



A Guide to  
**EMERGENCY  
PROCEDURES**



**Jewish Federation<sup>®</sup>**  
OF GREATER METROWEST NJ

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# TABLE OF CONTENTS

**1**

ACTIVE SHOOTER

**2**

TRAUMA CARE RESPONSE

**3 & 4**

BOMB THREATS

**5**

BOMB THREAT EVACUATION

**6**

BOMB THREAT CHECKLIST

**7**

SUSPICIOUS MAIL

**8**

FIRE

**9**

FIRE EXTINGUISHERS

**10**

EVACUATING DISABLED PERSONS

**11**

LOCKDOWN

**12**

SHELTER-IN-PLACE



## INTRODUCTION

**The Emergency Procedure Guide was created to help members of our Jewish community navigate emergency situations appropriately. It combines recommended guidelines from government agencies such as:**

- Federal Bureau of Investigation
- U.S. Department of Homeland Security
- U.S. Federal Emergency Management Agency
- U.S. Postal Service
- Centers for Disease Control


Everyone must take a **proactive approach** toward maintaining a safe environment, and the responses outlined in this booklet will help prepare you should an emergency arise.

Please familiarize yourself with this guide and review its contents carefully – your knowledge will make a difference during an emergency and could save lives. Accidents, injuries, and other unexpected crises can occur at any time and place. Being prepared both mentally and physically for the unexpected is the first and best strategy to minimize an incident.

### IF YOU HAVE ANY QUESTIONS

concerning any of the information presented in this guide, please contact Robert Wilson at:

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 (973) 929-2921



## EMERGENCY CONTACT NUMBERS

### **Police/Fire/Ambulance 911**

Local Police Department \_\_\_\_\_

Local Fire Department \_\_\_\_\_

Gas/Electric Company \_\_\_\_\_

### **Other Important Contact Numbers:**

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## ACTIVE SHOOTER

**In the event that a person threatens the personal safety of members of our community, the following are response options for active shooter situations:**

### **RUN: Escape if possible**

- If you think you can safely make it out of the building by running, then do so. If capable, assist in removing children or any person with a disability from the immediate area.
- Leave your belongings behind.
- Look and listen to where the threat is. Move away from the threat and away from the noise and commotion.

### **HIDE: If escape is not possible**

- If you are near an office or space that locks from the inside, this will be a good option.
- Call or text 911 when and if safe to do so.
- Remain as quiet and calm as possible.
- Turn off lights and all audio equipment. Place cell phones on silent.
- Lock all windows. Cover and stay away from windows or openings that have a direct line of sight into the hallway. Remain in place until “all clear” is given.

### **FIGHT: As an absolute last resort**

- Engage as a last resort when your life is in danger. Act as aggressively as possible to incapacitate the shooter. Use improvised weapons or throw items.
- Commit to your actions: the situation is not hopeless.

### **ACTIONS TO AVOID**

- *Do not run in a straight line*
- *Do not sound the fire alarm*
  - *Do not scream*



## TRAUMA CARE RESPONSE: BLEEDING CONTROL

**First, ensure your own safety, then follow the ABC's of Bleeding:**

**A : ALERT** – CALL 9-1-1. This will notify emergency medical responders and/or police officers to proceed to the scene.

**B : BLEEDING** – Find the injury and source of the bleeding. Open or remove the clothing over the wound so you can clearly see it. Look for and identify “life-threatening” bleeding.

**What is “life-threatening” bleeding?**

- Blood that is spurting out of the wound
- Blood that won't stop coming out of the wound
- Blood that is pooling on the ground
- Clothing or bandages that are soaked with blood
- Loss of all or part of an arm or leg
- Bleeding in a victim who is now confused or unconscious

**C : COMPRESS** – Apply pressure to stop the bleeding. There are several methods that can be used to stop bleeding, and they all have one thing in common – *compressing a blood vessel*.

**If you DON'T have a trauma first aid kit, apply direct pressure on the wound:**

- Cover the wound with a clean cloth and apply pressure by pushing directly on it with both hands.

