



INYO COUNTY EMERGENCY ACTION GUIDE

Inyo County is committed to providing a safe and healthy workplace. This Emergency Action Guide provides quick-reference emergency procedures and preventative measures. Regular review will help prepare you to rapidly and effectively manage most emergencies. Please speak with your supervisor, Department Head, or Risk Management if you find any information to be confusing or unclear. Every emergency poses a unique and ever-changing combination of factors and challenges, so no guide can ever be 100% complete. Plan ahead. Safety is a responsibility that we all share.

Our written safety programs, including the Injury and Illness Prevention Plan, Heat Illness Prevention Plan, Bloodborne Pathogens Exposure Control Plan, and Aerosol Transmissible Disease Exposure Control Plan, are available at <http://www.inyocounty.us/risk>. Please contact Risk Management to participate in continuous improvement of employee safety. Anonymous hazard reports may be made at: <https://www.inyocounty.us/iipp/anonymous-hazard-report-tool>. Thank you for your partnership in a safer workplace.

We wish to thank the Office of Emergency Services, Risk Management, Department Heads, and the Health and Safety Committee for their contributions to the success of this Emergency Action Guide.

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TOPIC 1: My Information

Be prepared for emergencies. Know your location. Know how you would exit the building and where you would shelter in place. Know where a fire extinguisher, a first aid kit, and the AED are located. Know what the fire alarm sounds like for your building. Know which of your coworkers might need extra assistance during an emergency. If you work in multiple locations, make sure to know the answers for each location.

My name: _____

Work phone / mobile phone: _____

Supervisor's name: _____

Supervisor's phone #: _____

Nearest exit to my workspace: _____

Nearest AED to my workspace: _____

Nearest fire extinguisher to my workspace: _____

Nearest first aid kit to my workspace: _____

Personal emergency contact name: _____

Personal emergency contact phone #: _____

List any allergies or medical concerns: _____



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TOPIC 2: Emergency Contacts

Be alert for signs of trouble. Listen for alarms. Help others. Promptly report all fires, other emergencies, and suspicious activity. In an emergency, always call 911.

INTERNAL

- Inyo County Sheriff's Office: 760.878.0383
- 24/7 Employee Injury/Illness Hotline: 877.215.7285.
- Public Works / Maintenance: 760.878.0201 (Please comply with work order protocol.)
- Information Services: ticket@inyocounty.us
- Office of Emergency Services: 760.878.0120
- Risk Management: 760.872.2908
- Solid Waste Management: 760.873.5577

EXTERNAL (inclusion below does not imply endorsement)

LAW ENFORCEMENT

- California Highway Patrol (469 S Main St, Bishop): 760.872.5900 or 1-800-TELL-CHP
- Bishop Police Department (207 W Line St, Bishop): 760.873.5866
- Bureau of Land Management (BLM) Law Enforcement: 800.637.9152

FIRE

- Bishop Fire Department (209 W Line St, Bishop): 760.873.5485
- Big Pine Volunteer Fire District (181 N Main St, Big Pine): 760.938.2600
- Independence Fire Protection District (200 N Jackson, Independence): 760.878.2113
- Lone Pine Fire Protection District (130 N Jackson St, Lone Pine): 760.876.4626
- Olancho Cartago Volunteer Fire District (689 Shop St, Olancho): 760.764.2370
- Southern Inyo Fire Protection District (410 Tecopa Hot Springs Rd, Tecopa): 760.852.4130
- CalFire Incident Map: <https://www.fire.ca.gov/incidents/>.

MEDICAL

- Northern Inyo Hospital (150 Pioneer Ln, Bishop): 760.873.5811
- Southern Inyo Hospital (501 E Locust St, Lone Pine): 760.876.5501
- Toiyabe Indian Health Project (Bishop or Lone Pine): 760.873.8464
- Desert View Hospital (360 S Lola Ln, Pahrump, NV): 775.751.7500
- National Suicide Prevention Hotline: 800.273.8255 (press 1 for veterans, press 2 for Spanish)
- Poison Control Center: 800.222.1222

UTILITIES

- Hunt Propane (375 A Joe Smith Road, Bishop): 760.872.1433
- Southern California Edison: 800.611.1911
- LADWP: 800.342.5397
- Amerigas: 800.805.0659

ROADS

- Caltrans Road Conditions: <https://roads.dot.ca.gov/roadscell.php>.



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TOPIC 3: Fire

If your clothes catch fire, stop, drop to the ground, and roll.

