

 <b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE		NO. 2001
	<b>Emergency Procedures - Central Office Location</b>		DATE 5/5/2016
SUPERSEDES DIR #2001 Dtd. 05/05/2014	DISTRIBUTION A	PAGES PAGE 1 OF 4	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directive #2124	APPROVING AUTHORITY 		

- I. **DESCRIPTION:** This policy outlines basic procedures for emergency situations that may occur at any one of the Central Office locations in the Albany area. Pertinent to these procedures is the availability of all emergency telephone numbers. It is the responsibility of each Central Office employee to have ready access to all emergency telephone numbers (Police, Fire, and Ambulance) and to know the location of the nearest fire hose and extinguisher.
- II. **DISCOVERY OF FIRE**
- A. Activate nearest fire alarm device and dial 911 if possible.
- B. Evacuate building
1. Walk to the nearest exit;
  2. Escalators and Elevators are NOT to be used;
  3. Last person out of the room should close the door(s); and
  4. In the event of inclement weather, take outer clothing with you, but do not stop to don clothing or boots.
- C. Notify Fire Department
1. Give pertinent information;
  2. Wait for acknowledgment before hanging up; and
  3. If off-Campus, notify the Communications Control Center (457-5902) after leaving the building and notifying the Fire Department.
- D. Supervisor Responsibility
1. Assemble staff in nearest parking lot;
  2. Take attendance to ensure that all staff have safely exited;
  3. Notify fire officials immediately if any staff member is missing; and
  4. Do not leave area unless directed to do so by executive in charge.
- E. Re-entry: Re-entry shall be at the direction of the executive in charge after clearance from the fire officials.
- F. Drills
1. Fire drills should be conducted three times per year; and
  2. At least one evacuation coordinator (floor marshal) should be designated by each Division Director. The evacuation coordinator is responsible for monitoring evacuation and assisting any handicapped employees when evacuation is necessary.

### III. RECEIPT OF BOMB THREAT

- A. If a bomb threat is received by telephone, the staff member receiving the threat should attempt to obtain information.
- B. The receiver should record the date and time of the call, the telephone number called, and EXACTLY what the caller said. The receiver should be attentive to any background noise, accent of the caller, tone of speech (slow, excited, etc.) to help in the apprehension of the caller. (See attached Checklist.)
- C. The receiver should immediately report the incident to his or her supervisor and provide all available details.
- D. The supervisor will immediately notify the Communications Control Center (457-5902) and await further instructions as to evacuation or other appropriate action. If the time of threatened detonation is within an hour, evacuate before notifying Facility Operations (see Section II-B).
- E. Under no circumstances is an employee to search for or touch any suspected incendiary device.
- F. If the threat is received through the mail, notify the Communications Control Center immediately.

### IV. MEDICAL EMERGENCIES

- A. Any employee with a health condition that requires special treatment or a "medical alert" in the event of an illness or injury is responsible for notifying their supervisor of this condition.
- B. Supervisors should identify all employees who have formal medical emergency training (Nurses, First Responders, EMTs, Paramedics, etc.) and verify that they are willing to render assistance if needed.
- C. Employees who have been trained in the use of the Automatic External Defibrillator (AED), as described in Directive #2124, "Automatic External Defibrillators," shall note the location of the unit nearest their workstation as follows:
  - Building #9 (1 unit): Elevator Lobby
  - Training Academy (9 units): ISO Office, Field House, Annex Entrance, Range #1, Range #2, TSU Box Truck, CERT Trailer #1, CERT Trailer #2, and CERT Transportation
  - 550 Broadway Menands (5 units): ITS Corridor, Corcraft Installation and Repair Unit, Inmate Lunchroom, Support Operations, and Quartermaster
  - 150 Broadway Menands (1 unit): 5<sup>th</sup> floor Central Depository
  - 800 North Pearl Street (5 units): 3<sup>rd</sup> floor hallway outside of Substance Abuse Treatment Services, hallway across from Program Planning and Research, inside MIS Telecommunications, hallway near vending machines/freight elevator, and basement level Employee Investigations Unit
  - 97 Central Avenue (5 units): Basement front hallway (near stairwell), 1<sup>st</sup> floor in front lobby (next to elevator), 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floor in front elevator lobby
  - 145 Central Avenue (2 units): 1<sup>st</sup> floor east side and 1<sup>st</sup> floor west side
  - 10 North Russell Road (1 unit): 1<sup>st</sup> floor reception area
  - 845 Central Avenue (1 unit): Lower level, outside employee lunch room

- D. If an employee becomes seriously ill or injured, medical assistance should be requested immediately. If on Campus, notify the Capital Police (Dial 911). If at an off-Campus location, call the designated emergency service directly.
- E. An employee should be directed to watch for the arrival of emergency personnel and direct them to the appropriate location.
- F. The employee's supervisor is responsible for notifying a family member, and providing pertinent information to emergency personnel and/or the hospital.

Bomb Threat Checklist - Central Office

- The receiver of a telephone bomb threat should record all information, and if possible, ask the caller additional questions as noted below.
- The receiver should immediately report the incident to his or her supervisor and provide all available details.
- At the earliest opportunity, the receiver should complete the Bomb Threat Checklist form.

Date \_\_\_\_\_ Time of Call \_\_\_\_\_

Telephone No. Called \_\_\_\_\_ Office/Location \_\_\_\_\_

Receiver of Call \_\_\_\_\_ Title \_\_\_\_\_

Questions to Ask Caller

Where is the specific location?  
\_\_\_\_\_

When will it explode?  
\_\_\_\_\_

What is it made of?  
\_\_\_\_\_

What does it look like?  
\_\_\_\_\_

What is your name?  
\_\_\_\_\_

Voice: Male  Female  Child  Teenager  Adult

Caucasian  Black  Hispanic  Foreign

Background Noise? (e.g., machinery/music/traffic/animals) \_\_\_\_\_

Have you heard the voice before? \_\_\_\_\_

Statements made by the caller: \_\_\_\_\_

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