



# EMERGENCY HANDBOOK

For All Montgomery County Employees



## A MESSAGE FROM THE COUNTY EXECUTIVE

**Dear Colleagues,**

Montgomery County is committed to ensuring that all County employees have emergency preparedness information and know how to respond in an emergency. Familiarize yourself with the helpful information found in this handbook, and you will be better prepared to ensure your safety and the safety of others.

In an emergency, the action of every employee is critical to workplace safety. Your commitment is what keeps Montgomery County Government going strong.

Sincerely,  
**Marc Elrich**  
*Montgomery County Executive*



# TABLE OF CONTENTS

Employee Roles in Responding to Emergencies .....5

Changes in County Operational Status .....7

Emergency Procedures

Automated External Defibrillator (AED) & Bleeding Control Kits ...9

AED & BLEEDING CONTROL KITS .....10

INCLEMENT WEATHER .....11

ELECTRICAL POWER OUTAGE .....12

FLOOD EMERGENCY .....13

EARTHQUAKE .....14

TORNADO .....15

WINTER & ICE STORMS .....15

MEDICAL EMERGENCY .....17

FIRE / SMOKE .....18

BOMB THREATS .....19

SUSPICIOUS MAIL / PACKAGES .....20

HAZARDOUS MATERIALS INCIDENT .....23

ACTIVE ASSAILANT / WORKPLACE VIOLENCE .....25

Shelter in Place .....27

Evacuation of Employees with Functional Needs .....29

Emergency Information and Contacts .....31

Communication Tools .....33

Helpful Websites .....34

Bomb Threat Phone Call Checklist .....35

How To Identify Suspicious Packages .....36

Guide To Your Personal Workplace Emergency Kit .....37

**A special thanks to the following organizations for their contributions to the development of the Montgomery County Employee Emergency Handbook and training program:**

Montgomery County Office of Emergency Management and Homeland Security  
Montgomery County Department of Health and Human Services  
Montgomery County Office of Human Resources  
Montgomery County Fire & Rescue Service  
Montgomery County Department of General Services  
Montgomery County Department of Police

## EMPLOYEE ROLES IN RESPONDING TO EMERGENCIES

The intention of this handbook is to prepare all Montgomery County employees for various types of emergencies with which they might be faced. This preparation will help improve personal and workplace safety. If employees require assistance for personal emergency planning, it should be discussed with coworkers, supervisors and/or security staff in the building so that, if necessary, staff may strategize response plans with someone in management. Knowing what to do in case of each type of emergency is extremely important; however, there are several constant concepts to keep in mind:

***If an emergency strikes while you are at your work site***, you are to take whatever actions necessary to protect yourself. In emergency situations, call 911. Check in with your supervisor or other designated personnel at your worksite. If you are injured or otherwise unable to contact your family, every effort should be made to contact your family using the Emergency Contact Information you have provided the department.

***If an emergency strikes while you are not at your usual place of work*** (e.g., you are doing field work, working in another office), call 911 first, then notify your supervisor, or someone else at your work site, as soon as possible.

*continued on back...*



## EMPLOYEE ROLES IN RESPONDING TO EMERGENCIES



### NOTIFICATION:

Be prepared with a battery-operated radio; listen to radio stations for emergency broadcasts and instructions:

WMAL 0630 AM

WTOP 1500 AM & 103.5 FM

WWRC 1260

WKYS 93.9



**ALERT MONTGOMERY**

### GENERAL PUBLIC EMERGENCY ALERTS

**Sign up for Alert Montgomery** to receive important emergency alerts, notifications and updates to all of your devices, including your cell phone, e-mail, and text pager. This alert system is available to all Montgomery County residents, employees, and interested parties. You can sign up for Alert Montgomery at: <https://alert.montgomerycountymd.gov> or by using your mobile device to scan the QR code above.

**The Montgomery County Government Alert System** (Internal Alerts): This system differs from Alert Montgomery in that it is only available to Montgomery County Employees and enables groups and departments to send critical information to its members. The vast majority of employees and contractors have their county email address automatically enrolled in this Internal Alert System.

# CHANGES IN COUNTY OPERATIONAL STATUS

In the event of an emergency, employees can verify the County's operational status by visiting <https://apps.montgomerycountymd.gov/OHROfficeStatus/status> or listening to local radio or news stations. In some cases, only those individuals designated as essential employees will be required to report to work. The County's operational status will dictate whether or not you must report to work.

## Essential Employees

- Essential employees are those employees required to report to work during an emergency, unless they are prevented from doing so by severe weather or other emergency.
- Department directors should ensure that employees that are designated as essential are informed of this; however, directors may designate a non-essential employee as essential during a particular emergency if needed to perform critical work.

