

Facility Safety & Emergency Procedures Guide



**Precision Ocular
Network**

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1.0 General Facility Information

1.1 Facility Contact Information: Please reach out to Sean Dameron or Samantha Scott for the point of contact for each facility.

Facility Locations:

Birmingham, AL	Charleston, SC
Clemmons, NC	Columbia, SC
Durham, NC	Fayetteville, NC
Flowood, MS	Greenville, NC
Greenville, SC	Huntsville, AL
Lubbock, TX	Manor, TX
Memphis, TN	Metairie, LA
Mobile, AL	

1.2 Non-Emergency Procedures: Events that take place that do not affect the operations of the entire building. Please contact Sean Dameron or Samantha Scott for the point of contact for each location:

- Including, but not limited to:
 - Plumbing issues (toilet not flushing, sink not working, etc.)
 - Electrical outlet not working
 - HVAC not working
 - Light not working

1.3 Location of the Facility Safety & Emergency Procedures Guide –

The Facility Safety & Emergency Procedures Guide shall be available for review on the Employee Intranet Portal.

1.4 Facility Life Safety Specifics (Clemmons, NC only- Forysth County, NC Fire Code Requirements)

Safety Element	Locations
Emergency Evacuation Route	See Appendix A
Life Safety Equipment Locations	See Appendix A

2.0 Emergency Procedures

2.1 Fire Emergency

- **Alert the building....**

If the fire has started, no matter how small, use word of mouth and/or your phones to alert the building occupants to exit the building.

- **CALL 911**

Notify responders. The building alarm should initiate a response but calling 911 will inform responders there is an actual emergency. You will also be able to provide critical information. Rapid response minimizes loss of life and property.

- **RESPOND – IF THE FIRE IS MINOR** (*ex: inside a small trash can*)

Extinguish the fire if you have been trained, the fire is small, and you have an exit route.

- **PULL the pin.**

Use a twisting motion to break the tamper seal, don't squeeze the handle yet

- **AIM nozzle at the base of the fire.**

Aim low, don't aim up at the flames.

- **SQUEEZE the handle.**

Make sure the handle is fully depressed.

- **SWEEP side to side.**

Start at the front of the fire and sweep side to side towards the back.

EXIT THE BUILDING

Leave immediately by the shortest and safest route. **DO NOT TAKE THE ELEVATOR! (Clemmons, NC location is the only building with an elevator.)**

- Assist injured or impaired persons if you are able.
- Stay low to the ground if confronted with smoke.
- Check closed doors for heat before opening.
- Close all doors behind you.
- Refer to your Emergency Evacuation Route for the nearest exit.
- Respond to your meeting place.
- Do not re-enter the building until the fire department has cleared the building for re-entry, even if the alarms have been silenced.

Designated Meeting Place:

Gather and stay at your designated safe location. Please get with your facility location POC as to where yours is located.

Notify supervisors and first responders of:

- Injured or disabled persons.
- Missing or unaccounted personnel. Provide their last known location or places they might be working.
- Hazardous operations or areas in the building.

IF YOU ARE UNABLE TO EXIT THE BUILDING:

- Seal door gaps with jackets.
- Remain calm and wait at the window for assistance.

FIRE CLASSIFICATIONS

- **CLASS A:** Ordinary combustible materials such as paper, wood, cloth, some rubber and plastic materials.
- **CLASS B:** Flammable liquids and gases, greases and similar materials, and some rubber and plastic materials.
- **CLASS C:** Energized electrical equipment and power supply circuits and related materials.
- **CLASS D:** Combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium.

2.2 Active Shooter (Assailant)

Quickly determine the most reasonable way to protect your own life.

Evacuate

- If there is an accessible escape path, quickly evacuate the premises regardless of whether others agree to follow.
- Pay attention to your surroundings.
- Leave your belongings behind.
- If possible, warn others of the danger and help them escape.

Hide Out

- If you are unable to evacuate the premises, find a place to hide that is out of sight.
- Lock the door to the office or room you are in.
- Create barriers to prevent or slow down the threat.
- Hide behind large items (cabinets, desks, etc.).
- Turn off the lights and silence your phone.
- Remain as quiet and calm as possible.
- IF YOU ARE ABLE TO DO SO SAFELY – **DIAL 911**
 - If you are unable to speak, leave the line open for the dispatcher to listen.

