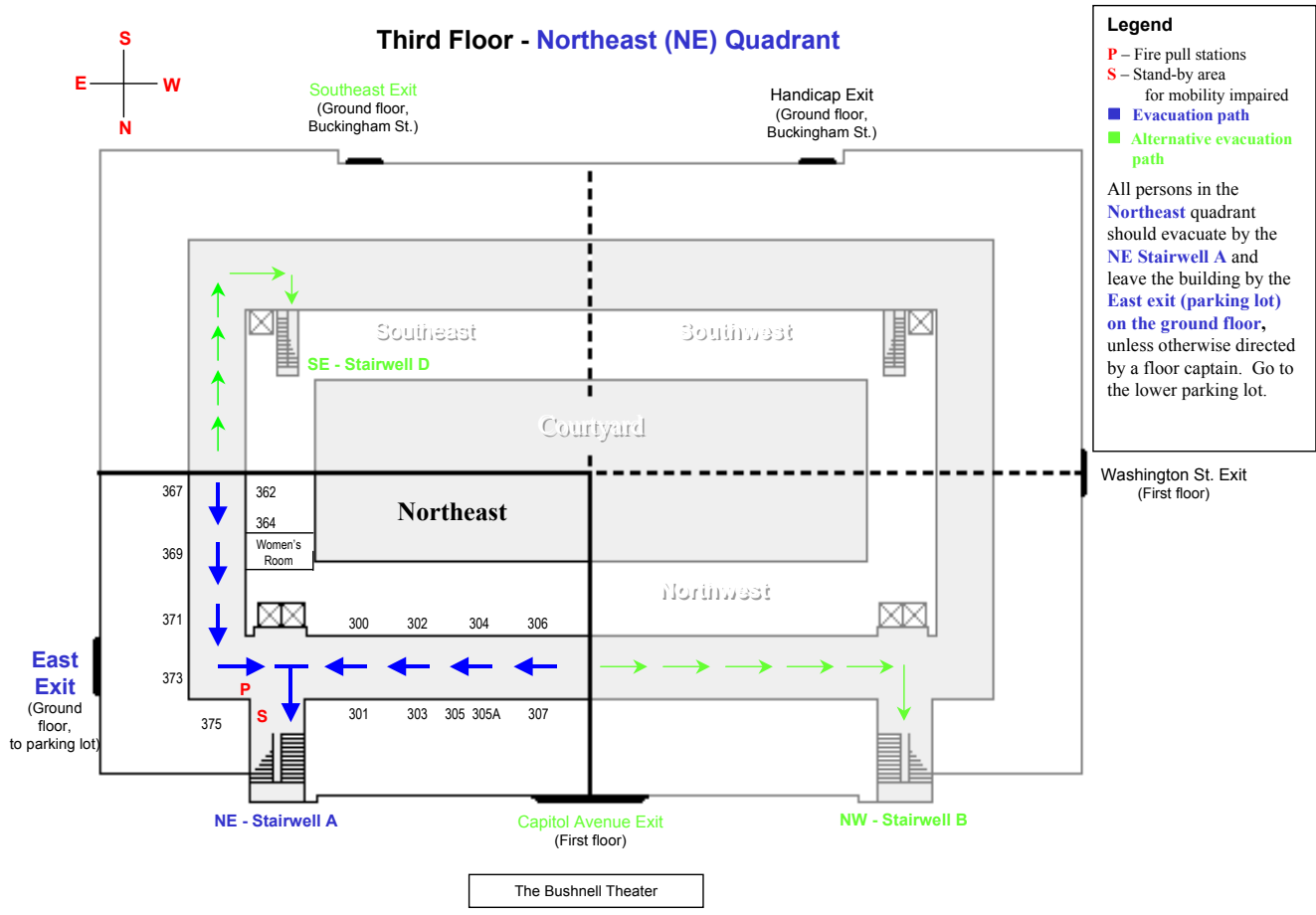
**Legend**

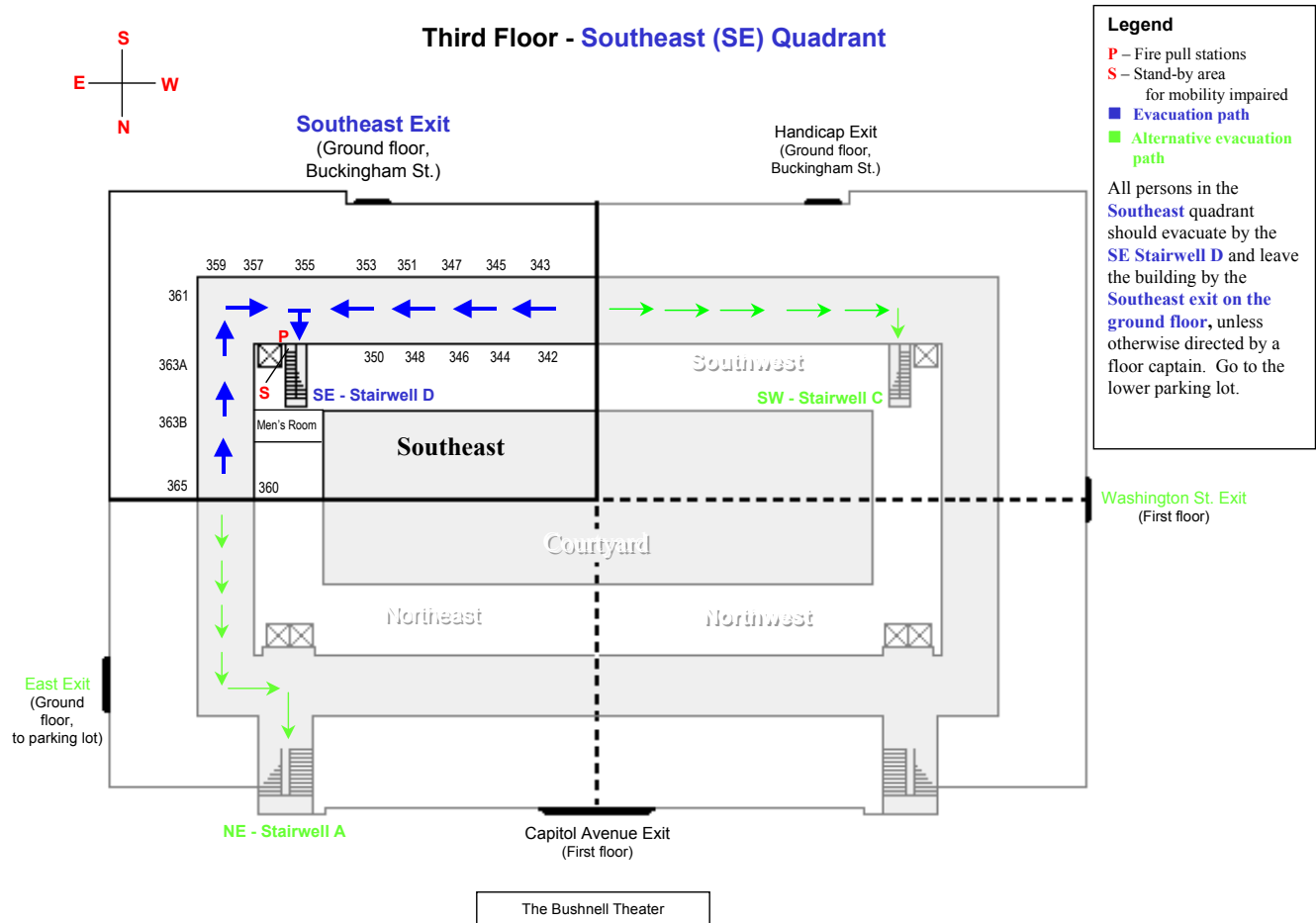
- P - Fire pull stations
- S - Stand-by area for mobility impaired
- Evacuation path
- Alternative evacuation path

