

# **Cobb County Emergency Procedures Guide**

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## **EMERGENCY NUMBERS**

### **Ambulance**

911 or 9-911 (voice/TDD) for an outside line

### **Cobb Emergency Management Agency**

(770) 499-4567

ema@cobbcounty.org

### **Fire**

911 or 9-911(voice/TDD) for an outside line

### **Georgia Poison Control Center**

(404) 616-9000

### **National Weather Service**

(770) 486-8834

(Atlanta Forecast and Hourly Temperature)

### **Police**

911 or 9-911(voice/TDD) for an outside line

### **Sheriff (Radio Room)**

(770) 499-4630

Cobb County wants to provide a safe and healthy environment for all employees by providing effective Fire and Life Safety Emergency Procedures.

The purpose of the Fire and Life Safety Emergency Procedures is to establish a continuing state of preparedness for the protection of all employees in the event of an emergency. The procedures are designed to protect lives and property, and ensure continuity or early resumption of essential services.

Each employee is responsible for taking any appropriate action he or she feels necessary when there is a need to evacuate a building. Each employee should become familiar with the floor plans, fire alarms, pull stations and exits prior to an emergency.

The information contained in this booklet has been prepared as a basic guide in the event of an emergency. Not all emergency situations are covered; however, those considered most likely to occur are outlined. Please read this booklet thoroughly and place it in your desk or other readily available location for quick reference in the event of an emergency.

Please call Risk Management at **(770) 528-1585** to receive a copy of this guide in an alternative format.

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*Cobb County... Expect the Best!*

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## EMERGENCY INJURY/ILLNESS

In the event of major injury or illness, remain calm:

- DIAL 911 or 9-911 (voice/TDD) for an outside line immediately;
  - Summon assistance;
  - DO NOT MOVE the victim unless absolutely necessary;
  - Initiate first aid action as needed. Keep victim warm and comfortable and stay with them;
  - Send a messenger to the lobby to meet with emergency personnel; and
  - Notify the employee's supervisor.
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In the event of minor injury or illness:

- Summon assistance;
- Initiate first aid action if necessary; and
- Notify employee's supervisor.

## **FIRE**

A. If the fire is small and contained, use the closest fire extinguisher to thoroughly extinguish the fire.

- Pull the locking pin.
- Aim the nozzle at the base of the fire.
- Squeeze the handle to spray the contents on the fire.
- Sweep back and forth in order to extinguish the fire.

B. If you see or smell smoke, observe any other burning or electrical smells or have any suspicion there may be a problem, activate the fire alarm system.

1. Activate the fire alarm.

Pull-down alarms should be located  
next to ALL EXITS. DO NOT PANIC.

2. Dial 911 or 9-911 (voice/TDD) for an outside line.

You may need to pull the alarm and evacuate the building first and call once you are out of danger.

Provide the following information when you are safe:

- Your name
- Building and floor/location of fire
- Details of fire emergency

3. Evacuate by using stairway or main exits ONLY.

4. Last one to exit fire area:

CLOSE DOOR TO THE ROOM.

5. DO NOT USE THE ELEVATORS.

6. Do not attempt to open any closed door if the handle feels hot to the touch.

7. If caught in heavy smoke, take short breaths. Breathe through your nose, stay low and crawl if necessary. There will be less smoke near the floor.

8. Follow instructions of emergency response personnel.

9. DO NOT GO BACK IN the building for any reason. Proceed to the street level and exit the building.

10. DO NOT GO BACK IN the building when the alarm quits sounding. Wait for the Fire Department to issue an all-clear sign.

11. DO NOT ATTEMPT to fight the fire unless you have been trained and are confident you can handle the situation.

12. If you use a mobility device or would have difficulty exiting the building, know where the designated area of safe refuge is and go directly there and wait for Fire personnel to come assist you.

## BOMB THREATS

**W**hen a bomb threat is received, it may be advisable for the person receiving the call to give a prearranged signal (the signal can be as simple as holding up this book). This would allow monitoring of the call by more than one person and initiate someone else dialing 911 or 9-911 (voice/TDD) for an outside line.

If the bomb threat is received by telephone, do not put the caller on hold; find out as much information as possible:

- When is the bomb going to explode?
- Where is the bomb right now?
- What does it look like?
- Why did you place it?

Keep the caller on the telephone as long as possible. Be sure to note the following:

- Time and date of call;
- Exact words of caller or as close as possible;
- Sex and approximate age of caller;
- Accent and speech pattern/tone of voice;
- Background noises;
- If the voice sounds familiar; and
- Time call concluded.