## **LIBERAL LEAVE** (MCPR 2001 SECTION 15-6)

- A County status of Liberal Leave permits nonessential employees to choose to take personal leave for all or part of the day rather than report to work.
- Non-essential employees must notify their supervisors of their intent to use appropriate leave although prior supervisory approval is not required." *continued on back...*

# CHANGES IN COUNTY OPERATIONAL STATUS

## **GENERAL EMERGENCY** (MCPR 2001 SECTION 15-6)

- Announcement of a General Emergency requires all employees previously designated as essential to report to work as scheduled. Non-essential employees are placed on administrative leave for the period of their work schedule covered by the Emergency.

**Definition: General Emergency** – “A period declared by the County Executive or Chief Administrative Officer (CAO) during which government offices are closed and public services are temporarily limited or not available because of severe weather or other extraordinary conditions.” (MCPR 2001 Section 1-29)



## EMERGENCY PROCEDURES / AUTOMATED EXTERNAL DEFIBRILLATOR (AED) & BLEEDING CONTROL KITS

The following pages describe emergency procedures for potential emergency situations. These procedures are intended as a general guideline and are in no way intended to contradict first responder instructions.

Although the following examples represent the most common types of emergencies that may occur, possible emergencies are not limited to those included in this handbook.

**In all cases, call 911 if you need immediate emergency assistance.**

Please make yourself familiar with these procedures so that when an actual emergency arises, you are ready to take action. As stated earlier, the first priority in an emergency should always be to maintain life and safety.

*continued on back...*

# AED & BLEEDING CONTROL KITS

It is crucial to know where **Automated External Defibrillator (AED)** and **Bleeding Control Kits** are located in the workplace and know how to use them properly in an emergency.

- If you are unsure of how to use these devices or need a refresher, you can enter the following link: <https://www.montgomerycountymd.gov/OEMHS/ResourceLibrary/index.html#WorkPlacePreparedness> into your browser or scan the **QR code** below for the OEMHS Resource Library under the Workplace Preparedness section to access the instructions/guides.

By reviewing these resources, you can feel more confident in your ability to respond to an emergency and potentially save lives.



AED & BLEEDING CONTROL KITS



# INCLEMENT WEATHER

## IN THE EVENT OF INCLEMENT WEATHER CONDITIONS:

- Employees will be notified of the opening or closing of offices through public service announcements on local radio and television stations, as well as the Alert Montgomery and Montgomery County Internal Alert system..
- Employees should prepare themselves with the necessary equipment to be able to receive and read those emergency messages; for example, vision-impaired employees may need a special program on their cellular telephones that “reads” text messages aloud to the user. Employees should have a battery-operated radio available.
- If inclement weather conditions arise during the course of normal business hours, and a General Emergency or Liberal Leave period is designated, employees will be notified through department channels or county communication.

### WATCH VS. WARNING

It is important to understand the differences between weather watches and warnings.

**A WATCH** usually indicates a hazardous weather event is possible.

**A WARNING** usually indicates the event is likely or imminent.

*continued on back...*

## ELECTRICAL POWER OUTAGE

- **REMAIN CALM.** Most of the time, building power will be restored automatically within seconds.  
If it is safe to do so, turn off equipment.
  - Employees with any need for medical devices should be sure to keep a back-up battery on hand.
  - Special telephones for those with access and functional needs, including access to TTYs, should have a backup power source.
  - Account for all people in your immediate area or span of responsibility.
  - **REPORT** the electrical outage to Operations and Maintenance at 240-777-7777 with the following information: (Phones in the immediate outage area may not function; keep cellular telephones charged and accessible wherever possible.)
    - **Where are you (building name, which floor, what room)?**
    - **Where is the outage?**
    - **What known hazards exist to first responders?**
  - Await further instructions from your supervisor.
- Once power is restored, check all equipment for proper function and reset if necessary and if it is within your training to do so. Request the assistance of an individual trained in the use of any equipment with which you are not familiar.

# FLOOD EMERGENCY

## IF THERE IS A FLOOD EMERGENCY:

- **DO NOT ENTER A FLOODED AREA** as hazards beyond slipping on a wet floor exist. There is clear danger of electrical shock, being hit by falling debris, and encountering hazardous materials.
- Remove people from the immediate flood area to safety.
- If it is safe to do so, protect equipment and documents from water damage.
- Report the flood to Operations and Maintenance at 240-777-7777 or call 911 if flood waters are threatening your safety, or blocking your exit from the facility. Try to provide the following information:
  - Where are you (building name, floor, room, etc.)?
  - Where is the flood?
  - What do you see (water coming from above, the color of the water, hot or cold, etc.)?
  - What known hazards exist to first responders?
- Follow instructions provided to you by Operations and Maintenance or emergency personnel.
- Advise first responders of known hazards and critical equipment that needs to be protected if possible.
- **DO NOT RE-ENTER THE FLOODED AREA** unless and until you are asked to do so and are escorted by Maintenance personnel or first responders. *continued on back...*



# EARTHQUAKE

## IN THE EVENT OF AN EARTHQUAKE:

- **REMAIN CALM.** DROP to the ground and take COVER by getting under a sturdy table or other piece of furniture and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- DO NOT use a doorway as shelter, unless you know it is a load-bearing doorway.
- DO NOT use the elevators.
- DO NOT attempt to go outside until the shaking has stopped, stay inside!
- DO NOT attempt to turn light switches on and off.
- DO NOT light a match.