Take Action – Last Resort

- Be prepared to defend yourself. Be aggressive and committed to your actions.

2.3 Bomb Threat

- Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
- Listen carefully. Be polite. Show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately – see Appendix B. Write down as much detail as you can remember. Try to get exact words.

- Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by **HANDWRITTEN NOTE**:

- **CALL:** 911
- Handle note as minimally as possible

If a bomb threat is received by **E-MAIL**:

- **CALL:** 911
- Do not delete the message.

2.4 Suspicious Package/Objects

Any time a foreign-like substance (*white powder, crystalline substance, etc.*) falls from a package, letter, or similar object when being opened, or in the act of being opened, do the following:

- **STOP!** Put the item down gently. DO NOT touch or open it.
- Evacuate other personnel from the area and prevent additional entry into the area.
- Close the door to the area.
- Notify Emergency Responders.
- Keep “exposed” personnel separated from “unexposed” personnel until emergency responders arrive.
- Contaminated and potentially contaminated personnel are to remain in place until evacuated by emergency responders.
- Shut down HVAC systems.

Receiving Mail: Be Alert for the Following

- | | |
|---|--|
| ➤ Excessive postage | ➤ Incorrect titles or titles w/o names |
| ➤ Oily stains or discoloration | ➤ Odor emanating from the item |
| ➤ No return address | ➤ Handwritten or poorly typed address |
| ➤ Rigid, lopsided, or uneven envelope | ➤ Unusual bulk, weight, or balance |
| ➤ Misspellings of common words | ➤ Unusual or needless instructions |
| ➤ Restrictive markings such as Confidential, Personal, etc. | ➤ Excessive securing material such as masking tape, string, etc. |
| ➤ Foreign mail, Air Mail, and Special Delivery | ➤ Round/cylindrical/angular contour/thickness |
| ➤ Visual distractions | ➤ Excessive precautionary labeling |
| ➤ Protruding wires or foil | ➤ External wire or metallic tape |
| ➤ String/twine passing into item | |

Opening Mail: Be Alert for the Following

- | | |
|---|---|
| ➤ Unusual Inner Sheath Wrapping | ➤ Any Inner Binding, Wire, or Twine |
| ➤ Unusual resistance to withdraw contents | ➤ Electrical or mechanical items |
| ➤ Unusual metallic, plastic, or rubber-like material or items | ➤ Wooden boxing or containers within containers |

2.5 Severe Weather and Natural Disasters

The Administrative Team Lead will coordinate with applicable leadership and communicate all necessary information related to building closures during hazardous weather conditions.

Tornado

- **Tornado Watch:** Conditions are favorable for severe thunderstorms/tornadoes.
- **Tornado Warning:** Tornado sighting in the area.
- **Tornado Warning Procedures:** Seek shelter in small interior rooms and avoid windows.
 Kneel down and put hands over the neck/head area.

