

CITY OF RED BLUFF



EMERGENCY ACTION PLAN

June 2022

Updated October 2023

TABLE OF CONTENTS

Purpose	1
Responsibilities	1
Identifying and Evaluating Emergency Situations	2
Reporting Emergencies.....	2
Evacuation	3
Shelter in Place.....	4
Training and Drills.....	4
Post-Incident Procedure.....	5
Emergency Supplies	6

Appendices

- A. Aircraft Down or Explosion
- B. Bomb Threat
- C. Earthquake Procedures
- D. Fire
- E. Flooding
- F. Infrastructure or Utility Failure
- G. Medical Emergencies
- H. Tornado
- I. Workplace Violence and Active Shooter Incident Response

Purpose

The City of Red Bluff (City) has developed this Emergency Action Plan in accordance with the requirements of Title 8, Section 3220 of the California Code of Regulations. The purpose of the Emergency Action Plan is to prepare employees for dealing with emergency situations. This plan applies to all emergencies that may reasonably be expected to occur at the City of Red Bluff.

This Plan applies to Red Bluff City Hall at 555 Washington Street in Red Bluff, California, and all persons occupying the City office.

The purpose of this plan is to provide organized procedures for protecting employees and guests, and minimize the consequences of an emergency. The specific procedures within this document are designed to be flexible. They are not all inclusive, nor are they intended as a rigid set of rules. In certain situations and circumstances common sense should apply and should be readily and willingly utilized.

Responsibilities

The City Manager is in charge during emergency situations and will make the required decisions necessary to maintain the safety of employees and guests.

The Emergency Response Team (ERT) consists of the City Manager, Plan Managers and coordinators as follows:

Name	Role	Office Number	Mobile
Tom Westbrook	City Manager	530-527-2605 ext. 3061	
Michael Bachmeyer	Plan Manager	530-527-1126 ext. 3024	
Kyle Sanders	Plan Manager	530-527-3131 ext. 3018	
Scott Garrison	Plan Manager	530-527-2605 ext. 3051	
Beth Lindauer	Plan Coordinator	530-527-2605 ext. 3059	
Paul Young	Plan Coordinator	530-527-2605 ext. 3050	
R. Scott Miller	Plan Coordinator	530-527-2605 ext. 3063	

Plan Managers – The Human Resources Administrator, the Fire Chief and the Police Chief are the designated Emergency Plan Managers and are authorized to:

- Ensure all employees are trained on their responsibilities within this plan and maintain all training records pertaining to this plan
- Schedule routine tests of the emergency notification system with the appropriate authorities
- Coordinate with local public resources, such as fire department and emergency medical personnel, to ensure they are prepared to respond as detailed in this plan

Plan Coordinators - The Emergency Plan Coordinators are responsible for:

- Instituting the EAP in their designated areas in the event of an emergency
- Assisting employees and visitors who need help during an evacuation
- Training supervisors and employees in the procedures outlined in this plan

City of Red Bluff Emergency Action Plan

Employees - City employees should be familiar with this plan, know their duties and responsibilities, and participate in trainings and drills. In addition, employees are responsible for:

- Notifying their manager, or an ERT member of any potentially dangerous conditions
- Assisting guests and disabled persons in their areas in the event of an emergency when it is safe to do so
- Exiting the building when an evacuation order is given, the alarm has been activated, or an alert has been sounded
- Being familiar with emergency procedures, exit routes, and evacuation assembly areas

Contractors - Contractors are responsible for complying with this plan and following directives from the ERT and public safety authorities.

Identifying and Evaluating Emergency Situations

The ERT has identified potential emergency situations and developed appropriate response procedures as outlined in this plan. This plan will be modified as warranted. Procedures for the following emergency situations are included in the appendices:

Active Shooter Incident	Flooding
Aircraft Down or Explosion	Infrastructure or Utility Failure
Bomb Threat	Medical Emergencies
Earthquake Procedures	Tornado
Fire	Workplace Violence/Active Shooter Incidents

Reporting Emergencies

Each employee will need to determine the best course of action based on the situation and circumstances. Additional guidelines are included in situation specific sections. In general, the methods of reporting emergencies include:

- Calling 911 or (530-527-3131) for fire, police, or ambulance
- Immediately contacting an ERT member. The team member will determine the most appropriate response and identify if it is necessary to activate emergency procedures.