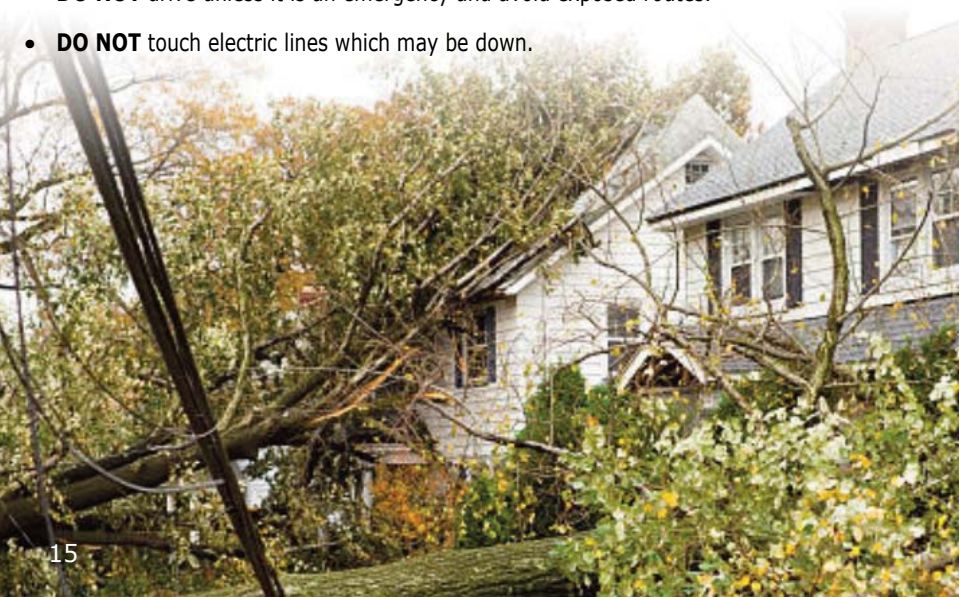
### **Evacuate the Building Immediately in the event of the following:**

- If you smell or suspect a gas leak. Go to a location where you no longer smell the gas. Report the leak by calling 911.
- If there is electrical damage. Report the hazard by calling 911.
- Or if you are directed by your supervisor or the building's Facility Emergency Coordinator (FEC).

# TORNADO

## IN THE EVENT OF A TORNADO:

- Be alert to changing weather conditions.
- **TAKE SHELTER** in an interior room with no windows or a special tornado shelter room.
- If in a high-rise building, go to a small interior room or hallway on the lowest floor possible.
- Use your arms and hands to protect your head and neck.
- Stay indoors! Do not stand near windows!
- If you need to go outside after the storm has passed, be careful entering or exiting any damaged structure.
- **DO NOT** drive unless it is an emergency and avoid exposed routes.
- **DO NOT** touch electric lines which may be down.



# WINTER & ICE STORMS

## IN THE EVENT OF A WINTER OR ICE STORM:

- **STAY INDOORS** during the storm.
- Be aware of changing weather conditions.
- Avoid any unnecessary travel.
- Contact your Facility Emergency Coordinator (FEC) with any issues.
- As directed by the County Executive, only essential personnel may need to report.  
Check county status for operating schedules.
- Stay warm and make sure you have supplies. Wear layers of clothing and protect your head and feet to keep warm.





## MEDICAL EMERGENCY

### IF THERE IS A MEDICAL EMERGENCY:

- Call 911 and provide the dispatcher with:
  - The specific location of the patient and their age (if known).
  - The nature of the injured person's illness or injury.
  - Your name and phone number.
- Remain on the line to answer any questions.
- Immediately ask a nearby co-worker to direct rescue units to your location.
- **DO NOT** attempt to move an injured person unless you have been trained.
- If employees have preexisting medical conditions, they should keep a list of their prescriptions and doctors on their persons.



## FIRE / SMOKE

### IF YOU DETECT SMOKE OR FIRE:

- Immediately pull the nearest fire alarm.
- Evacuate to a safe place.
- Call 911 to report the location of the fire. Be specific with the location of the building. 911 may not automatically ascertain your address.

