



This brochure provides basic information you need in an emergency as an occupant of the **Enviro Clean Services, LLC** facility.

## Key Telephone Numbers

EH&S Official(Vallie Dunklin)..... 405- 234-0577  
 EH&S Official(Bobby Miller) ..... 405- 209-9388  
 Building Warden (add name).....  
 Main Office..... 405-842-1066

## Emergency Numbers

Police/Fire/Paramedics .....911  
**MERCY HOSPITAL ..... 405-755-1555**  
**4300 W. MEMORIAL ROAD**  
**OKLAHOMA CITY, OK 73120**  
 Poison Control Center ..... 800-222-1222

## Necessary Information for All Emergency Calls

Your Name: \_\_\_\_\_  
 Street Address: **[INSERT]**  
 Telephone: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Description of Emergency: \_\_\_\_\_

## Notification of Emergency

You will receive information about an emergency necessitating evacuation or other individual action through one or more of the following methods:

- Fire alarm system
- Voice communication
- Electronic mail

**Not Every Emergency Will Require Evacuation—It Will Depend on the Situation**

## Staff Requiring Assistance

If you have a mobility, hearing, or visual disability check with your supervisor or manager. Managers will assign “buddies” to provide assistance during an emergency.

## Shelter-in-Place (SIP)

- Follow SIP directions from authorities and assist any visitors
- If time permits, notify your emergency contact that you are safe

## Accident/Incident Reporting

- Report the incident to your supervisor
- Report serious injuries or illnesses immediately to Vallie Dunklin or Bobby Miller
- Complete and submit an Incident Report within 24 hours

# Emergency Procedures

## Emergency Inside the Building

### Evacuation

- Time permitting:
  1. Gather essential belongings (consider that you may not be able to re-enter the building).
  2. Secure classified material in a manner consistent with your contract's requirements (typically in an approved security container/safe or approved SCIF/SAPF/Closed Area). If you are unable to secure the materials, notify your program manager as soon as it is safe to do so.
  3. Secure unclassified sensitive information within a locked file cabinet/drawer or take it with you.
- Proceed to the nearest exit in a brisk and orderly manner, following instructions from authorities
- Report to your building warden in the designated Assembly Area for a headcount and stay there until directed otherwise by authorities.

## Medical Emergency

- Call 911 and provide emergency information
- Notify the building warden to facilitate emergency responders' access
- If providing assistance take measures to avoid direct contact with blood or other potentially infectious substances (use latex gloves, barrier masks or other administrative handling controls). Report unprotected exposures to the EH&S official.
- First aid supplies are located **IN THE KITCHEN (MAIN BUILDING) AND SHOP (MAIN BUILDING).**

## Fire Procedures

- Call 911 and provide emergency information. Upon verification of a fire in the building the Building Warden shall be responsible for independently contacting or otherwise confirming a 911 call was placed
- Don't open hot doors
- Fire extinguishers are located throughout the building. Their use is reserved for those with specific training, or those that voluntarily elect to use them to control a small, incipient-stage fire.

## Fire Prevention

- Don't accumulate quantities of discarded files or other paper trash
- Don't store large quantities (more than one gallon) of hazardous materials without Vallie or Bobby's approval.
- Keep electrical appliances in good repair

## Bomb Threat

- Call 911 and provide emergency information
- Fill out the FBI Bomb threat form
- Follow instructions from authorities

## Suspicious Item

- Evacuate and secure the immediate area
- Call Building warden and EH&S officials
- Do not touch any suspicious item



## Emergency Procedures



### **Chemical, Biological or Radiological Spill or Release**

- Evacuate the immediate area and prevent others from entering
- Call 911 and provide the following information:
  - Why you suspect a hazardous material was spilled or released
  - The location of the spill or release
  - A brief description of the incident
  - The nature of injuries and symptoms exhibited by anyone who may be injured or exposed
- Do not attempt to clean up the spill
- Do not attempt to re-enter the area or retrieve belongings
- Do not eat, drink, or smoke until you are told it is safe to do so by appropriate authorities
- Call the Vallie or Bobby

### **Power Outage**

- For localized outages, call the facility manager
- For outages that are not localized, wait for instructions
- Do not use matches, lighters, or candles for emergency lighting



### **Emergency Outside the Building** **Medical Emergency or Accident**

- Call 911 and provide emergency information

### **Heavy Smoke, Fire, or Explosion**

- Contact building warden
- Evacuate the building and assemble at designated assembly point

### **Chemical, Biological or Radiological Spill or Release**

- Remain in the building and wait for instructions from authorities

### **Earthquake**

- Move away from windows and get under a sturdy object such as a desk or table
- Be prepared for aftershocks
- Afterwards, remain alert for potential overhead or other hazards resulting from the quake

### **Tornado and High Wind**

- For Tornado; evacuate to a safe location.
- If time does not permit, move to interior spaces (e.g., corridors or restrooms) with the fewest windows. **There are two storm shelters located in the shop area of the main building.**
- Move away from windows
- Sit facing away from any windows with your head between bent knees

### **Injury & Illness Prevention**

Contact Bobby or Vallie for details regarding the Injury & Illness Prevention Program or to raise concerns about safety in the workplace.

### **Aerial Photo of Assembly Area**