Non-Emergency numbers:

Fire Non-Emergency	530-527-1126
Police (non-emergency)	530-527-3131
PG&E 24-hour Emergency & customer service	800-743-5000
PG&E 24-hour Power Outage	800-743-5002
SMUD (Downed power lines)	888-456-SMUD (7683) or 911
California Highway Patrol Info/Non-emergency	800-TELL CHP (835-5247)
National Weather Service	415-936-1212
Suicide Prevention Hotline	916-645-8866
UC Berkeley Seismology Center	510-642-2160

Upon being notified of an emergency the ERT member will determine if emergency procedures should be activated and, if so, if the building should be evacuated or its occupants asked to shelter in place. Procedures for responding to specific emergencies are located within this plan.

Evacuation

Emergencies may require City staff and guests to evacuate the building to the designated assembly area – **Back parking lot near the curbed area on Jefferson Street.**

The ERT members have full responsibility and will provide direction for all City employees until public safety authorities arrive. Control will then be relinquished to those authorities and staff will provide support and assistance as necessary. Evacuation procedures will be immediately implemented if the building alarm is activated.

ERT members will assist others in evacuating, including those persons with special needs or injuries. They will also account for building occupants after evacuating. Employees may be enlisted to help other employees when such assistance can be safely provided. Evacuation routes are posted throughout City Hall.

Evacuation Procedures

ERT Members

- Identify if the incident requires activation of emergency procedures.
- Assist with evacuating personnel and minimizing property loss.
- Ensure emergency services are called when necessary.
- Each ERT member will have an Emergency Kit containing a copy of this plan, personnel checklist for each area, flashlight, notepad, and pen.

All Employees

- ✓ Do not turn back for any reason (i.e. items left behind).
- ✓ Remain calm at all times. Do not panic.
- ✓ Walk quickly; do not run, to the exit closest to your area. The designated exits are in the front, side, and back areas of the building.
- ✓ Keep to the right in halls and stairways. Walk in single file.
- ✓ Use hand rails when proceeding down stairs.
- ✓ Persons needing assistance should be assisted through stairwells. Crutches or wheelchairs should not be taken into stairwells.
- ✓ Utilize the escape route designated for each exit and proceed to the back of the parking lot near the curbed area on Jefferson St.
- ✓ At the assembly area an ERT member will account for all employees, guests, and visitors. They will also arrange for necessary first aid. Report any missing employees to an ERT member, who will then report to the public safety authorities.
- ✓ In the event of a fire, be sure to notify the ERT member of the location and severity of the fire so the information can be communicated to the fire department.

Shelter in Place

In some emergencies the best means of protection is to take shelter within the building. When there has been no direction from public safety authorities, the ERT will use available information, including local radio broadcasts, to determine the need for shelter in place. Specific procedures for sheltering in place are provided below.

Shelter-In-Place Procedures

Shelter in place is an emergency response procedure most often taken when hazardous materials are released into the air. During such an emergency, it is safer to seek immediate shelter rather than evacuating. Since the danger presented comes from airborne materials, the shelter should be exposed to as little outside air as possible. The notice to shelter in place may be given in a number of ways including:

- Directed by an ERT member
 - Local news alerts via the Emergency Alert System
 - Door-to-door notification
 - Public address systems
-
- ✓ Upon receiving notice to shelter in place, immediately cease business operations and activate the following procedures:
 - ✓ Ask employees and visitors not to leave the building. Inform occupants of the emergency situation and the need to shelter in place. **Employees and visitors cannot be forced to shelter in place**; however if an occupant insists on leaving, advise him or her that by leaving, he or she may be exposed to toxic agents.
 - ✓ Close exterior doors and any other openings to the outside.
 - ✓ Management familiar with the building's mechanical systems will turn off all fans, heating and air conditioning systems.
 - ✓ Turn on call-forwarding or alternative telephone answering systems or services. Change the main voice mail message to inform callers that the City offices are closed.
 - ✓ ERT members will collect the names of everyone in the shelter area, including visitors and guests.
 - ✓ Monitor the radio or television until an "all clear" or evacuation order is received.

Training and Drills

Training

Training for staff will be the responsibility of the ERT members. Employees must have thorough knowledge of the emergency response procedures, and evacuation routes for their areas prior to any emergency situation.