### IF YOU HEAR (OR SEE) A FIRE ALARM:

- Immediately evacuate the area using marked emergency exits.
  - **DO NOT** use elevators.
  - **DO NOT** waste time by gathering your belongings, but whenever possible, try to take prescriptions and/or medical devices with you.
  - Individuals requiring evacuation assistance should go to the designated area for rescue assistance on their floor and await further instructions. Be sure to determine this area before an emergency strikes.
- Remain calm. Walk, do not run.
- Close, but not lock, doors as you leave and proceed to the nearest exit.
- Go to the designated Primary Assembly Area assigned in your evacuation plan, and report to your supervisor or anyone calling roll for your area.
- If all exits from a floor are blocked, return to your work area and:
  - Call 911 to tell them you cannot leave and inform them of your specific location.
  - Close the door and place a towel or article of clothing along the bottom edge of the door.
  - If possible, open the windows for fresh air and hang an article of clothing or place a sign on the window. This will let the fire department know that you are still in the building.
  - If an employee in the office is not able to open a window, place a brightly colored sign on the window (facing outward) with the word **HELP**.

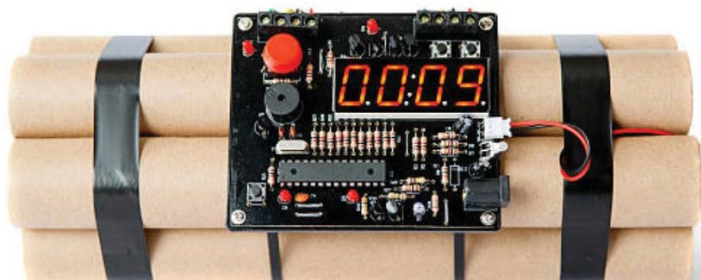
# RESPONDING TO BOMB THREATS

## A TELEPHONE THREAT:

- Remain calm and courteous.
- Keep the caller on the line for as long as possible.
- Get a co-worker, if possible, to listen with you.
- Attempt to record every word spoken by the caller, paying extra attention to background noises, the caller's tone of voice, and the caller's speech pattern.
- See page 35 for Bomb Threat Phone Call Checklist.

### Ask the caller the following questions and write down their responses:

- WHO are you and who placed the bomb?
  - WHAT kind of bomb is it and what does it look like? What will cause it to explode?
  - WHEN will the bomb explode?
  - WHERE is the bomb?
- 
- Note accent, age, length of call, number, time, date.
  - Ask the caller to repeat their message.
  - Immediately call 911, and then your manager or supervisor.
  - Your supervisor will determine if evacuation is necessary.
- continued on back...*



## BOMB THREATS / SUSPICIOUS MAIL / PACKAGES

### A WRITTEN THREAT:

- **Remain calm.**
- Immediately call 911 and your manager or supervisor.
- If there is a package, once discovered, do not touch, move, or open it.
- Preserve the scene for police and move all personnel to a safe location..
- Keep others from handling or going near the package.
- First responders or your supervisor will determine if evacuation or sheltering in place is necessary.

**IMPORTANT NOTE: DO NOT PULL FIRE ALARM. This may disable the elevators, which are needed for evacuation purposes.**

## SUSPICIOUS MAIL/PACKAGES

WHEN IDENTIFYING SUSPICIOUS MAIL AND PACKAGES, LOOK FOR:

- Poorly typed or hand-written address, no return address
- Stains, discolorations, or strange odor
- Excessive tape, string, or postage
- Whether or not the owner of the unattended item can be identified
- Suspicious activity around the package
- Generically addressed (i.e. Director Permitting Services)
- Return address/addressee is unknown or unusual

**SEE "HOW TO IDENTIFY SUSPICIOUS PACKAGES," P. 36, TO HELP IDENTIFY POTENTIALLY DANGEROUS PACKAGES.**

*continued...*

## BOMB THREATS / SUSPICIOUS MAIL / PACKAGES

### IF YOU RECEIVE SUSPICIOUS MAIL OR SEE A SUSPICIOUS PACKAGE:

- **REMAIN CALM.** Put letter or package down or leave it in its place.
- **DO NOT DISTURB** the package further.
- Block off the immediate work area and exit to a safe location.
- Call 911 first, then your supervisor.
- If possible, wash your hands. Do not touch your nose, eyes or mouth before washing.
- **WAIT FOR HELP.** DO NOT LEAVE your workplace until Police or Fire Rescue personnel release you from the area.

### WHAT TO DO WITH UNKNOWN POWDER SUBSTANCES:

- Immediately upon discovery of an unknown powder substance, contact 911, a supervisor, and building security.
- **DO NOT PULL THE FIRE ALARM** because pulling the fire alarm could shut down the elevators.
- The Building Manager or Security Desk should shut down the heating and air conditioning systems, if possible.
- The individual who has discovered the powder and those in the immediate area will be instructed to go into an isolated office, while the others on the floor remain in place until the HAZMAT Team has released them. Then the first responders or the supervisor should determine whether to follow either option 1 or 2 on the following page. *continued on back...*

# BOMB THREATS / SUSPICIOUS MAIL / PACKAGES

## Option 1: No Evacuation

**If a little powder is spilled on a desk or on the floor inside a building, it is appropriate to:**

- Close off the area if possible (close doors but do not lock them). **No one is to enter or leave the floor.** There is no need to evacuate the building.
- Secure stairs and elevators and post with signs.
- If you have any substance visible on your clothing, immediately remove clothing (outer layer only) that might have come in direct contact with the product. If possible, place the clothing in a clear plastic bag. Seal the bag. Wash hands and face with soap and water.
- Await instructions from HAZMAT.

