



# **Emergency Response Plan**

NRCS  
State Office  
760 South Broadway  
Salina, Kansas 67401  
785-823-4500

**2012/14**

## EMERGENCY PHONE NUMBERS

**EMERGENCY CALLS (AMBULANCE,  
FIRE DEPARTMENT, ETC.)**

911

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**LOCAL POLICE DEPARTMENT**

826-7210

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**HIGHWAY PATROL**

827-4437

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**COUNTY SHERIFF**

826-6500

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**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Sand Creek Group (NRCS employees)

1-888-243-5744

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**DESIGNATED OFFICIAL**

Loren L. Graff

Work.....785-823-4521  
Home.....785-826-0369  
Cell.....785-623-1997

**ALTERNATE OFFICIALS**

Arvil G. Bass, State Conservation Engineer

Work.....785-823-4534  
Home.....785-404-6220  
Cell.....785-452-8187

Erin M. Riffey, Contract Specialist

Work.....785-823-4505  
Home.....785-614-0686  
Cell.....785-309-6176

**BUILDING MANAGER**

Loren L. Graff

Work.....785-823-4521  
Cell.....785-826-0369  
Home.....785-623-1997

**BUILDING OWNER/MANAGER**

Sunset Properties

452-9254

## **EMERGENCY RESPONSE PLAN**

Each United States Department of Agriculture (USDA) office in Kansas will appoint designated officials for emergency response.

Drills will be conducted periodically to verify that employees have the knowledge and ability to respond appropriately and safely to the different alarms. Thereafter, drills will be conducted as necessary to maintain the ability to respond safely to emergency situations.

Supervisors will review this plan with their employees at least annually to ensure they understand the plan. Employees will date and initial their name on page 17 as verification of review.

### **Emergency Procedures**

The signal to seek shelter within the building is the tornado siren. The building evacuation signal is a constant alarm and strobe lights. The building manager and/or designated officials will determine when it is safe for employees to return to their workstations.

When the weather-related emergency or tornado warnings are sounded, all occupants will seek shelter immediately in the interior corridors, in the restrooms, or in the basement of the Natural Resources Conservation Service (NRCS) Conference Center. Supervisors will ensure that their staff is accounted for.

When the evacuation order is sounded, all occupants will leave the building at the nearest or assigned exit and proceed to the parking lot where a head count will be conducted. Employees need to ensure they maintain a safe distance from the building to allow safety vehicles to enter the area.

Do NOT leave the property, including the grounds, unless you have first informed the person in charge.

All personnel and/or visitors on property prior to the emergency must be accounted for—VERY IMPORTANT!

Designated areas of evacuation from the building and areas of shelter within the building are provided on the emergency response diagram. In addition, the locations of fire extinguishers and first aid kits are included on the diagram.

## Emergency Instructions for All Employees

- Proceed to the designated shelter or leave the building by the nearest exit in an orderly manner.
- Obey the instructions of your building manager and/or designated officials.
- Avoid crowding. Descend stairs with special care. DO NOT RUN.
- Assist person with disabilities.
- If conditions permit, documents and small office equipment should be secured in locked containers prior to evacuation.
- The last person out of an area should be sure the door is:
  - a) closed, if evacuation is due to a fire.
  - b) opened, if evacuation is due to a bomb threat.
- Do not attempt to take personal belongings other than vital things such as purses, keys, etc.
- Keep visitors with you to be counted.

## Emergency Assistance of Persons with Disabilities

The building manager and/or designated officials will have the responsibility for overseeing the assistance of persons with disabilities located within his/her area of responsibility. It is the responsibility of the supervisor of the persons with disabilities to ensure that a sufficient number of co-workers or other employees are available during the established workday to assist in the emergency transport of persons with disabilities.

The building manager and/or designated officials shall, as accurately as possible, verify that everyone is present outside the building and report anyone missing to emergency officials. After evacuating the building, occupants will proceed to a designated area at least 100 feet from the building.

The building manager/Fire Department will be responsible for control of the building utilities during an evacuation.

## **Emergency Action Drills**

The building manager and/or designated officials will conduct drills at sufficient intervals to ensure employees will respond in a safe and efficient manner during emergencies.

Employees will be able to recognize and know how to respond to the different siren alarms.

During tornado drills, employees will report to a designated shelter located adjacent to interior corridors, in the restrooms, or in the basement of the NRCS Conference Center so that the supervisors can verify that they are present and report anyone missing to the building manager and/or designated officials.

During evacuation drills, employees will report to a designated area outside the building so that the supervisors can verify that they are present and report anyone missing to the building manager and/or designated officials.

Drills will be repeated as necessary to ensure the response to an emergency will be quick, complete, safe, and efficient.

## **Bomb Threat**

When a bomb threat is received by anyone in the building, it must be brought to the attention of ALL of the following:

1. Local Police Department at 911
2. Loren L. Graff, Building Manager, at 823-4521
3. Designated officials, Arvil Bass at 823-4534 and James Krueger at 823-4508

The signal for evacuation is a constant alarm and strobe lights.