No employee will be asked or expected to perform a task that would place him or her at risk of personal injury or for which he or she has not received appropriate training and equipment. The records of all training will be maintained by the Plan Manager. General training for all employees will address:

- Individual roles and responsibilities

- Information about threats, hazards, and protective actions
- Notification, warning, and communications procedures
- Emergency response procedures for various threats
- Evacuation and shelter in place procedures
- Location and use of common emergency equipment

Employees will be trained in evacuation and shelter in place procedures at least annually and when exercises show that employee performance must be improved.

Drills

Preparation for emergency situations will reduce the confusion that often occurs in the midst of emergencies. Quick and effective responses to emergencies will mitigate the impact of those emergencies. Announced and unannounced drills will be conducted periodically. All office occupants must participate.

The results of the drill will be evaluated to determine the following:

- Did staff respond in the manner anticipated in the Plan?
- Did the chain of command work effectively?
- Were the communication links appropriate?
- Were the procedures appropriate?
- Were the appropriate public safety authorities called and did they respond?
- Did designated personnel meet the public safety authorities?
- Were there any important actions not attended to?

Post-Incident Procedure

Once an incident is over and the recovery operation is in place, it is critical to review the events as soon as possible. Post-incident review is an evaluation of incident response used to identify and correct weaknesses, as well as determine strengths and promulgate them. It will be used to support revision of this emergency action plan, as necessary.

The post-incident review will consist of the following procedures:

1. Review the entire event in an effort to determine what happened and when. The following list of questions will serve as a guide through this part of the PIR process:
 - What happened and when?
 - How well does the actual response compare with the written procedures?
 - What worked well and what did not work well?
 - What can be learned from what happened?
 - How do we avoid repeating mistakes?
 - What are the implications of what just happened?
 - Are program and plan revisions needed?

2. Review and assess the threat of these circumstances occurring again.
3. Revise the emergency action plan as necessary.
4. Practice and drill on the new plan.
5. A written report of the post-incident review will be kept on file by the Plan Manager.

Emergency Supplies

Each ERT member has an emergency kit containing:

- A copy of this Plan
- Personnel checklist for each area
- Flashlight and spare batteries
- Notepad and pen

Supplies must be replenished after use in an emergency or drill and as they expire and need replacement.

There is a first aid kit located in the copy room, the police department and the fire department.

In the event of an extended stay on location after an evacuation or shelter in place emergency a three-day supply of water is available for up to 50 persons.

**Appendix A
Aircraft Down or Explosion**

Contact emergency responders immediately. Give all information to the dispatcher and stay on the line for emergency directions.

If inside a directly impacted building:

- Remain inside the building until it is safe to exit.
- Evacuate the building as quickly and calmly as possible utilizing evacuation instructions herein.
- Follow direction of emergency response personnel.
- Assist others in exiting the building and move to the designated evacuation areas.
- Remember to take personal necessities (glasses, keys, medications) with you.
- If there is a fire, stay low to the floor and exit the building as quickly and safely as possible.
- If you are trapped in debris, attempt to notify responders of your location.

If outside of a directly impacted building:

- Follow drop and cover procedures.
- Proceed to a designated safe evacuation area.
- Follow emergency response personnel directions and instructions.
- Keep streets and walkways clear for emergency vehicles and crews.
- Do not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Appendix B Bomb Threat and Checklist

General Information:

- Most bomb threats are false and primarily intended to elicit a response from building occupants. However, **no bomb threat should be assumed fake.**
- Staff should become familiar with work areas and help to identify unusual boxes or objects in their areas. Maintaining good housekeeping throughout all areas will be helpful.
- If a potentially harmful device is found, contact an ERT member who will notify the appropriate local public safety authorities.

Phone Threat:

- Remain calm.
- Immediately refer to the telephone bomb threat checklist below.
- Record the information shown on the telephone display window.
- Engage the caller as long as you can and compile as much information as possible.
- Try not to upset the caller at any time.
- Pay attention to any background noise and distinctive sounds (traffic, machinery, voices, music, television, radio).
- Note characteristics of the caller's voice (gender, age, education, and accent).
- Attempt to obtain information on the location of the device (building, floor, or room).
- Attempt to obtain information on the time of detonation and type of detonator.
- Immediately after the caller has ended the call, notify an ERT member.
- If the threat was left on your voicemail, do not erase.

Written Threat:

- Handle the document as little as possible and deliver it to the ERT member as soon as possible.
- If the threat should come via e-mail, save the information.