If you see a fire or smell smoke: stay calm, call 911 and report location and other details, shut off the gas, close but do not lock doors and windows, and get clear of flammable materials or vegetation. Begin emergency evacuation procedures.

If you see a fire or hear a fire alarm:

- Do not panic. Panic is the most harmful and difficult element to control in an emergency.
- Follow instructions of EMS / Fire / Police.
- Do not use elevator.
- Walk, do not run.
- Do not return for personal belongings.
- Close all doors between you and the fire.
- Stay low if you detect smoke.
- Feel doors. Do not open if hot.
- If stairway is smoky, close the door quickly, and go to another stairway.
- If you are a person with a disability, wait for your assigned helper near the stairwell.
- Do not use the roof to escape.
- Stay to the right on the stairs.
- Grip the handrail.

If trapped on a floor with a fire:

- Do not panic.
- Close all doors between you & the fire.
- Call 911 and provide your exact location.
- If no stairwell is safe for evacuation, retreat to a solid-walled room with windows and a telephone.
- When you reach a safe area, call 911 to report the status and exact location of your group.

If trapped in a building where there is no fire/smoke: Stay put and follow the directions of EMS / Fire / Police.

If in a vehicle during a wildfire:

- Stay calm.
- Park clear of vegetation and close windows and vents.
- Cover yourself with a blanket or jacket.
- Lie on the floor and call 911.

Fire Prevention Tips:

- Keep fixed and portable space heaters at least three feet from anything that can burn. Unplug space heaters when you leave the room.
- Do not use candles or other open flames in the workplace.
- Turn off the oven if you have to leave the kitchen.
- Inspect electrical cords. Replace cords that are cracked, damaged, or have broken plugs.
- Do not overload power strips.
- Review the posted evacuation map and practice your escape plan. Do fire drills.
- Know where the nearest fire extinguisher is located and learn how to use it.



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TOPIC 4: How to Use a Fire Extinguisher

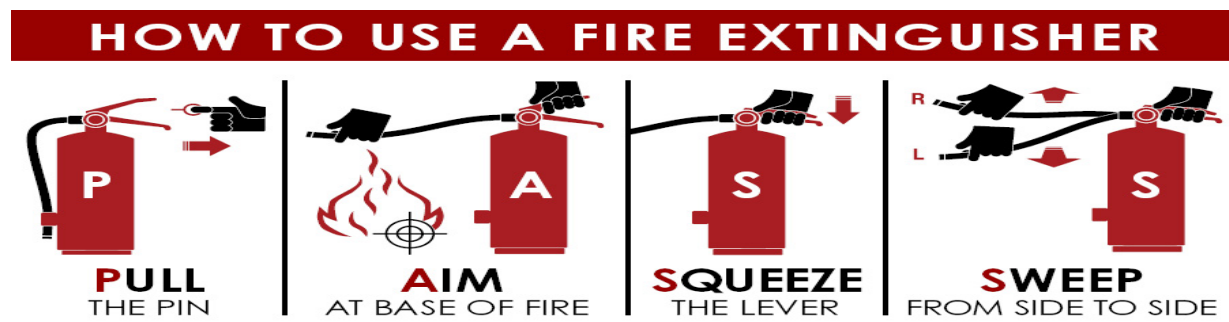
Portable fire extinguishers are for controlling small fires and protecting evacuation routes that a fire may block directly or indirectly with smoke or burning/smoldering materials. A valid extinguisher will have a tag stamped/punched with a date that is within a year prior to the current date. Employees who have been trained and designated to use fire extinguishers may do so as needed. Everyone else should proceed with evacuation procedures. **If you have the slightest doubt about your ability to fight a fire....EVACUATE IMMEDIATELY!**

Follow these steps when responding to an incipient stage fire (flames are small and not widespread, smoke allows for visibility in the room):

- Sound the fire alarm and call the fire department.
- Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path.
- Select the appropriate type of fire extinguisher. All of ours are ABC except in some kitchens, data centers, and machine/maintenance shops.
- Stand no closer than 6 to 8 feet from the fire.
- Use the P.A.S.S. technique (pull, aim, squeeze, sweep) to discharge the extinguisher. (SEE BELOW.)
- Back away from an extinguished fire in case it flames up again.
- Evacuate immediately if the extinguisher is empty and the fire is not out.
- Evacuate immediately if the fire progresses beyond the incipient stage.