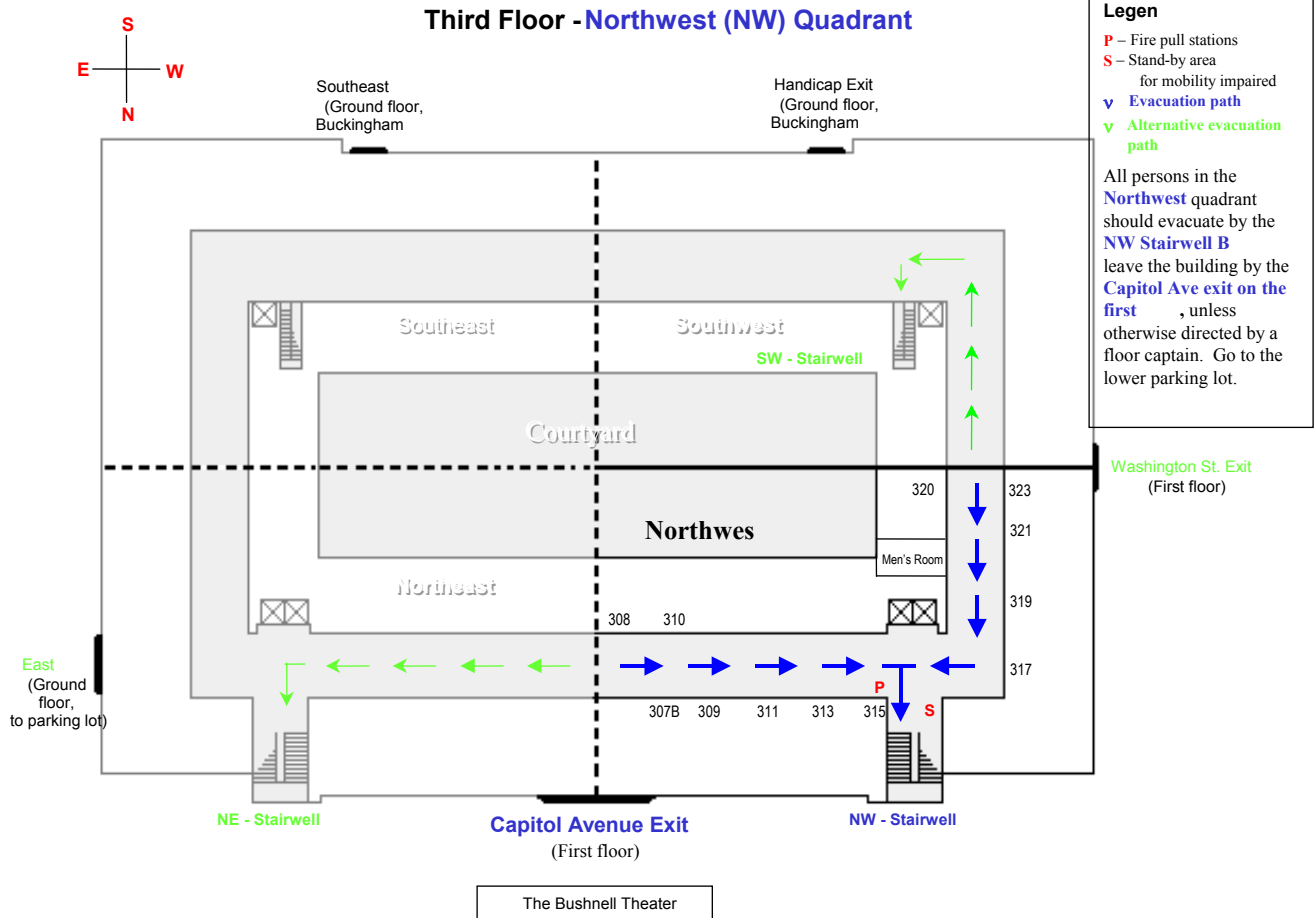
All persons in the **Southwest** quadrant should evacuate by the **SE Stairwell D** and leave the building by the **Southwest exit on the ground floor**, unless otherwise directed by a floor captain. Go to the lower parking lot.



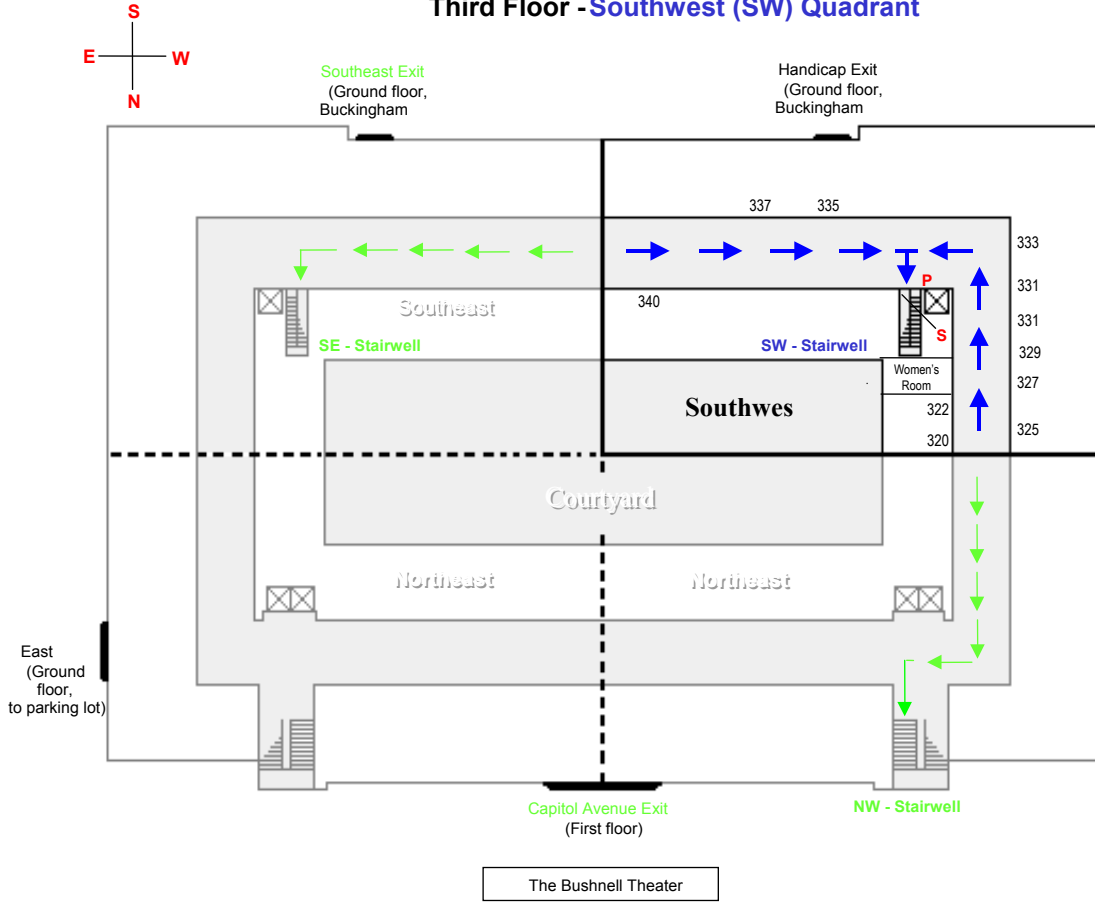








### Third Floor - Southwest (SW) Quadrant



**Legen**

- P** – Fire pull stations
- S** – Stand-by area for mobility impaired
- ↔** Evacuation path
- ↔** Alternative evacuation path