**If you DO have a trauma first aid kit:**

- For life-threatening bleeding from an arm or leg when a tourniquet is available:
  - Apply the tourniquet
- For life-threatening bleeding from an arm or leg when a tourniquet is NOT available OR for bleeding from the neck, shoulder or groin:
  - Pack (stuff) the wound with bleeding control gauze (also called hemostatic gauze), plain gauze, or a clean cloth, and then apply pressure with both hands



## BOMB THREATS

**Bombings and bomb threats are now harsh realities in today's world. While most bomb threats turn out to be hoaxes and most suspicious packages are harmless, it is important that all threats and suspicious objects be treated seriously.**

Time is of the essence when a bomb threat is received, and we must be ready to react quickly and efficiently to minimize the risk of injury to our community and visitors. These guidelines are designed to help community members prepare for the potential threat of explosive-related violence.

### **Phoned Threat:**

- Remain calm and DO NOT HANG UP
- If possible, signal other staff members to listen and notify Site Decision Maker(s) and authorities
- If the phone has a display, copy the number and/or letters on the window display
- Write down the exact wording of the threat
- Keep the caller on the line for as long as possible and use the *Bomb Threat Checklist* (section 6) to gather as much information as you can
- Record, if possible
- Fill out the *Bomb Threat Checklist* immediately
- Be available for interviews with the building's emergency response team and law enforcement

### **Verbal Threat:**

- If the perpetrator leaves, note the direction in which they went
- Notify the Site Decision Maker(s) and authorities
- Write down the threat exactly as it was communicated
- Note the description of the person who made the threat



## BOMB THREATS *(continued)*

### Written Threat:

- Handle the document as little as possible
- Notify the Site Decision Maker(s) and authorities
- Rewrite the threat exactly as is on another sheet of paper and note the following:
  - Date/time/location document was found
  - Any situations or conditions surrounding the discovery/delivery
  - Full names of any personnel who saw the threat
  - Secure the original threat; DO NOT alter the item in any way
  - If small/removable, place in a bag or envelope
  - If large/stationary, secure the location

### Emailed Threat:

- Leave the message open on the computer
- Notify the Site Decision Maker(s) and authorities
- Print, photograph, or copy the message and subject line; note the date and time

### Suspicious Objects:

How quickly and safely you react to suspicious or unattended objects can save lives, including your own:

- DO report suspicious activity, unattended objects, or a potential bomb threat to authorities immediately, follow instructions, and evacuate the area
- DO provide as much detail as possible to authorities
- DO seek distance and cover – these are the best means to reduce the risk of injury
- DO NOT approach or inspect suspicious objects or unattended packages
- DO NOT congregate near the incident scene – it may impede first responders and there could be a risk of secondary attack





## BOMB THREAT EVACUATION

**If it is determined that an evacuation is necessary, bomb-threat evacuations will follow the same procedure as the one used for fire evacuations.**

Consideration should be given to awaiting police response prior to evacuation to ensure the safety of evacuees once outside of the building.

- Select evacuation routes and assembly areas that are not in the vicinity of the suspicious item; ensure these routes have been searched and cleared
- Notify police/fire/EMS of evacuation and request assistance
- Account for all personnel
- Evacuation Team confirms the building is empty
- Bring emergency kit and building trauma kits, if available
- Advise all evacuees to remove all personal items (e.g., purses, backpacks)



# BOMB THREAT CHECKLIST

**Date:**

**Time:**

**Time caller hung up:**

**Phone number where call received:**

**ASK CALLER:**

Where is the bomb located? (building, floor, room, etc.)

When will it go off?

What does it look like? What kind of bomb is it?

What will make it explode?

Did you place the bomb? YES NO

Why?

What is your name?

**EXACT WORDS OF THREAT:**

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**INFORMATION ABOUT CALLER:**

Where is the caller located? (background/level of noise)

Estimated age?

Is the voice familiar? If so, who does it sound like?

Other points:

**CALLER'S VOICE:**

- Female
- Male
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Excited
- Laughter
- Lisp
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

**BACKGROUND SOUNDS:**

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

**THREAT LANGUAGE:**

- Incoherent
- Message read
- Taped message
- Irrational
- Profane
- Well-spoken

**OTHER INFORMATION:**



## SUSPICIOUS MAIL

**If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender:**

1. Do not open.
2. Isolate the mailing and evacuate the immediate area.
3. Do not put it in water or a confined space such as a desk drawer or filing cabinet.
4. If possible, open windows in the immediate area to assist in venting potential explosive gases.