Most fire extinguishers operate using the following P.A.S.S. technique:

1. **PULL**... Pull the pin. This will also break the tamper seal.
2. **AIM**... Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire. *NOTE:* Do not touch the plastic discharge horn on CO2 extinguishers as it gets very cold and may damage skin.
3. **SQUEEZE**... Squeeze the handle to release the extinguishing agent.
4. **SWEEP**... Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.





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TOPIC 5: Evacuation Procedures

Certain events and emergencies may require a workplace to be evacuated. These may include: fires, explosions, floods, earthquakes, toxic material releases, biological accidents, civil disturbances, and workplace violence.

It is important to understand these evacuation-related terms:

- Immediate Evacuation Order - Immediate movement out of the affected area due to an imminent threat to life.
- Evacuation Warning - Potential threat to life or property. Consider evacuating those who need additional time.
- Shelter-in-Place - Stay in place. Evacuating will cause a higher possibility for loss of life.
- Rescue - Area restricted to rescue workers who will recover and remove those who are injured or trapped.

In the event an emergency requires you to leave the building, follow the directions of emergency personnel. Exits, routes, emergency equipment, and your evacuation assembly location are shown on the posted evacuation map. Proceed to the nearest stairwell (stay to the right on the way down) and exit. Do not run and do not use elevator! Upon reaching the parking lot or lobby, move away from the building to allow emergency personnel to enter. Go to the evacuation assembly location and wait. If the assembly location is within the hazard zone, move to a further and safe location.

After the evacuation, take a head count at the assembly location. Provide the names and last known locations of anyone not present to EMS / Fire / Police. Make a plan for an alternative assembly location just in case the incident expands. You may return to the building when you hear the "ALL CLEAR."

Contact Public Works or Risk Management for a copy of the evacuation map for your building.



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TOPIC 6: Evacuation of Disabled Persons

Visually Impaired Persons

- Tell the person the nature of the emergency and offer guidance.
- Offer your arm for guidance.
- Do not grasp a visually impaired person's arm unless they are in severe danger.
- As you walk, tell the person where you are and advise them of obstacles.
- Once you reach safety, ask if further help is needed.

People who are mobility limited or who use crutches, canes or walkers:

- Evacuate these individuals as injured persons.
- Assist and accompany them to the evacuation site to the greatest extent possible.
- Use a sturdy chair with arms and preferably wheels to move the person.
- Get help and carry them to safety.

Wheelchair users:

- Check with the individual on their preference.
- Determine if a chair is available.
- Remove any immediate dangers.
- Immediately advise arriving first responders of persons needing special evacuation assistance.

Hearing Impaired Persons:

Communicate to a person with a hearing impairment about an emergency:

- Get their attention first. Turning lights on and off can help.
- Make eye contact when you speak.
- Take time to make sure they understand.
- Repeat, rephrase, or write it down.
- A hearing aid or cochlear implant does not necessarily allow the person to understand everything you say.
- Assist them to safety as needed.





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TOPIC 7: Shelter in Place

Sometimes the best way to stay safe in an emergency is to get inside a building or vehicle and stay put. Where you should stay can be different for different types of emergencies. Be informed about the different kinds of emergencies that could affect your area. Learn how local officials share emergency information. Use available information to assess the situation. For example, if you see large amounts of debris in the air, then "shelter-in-place" might be best.

Get Inside, Stay Inside

If local officials tell you to "stay put," act quickly. Listen carefully to local radio or check the internet for instructions. The best directions will depend on the emergency situation. The general guidance follows.

- **Get inside.** Bring your coworkers and your emergency supplies (such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags).
- **Find a safe spot.** The exact spot will depend on the type of emergency. Large storage closets, utility rooms, pantries, and copy and conference rooms without exterior windows can work well. 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.
- **Stay put.** Wait in this location until officials say that it is safe to leave. Be ready to relocate if the situation changes.
- **If you need to stop outside air from coming in:** turn off things that move air (like fans and air conditioners); get yourself and your coworkers inside the room and bring your emergency supplies if they are clean and easy to get to; block air from entering the room; and listen to officials for further instructions. Once officials say the emergency is over, turn on fans and other things that circulate air, and then go outside until the building's air has been exchanged with the now clean outdoor air.

Stay in Touch / Listen

- **Call or text your supervisor and emergency contact** (unless doing so may put you at an increased risk). Let them know who you are with (including employees, visitors, clients, customers) and how everyone is doing.
- **Use your phone only as necessary.** Keep the phone handy in case you need to report a life threatening emergency. Otherwise, do not use the phone, so that the lines will be available for emergency responders.
- **Keep listening to your radio and check your phone and the internet for updates.** Do not leave your shelter unless authorities tell you it is safe to do so. If they tell you to evacuate the area, follow their instructions.