## Option 2: Evacuation

**If there is a powder that has clearly been aerosolized (a puff or cloud of powder has occurred), it is appropriate to:**

- Evacuate the remainder of the building. **DO NOT ACTIVATE THE FIRE ALARM SYSTEM**, unless people are showing signs of exposure (difficulty breathing, seizures, unconsciousness, etc.). Instead, notifying staff of evacuation can be accomplished by using a walk through or phone tree.
- Once outside, go to the area on the property designated for your floor as described in Evacuation Procedures for Fire. Supervisors or first responders should take roll call to determine if someone is still in the building. Remain at your designated evacuation meeting point until you have been advised by your supervisor or a first responder that it is safe to return to your building. The supervisors should be advised by the HAZMAT Team when it is safe to return to the building.
- Be sure to address mobility needs in planning for such an evacuation; employees may have existing needs or may incur such needs in the course of an emergency. Every employee should be prepared to take the necessary steps to get him or herself to safety. Be prepared with written messages, or the materials to make signs, as well.

# HAZARDOUS MATERIALS INCIDENT

## **IF YOU SMELL A SUSPICIOUS ODOR - outside of the building:**

- Stay inside and shelter-in-place (See Shelter-in-Place instructions on page 27) until an assessment of the situation is conducted. It is likely to be safer to remain inside than to evacuate because of the increased exposure to the potentially toxic environment outside.

## **IF YOU SMELL A SUSPICIOUS ODOR - inside of the building:**

- If the odor is strong, offensive, irritating or causing acute illness, call 911 and security, and evacuate the area immediately as per your facility evacuation plan.

## **IF YOU HAVE BEEN EXPOSED TO A DANGEROUS SUBSTANCE:**

- **Call 911.**
- Notify your staff supervisor to prevent anyone else from coming into contact with the chemical.
- Remove contaminated clothing and call poison control at the Maryland Poison Center at 1-800-222-1222 for immediate advice.

## **IF YOU WITNESS A HAZARDOUS MATERIAL SPILL OR ATTACK:**

- Leave the immediate area as quickly as possible and protect yourself by finding something to place over your nose and mouth.
- If you have open cuts/wounds, covering exposed skin (e.g., additional clothing such as long sleeved shirt or jacket) may help prevent bacteria from entering cuts.
- **Call 911** to report the spill/attack and notify your supervisor.
- If you are indoors and the suspected attack takes place outdoors, remain inside unless told otherwise by authorities.
- Know where emergency equipment, such as fire extinguishers and stair chairs are kept, in case visibility is compromised.



## HAZARDOUS MATERIALS INCIDENT





# ACTIVE ASSAILANT / WORKPLACE VIOLENCE

## WHEN CONFRONTED WITH AN ACTIVE ASSAILANT:

### 1. AVOID

- Have an escape route and plan in mind.
- Leave your belongings behind.
- When you are out, call 911 and County Security (240-777-6161), and notify them of the:
  - location of the incident
  - description of the assailant
  - type of weapon
  - number of potential hostages or victims
  - and any other pertinent information

### 2. DENY ACCESS IF YOU CAN'T SAFELY EVACUATE

- Hide in an area out of the assailant's view.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone and turn off vibrator.
- Turn off lights in your hiding place.

**3. DEFEND YOURSELF** as a last resort and only when your life is in imminent danger, by attempting to incapacitate the assailant.

## WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm and follow instructions.
- Put down any items you're holding and raise your hands to show your hands are empty.
- Avoid quick movements toward the officers.
- Law enforcement's priority will be to stop the threat before treating the injured.



## ACTIVE ASSAILANT / WORKPLACE VIOLENCE

### WHEN CONFRONTED WITH WORKPLACE VIOLENCE:

- PROTECT YOURSELF – as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the violent/active assailant.
- Act as aggressively as possible against him/her.
- Consider actions such as throwing items, improvising weapons, and yelling.
- If you do this you must commit to your actions.
- If you observe an individual with a firearm, and you are able to do so, you should leave the area immediately.
- Immediately call 911 and Security in your building, and notify the following:
  - The incident location
  - Description of assailant
  - Any injuries
  - Type of weapon (if appropriate)
  - Number of hostages (if appropriate)



## SHELTER IN PLACE



In certain emergency situations, it may be safer to shelter-in-place within the building instead of evacuating. Shelter-in-place means selecting a small, interior room, with few or no windows, and taking refuge there. If you are told to shelter-in-place and you have not received prior instructions, follow the instructions provided below:

**SEE "GUIDE TO YOUR PERSONAL WORKPLACE EMERGENCY KIT," P. 37, FOR ASSISTANCE IN CREATING YOUR OWN WORKPLACE PREPAREDNESS KIT.**

*continued on back...*

# SHELTER IN PLACE

## HOW TO SHELTER-IN-PLACE AT WORK:

**Close the office; bring everyone into the room(s) and shut door(s) and windows.**

- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave.
- If sheltering due to a civil disturbance, lock doors and windows.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.