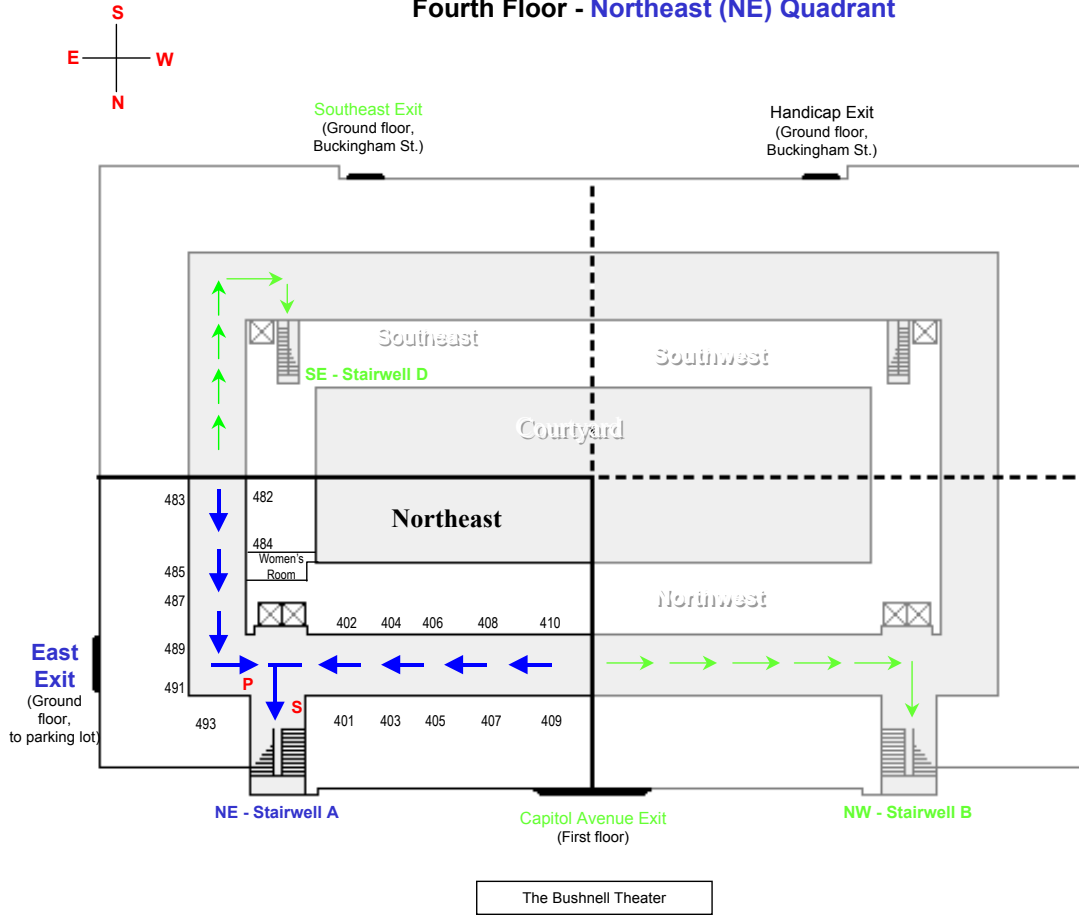
All persons in the **Southwest** quadrant should evacuate by the **SW stairwell C** leave the building by the **Washington exit on the first** , unless otherwise directed by a floor captain. Go to the lower parking lot.

**Washington St. Exit**  
(First floor)

The Bushnell Theater



### Fourth Floor - Northeast (NE) Quadrant



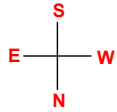
**Legend**

- P** - Fire pull stations
- S** - Stand-by area for mobility impaired
- Evacuation path
- Alternative evacuation path

All persons in the **Northeast** quadrant should evacuate by the **NE Stairwell A** and leave the building by the **East exit (parking lot) on the ground floor**, unless otherwise directed by a floor captain. Go to the lower parking lot.

The Bushnell Theater

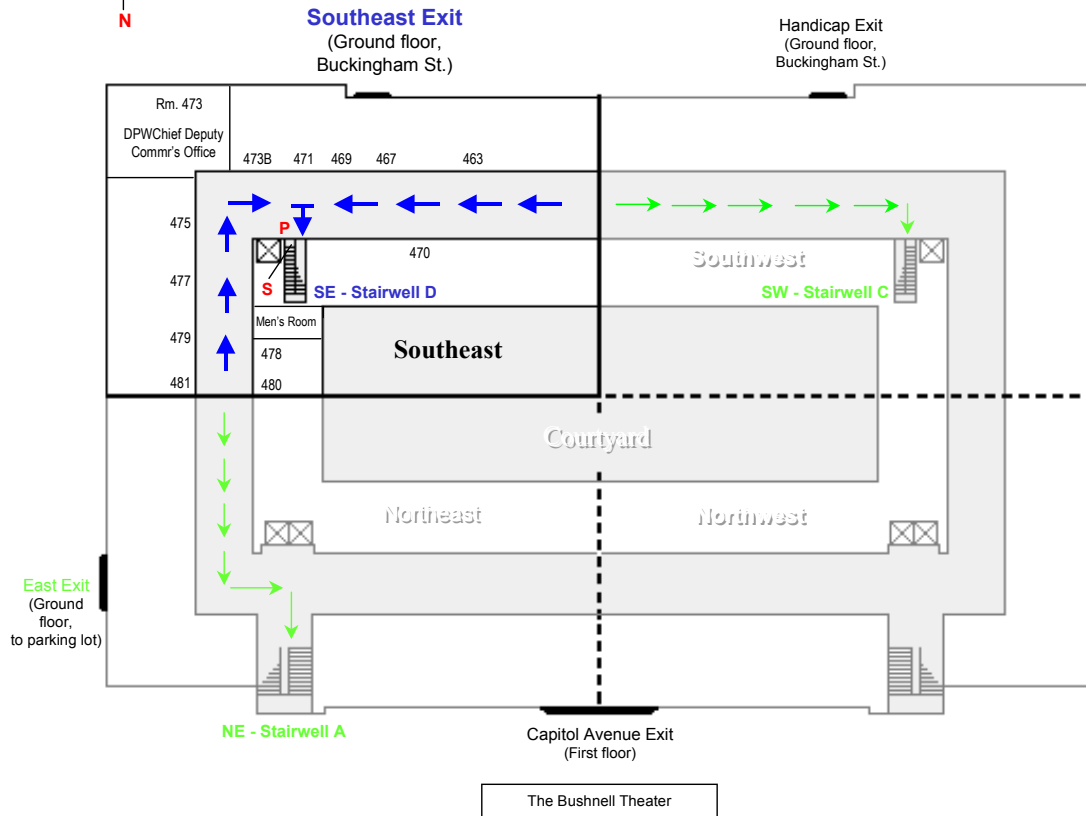
### Fourth Floor - Southeast (SE) Quadrant