Staying Put in Your Vehicle

In some emergencies, it may be safer to pull over and stay in your vehicle than to keep driving. If you are very close to home, your workplace, or a public building, immediately go there, go inside, and "shelter-in-place." If you cannot get indoors quickly and safely, it may be safer to **PULL OVER, STAY where you are, and LISTEN to the radio for updates** and additional instructions.



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TOPIC 8: Medical Emergency

In the event of a medical emergency, be a part of the solution, but do not get in the way of the local, dedicated, and well-trained professional emergency responders and medical service personnel. If the medical emergency is life-threatening, call 911. Tell the dispatcher about the incident, the nature of the injuries, and the location of the injured person.

Do not put yourself at risk to help someone else. Assess the scene first. Do not help the victim unless you are *absolutely* certain that the environment in which the victim is located is safe and does not represent a life-threatening situation for you. If you observe what appears to be a medical emergency and a potentially hazardous situation through a window or door, do not open the door until emergency responders arrive on the scene. Opening a door can be very risky. For example, a smoldering fire can flare up, or you can be surrounded suddenly by a hazardous atmosphere.

Here is some basic guidance in the event you come upon an injured person:

- Remain calm.
- Report the medical emergency to 911.
- If the person is bleeding, see the page dedicated to stopping bleeding in this Guide.
- If the victim appears to be unconscious, determine responsiveness by attempting to communicate in a loud voice. If the victim does not respond, place your hand near the victim's breathing zone to check for respiration. Do not move the person's head or neck in the process.
- If you detect the victim is not breathing and the heart is not beating, then send someone to get the AED. The AED can help guide your next steps and will deliver a shock as needed.
- If you are properly trained in CPR, put on suitable personal protective equipment, establish a clear airway, and begin CPR. Push hard and fast in the center of the chest.
- Do not move an injured person unless they are in further danger (such as an advancing fire).
- Stay with the victim as long as it is safe for you to do so.

It is the intent of the County of Inyo to provide AEDs that are readily available in the event an individual experiences sudden cardiac arrest in a County-operated facility. The placement and presence of an AED does not impose a duty on any employee or agent of the County to use an AED or to take any other action in response to an emergency situation, nor does it prevent any employee or agent of the County or member of the public from using an AED in an emergency situation. Contact Risk Management for a demonstration on AED operation. Your supervisor may have information about voluntary training in First Aid / CPR / AED.



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TOPIC 9: How to Stop Bleeding until professional help arrives

Uncontrolled bleeding is a leading cause of preventable death from trauma. We would like you to know how to stop bleeding in case you need it someday.

- A. **Ensure Your Own Safety First.** Provide care to others when it is safe for you to do so. If your safety becomes threatened, try to remove yourself and the victim (if possible) from danger. Wear gloves and goggles/glasses (if available) to protect yourself from bloodborne pathogens.
- B. **Get Help.** Call 911 or tell someone else to call while you try to assist the victim.
- C. **Find the Source.** Find the source of the bleeding. Open or remove clothing over the wound so you can see it clearly. Identify life-threatening bleeding (blood spurting out of the wound, blood that will not stop coming out of the wound, blood that is pooling on the ground, clothing that is soaked with blood, bandages that are soaked with blood, loss of all or part of an arm or leg, or bleeding from a confused or unconscious victim).
- D. **Compress.** Compress the bleeding blood vessels in order to stop the bleeding. There are three main ways to do this: direct pressure, tourniquet, and pack and pressure.
 1. **DIRECT PRESSURE.** Apply direct pressure on the wound. Cover the wound with a clean cloth or shirt and apply pressure by pushing directly on it with both hands. If the wound is large and deep, try to “stuff” the cloth down into the wound. Push as hard as you can and hold until the bleeding stops or until relieved by medical responders.
 2. **TOURNIQUET.** Apply a tourniquet for life-threatening bleeding from an arm or leg. Wrap the tourniquet around the bleeding arm or leg about 2 or 3 inches above the bleeding site. Be sure NOT to place the tourniquet on a joint. Go above the joint if necessary. Pull the ends of the tourniquet to make it as tight as possible. Twist or wind until bleeding stops. Secure to keep the tourniquet tight. Note the time that the tourniquet was applied. A tourniquet will cause pain but it may be necessary to stop life-threatening bleeding.
 3. **PACK AND PRESSURE.** For life-threatening bleeding from an arm or leg when a tourniquet is not available, or for bleeding from the neck, shoulder, or groin, pack (stuff) the wound with gauze or a clean cloth and then apply pressure with both hands. Open the clothing over the bleeding wound, wipe away pooled blood, pack the wound with gauze or a clean cloth, apply steady pressure with both hands directly on top of the bleeding wound, push down as hard as you can, and hold pressure until the bleeding stops or you are relieved by medical responders.