**Select interior room(s) above the ground floor with the fewest windows or vents.**

- If possible, consult with a Fire and Rescue HAZMAT expert about when to move to higher floors in a building and when to stay on the lower or ground floor. Some airborne substances stay low to the ground while others move higher above the ground.
- The room(s) should have adequate space for everyone to sit. Avoid overcrowding by selecting several rooms, if necessary.
- Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select, because cellular telephone equipment may be overwhelmed or damaged during an emergency.

**Call emergency contacts** and have the phone available if you need to report a life-threatening condition.

**If the office has voice mail** or an automated attendant, change the recording to indicate that the office is closed, and that staff and visitors are remaining in the building until authorities advise that it is safe to leave.

**Write down the names of everyone in the room** and note their affiliation with your office (e.g. employee, visitor, client or customer); call your office supervisor with this information.

**Keep listening to the radio or television**, if available, until you are told that all is safe or that you should evacuate.

**DO NOT USE ELEVATORS.** The movement of elevators pumps significant amounts of air in and out of a building.

## EVACUATION OF EMPLOYEES WITH FUNCTIONAL NEEDS



Employees may want to disclose voluntarily if they need any assistance to evacuate. You may share this information with supervisors, coworkers, building security, and others who may be able to assist you in a safe evacuation.

Employees should take the necessary steps to prepare for an evacuation, directing Reasonable Accommodation requests to the Disabilities Manager within Montgomery County Occupational Medical Services via email at [dpm@montgomerycountymd.gov](mailto:dpm@montgomerycountymd.gov), by returning the Occupational Medical Services (OMS) Employee Reasonable Accommodation Request Form to: Disability Program Manager, Occupational Medical Services, 27 Courthouse Square, Pike #184, Rockville, MD 20850 or by faxing the form to (240) 777-5186. The Employee Reasonable Accommodation Request Form can be found via: <https://www.montgomerycountymd.gov/HR/OccupationalMedicalServices/Disability.html#1>

Some ideas include practicing the evacuation route, preparing a checklist of assistance, medication, or treatment you may need, learning where the designated rescue assistance area is (see Non-Ambulatory Personnel section on the following page), and otherwise preparing yourself to be in the best position to get to safety.

# EVACUATION OF EMPLOYEES WITH FUNCTIONAL NEEDS

## **Non-Ambulatory Personnel:**

If no smoke or fire is on that floor, non-ambulatory employees should be assisted to an area just outside a stairwell landing also known as a rescue assistance area. Call 911 to alert first responders to your location, and tell dispatchers the reason you cannot evacuate and remain in this location for evacuation or further instructions by first responders. If there is smoke or fire on that floor, the person should wait inside the stairwell or an evacuation chair can be used to assist persons out of building. This change of conditions if perceived to be life threatening is an indication to call 911 and let the dispatcher know of the imminent danger and change of conditions.

## **Semi-Ambulatory:**

Semi-ambulatory personnel may choose to wait in a stairwell for fire department personnel to assist them, or you may ask co-workers for assistance in descending the stairs. In these instances, it is important to inform the fire department personnel of this decision; call 911 to alert them to your location, and if you choose not to evacuate, tell dispatchers the reason you cannot evacuate. Then remain in that location. If there is smoke or fire, semi-ambulatory employees should at least attempt to get down two floors – provided you are not moving closer to the fire. If no smoke or fire is on the lower floor, you should step out of the stairwell and wait for assistance.

## **Visual Impairment:**

As with other employees with functional needs, employees with visual impairments should make any Reasonable Accommodation requests and should be prepared with whatever personal equipment they need to get to safety. If you depend on a cellular telephone program that projects, or “reads” text messages aloud, and you are relying on Alert Montgomery for information, be sure to keep your phone charged and on your person. Alternatively, you may choose to ask a co-worker to read something aloud. It may be useful to ask this of a co-worker before an emergency strikes.

## **Deaf or Hard of Hearing:**

Employees who are deaf or hard of hearing may be able to see a visual alarm, depending on its placement. If so, these employees can evacuate with others. If there is no visual alarm nearby, co-workers and supervisors should notify the employee personally by using a note, using hand gestures or communicating by lip reading. Get the employee's attention, maintain eye contact, keeps hands and other objects away from your face and speak directly to the individual in a normal volume and at a moderate pace. Supervisors and Floor Wardens should check in restrooms, conference rooms, copy rooms and kitchens for deaf or hard of hearing employees or clients.

Always ask if the person with a disability needs assistance and the best way/technique to assist.