Evacuation:

1. Do not attempt to notify or evacuate an entire building.
2. The ERT member will call the police and provide the instructions given by police.
3. The decision to evacuate is handled on a case by case basis and is a unified decision made by the ERT and based on instructions given by the police.

Bomb Threat Checklist

Name: _____ Number/extension: _____

REMAIN CALM			
Call received: ____:____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		Call ended: ____:____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Call came in on #: _____		Caller ID? <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	
<i>Exact words of caller: (Attempt to prolong the call by asking him/her to repeat the threat.)</i>			
Questions to ask the caller:			
1 When will the device detonate or activate?			
2 Where is the device located?			
3 What kind of device is it?			
4 What does the device look like?			
Voice Description			
<input type="checkbox"/> Male	<input type="checkbox"/> Young	<input type="checkbox"/> Calm	Accent?
<input type="checkbox"/> Female	<input type="checkbox"/> Middle-aged	<input type="checkbox"/> Nervous	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Old	<input type="checkbox"/> Refined	Speech impediment?
		<input type="checkbox"/> Rough	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Describe: _____	Describe: _____
<i>Did you recognize the voice? Who?</i>			
<i>Did caller have knowledge of building? How?</i>			
<i>Unusual phrases:</i>			
Background Noise:			
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Horns	<input type="checkbox"/> Whistle	<input type="checkbox"/> Radio
<input type="checkbox"/> Music	<input type="checkbox"/> Machinery	<input type="checkbox"/> Bells	<input type="checkbox"/> Other _____
<input type="checkbox"/> Traffic	<input type="checkbox"/> Motor	<input type="checkbox"/> Tape recorder	_____

Appendix C Earthquake Procedures

Immediate action if you are inside:

- Move to the interior of the building, away from windows.
- If possible, get underneath a solid desk or table or get as close to the center of the building under permanent doorways.
- Protect your eyes, head, spine, neck and shoulders as much as possible.
- Stay away from temporary walls or partitions and free-standing objects such as file cabinets, supply cabinets, etc.
- Do not attempt to evacuate the building, as you may be injured by falling debris.

If in an elevator:

- If the power fails, the elevator lights will go off.
- Be patient. You will be rescued as soon as possible.

Immediate action if you are outside:

- Move to an open area away from trees, power lines, and buildings.
- Once in the open, get down low and stay there until the shaking stops.

Immediate action if you are in a vehicle:

- Stop as quickly and safely as possible.
- Move your car to a safe shoulder away from power lines and under/over passes.
- Stay in the car, set the parking brake, and turn on the radio for emergency broadcast information.
- If a power line falls on the car, stay inside until a trained person removes the wire.

When the earthquake has subsided:

- Check for injuries and fires. If someone has been injured or you discover a fire, call **911**.
- Shut off utilities if you smell gas.
- Do not turn on lights or other electrical equipment.
- Keep telephone lines available for emergency calls
- If you are inside a building, remain inside. Falling debris, electrical wires, gas leaks and other hazards can cause extremely dangerous conditions outside.
- Do not use elevators.
- Follow the evacuation instructions from emergency response personnel.
- Follow the established procedures for fire, medical emergencies, or evacuation.
- Advise emergency responders of any impending property damage, that is, equipment that may fall onto furniture, water damage to vital records, etc.
- If possible, tune into the nearest emergency broadcast system.

Appendix D Fire

A fire may include visible flames, smoke, or strong burning odors. The severity of the fire will dictate the appropriate response.

If the fire can be quickly extinguished:

- If the fire is small and controllable (e.g. small wastebasket), and if you have been properly trained, you may attempt to use the portable fire extinguishers to put out the fire.
- If at any point the fire becomes worse **do not hesitate** when initiating the urgent procedure above
- After successfully extinguishing the fire notify an ERT member.

If the fire cannot be extinguished:

- Immediately yell "**FIRE!**"
- Call **911**
- Check if anybody needs assistance.
- If the area is safe and you are willing, remove incapacitated persons or persons in immediate danger.
- Evacuate per the standard evacuation procedures and consider the following evacuation notes.