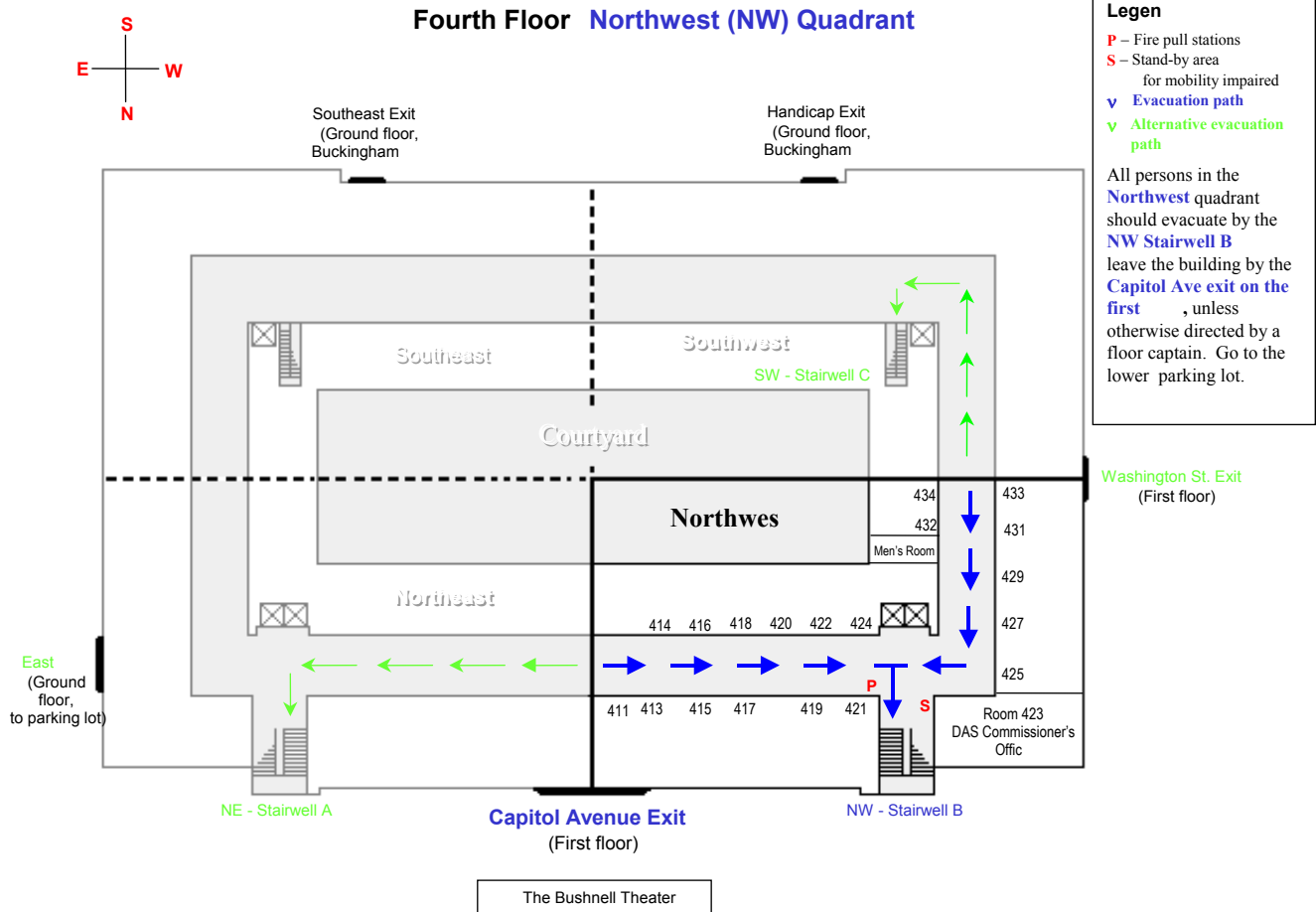


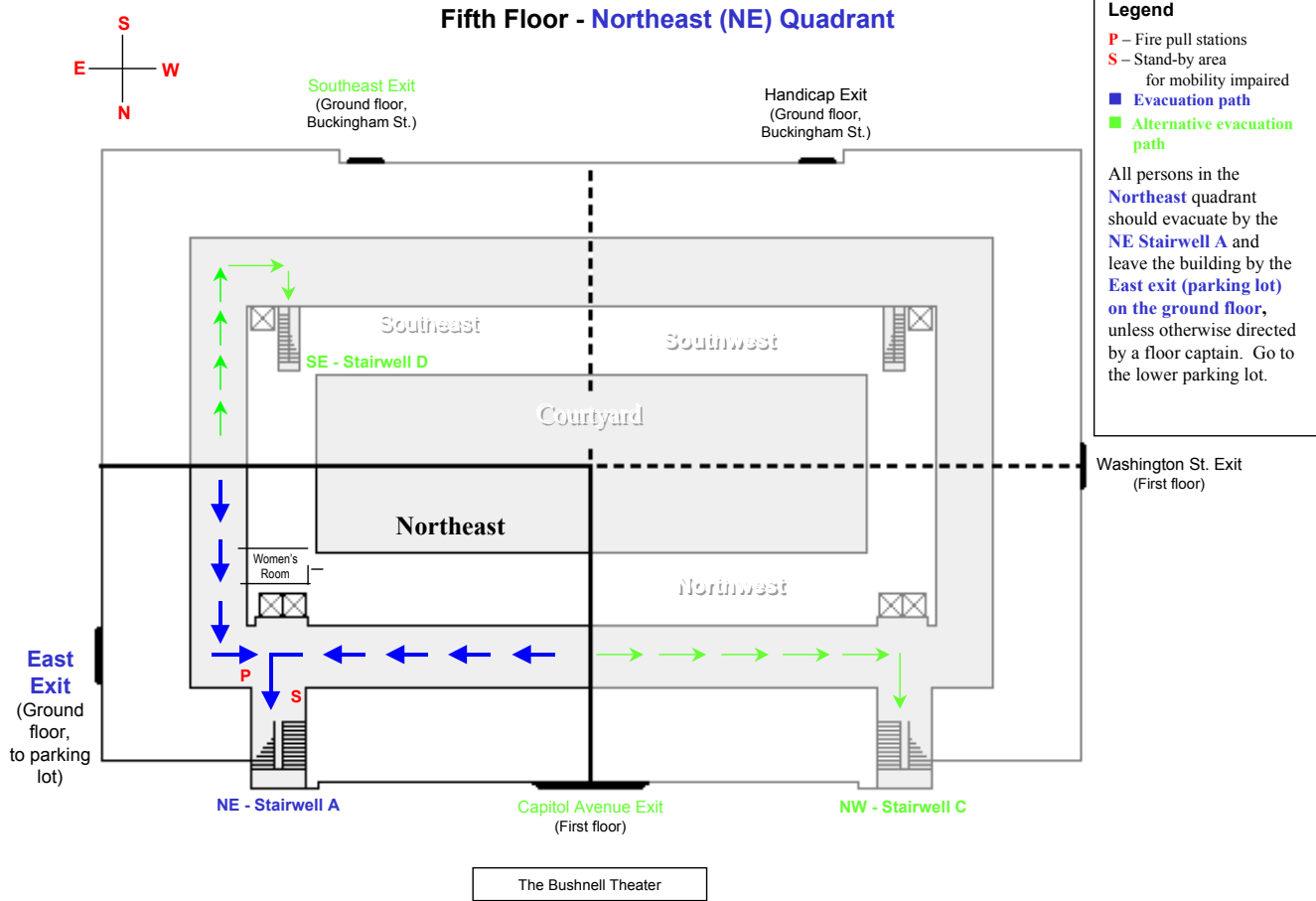
**Legend**

- P** - Fire pull stations
- S** - Stand-by area for mobility impaired
- Evacuation path
- Alternative evacuation path