EMERGENCY INFORMATION AND CONTACTS

County Security .....	240 777-6161
Crime Tip Hotline .....	800-492-TIPS (8477)
Montgomery County Crisis Center (24/7) .....	240-777-4000
Montgomery County Office of Emergency Management and Homeland Security .....	240-777-2300
Non-Emergency Fire .....	240-683-6520
Non-Emergency Police .....	301-279-8000
Poison Control .....	800-222-1222
Public Health Services Disease Control .....	240-777-1755
Facilities Maintenance .....	240-777-7777
Montgomery CountyInformation .....	311
988 Suicide & Crisis Lifeline .....	988



## COMMUNICATION TOOLS

**For translation services, including services for deaf and English as a Second Language (ESL) employees, please see Montgomery County's website for Limited English Proficiency (LEP) resources:**  
**<https://www.montgomerycountymd.gov/lep/>**

**External Language Resources** are contractors who provide translation or interpretation services.

When internal language resources are not available, County employees can also obtain translation or interpretation services from contractors, at a cost paid by their departments. Montgomery County has one contractor each for telephone interpretation, on-site interpretation and written translation.

### **Sign Language Interpretation:**

Visit the website for The Montgomery County Americans with Disabilities Act (ADA) Compliance Program managed by the Department of General Services at <https://mcgov.sharepoint.com/dgs/ada/Pages/SignLanguage.aspx>

### **Telephone Interpretation Services**

Montgomery County's current telephone interpretation vendor is Voiance. The contract is administered by the Police Department.

Voiance is a 24/7 year-round interpretation service that charges per minute. An account number and a PIN are needed to use the service. Please ask your Department Liaison for the existing account number and PIN. To obtain a new account for your organization, call 800-481-3289 for a client services representative.

For "On-Site Interpretation Services" and "Translation Services" for Written Documents Montgomery County has two vendors that provide interpretation (oral) and translation (written) services. Our primary vendor is Schreiber Translations, Inc. and the secondary vendor is Andean Consulting Solutions International, LLC. The contract is administered by the Department of Health and Human Services.

**For interpretation and translation services, contact our primary vendor first. If they cannot fulfill the request, then you may contact the secondary vendor.**

- Primary Vendor, Schreiber Translations, Inc., 51 Monroe Street, Suite 101, Rockville, MD 20850, Tel. 301-424-7737 To request in-person interpretation services please contact them by phone. (as provided) or via e-mail at [interpreter@schreibernet.com](mailto:interpreter@schreibernet.com). For document translations use the email: [translation@schreibernet.com](mailto:translation@schreibernet.com).
- Secondary Vendor, Andean Consulting Solutions International, LLC. (ACSI), 1200 18th Street NW, Suite 700, Washington, DC 20036, Tel. 202-599-8456 ext. 0. To request in-person interpretation services, or document translations, please contact them by phone (as provided) or via e-mail at [productions@acsitranslations.com](mailto:productions@acsitranslations.com).

**IMPORTANT NOTE:** Every department needing services is responsible to contact the contractors directly and make arrangements for the payment of services.



## COMMUNICATION TOOLS

- **Language ID Boards:** The Language Identification board is a desk-top tool to help staff in a face-to-face situation to identify which language the LEP person speaks. The Language ID board lists the most frequently used languages in Montgomery County.
- **Wallet cards for telephone interpretation:** The wallet cards are for staff such as police officers and inspectors who need to access the telephone interpretation in the field. Please contact [LEP@montgomerycountymd.gov](mailto:LEP@montgomerycountymd.gov) to request cards.

### Contacts:

- For Contracting and Vendor Issues, please contact your Department Liaison listed at: <https://www.montgomerycountymd.gov/lep/teamlist.html>.
- To schedule multilingual certification testing, please contact: [ohr.languageTesting@montgomerycountymd.gov](mailto:ohr.languageTesting@montgomerycountymd.gov)
- For General Language Access Issues of Policy, please contact [LEP@montgomerycountymd.gov](mailto:LEP@montgomerycountymd.gov)

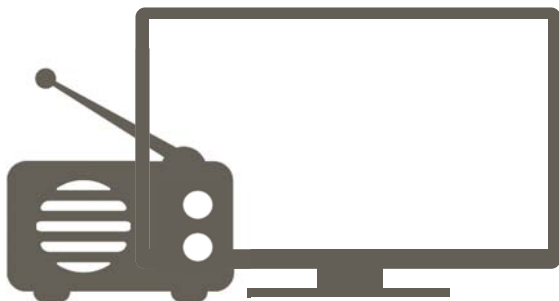
You can listen to the following radio and television stations for the latest emergency related information:

### Radio Stations:

- WMAL 0630 AM
- WTOP 1500 AM & 103.5 FM
- WWRC 1260
- WKYS 93.9

### Televisions Stations:

- NBC / WRC 4
- Fox 5
- WJLA 7
- News Channel 8
- WUSA 9
- Montgomery County Cable Channel 6



You can ALSO receive information directly to your personal communication devices by signing up with Alert Montgomery as discussed on Page 6.