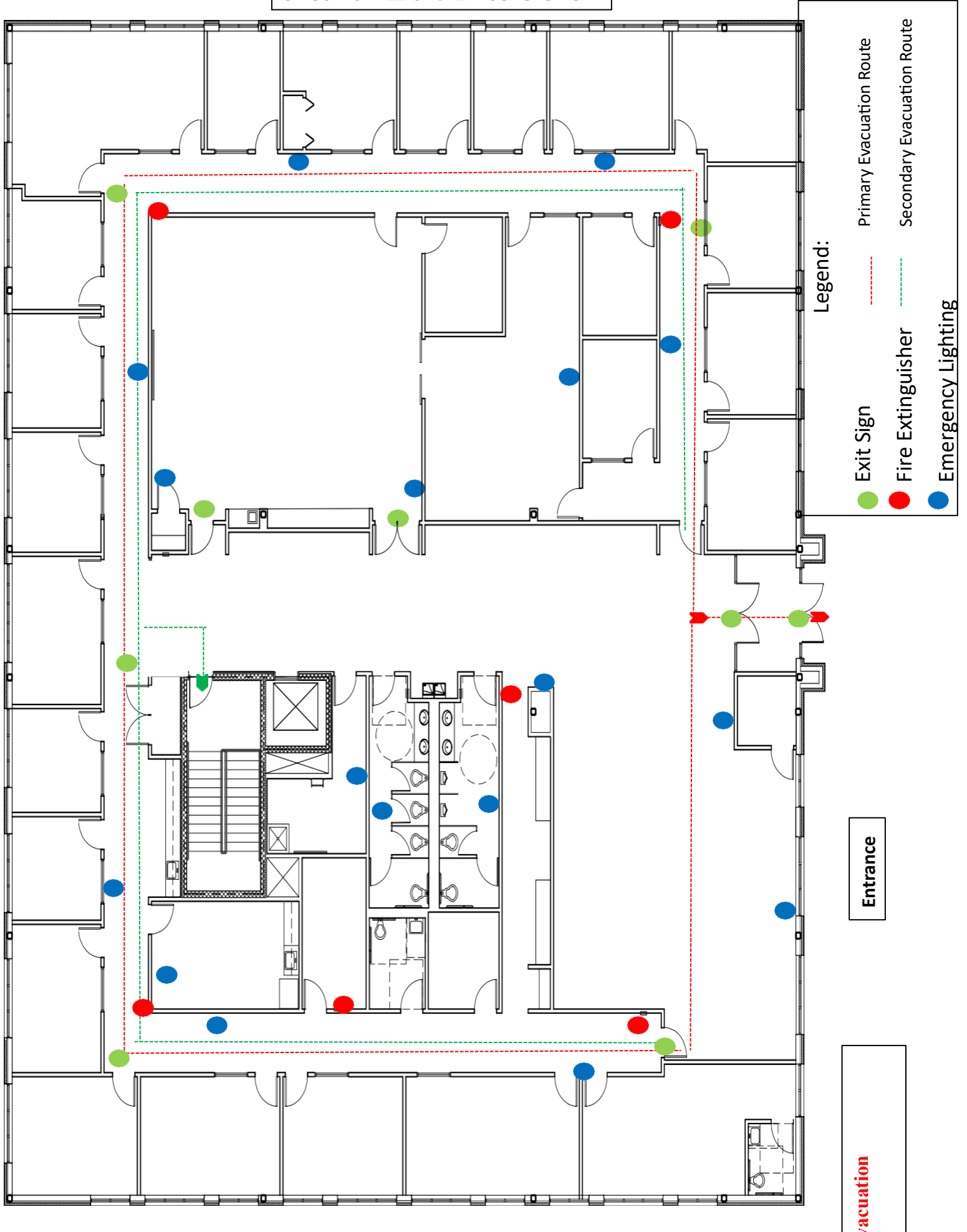
2.6 Power Outage

- Report power outage to management.
- Turn off unnecessary electrical equipment to prevent damage when power is restored.