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TOPIC 10: Suspicious Person

LEAVE THE AREA IF YOU BELIEVE THAT YOU ARE IN ANY DANGER.

What to look for

- Person exhibiting unusual mental or physical behavior.
- Repeated pacing back and forth.
- Screaming, shouting, or other unusual noises.
- Property being removed from a building after hours.
- Vehicle driving slowly, back and forth, on a street or in a parking lot.
- Anyone being forced into a vehicle.
- Person running from a vehicle/building/area while carrying property, computers, or furniture.
- Abandoned vehicles or packages.
- Person looking in or tampering with doors or windows.
- Person forcing entry into a building or vehicle.
- Any form of vandalism.
- A tense situation that is about to escalate (argument, fighting, threatening).
- A person staggering and appearing intoxicated, disoriented, or in need of medical attention.
- Anything “unusual” for your area.

What to do

- Stay calm.
- Trust your instincts. If you remain suspicious of the person or feel threatened, call 911.
- Keep away from the suspicious person or activity.
- Lock offices and buildings when unattended.

What not to do

- Approach the suspicious person or activity.
- Try to apprehend, hold, or block the suspect’s exit.
- Take any risks with your safety.
- Delay reporting the incident unnecessarily.
- Prop doors open or allow people to “tailgate” into buildings.

Reporting to Law Enforcement

- Describe the incident – who, what, when, where, how.
- Were weapons involved?
- Describe the suspect – age, height, weight, gender, race, hair color, clothing, facial hair, tattoos.
- Describe the vehicle – make, model, year, color, license plate number, special features.
- Stay on the line with the dispatcher if the dispatcher asks you to.
- Stay in the area and meet with an officer if it is safe to do so.



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TOPIC 11: Suspicious Package

What to look for

- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Title, but no name.
- Misspellings of common words.
- Oily stains, discolorations or odor.
- No return address.
- Excessive weight.
- Lopsided or uneven envelope.
- Protruding wires or aluminum foil.
- Excessive security material, such as masking tape or string.
- Visual distractions.
- Ticking or sloshing sounds.
- Marked with restrictive words, such as "Personal" or "Confidential."
- Shows a city or state in the postmark that does not match the return address.



What to do

- Handle with care. Do not shake or bump. Identify indicators (see above).
- Isolate the package. Do not place in a drawer, filing cabinet, or under water.
- Do not open, smell, or taste.
- Do not clean up any powder that emits from the package.
- Wash your hands with soap and water for at least 20 seconds. Shower with soap and water as soon as possible.
- Open windows and doors but turn off fans and ventilation units.
- Prevent others from approaching the package.
- Do not make any calls from your cell phone while in the immediate vicinity of the package.
- Locate the nearest landline and call 911. Provide all of the details concerning the package (location, size, color, shape, etc.). Provide contact information for other persons who were near the package. Follow the instructions of emergency personnel.



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TOPIC 12: Bomb Threat

A bomb threat is a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. If you receive a bomb threat by phone, keep calm, try to keep the caller on the line, and obtain as much information as possible.

- Where is the bomb located?
- What time is the bomb set to go off?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- Where are you now?
- What is your name and address?
- What organization do you represent?
- Note the exact wording of the bomb threat.

EXACT WORDS OF CALLER:

Did this sound like a prepared statement?

Caller Characteristics

- SEX: male – female – _____
- APPROXIMATELY AGE: child – young adult – middle aged – older – _____
- VOICE: loud – soft – intoxicated – high-pitched – deep – accent – _____
- MANNER: calm – coherent – angry – emotional – laughing – _____
- BACKGROUND NOISE: street – bar – factory – vehicle – office – _____

Call Details

- Call came from:
- Date and time of call:
- Your name:
- Your phone number:

The key to preventing a bomb threat from becoming an explosion is to report any threat or strange packages as soon as they are received to 911 as soon as possible. In the event of a bomb threat, do not use cell phones or activate fire alarms, as this may trigger an explosive device.