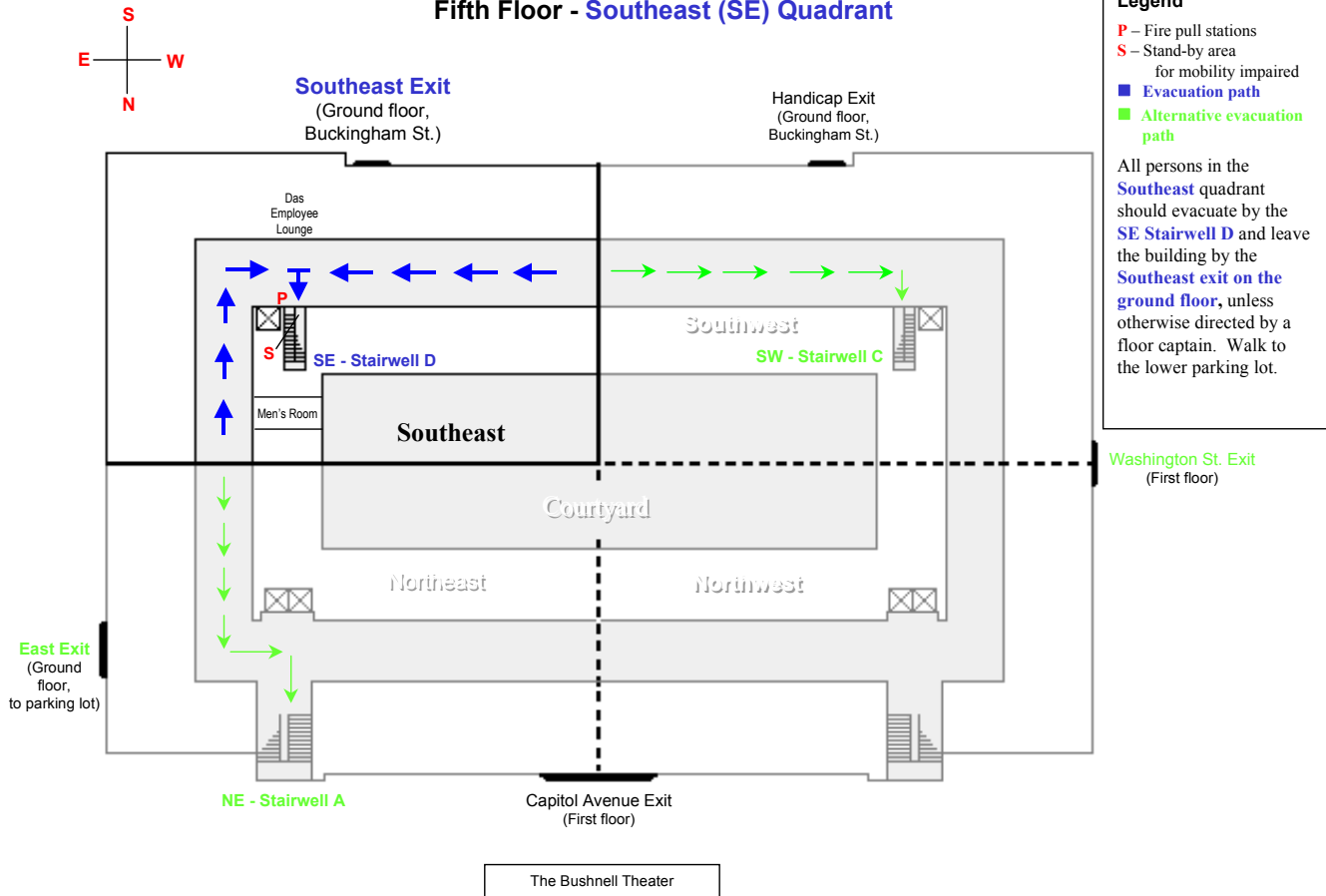
All persons in the **Southeast** quadrant should evacuate by the **SE Stairwell D** and leave the building by the **Southeast exit on the ground floor**, unless otherwise directed by a floor captain. Go to the lower parking lot.