## COMMUNICATION TOOLS / HELPFUL WEBSITES

### HELPFUL WEBSITES

**County Status Website:**

<https://apps.montgomerycountymd.gov/OHROfficeStatus/status>

**Montgomery County Office of Emergency Management and Homeland Security**

[www.montgomerycountymd.gov/oemhs](http://www.montgomerycountymd.gov/oemhs)

**American Red Cross**

[www.redcross.org](http://www.redcross.org)

**Centers for Disease Control Public Health Emergency Preparedness**

<https://www.cdc.gov/prepyourhealth/index.htm>

**Federal Emergency Management Agency**

[www.fema.gov](http://www.fema.gov)

**Maryland Department of Emergency Management**

<http://mdem.maryland.gov>

**U.S. Department of Homeland Security**

[www.ready.gov](http://www.ready.gov)

**Montgomery County Public Schools**

<https://www.montgomeryschoolsmd.org/emergency/>

**National Weather Service**

<https://www.weather.gov/lwx/>

**Montgomery County Fire and Rescue Services**

<https://www.montgomerycountymd.gov/mcfrs/>

**Montgomery County Department of Police**

<https://www.montgomerycountymd.gov/pol/index.html>

**U.S. Department of Justice, Civil Rights Division: Disability Rights Section**

<https://www.justice.gov/crt/disability-rights-section>

**U.S. Department of Labor Office of Disability Employment Policy**

<https://www.dol.gov/agencies/odep/topics>

**Job Accommodation Network, Emergency Evacuations**

<https://askjan.org/topics/emevac.cfm>

BOMB THREAT PHONE CALL CHECKLIST

Exact time of call: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Questions to Ask:

- 1. When is the bomb going to explode? \_\_\_\_\_
- 2. Where is the bomb? \_\_\_\_\_
- 3. What does it look like? \_\_\_\_\_
- 4. What kind of bomb is it? \_\_\_\_\_
- 5. What will cause it to explode? \_\_\_\_\_
- 6. Did you place the bomb? \_\_\_\_\_
- 7. Why? \_\_\_\_\_
- 8. Where are you calling from? \_\_\_\_\_
- 9. What is your name? \_\_\_\_\_

Caller's Voice (circle) ☐ Male ☐ Female

Approximate Age \_\_\_\_\_

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent*	Loud	Slurred	Normal

\*If yes, what kind? \_\_\_\_\_

If the voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving the call: (\_\_\_\_\_) \_\_\_\_\_

Telephone number call received: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Supervisor Notified: \_\_\_\_\_

Activate \*57 to "Trace" last caller's phone number.

# HOW TO IDENTIFY SUSPICIOUS PACKAGES

Please review the following classification descriptions in order to determine the status of a particular package.

**Unattended Items:** An unattended item is just that – an item with *no associated threat(s)*. If the package has no obvious indicators of a bomb and it appears to be consistent with the environment (carry-on bags, etc.) and commercially produced (not homemade or improvised), it is probably an unattended item.

**Lost/Recovered Items:** Generally you will not know the item is stolen or lost, however, the location (trash can/stolen-disposal or unconcealed electronics lost/recovery) or the fact that it is not altered or improvised can indicate that a package is simply a lost or stolen item.

**Suspicious Package:** An item may be deemed not Unattended or a Lost/Stolen/Recovered item due to multiple suspicious indicators, including: location specific to large gathering, main portals etc., suspicious outward appearance, threat message received, intelligence was received, and observed suspicious activities/furtive conduct etc.





# GUIDE TO YOUR PERSONAL WORKPLACE EMERGENCY KIT

## MEDICATIONS

You should include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you use prescription medications, keep at least a day's supply of these medications at your workplace. Consult with your physician or pharmacist on how these medications should be stored and inform your employer of any storage concerns.

## FLASHLIGHT

You should have a flashlight with extra batteries to find your way if the power is out. Do not use candles or any other open flame.

## TOOLS AND SUPPLIES

The following tools and supplies should be included in your disaster kit:

- Emergency "space" blanket (Mylar)
- Paper plates and cups, plastic utensils
- Manual can opener
- Commercial purification tablets
- Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies
- Plastic garbage bags with ties
- Battery-operated radio and batteries
- Change of clothing and footwear, including a long sleeve shirt and long pants, as well as closed-toed shoes or boots
- If you wear glasses, keep an extra pair with you

## FIRST AID SUPPLIES

If your employer does not provide first aid supplies, you should have the following:

- Bandages, various sizes
- Sterile dressing
- Germicidal hand wipes or waterless alcohol-based hand sanitizer
- Latex gloves
- Cleaning agent/soap
- Adhesive tape, 2" width
- Anti-bacterial ointment
- Cold pack
- Scissors (small, personal)
- Tweezers
- CPR breathing barrier, such as a face shield
- Ant-acids, aspirin, ibuprofen, acetaminophen