*If you have any reason to believe a letter or package is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent —*

**instead, call your local police department and then contact a U.S. Postal Inspector at (877) 876-2455.**



## FIRE

### **IF YOU DISCOVER A FIRE:**

**Pull the nearest fire alarm box, exit the building immediately, and call 911 when safe to do so.**

### **Be prepared to:**

- Provide specific condition (smoke, fire, etc.)
- Provide specific location (floor, room)
- Provide your name and location
- Confine the area by closing the doors behind you if convenient.  
DO NOT LOCK DOORS
- Do not use elevator
- Notify those in the immediate area of the danger
- Assist in removing any person with a disability or children from the immediate area
- Follow the directions of security, maintenance, and emergency responders

### **Plan how you would escape in case of a fire:**

- Know your emergency evacuation route in advance
- Be prepared to use an alternate exit in case your primary route is obstructed
- Know your escape routes well enough to be able to make your way in the dark or in dense smoke



## FIRE EXTINGUISHERS

### **Fire extinguishers are located throughout the building.**

Please familiarize yourself with their locations. Ensure that you have a clear escape route before using an extinguisher. Always notify leadership and maintenance of any use of extinguishers or other concerns related to fire extinguishers.

A straightforward way to remember how to use a fire extinguisher is to remember the acronym **PASS**, which stands for Pull, Aim, Squeeze and Sweep.

- **PULL** the pin. This will allow you to discharge the extinguisher.
- **AIM** at the base of the fire. If you aim at the flames, the extinguishing agent will fly right through. You want to hit the fuel at the base of the fire.
- **SQUEEZE** the top handle lever. This releases the pressurized extinguishing agent.
- **SWEEP** from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, and then move forward. Once the fire is out, watch the area in case it re-ignites.

*If you have the slightest doubt about your ability to fight a fire, **EVACUATE IMMEDIATELY!***

The following steps should be followed when responding to a fire that is limited to the original material ignited, when it is contained (such as in a waste basket) and has not spread to other materials. The flames are no higher than your head.

- Sound the fire alarm and call the fire department, if appropriate.
- Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and the evacuation path.
- Select the appropriate type of fire extinguisher.
- Discharge the extinguisher within its effective range using the PASS technique (pull, aim, squeeze, sweep).
- Back away from an extinguished fire in case it flames up again.
- Evacuate immediately if extinguisher is empty and fire is not out.
- Evacuate immediately if the fire progresses.



## EVACUATING PERSONS WITH DISABILITIES

**Techniques for evacuating persons with disabilities vary with the individual. If someone cannot be evacuated, he/she should be assisted to a pre-designated enclosed fire stairwell that is a good distance away from the hazard.**

Always ask a person with a disability how you can help before giving emergency evacuation assistance. Ask how they can best be assisted or moved, and if there are any special considerations or items that need to come with them.

- **MOBILITY:** For persons with a mobility disability, it may be necessary to help clear the exit route of debris.
- **VISUAL:** For persons with a visual disability, give verbal instructions while assisting in an evacuation. Do not grasp the person's arm. Ask if he or she would like to hold your arm as you exit, especially in crowds or debris-covered areas.
- **AUDITORY:** For persons with an auditory disability, get the attention of the person by touch or eye contact. Gestures and pointing are helpful, but be prepared to write a brief statement if that person does not seem to understand.
- **SENSORY:** For persons with a sensory disability (i.e. autism or sensory processing disorder), give the person space, use concrete language, give time for person to process and respond, be alert to signs of increased frustration, avoid quick movements and loud noises, do not touch the person unless absolutely necessary
- **INTELLECTUAL:** For persons with an intellectual disability, it may be helpful to show your identification, speak in short sentences and use concrete language, give time for person to process and respond, and ask if you can assist them.

Do not use elevators unless authorized by fire personnel. Do not attempt a rescue evacuation unless you have had rescue training, or the person is in immediate danger and cannot wait for professional assistance.



## LOCKDOWN

**A lockdown involves occupants of a building being directed to remain confined to a room or area within a building with specific procedures to follow.** A lockdown may be the appropriate response when a dangerous person(s) is believed to be in the building or on the premises and these measures are taken to minimize risk that the occupants will be exposed to danger. Lockdowns necessitate a law enforcement response and immediate action.