It is important to STAY CALM and obtain as much information as possible. The format attached should be used as a guide in obtaining information and the information must be given to the Police Department.

The Police Department will initiate any search or evacuation as directed by the building manager.

When evacuating due to a bomb threat, occupants should, if time permits, visually inspect their work areas for any item not normally in the area; open all windows, and leave all doors open. Any item not belonging in the area should be reported to the designated officials immediately.

The signal to return to the building will be given by the appropriate official.

## Bomb Threat Call Guidelines

Any employee who receives a “bomb threat” call should (if time permits) try to determine the location of the bomb by asking:

- The exact location of the bomb
- The time set for detonation
- What the bomb looks like
- Is it explosive or incendiary (capable of causing fire)
- Why it was placed
- What will set it off
- What can be done to keep innocent people from getting hurt

### Record:

1. Date \_\_\_\_\_ and time \_\_\_\_\_ of call

2. Exact language used: \_\_\_\_\_  
\_\_\_\_\_

3. Description of caller: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Child

4. Speech (circle applicable description)

slow	normal	nasal	disguised
sincere	angry	deep	loud
rapid	disquieted	excited	broken

Did the caller have an accent? \_\_\_\_\_

5. Background noises: \_\_\_\_\_

### **Immediately Notify:**

Supervisor of employee who received the threat.

## **Fire and Explosion**

Upon discovery of a fire, if it cannot be easily extinguished, activate the fire alarm and evacuate the building. When you are in a safe area, call:

Fire Department at 911

The signal for evacuation is a constant alarm and strobe lights.

When evacuating due to a fire, occupants will close all windows and doors if time permits and it is safe. **DO NOT LOCK.**

Follow evacuation procedures.

The signal for all clear will be given by the Fire Department, Police Department, or appropriate official.

The locations of fire extinguishers are notated on the Emergency Response Diagram (page 15).

Employees should be aware of the locations of fire extinguishers and should be familiar with the use of them.

Fire extinguishers should be working properly and inspected on a regular schedule.

The building should be inspected and reviewed annually by the local Fire Marshall.

## **Severe Weather**

The signal for severe weather is a sounding of the tornado siren.

What to do:

1. Take cover in the interior corridors and restrooms of the state office building, or if time permits, in the basement of the NRCS Conference Center.
2. Stay away from windows and outside doors.
3. Wait for all clear instructions before returning to work area.

Weather emergency-related items are located in the basement of the NRCS Conference Center.

The designated officials shall ensure the weather radio is properly programmed and the battery is changed annually.

## Violence in the Workplace

### Code Word

## ***“Red Folder”***

**Announce loudly “I need the Red Folder.”  
Announce who you are, where you are,  
and that you need the “Red Folder.”**

For an angry or hostile customer or co-worker:

- Stay clam. Listen attentively.
- Maintain eye contact.
- Be courteous. Be patient.
- Keep the situation in your control.

For a person shouting, swearing, and threatening:

- Signal a co-worker or supervisor that you need help. If you are feeling threatened, **use the prearranged code word for the building**—do not call 911 yourself.
- **When someone in the building uses the “Red Folder” code, call 911 immediately.**

For someone threatening you with a gun, knife, or other weapon:

- Stay calm. **Quietly signal for help using the prearranged code word.**
- Maintain eye contact.
- Stall for time.
- Keep talking, but follow the instructions from the person who has the weapon.
- Don't risk harm to yourself or others.
- Don't ever try to be a hero.
- Never grab the weapon.
- Watch for a safe chance to escape to a safe area.

## **Possession of Firearms Prohibited**

Possession, use, or threat of use of a firearm, explosive, or other dangerous weapon by the following individuals is prohibited:

- U.S. Department of Agriculture (USDA) employees at work
- Anyone in USDA government-owned or -leased workplaces
- Anyone in privately owned vehicles on official USDA business
- Anyone in USDA government-owned or -leased vehicles
- Anyone in privately owned vehicles parked in USDA government-owned or -leased areas

Exemption to those prohibitions is permitted only when the weapon is a necessary and documented, approved job requirement.

18 United States Code (U.S.C.), Section 930, Possession of firearms and dangerous weapons in federal facilities, states:

(a) Except as provided in subsection (d), whoever knowingly possesses or causes to be present a firearm or other dangerous weapon in a federal facility (other than a federal court facility), or attempts to do so, shall be fined under this title or imprisoned not more than 1 year, or both.

(g)(2) The term 'dangerous weapon' means a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.

## **Employee Assistance Program**

The Employee Assistance Plan (EAP) is a counseling service available to employees concerned about problems in their personal and professional lives. The cost-free counseling and referral services are confidential, voluntary, and offer a wide variety of avenues for problem resolution.

The strictly confidential EAP has been established to deal with these problems by developing a program that will:

- Encourage employees to voluntarily seek guidance and counseling.
- Assist employees whose performance, conduct, or attendance is affected by internal/external issues through professional problem-identification techniques and referral to outreach programs.
- Assure that employees will not have their job security or promotional opportunities jeopardized if they participate in the EAP.