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BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
 1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
 (Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

- | Caller's Voice | Background Sounds: | Threat Language: |
|--|--|---------------------------------------|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Angry | <input type="checkbox"/> House Noises | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Kitchen Noises | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Street Noises | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Booth | <input type="checkbox"/> Profane |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> PA system | <input type="checkbox"/> Well-spoken |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Conversation | |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Music | |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Motor | |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Clear | |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Static | _____ |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Office machinery | _____ |
| <input type="checkbox"/> Female | <input type="checkbox"/> Factory machinery | _____ |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Local | _____ |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Long distance | _____ |
| <input type="checkbox"/> Loud | | |
| <input type="checkbox"/> Male | Other Information: | |
| <input type="checkbox"/> Nasal | _____ | |
| <input type="checkbox"/> Normal | _____ | |
| <input type="checkbox"/> Ragged | _____ | |
| <input type="checkbox"/> Rapid | | |
| <input type="checkbox"/> Raspy | | |
| <input type="checkbox"/> Slow | | |
| <input type="checkbox"/> Slurred | | |
| <input type="checkbox"/> Soft | | |
| <input type="checkbox"/> Stutter | | |



Homeland Security



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TOPIC 13: Active Threat

Active shooter and other violent intruder situations are unpredictable and evolve quickly. The immediate deployment of law enforcement is typically required to stop the threat and mitigate harm to victims, but active shooter situations are often over quickly and sometimes before law enforcement arrives on the scene. You may need to be mentally and physically prepared to deal with such a situation. You must determine the most reasonable way to protect your own life. You are empowered to take the physical steps to keep yourself safe. Others will follow the lead of whoever appears to be in charge in a crisis situation. Your options are: Run, Hide, or Fight Back.

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

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands empty, visible, and up high (with fingers spread) so police can see them.
- Follow instructions of any police officer. Avoid quick movements toward officers, and avoid pointing, screaming, and yelling at them.
- Do not attempt to move wounded people.
- Call 911 when you are safe. Go to the evacuation assembly location when the area is safe.

2. HIDE. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Lock and block the door with heavy furniture. 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. A hiding place should:

- Be out of the active shooter's view.
- Provide physical protection if shots are fired in your direction (door, desk, wall, etc.)
- Not trap you or restrict your options for movement.

If the active shooter is nearby:

- Lock the door and silence your cell phone.
- Turn off any source of noise, such as radios.
- Hide behind large items, such as cabinets and desks.
- Remain quiet.

3. FIGHT BACK. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter. You must act as aggressively as possible against the active shooter. Yell. Throw items and improvise weapons. Scissors, fire extinguishers, and chairs can be good options. Commit to your actions. The odds of survival are better if multiple people coordinate a counterattack, but do what you can with what you have to save yourself.



INYO COUNTY EMERGENCY ACTION GUIDE

HOW TO STAY SAFE WHEN AN ACTIVE SHOOTER THREATENS



If you see suspicious activity, let an authority know right away.

Many places, such as houses of worship, workplaces, and schools, have plans in place to help you respond safely. Ask about these plans and get familiar with them. If you participate in an active shooter drill, talk with your family about what you learned and how to apply it to other locations.

When you visit a building such as a shopping mall or healthcare facility, take time to identify two nearby exits. Get in the habit of doing this.

Map out places to hide. In rooms without windows, behind solid doors with locks, under desks, or behind heavy furniture such as large filing cabinets can make good hiding places.

Sign up for active shooter, first aid, and tourniquet training. Learn how to help others by taking FEMA's You Are the Help Until Help Arrives course. Learn more at ready.gov/until-help-arrives.



RUN. Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and weapons.

HIDE. If you cannot get away safely, find a place to hide. Get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Do not hide in groups—spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently—such as through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you notice that all immediate danger is clear.

FIGHT. Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.



Keep hands visible and empty.

Know that law enforcement's first task is to end the incident. They may have to pass injured persons along the way.

Follow law enforcement's instructions and evacuate in the direction they tell you to.

Consider seeking professional help for you and your family to cope with the long-term effects of trauma.

Take an Active Role in Your Safety

Go to ready.gov and search for **active shooter**. Download the **FEMA app** to get more information about preparing for an **active shooter**. Find Emergency Safety Tips





INYO COUNTY EMERGENCY ACTION GUIDE

TOPIC 14: Earthquake

When inside a building:

- Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and it may be difficult to stand.
- Drop down onto your hands and knees so the earthquake does not knock you down. Drop to the ground before the earthquake drops you.
- Cover your head and neck with your arms to protect yourself from falling debris.
- If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
- If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- Hold on to any sturdy covering so you can move with it until the shaking stops.
- **If getting safely to the floor to take cover will not be possible:** Identify an inside corner of the room away from windows and objects that could fall on you. Get as low as possible to the floor. People who use wheelchairs or other mobility devices should lock their wheels and remain seated until the shaking stops. Protect your head & neck with your arms or whatever available.



