

Incident occurred in building

- Notify CPR/first aid certified persons in building of medical emergencies (*names of CPR/first aid certified persons are listed in Crisis Team Members section*).
- Seal off area of leak/spill.
- Call 911.
- Notify _____
Crisis Team Coordinator
in _____ at _____
Office # Work/Mobile/Page #
- Take actions directed by Fire Officer in Charge.
- Follow procedures for sheltering or evacuation, if directed.
- Notify employees' emergency contact persons if evacuation is ordered.
- Resume normal operations after consulting with Fire Officer in Charge.

Incident occurred near building

- Ensure Crisis Team Coordinator has been informed by Fire or Police.
- Fire Officer in Charge of scene will recommend shelter or evacuation actions, if necessary.
- Follow procedures for sheltering or evacuation.
- Notify employees' emergency contact persons if evacuation is ordered.
- Resume normal operations after consulting with Fire Officer in Charge.