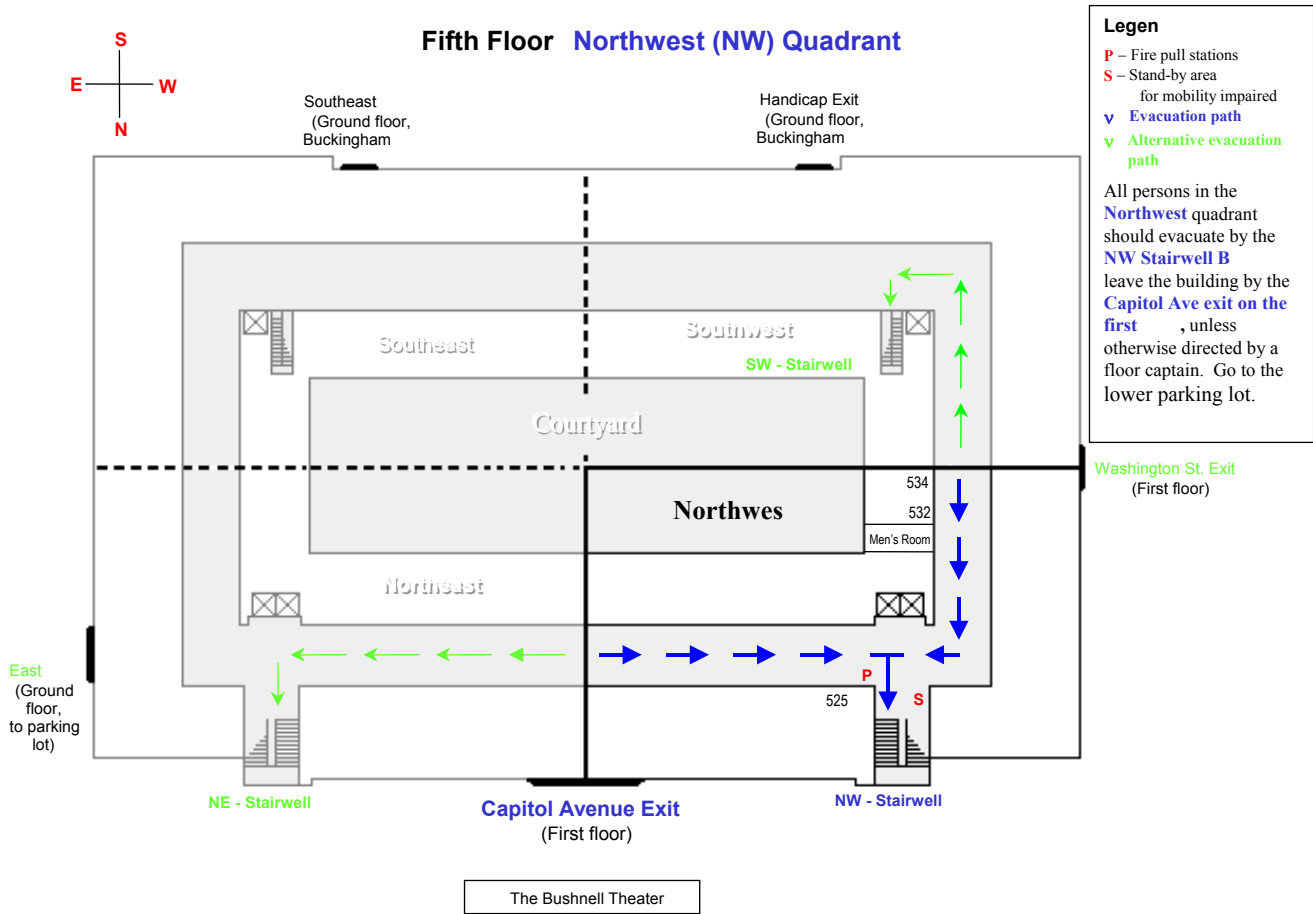


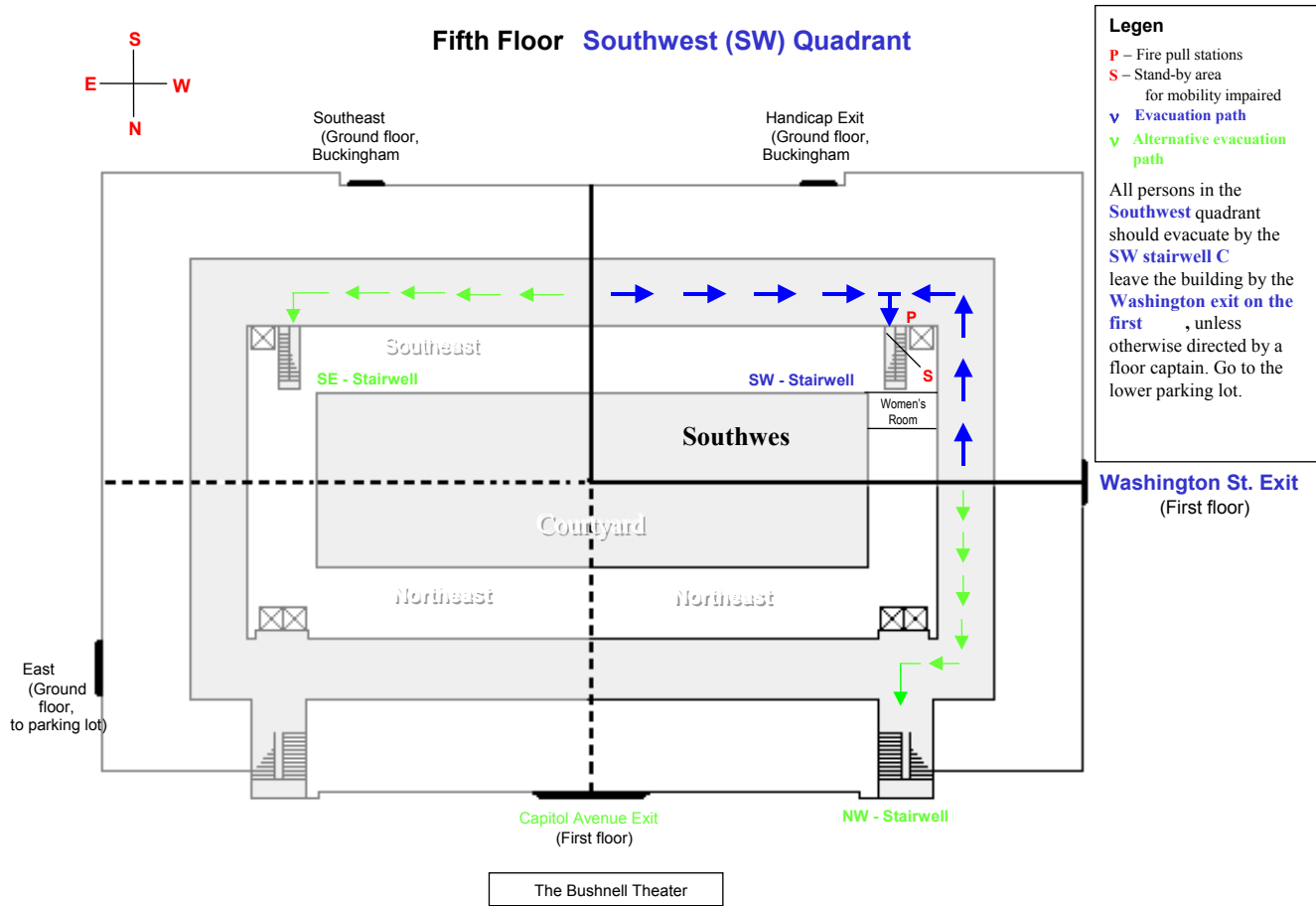




### Fifth Floor - Southeast (SE) Quadrant







## APPENDIX II Fire Drill Report

**Fire Drills shall be conducted semiannually**

Agency:	Case Number:
Address:	Date:

Person Responsible for Conducting Fire Drill: \_\_\_\_\_

Tel #. \_\_\_\_\_

Time of Alarm: \_\_\_\_\_

Time of building completely evacuated: \_\_\_\_\_

Was Evacuation Plan Followed? \_\_\_\_\_

Is Present Evacuation Plan Adequate? \_\_\_\_\_

Specific Problems: \_\_\_\_\_

Suggestions for Improvements or Changes in Procedure: \_\_\_\_\_

Next Fire Drill Scheduled for: \_\_\_\_\_

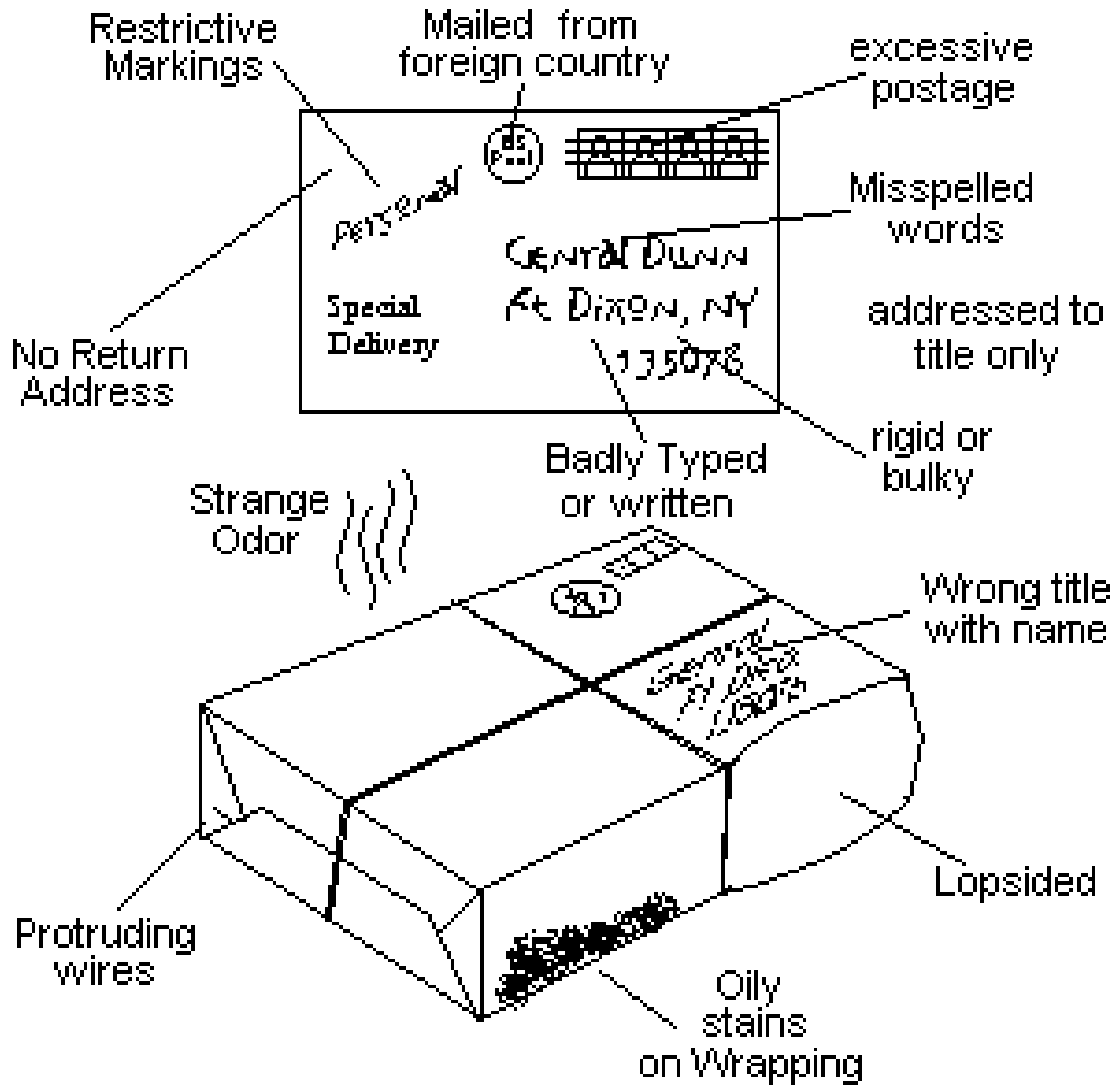
NOTE: Forward a copy of drill report to:

**Bureau of State Fire Marshall  
111 Country Club Rd.  
Middletown, CT 06457  
Attn: Wayne H. Maheu**



### APPENDIX III

## Letters and Package Bomb Indicators



**BOMB THREAT INFORMATION SHEET**

<b>QUESTIONS TO ASK CALLER:</b>	
When is the bomb going to explode?	
Where is it right now?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why?	
What is your address?	
What is your name?	
<b>EXACT WORDS OF THREAT:</b>	
Sex of caller:	Race:
Age:	Length of call:
Number at which call is received:	
<b>BOMB THREAT CARD</b>	

<b>CALLER'S VOICE:</b>	
_____ Calm	_____ Nasal
_____ Angry	_____ Stutter
_____ Excited	_____ Lisp
_____ Slow	_____ Raspy
_____ Rapid	_____ Deep
_____ Soft	_____ Ragged
_____ Loud	_____ Clearing Throat
_____ Laughter	_____ Deep Breathing
_____ Crying	_____ Crackling Voice
_____ Normal	_____ Disguised
_____ Distinct	_____ Accent
_____ Slurred	_____ Familiar
<b>If voice is familiar</b>	
<b>Who voice does it sound like?</b>	
<b>BACKGROUND NOISES:</b>	
_____ Street Noise	_____ Animal Noises
_____ Crockery	_____ Clear
_____ Voices	_____ Static
_____ PA System	_____ Local
_____ Music	_____ Long Distance
_____ House Noises	_____ Booth
_____ Office	_____ Motor
_____ Machinery	_____ Factory Noises
<b>THREAT LANGUAGE:</b>	
_____ Well spoken (educated)	_____ Incoherent (disoriented)
_____ Foul (swearing)	_____ Tape recorded
_____ Irrational (senseless)	_____ Message read by thread maker
<b>REMARKS:</b>	
Reported call to:	
Date:	
Name:	
Position:	
Phone Number	



APPENDIX IV  
**STATE OF CONNECTICUT**  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
DEPARTMENT OF PUBLIC HEALTH

**-MEMORANDUM-**

TO: Agency Heads

FROM: Commissioner T. R. Anson  
Department of Administrative Services

Commissioner Joxel Garcia, M.D., M.B.A.  
Department of Public Health

**SUBJECT: Guidelines for how to handle anthrax threats**

DATE: November 13, 2001

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Attached are guidelines to assist state agencies in responding to anthrax threats. These guidelines replace those issued on October 17 by the Department of Public Health and the addendum issued October 23 by the Department of Administrative Services. These guidelines were developed jointly to reflect the current information issued by the Center for Disease Control and Prevention, the US Postal Service, and the FBI. As new information becomes available, updates will be issued. Please share this information with your mailroom employees and other appropriate parties.

A blue one-page checklist is also attached with space for the appropriate phone numbers for your agency to be inserted in the reporting section. This should be posted in your mailrooms and in offices where mail is opened. Questions on these guidelines can be directed to our offices: Commissioner Anson at (860) 713-5800 and Commissioner Garcia at (860) 509-7101.

cc: Dr. James Hadler  
Ann Nichols

Attachments

## HOW TO HANDLE ANTHRAX THREATS

### Departments of Public Health and Public Works Guidelines for State Agencies

Letters containing *Bacillus anthracis* (anthrax) spores have been received by mail in several areas in the United States. In some instances anthrax exposures have occurred with several persons becoming infected. To prevent such exposures and subsequent infection, all state employees should learn how to recognize a suspicious package or envelope and take appropriate steps to protect themselves and others.

The following are guidelines for state agencies to respond to perceived anthrax threats. These guidelines replace those issued on October 17 by the Department of Public Health and the addendum issued October 23 by the Department of Administrative Services.

#### **The following public health principles underlie these guidelines:**

- Possible anthrax exposures constitute a situation requiring an urgent response, but not an emergency response.
- In situations where possible exposures can be assessed based on the finding of a possible source of exposure (as opposed to starting with human illness), there is time to assess the credibility of the threat, assess whether there is a substantial risk of airborne exposure to anthrax, test the suspected substance if needed and make recommendations that will assure that no one will become ill if a genuine anthrax exposure has occurred.
- It will rarely be necessary to consider immediate evacuation of a whole floor of a building or a building in response to an anthrax threat alone. This would only be necessary for possible anthrax exposures if the public health assessment suggests widespread airborne contamination in a building.

#### **DO NOT PANIC**

- Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine aerosolized mist. In most situations currently being reported, the main potential threat is getting anthrax infection of the skin (cutaneous anthrax), not the form of anthrax that results from inhalation (inhalational anthrax).
- **Inhalational** anthrax generally requires inhaling a large dose of invisibly fine powder - particles 1-5 microns in size, a size necessary to get deep into the lungs. It is technologically very difficult to get anthrax into a form where it can be readily inhaled. Reaerosolization of particles on clothing and on surfaces into particles of this size is difficult. Thus, **visible settled powders and letters or boxes that are unopened are usually not serious threats for inhalational anthrax**. The immediate risk to people exposed in these situations is small. Inhalational anthrax would be of concern if: a) a person opened a letter containing fine powder that produced a "cloud" of suspended dust or if the powder got directly into the person's face; or b) there was a real concern of aerosolization based on a credible warning that an air handling system is contaminated or warning that a biological agent was released in a public space.

#### **Identifying suspicious packages and envelopes:**

##### **Some characteristics of suspicious packages and envelopes include the following:**

- Inappropriate or unusual labeling
  - Excessive postage

- handwritten or poorly typed addresses
- misspellings of common words
- strange return address or no return address
- incorrect titles or title without a name
- not addressed to a specific person
- marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
- marked with any threatening language
- postmarked from a city or state that does not match the return address
- Appearance
  - powdery substance felt through or appearing on the package or envelope
  - oily stains, discolorations, or odor
  - lopsided or uneven envelope
  - excessive packaging material such as masking tape, string, etc.
- Other suspicious signs
  - excessive weight
  - ticking sound
  - protruding wires or aluminum foil

If a package or envelope appears suspicious, DO NOT OPEN IT.