Additional Evacuation Notes:

- Feel the exit door before you start to open it. **If it is hot, do not open it. Seek an alternate exit.**
- If the door is not hot, open it slowly and note the condition of the area.
- If hallways are clear of fire and smoke proceed to the nearest unblocked exit.
- Do not use elevators.
- Evacuate the building via the nearest safe exit and proceed to the assembly area.
- If hallways are blocked with fire and smoke, close the door tightly and stay by a window until you are rescued.
- If you must go through an area filled with smoke, crawl on your hands and knees along the floor where smoke and heat are less dense.
- Alert other building occupants when able and as appropriate.
- Assist others in exiting the building as appropriate.
- Turn **off** lights as you leave (if you feel it is safe to do so).
- Close doors as you leave (if you feel it is safe to do so).
- The fire department will control and make decisions at the scene of the fire upon arrival. The fire department will decide when to turn control of the scene back to the ERT.

Appendix E Flooding

- The ERT will monitor the overall weather and activate an inter-office alert once an official flood watch is issued.
- When the water level has reached critical levels, employees will be notified to evacuate. The ERT members will circulate through the office making verbal notification and ensure employees are leaving the building immediately.
- In these circumstances the City office will be evacuated immediately and all personnel **MUST** evacuate at that time. Evacuation for flood purposes closes the office for the day, and all employees will go home.
- In the event an office closing occurs over the weekend, or while the office is previously closed or unoccupied employees will be notified to not to report for duty via email, and/or phone call from their direct supervisor.

**Appendix F
Infrastructure/Utility Failure**

It is understood that from time to time, the City building may experience infrastructure failures that could render the location unsafe, uninhabitable, or unusable. These failures include gas, electric, computer, water, or telephone system failures.

While most of these will not usually cause emergencies within the building or injuries to employees or guests, hazards may be created. Notify an ERT member should a failure occur. ERT members will direct all occupants (staff and visitors) to take appropriate action and assist those in need of assistance.

In the event first responders are called to the scene they will determine whether an emergency exists and the appropriate course of action.

Keep the following tips in mind:

- Tripping and falling hazards may exist due to darkness.
- Persons could be trapped in an elevator.
- There are potential issues resulting from extreme heat or cold.
- In the event of a more serious emergency inability to contact local public safety authorities might exist if telephones are not functional.
- Sanitation concerns.

The decision to evacuate the building will be made by an ERT member. Depending on the nature of the infrastructure failure, assistance and services may be brought in from public agencies or specialized contractors.

Appendix G Medical Emergencies

CPR - Cardiopulmonary Resuscitation

Certified CPR Responder:

- Call 911 and acquire an AED (if available).
- Check the area around the patient to ensure you will not be put in danger (e.g. electric wires, falling objects, other hazards).
- When the area is safe check the patient for responsiveness.
- Initiate CPR if necessary.
- Enlist someone to notify management and to direct EMS personnel to the site once they arrive.

Non Trained Responder:

- Call 911 and follow their instructions.
- Enlist someone to notify management and provide direction for EMS personnel once they arrive.

First Aid Only

Certified First Aid Responder:

- Check the area around the patient to ensure you will not be put in danger
- Designate someone to call 911 (if necessary) and follow any directions provided by the 911 operator.
- Designate someone to get the first aid kit located in the copy room, police department or fire department.
- Use universal precautions such as disposable gloves and, if needed, disposable masks to protect both you and the patient.
- Assist the patient to the best of your ability. Do not go beyond your level of training.
- Designate a person to notify management and to direct EMS personnel as they arrive.
- If you suspect a neck or back injury, do not move the patient unless they are in immediate danger.
- If trained in blood borne pathogens controls, use the BBP spill kit and proper personal protective equipment (PPE) to cleanup bodily fluids.
- Notify an ERT member of the first aid kit items used.

Non Trained Responder:

- Call 911 and follow their instructions.
- Enlist someone to notify management and provide direction for EMS personnel once they arrive.

Appendix H Tornado

The ERT will monitor the local news or a NOAA Weather Radio to stay informed about tornado watches and warnings for the Red Bluff area. The ERT will activate an inter-office alert if a tornado watch is issued for the local area.

When a tornado warning has been issued the ERT members will provide all staff with direction. The following is general guidance.

If inside a directly impacted building:

- Proceed to a small, windowless interior room or hallway on the lowest level of a sturdy building.
- If you are trapped in debris, attempt to notify responders of your location.

If you are caught outdoors:

- Seek shelter in a basement, shelter or sturdy building.