## **Demonstration and Civil Disturbances**

Any person who observes or hears of an impending demonstration or other activity that could lead to a civil disturbance must notify one of the following:

1. Loren L. Graff, Building Manager at 823-4521
2. Designated officials, Arvil Bass at 823-4534 or James Krueger at 823-4508

The designated officials and the building manager will determine if the situation warrants a 911 call for local law enforcement assistance.

What to do:

1. Stay in your assigned area as much as possible
2. Avoid the demonstration area and the participants
3. Do not confront or antagonize demonstrators
4. Keep lobbies and corridors as clear as possible
5. Lock doors and windows to work areas and keep clear of windows and doors
6. Follow directions provided by the designated officials and the building manager. In certain situations, the building would need to be evacuated for security reasons.

## **Hostage Situation**

If a hostage situation arises, immediately notify one of the following:

1. Loren L. Graff, Building Manager at 823-4521
2. Designated officials, Arvil Bass at 823-4534 or James Krueger at 823-4508

The designated officials will notify local Police Department at 911.

What to do:

Evacuate the area around the incident

## **Media Announcement**

The Public Affairs Specialist, in consultation with the Building Manager (Loren L. Graff), is responsible for official responses to the press and other news media concerning emergencies in the building. No one else is authorized to respond to these inquiries.

## **Security of Buildings and Grounds**

Every employee has a responsibility for protection of government property and premises. Although assignments have been made to lock the doors, the last person to leave any building should make sure that all doors are locked.

All lights, except those needed for security, will be turned off during non-working hours. The lights to remain on are marked on the switch.

All employees are responsible for familiarizing themselves with the operation of the buildings' security system and for operation of the system. Employees will not give out nor use another employee's access code. If the alarm is inadvertently set off, the employee must wait for the police near the front of the building.

Report any suspicious persons in or around the building, parking lot, and grounds around the building that cannot be accounted for. Report any suspicious vehicles in the parking lot or side streets that cannot be accounted for. Call 911 to report the situation.

Report any theft or malicious destructions of property to the building manager and/or designated officials.

## Mail and Suspicious Packages

If a suspicious package or letter is delivered or located in the building DO NOT disturb or touch it. Call 911 immediately.

Be aware that biological weapons can be delivered through packages, letters, etc.

Typical characteristics that could trigger suspicion of a package or letter:

- Excessive postage, no postage, or non-canceled postage
- No return address or fictitious return address
- Improper spelling
- Unexpected envelopes from foreign countries
- Threatening message on package
- Postmark at different location than return address
- Cut and paste lettering
- Unprofessionally wrapped package
- Packages marked as “Fragile,” “Rush—Do Not Delay,” “Confidential,” “Personal,” etc.
- Irregular or lopsided packages
- Discolored, oily, unusual odor, or ticking sound
- Soft spots or bulges
- Protruding wires or aluminum foil
- Visual distractions

Use proper precautions when handling packages that may contain biological weapons. Dust mask, gloves, etc., should be available for mail handlers. Information can be found at these resources:

FBI’s Awareness of National Security Issues and Response Program (ANSIR)—  
<http://www.fas.org/irp/ops/ci/ansir.htm>

Center for Disease Control Emergency Response—(770) 488-1000, [www.cdc.gov/](http://www.cdc.gov/)

U.S. Postal Inspection Service—<https://postalinspectors.uspis.gov/>

General Services Administration (GSA) Web sites are: [www.usa.gov](http://www.usa.gov) and [www.gsa.gov/mailpolicy](http://www.gsa.gov/mailpolicy).

Department of Homeland Security Web sites are: [www.ready.gov](http://www.ready.gov) and [www.dhs.gov/files/programs/ntas.shtm](http://www.dhs.gov/files/programs/ntas.shtm). This will notify you of any current alerts.

## **National Terrorism Advisory System**

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

### **Imminent Threat Alert**

Warns of a credible, specific, and impending terrorist threat against the United States.

### **Elevated Threat Alert**

Warns of a credible terrorist threat against the United States.

The NTAS Alert informs the American public about credible terrorism threats, and encourages citizens to report suspicious activity. Where possible and applicable, NTAS Alerts will include steps that individuals and communities can take to protect themselves to help prevent, mitigate or respond to the threat. Individuals should review the information contained in the alert, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Obtain more information on the advisory system at:  
<http://www.dhs.gov/files/programs/ntas.shtm>

## **Nine Standards of Personal Safety**

- Recognize that any person you don't know could be dangerous.
- Recognize and avoid dangerous situations and/or hostile persons.
- Avoid confrontations and, if challenged, know when to back off.
- When working alone, make sure someone knows where you are and when you'll return.
- Never enter an occupied building you know should be vacant.
- Quickly and quietly leave your residence or building and get help if you suspect it has been entered by an intruder.
- Don't antagonize an assailant by word, deed, or action.
- Know the availability of possible assistance and how to contact them.
- **DON'T PANIC! USE YOUR HEAD. "THINK-RECOGNIZE-REACT."**