**Handling of suspicious packages or envelopes:**

- Step 1: Do not panic**
- Step 2: Report the incident to your supervisor**
- Step 3: Turn off the local air conditioner or fan**
- Step 4: Cover the item**
- Step 5: Secure the room and prevent others from entering**
- Step 6: Wash hands with soap and water or use bacterial wipes**
- Step 7: Move to an isolated room nearby, if possible—if not, stay at the site**
- Step 8: Obtain names and phone numbers of all persons in the area**
- Step 9: Wait for further instructions**

**Instructions for Supervisors, Human Resources, Security:**

**Step 1: Do not panic**

1. Handle any item suspected of contamination with care.
2. Do not shake, bump or move it.
3. Do not open, smell or taste it.
4. Do not pull the fire alarm.

**Step 2: Report the incident to your supervisor**

1. Notify your supervisor and describe the incident in detail.
2. Your supervisor will immediately contact building security (\_\_\_\_\_), the property manager (\_\_\_\_\_) and human resources (\_\_\_\_\_).
3. Building security and human resources will assess the level of immediate security and/or health threat and human resources will call the appropriate authorities for help.\*

### **Step 3: Turn off the local air conditioner or fan**

1. Turn off the local air conditioner or fan, if possible.
2. Law enforcement will advise whether the entire ventilation and heating system should be shut down.
3. If so, the property manager will handle this.

### **Step 4: Cover the item**

1. Do not walk or pass the item around. Do not call co-workers to the area.
2. If you have already handled the item, put it in a drawer.
3. If you have not handled it, cover it with anything (e.g. clothing, paper, trashcan, etc.) if this can be done safely. Do not remove the cover.

### **Step 5: Secure the room and prevent others from entering**

1. The area should be secured to prevent others from entering.
2. Cordon off the room/cubicle; obtain help from building security to do this, if necessary.

### **Step 6: Wash hands with soap and water or use bacterial wipes**

1. If there is a sink in the room, anyone who touched the item should wash their hands with soap and water.
2. If there is no sink, wipe hands with bacterial wipes.
3. As soon as practical, shower with soap and water.

### **Step 7: Move to an isolated room nearby, if possible—if not, stay at the site**

1. If you can leave the area and move to an alternate room nearby that is isolated, you should do so.
2. Anyone who touched the item or was in the vicinity should move to this room and wait for further instruction.
3. If no room is available, remain at the site until you receive instructions from emergency response personnel.

### **Step 8: Obtain names and phone numbers of all persons in the area**

1. List all persons who have touched the item or are in the immediate vicinity.
2. Include contact information, such as phone numbers.
3. Have this information available for law enforcement authorities and other emergency responders.

### **Step 9: Wait for further instructions**

1. If a determination is made by law enforcement authorities or emergency responders that anyone was exposed, you will be provided with further directions.
2. Once officials arrive, necessary decontamination procedures will be determined.
3. Follow-up testing for potential anthrax contamination may take between 24-48 hours. Persons exposed to anthrax are not contagious.

\* Note: Human resources will call the **State Police at 1 (800) 842-0200** (or if busy, 860-685-8190) and the **Department of Administrative Services at (860) 713-5811** (after hours or for an emergency, use pager number: (203) 835-4769, enter your area code and phone number at the beep and your call will be returned). Both agencies have coverage 24 hours a day. Human resources will also contact the agency head. **For agencies with multiple locations, the on-site supervisor or manager should call HR, DPS, and DAS.**

### Evacuation procedures:

1. When law enforcement officials arrive, the property manager will provide them with building-related information. If there appears to be potential for airborne exposure to powder or chemicals, the property manager may be directed to shut down the ventilation on the suspect floor and not resume operation until further notice.
2. Agency representatives who are authorized to make decisions on behalf of the occupying agency/ies should provide a detailed accounting of the incident and names of individuals involved. In addition, whenever possible, individuals who were present at the time of the incident should be prepared to relay information (possibly via telephone) to the on-scene commander.
3. In the event of a credible anthrax threat, it is likely those persons in the immediate area of potential exposure will be evacuated and possibly subsequently decontaminated. It is unlikely an entire building will be evacuated. The on-scene commander (normally, the local fire department) will make this determination. **If the building must be evacuated**, there is plenty of time in which to do it. **This must be done by telephone communication- not fire alarm-** and employees should be instructed to take their coats, purse and keys. Mobility-impaired individuals should take elevators. Others should evacuate by stairs in a calm manner as described in existing emergency action/response plans.
4. The property manager should take pertinent mechanical system and building plans, Material Safety Data Sheet (MSDS) information and storage location of on-site chemicals and keys.
5. Following obtaining samples for testing, removal of suspect material and decontamination of the immediate area by emergency response personnel, the building may be reoccupied and normal activities resumed, if so recommended by the on-scene commander in collaboration with other response personnel and DPH.
6. If an area is subsequently found to have received heavy contamination with anthrax or other biological agents or chemicals, the property manager may need to contact an outside environmental contractor to perform a thorough decontamination of the immediate area before reopening the area.
7. In the case of potential anthrax contamination, definitive testing may take between 24 to 48 hours. The name, agency, title, and telephone number of agency liaisons and the property manager should be given to the on-scene commander for notification of test results. If follow-up testing confirms the presence of anthrax, DAS, property management and agency liaisons in collaboration with DPH officials, the FBI and other response personnel will outline follow-up activities.
8. Property managers and agency heads need to establish alternate sheltered gathering areas in the event of inclement weather and lengthy waiting periods with possible provisions for food, bathroom facilities and transportation.
9. Supervisors should make every effort to know where employees are at all times and be prepared to provide this information, when requested, in the event of an emergency.
10. REMINDER: Agency heads must establish a call chain for notification of evacuation. Agency heads must ensure this policy is disseminated to employees.

11. The timing by which the area can be reused should be determined based on the assessment of credibility of the threat. That assessment should be done by the State Police in conjunction with the DPH.
  - Where there is **no highly credible threat**, persons can reuse the area immediately upon decontamination. A threat of low credibility includes a situation such as finding white powder on a surface such as a desk, chair, counter, floor without a warning note.
  - Where the **credibility of the threat is high**, the area can be reused once decontamination has occurred and a screening test is completed that shows that no anthrax is present. A threat would be considered high credibility if a brown or sandy-colored powder came out of an envelope and was accompanied by a threatening note.
  
12. This policy should be included in your emergency response manuals and plans.



## **ANTHRAX THREATS ON STATE PROPERTY**

### **Summary Instructions for Supervisors, Human Resources, and Building Security**

*If I am called by an employee who has a suspicious letter or who has found a suspicious powder, what should I do?*

#### **Supervisor**

- Notify the building security official and Human Resources.
- Turn off the fan or air conditioner.
- Be sure all persons physically exposed to the substance in question remain in an area on the same floor of the building together to await further instruction re: whether decontamination is needed.
- Wait for further instructions.

#### **HR and/or security**

- Gather all information regarding the incident.
- Help assess the level of immediate security and health threat.
- Notify the appropriate authorities:
  - If there is no immediate security threat and no threat of anthrax, no further action is necessary. The letter, package or powder in question can be disposed of without special instruction.
  - If there is a possible anthrax threat, then call the: a) agency head; b) State Police at 1 (800) 842-0200 (if busy, call (860) 685-8190); and c) DAS at (860) 713-5811 (after hours or for an emergency, use pager number (203) 835-4769). Enter your area code and phone number at the beep and your call will be returned. Both DPS and DAS have coverage 24 hours a day.
- Secure the room
- Wait for further instructions. As needed, State Police and DAS will take over the situation and determine whether additional state agencies should be consulted, including DPH and DEP. The DPH Infectious Diseases Division provides assistance on criteria for evacuation, the extent to which decontamination is needed, and when potentially contaminated areas can be reused. The DEP Oil and Chemical Spills Response Division responds to hazardous materials incidents that pose a credible threat either directly or through support to DPS.