If you cannot quickly walk to a shelter:

- Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.
- If flying debris occurs while you are driving, pull over and park.

Options as a last resort:

- Stay in the car with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.
- If you can safely get noticeably lower than the level of the roadway, exit your car and lie in that area, covering your head with your hands.

Appendix I Workplace Violence

The City has adopted a proactive approach to preventing workplace violence by educating employees about how to recognize, react to and report violent or potentially violent incidents and behaviors.

City employees (excluding police) are prohibited from possessing firearms, weapons, or other dangerous devices in the workplace. This prohibition includes simulated or toy weapons. Furthermore, joking about violence or making false reports and unsubstantiated allegations about violence will not be tolerated and will be treated as a violation of company policy.

Definitions of violence under this policy include:

- **Threat:** Express or implied intent to commit violence, hurt, punish, or intimidate an individual or the individual's family or property.
- **Violence:** Exertion of force or aggression with the intent of causing injury or abuse.
- **Verbal Violence:** Threats, verbal abuse, or harassment involving unwarranted acts or language designed to threaten, intimidate, or do harm.
- **Physical Violence:** Unwelcome physical conduct between two parties, including assault, sexual assault, and property damage caused by vandalism, arson, or terrorism.

In its efforts to mitigate the potential for workplace violence, the City is located in a secure building with local security provided by the City's Police Department, located in the center of the facility.

Procedures

To help prevent workplace violence, it is also the employees' responsibility to actively participate in protecting themselves and other employees and to report incidents to the proper individuals.

Emergencies

Call 911 for immediate assistance in an emergency (assault, direct threat of violence, suicide attempt, or incident involving hostage, weapons or drugs, or any crime in progress).

Reporting Disruptive Behavior and Violence Concerns

Employees who witness disruptive behavior or behavior that could result in violence must immediately report the behavior to their supervisor, manager, or any ERT member.

Safety Rules for Workplace Violence Prevention

Employees are expected to adhere to the following safety rules:

- Do not post alarm codes in public areas or share the alarm code with non-employees.
- Immediately report all incidents in the parking lot or areas surrounding the building to an ERT member so the incident can be documented and the police can be contacted if necessary.
- Immediately report suspicious or disruptive vendors or contractors to an ERT member.

**Appendix I
Workplace Violence Continued**

- Avoid walking alone at night or in the early morning hours.
- Avoid poorly lit streets, alleys, or parking lots, when entering or leaving the City offices.
- Avoid areas of concealment such as shrubs, trees, and recessed building entrances.
- Be alert to your surroundings. Do not be overconfident.
- If someone is following you, create a disturbance and run toward an open building.
- Attackers expect passive victims, so walk with a steady pace appear purposeful and project confidence.
- If you must work alone (late at night or on the weekends) be sure that someone knows where you are and when you are expected to return.
- When leaving the City offices, look around the area outside before exiting the building.
- When leaving the City offices depart with another employee, if possible.
- Always lock your car doors, even while you are inside your vehicle.
- Park your vehicle in a well-lit area.
- Park your vehicle close to the building during early morning or evening hours.
- Before entering your vehicle, check the back seat and around the vehicle for anything unusual.
- Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
- Avoid wearing expensive jewelry, and keep your valuables secure when not in use.
- If you are being followed while driving, go to the police station or a well-lit, highly populated area.
- If you are approached by a homeless person, do not give him or her money.
- Security is available to escort individuals to their vehicles by calling 911, when there is a visible or perceived threat.

Appendix I Workplace Violence - Active Shooter Incident

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate immediately upon recognition of gun shots and rampage.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Try Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Seek protection if shots are fired (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

Appendix I Workplace Violence - Active Shooter Incident Continued

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to respond when law enforcement arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard:

- Officers usually arrive in teams of four (4).
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands, and may push individuals to the ground for their safety.
- Remain calm, and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or 911 operators:

- ✓ Location of the active shooter.
- ✓ Number of shooters, if more than one.
- ✓ Physical description of shooter/s.
- ✓ Number and type of weapons held by the shooter/s.
- ✓ Number of potential victims at the location.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

**Appendix I
Workplace Violence - Active Shooter Incident Continued**

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Managing the consequences of an active shooter situation:

After the active shooter has been incapacitated and is no longer a threat, the ERT along with human resources and/or management, will engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone is missing and potentially injured.
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties.

**City of Red Bluff
Emergency Action Plan**