**If a lockdown is called or you become aware of the need for one, the following procedures should be executed:**

- Preferably, move to a space that can be secured from the inside as this is your best option. Barricade yourself inside the room by placing furniture against the door if possible. Every effort should be made to disperse occupants amongst available rooms that can be secured.
- Remain as quiet and calm as possible.
- Call or text 911 (when and if safe to do so) and advise police of the incident. Be specific as to the address of the facility and indicate which building, floor, or office you are in.
- Turn off lights and all audio equipment. Place cell phones on vibrate.
- Lock all windows. Cover and stay away from windows or openings that have a direct line of sight into the hallway.
- If congregants, staff, or visitors are in the bathroom, they should secure the bathroom door and move to a stall, lock it, and stand on the toilet.
- Anyone in a hallway should immediately move to the closest lockable space.
- Never open doors during a lockdown, even in the event of a fire alarm.
- Stay in safe areas until directed by law enforcement officers, security, or an administrator to move or evacuate.



## SHELTER-IN-PLACE

**Sheltering-in-place procedures may be ordered in situations involving:**

- a threat on the outside
- a medical emergency on the inside
- a severe weather event
- chemical/biological incidents or attacks on the exterior

It is similar to a lockdown in that the **occupants are to remain on the premises**; however, occupants may be moved to another part of the building to minimize risk of exposure to a dangerous event taking place outside of the building.

For example, if there is a release of a chemical cloud from a nearby plant, evacuating the occupants may put them at greater risk than sheltering them within the building.

- Shelter-in-place requires staff, members, and visitors to immediately take refuge in a room with few or no windows.
- All windows, exterior doors, and other openings to the outside should be closed and locked.
- Additionally, all fans, heating, and air conditioning systems should be turned off, if possible, to prevent any materials or agents from circulating through ventilation systems.





## SOURCES

### **PAGE 1**

*U.S. Department of Homeland Security. Active Shooter Pocket Card:*  
[www.cisa.gov/sites/default/files/publications/active-shooter-pocket-card-508.pdf](http://www.cisa.gov/sites/default/files/publications/active-shooter-pocket-card-508.pdf)

### **PAGE 2**

*Bleedingcontrol.org. What Everyone Should Know to Stop Bleeding After an Injury:*  
[www.stopthebleed.org/-/media/stop-the-bleed/files/save\\_a\\_life\\_flowchart.ashx](http://www.stopthebleed.org/-/media/stop-the-bleed/files/save_a_life_flowchart.ashx)

### **PAGES 3, 4 & 5**

*U.S. Department of Homeland Security. (2016). Bomb Threat. www.cisa.gov/sites/default/files/publications/dhs-doj-bomb-threat-guidance-brochure-2016-508.pdf*

*U.S. Department of Homeland Security. TRIPwire.*  
<https://tripwire.dhs.gov/readiness-and-preparedness>

### **PAGE 6**

*A printable version of the bomb threat checklist can be found at [www.cisa.gov/sites/default/files/publications/dhs-bomb-threat-checklist-2014-508.pdf](http://www.cisa.gov/sites/default/files/publications/dhs-bomb-threat-checklist-2014-508.pdf)*

### **PAGE 7**

*United States Postal Service, Suspicious Mail:*  
<https://about.usps.com/securing-the-mail/suspiciousmail.htm>

### **PAGE 8**

*For additional information related to fire response:*  
*U.S. Fire Administration at [www.usfa.fema.gov](http://www.usfa.fema.gov)*

### **PAGE 9**

*Occupational Safety and Health Administration, Portable Fire Extinguishers> Fire Extinguisher Use. [www.osha.gov/SLTC/etools/evacuation/portable\\_use.html](http://www.osha.gov/SLTC/etools/evacuation/portable_use.html)*

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*National Fire Protection Association. (June 2016) Emergency Evacuation Planning Guide for People with Disabilities. [www.nfpa.org/-/media/Files/Public-Education/By-topic/Disabilities/EvacuationGuidePDF.ashx](http://www.nfpa.org/-/media/Files/Public-Education/By-topic/Disabilities/EvacuationGuidePDF.ashx)*

### **PAGE 11**

*FEMA. Emergency Response Plan:*  
[www.ready.gov/business/implementation/emergency](http://www.ready.gov/business/implementation/emergency)

### **PAGE 12**

*(Ready.gov) Department of Homeland Security:*  
[www.ready.gov/business/implementation/emergency](http://www.ready.gov/business/implementation/emergency)

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