**If** a written threat is received by mail, employees should:

Safeguard the object (letter, envelope, package) as evidence and do NOT handle it any further;  
Wash your hands immediately; and  
Dial 911 or 9-911 (voice/TDD)  
for an outside line.

**If** a suspected bomb is received by mail, treat it as a suspicious object.

Some characteristics to look for are:  
Parcels marked Personal or Confidential;  
Poorly typed or handwritten address;  
Incorrect title of person addressed;  
No return address; and/or  
Excessive or uneven weight.

**W**ait for instructions from Emergency Personnel (Police and Fire) as to when to evacuate.

## **SEVERE WEATHER and SIREN WARNINGS**

**D**uring severe weather conditions, Cobb Emergency Management Agency (CEMA) will monitor the National Weather Service (NWS) and the Georgia Emergency Management Agency (GEMA).

Cobb County has placed more than 74 warning sirens throughout the county. The severe weather sirens will sound for three to five minutes when:

- The National Weather Service issues a severe thunderstorm warning with a tornado watch.
- The National Weather Service issues a tornado warning.
- A tornado has been spotted and reported by Public Safety personnel.
- Additional weather warnings are issued.
- National Security events occur.

NOTE: Sirens are tested at noon the first Wednesday of each month for three to five minutes, weather permitting. If weather is questionable on Wednesday, the test will occur on Thursday. If weather is questionable on Thursday, the test will be cancelled for the month.

## TORNADO

In the event of a tornado watch (i.e., notice that tornadoes may develop), CEMA will continuously monitor the National Weather Service and GEMA for reports and conditions. When a local tornado warning is issued (i.e., a tornado has been sighted in our area), or you otherwise deem it necessary, appropriate action should be taken.

What should you do when a severe weather siren has sounded?

- Close all draperies and blinds.
- Stay away from windows.
- Move to the lowest floor, preferably a basement or proceed to any interior room without windows, such as bathrooms, and/or stairwells on your floor.
- Do not travel between floors.
- Do not congregate in the main lobby.



## HAZARDOUS MATERIALS

The following is what you should do upon identifying/suspecting a hazardous material spill:  
(EX: Chlorine, gas or unusual smell/plume).

- Dial 911 or 9-911 (voice/TDD) for an outside line.
- If possible, identify the character, exact source, amount and extent of released materials and pass along this information when dialing 911 or 9-911 (voice/TDD) for an outside line.
- Material Shipping Data Sheet (MSDS) can assist in identification of product spill.
- Places of business that store, transport or receive hazardous materials should have MSDS readily available.
- Do not enter the area containing the spill.
- Wait for emergency response personnel to take the necessary steps.

## CRIME AND TERRORISM

**Y**our eyes and ears are the most powerful tool in our fight against crime and terrorism. Through your vigilance and determination to protect our country, you can be the one to stop terrorism in its tracks.

Know what to look for:

### *Surveillance*

Someone recording or monitoring activities, including the use of cameras (both still and video), note taking, drawing diagrams, writing on maps or using binoculars.

### *Elicitation*

Anyone or any organization attempting to gain information by mail, fax, telephone or in person about government operations or personnel.

### *Test of Security*

Any attempts to test public safety response times or breach security at special events or government-operated buildings.

### *Acquiring Supplies*

Purchases or thefts of explosives, weapons or ammunition, uniforms or patches, vehicle decals, badges and ID's (or the equipment to make them) or other controlled items without proper identification or paperwork.

### *Suspicious Person or Vehicles*

Persons or vehicles that do not seem to belong, whether it is in your neighborhood, workplace, a parking lot or anywhere else.

### *Dry Run*

Putting people into position and moving them about without actually committing a terrorist act such as a kidnapping or bombing. A dry run could also include mapping out routes and determining the timing of traffic lights and flow.

### *Deploying Assets*

Positioning people and supplies to commit the act. This is the last opportunity to alert the authorities before the terrorism occurs.

If you see a crime committed, call 911.

If you see any of the suspicious activity listed above, call: EYES ON COBB Hotline (770) 590-5569.

## **CRIME AND TERRORISM REPORTING**

**F**ollow these procedures in the event of suspected terrorism, suspicious people or other acts of crime:

Dial 911 or 9-911 (voice/TDD) for an outside line.

Dispatchers will prioritize the emergency.

Police/Fire will identify further procedures to be taken.

Report all available information to both the dispatcher and emergency personnel upon arrival.