When outside:

- Move away from buildings, streetlights, and utility wires.
- Once in the open, "Drop, Cover, and Hold On."
- Stay there until the shaking stops. This might not be possible near buildings, so you may need to duck inside a building to avoid falling debris.

When in a moving vehicle:

- Stop as quickly and safely as possible.
- Stay in the vehicle.
- Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped.
- Avoid roads, bridges, or ramps that the earthquake may have damaged.

After an earthquake:

- Be prepared to "Drop, Cover, and Hold on" in the likely event of aftershocks.
- If there is a clear path to safety, leave and go to an open space away from damaged areas.
- If you are trapped, do not move about or kick up dust.
- If you have a cell phone with you, use it to call or text for help.
- Tap on a pipe or wall or use a whistle, if you have one, so that rescuers can locate you.
- Once safe, monitor local news and cell phone text alerts for emergency information.
- Listen to local officials.



INYO COUNTY EMERGENCY ACTION GUIDE

TOPIC 15: Utility Failure

Preparing for a power outage:

- Keep a working flashlight available.
- Save computer work frequently.
- Use a surge protector or an uninterruptible power supply (provided for certain computer workstations) to protect devices from voltage spikes.
- Know what equipment can and cannot be turned off during a power outage.
- Know the location of the nearest stairwell and exit so you can find them in the dark.
- Know who to contact during after-hour power failures.
- Know who might need help if you have to evacuate.

During a power outage:

- Remain calm and put safety first.
- Do not use candles, cigarette lighters, or other types of flame for lighting.
- If available, increase natural lighting by opening window shades.
- If it is safe to do so, secure personal belongings.
- Turn off light switches and air conditioners.
- Turn off appropriate computers, equipment, or systems that are not connected to an uninterruptible power supply. Unplug appliances (including space heaters). This helps prevent circuits from overloading when power is restored.
- Never go near a downed power line and call 911 to report it. Stay clear of pooled water near a downed power line, and do not touch anything in contact with the wire or water.
- If instructed to evacuate, proceed cautiously to the nearest exit. See Evacuations Procedures.

If people are trapped in an elevator during a power outage:

- In an emergency, call 911.
- Call Public Works / Maintenance at 760.878.0201.
- Instruct passengers to pick up the emergency phone in the elevator so they can provide direct information to emergency responders.
- Reassure passengers and continue to communicate with them until assistance arrives, provided it is safe for you to stay in the building.

In the event of a water outage or leak:

- If there is a leak, evacuate the area as soon as possible, and call 911.
- Call Public Works / Maintenance at 760.878.0201 and provide details.
- Alert others to the hazard.
- Protect important equipment, if necessary and safe to do so.
- Immediately report any unauthorized spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposal of hazardous material.



INYO COUNTY EMERGENCY ACTION GUIDE

TOPIC 16: Elevator Malfunction

In the event of a fire, use stairs. Do not use elevator.

If you are in an elevator and the elevator stalls:

- Remain calm.
- Press the emergency button or use the emergency phone.
- Be prepared to report your location.
- Do not try to leave the elevator.

If you think someone may be trapped inside an elevator:

- Do not attempt to force open the elevator doors.
- Call 911.

Call Public Works / Maintenance at 760.878.0201 if a vacant elevator is in need of attention.



INYO COUNTY EMERGENCY ACTION GUIDE

TOPIC 17: Heat-Related Illness

Heat-related illnesses are preventable. Learn the symptoms and what to do if you or a coworker shows signs of a heat-related illness.

When working outdoors for more than a few hours when the temperature exceeds 80 degrees: watch out for each other; drink about a cup of cool (not cold) water every 15 minutes; wear a hat and light-colored, breathable clothing; take frequent short breaks in a cool, shaded area; avoid eating large meals before working; avoid caffeine; and know where you are in case you have to call for help.

HEAT STROKE

- What to look for: high body temperature (103F or higher); hot, red, dry, or damp skin; fast, strong pulse; headache; dizziness; nausea; confusion; losing consciousness (passing out).
- What to do: call 911 right away. Heat stroke is a medical emergency. Move the person to a cooler place, help lower the person's temperature with cool cloths or a cool bath, and do not give the person anything to drink.