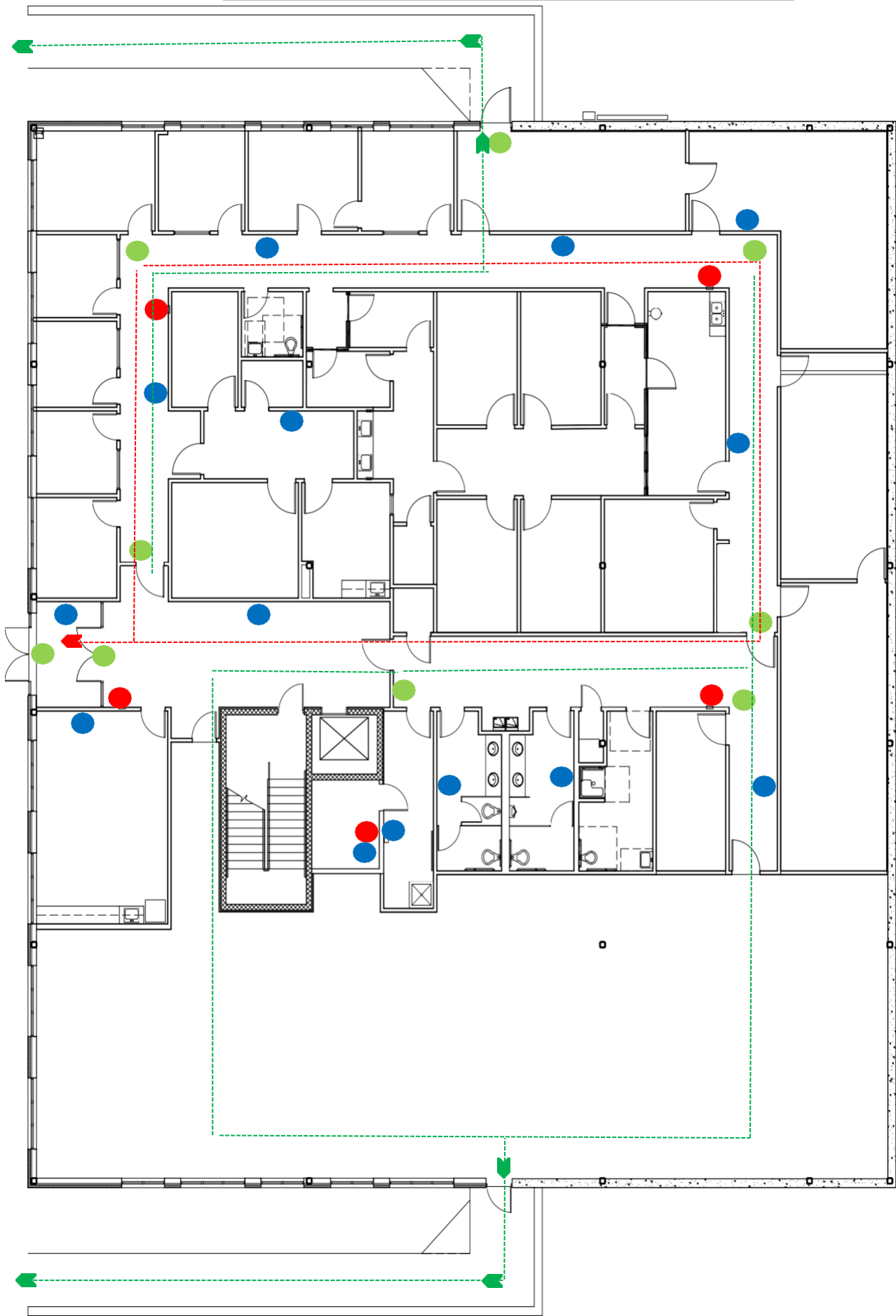
2.7 Medical Emergencies

- Check the scene for safety issues first before entering an area or initiating victim contact.
- Dial 911
- Provide the follow information:
 - Nature of the medical emergency
 - Location of the emergency (address, building, room number, etc.)
 - Your name and phone number from which you are calling

APPENDIX A



APPENDIX A (Cont)



Legend:

	Exit Sign		Primary Evacuation Route
	Fire Extinguisher		Secondary Evacuation Route
	Emergency Lighting		

Lower Floor Emergency Evacuation

APPENDIX B

Telephone Bomb Threat Checklist/Report

Be Calm, Be Courteous, Listen, Do Not Interrupt the Caller!

Your Name: _____ Time: _____ Date: _____

Description of Caller: Male ____ Female ____ Adult ____ Juvenile ____ Approximate Age: _____

Origin of Call: Local ____ Long Distance ____ Phone # call is received at: _____

Voice Characteristics (Circle)			Speech (Circle)			Language (Circle One)		
High Pitch	Soft	Loud	Lisp	Fast	Slow	Excellent	Good	Fair
Intoxicated	Deep	Raspy	Distinct	Distorted	Stutter	Poor	Foul	Other
Pleasant	Stressed	Broken	Sincere	Giggling	Slurred	Taped	Irrational	
Nasal	Excited	Angry	Calm	Accent	Normal	Is the message scripted?		
Crackling	Familiar	Squeaky	Laughter	Ragged	Rational	Is voice familiar? Who does it sound like?		
Whispered	Disguised	Crying	Irrational	Righteous	Emotional	_____		

Background Noises (Circle)							Accent (Circle)	
Factory	Machines	Music	Office	Street	Traffic	Trains	Local	Not Local
Animals	Quiet	Voices	Airplanes	Party	Dishware	House	Foreign	Region
PA System	Static						Race	

Pretend to have difficulty hearing & keep caller talking if possible. If caller seems agreeable to further conversation, ask questions like:

1. When will the bomb go off?
2. Where is the bomb located?
3. What does the bomb or package look like?
4. How do you know so much about the bomb?
5. Did you place the bomb? Why?
6. What is your name?
7. Where are you calling from?