HEAT EXHAUSTION

- What to look for: heavy sweating; cold, pale, and clammy skin; fast, weak pulse; nausea or vomiting; muscle cramps; tiredness or weakness; dizziness; headache; fainting (passing out).
- What to do: move to a cool place; loosen your clothes; put cool, wet cloths on your body or take a cool bath; sip water.
- Get medical help right away if: vomiting, symptoms get worse, or symptoms last longer than one hour.

HEAT CRAMPS

- What to look for: heavy sweating during intense exercise, muscle pain or spasms.
- What to do: stop physical activity and move to a cool place; drink water or a sports drink; wait for cramps to go away before you do any more physical activity.
- Get medical help right away if: cramps last longer than one hour, you are on a low-sodium diet, or you have heart problems.

SUNBURN

- What to look for: painful, red, and warm skin; blisters on the skin.
- What to do: stay out of the sun until your sunburn heals; put cool cloths on sunburned areas or take a cool bath; put moisturizing lotion on sunburned areas; do not break blisters.

HEAT RASH

- What to look for: red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases).
- What to do: stay in a cool, dry place; keep the rash dry; use a powder to soothe the rash.

See also the County of Inyo Heat Illness Prevention Plan at www.inyocounty.us/iipp.



INYO COUNTY EMERGENCY ACTION GUIDE

TOPIC 18: Infectious Disease

You can decrease the spread of infectious disease:

- Wash your hands for at least 20 seconds with soap and water. Do this often. It is especially important before and after preparing food, before eating, and after using the restroom.
- Use hand sanitizer upon entering buildings.
- Keep your distance.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- Do not touch your eyes, nose, and mouth.
- Get vaccinated and keep them up to date. Immunizations can drastically reduce your chances of contracting many diseases.
- Use antibiotics sensibly and only when prescribed. Unless otherwise directed, or unless you are allergic to them, take all prescribed doses of your antibiotic, even if you begin to feel better before you have completed the medication.
- Stay home (except to get medical care) if you have signs and symptoms of an infection.
- Do not go to work if you feel ill.
- Be smart about food preparation. Keep counters and kitchen surfaces clean when preparing meals. In addition, promptly refrigerate leftovers. Do not let cooked foods remain at room temperature for an extended period of time.
- Regularly clean and disinfect frequently touched objects and surfaces.
- Do not share personal items.

If you are exposed to someone else's blood or other potentially infectious material:

1. TREAT IMMEDIATELY

- a. Wash needle sticks and cuts with soap and water.
- b. Flush splashes to the nose, mouth, or skin with water.
- c. Irrigate eyes with clean water, saline, or a sterile irrigant.

No scientific evidence shows that using antiseptics or squeezing the wound will reduce the risk of transmission of a bloodborne pathogen. Using a caustic agent such as bleach is not recommended.

2. REPORT EXPOSURE

Prompt reporting is essential. If the exposure happened at work, call the 24/7 Employee Injury/Illness Hotline (877.215.7285) to speak with a nurse. In some cases, post exposure treatment may be recommended and should be started as soon as possible.

See also the County of Inyo Bloodborne Pathogens Exposure Control Plan and the Aerosol Transmissible Disease Exposure Control Plan at www.inyocounty.us/iipp.



INYO COUNTY EMERGENCY ACTION GUIDE

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.



www.cdc.gov/handwashing



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

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INYO COUNTY EMERGENCY ACTION GUIDE

TOPIC 19: Reporting Industrial Injuries & Accessing Care

Call 911 or go to the nearest hospital if life or limb is threatened!

All work-related injuries and illnesses must be reported immediately to the supervisor. Then, call the 24/7 Employee Injury/Illness Hotline at 877.215.7285 to report the injury and to speak with a nurse. Early reporting helps injured workers get the right treatment faster, accelerates claim reporting, and expedites benefits determination. Minor injuries should be reported prior to leaving the jobsite.

The Hotline nurse will gather your information by phone, triage the injury, and help you access appropriate and timely medical care. Most injuries and illnesses can be effectively treated by one of our telehealth doctors via video chat. Telehealth doctors can order x-rays and prescribe medication, if needed. If you prefer to see the County's designated provider in Bishop, or your predesignated medical provider, make sure to inform the Hotline nurse so the nurse can send an advisory notice with helpful information on your case to your doctor.

Your supervisor will provide a claim form. The form contains important information for you. You must complete and return the "Employee" section of the claim form if you seek medical treatment for your work-related injury or illness. Your supervisor will complete the Supervisor Incident Investigation Report and return it to Risk Management along with the claim form you complete.

Please contact Risk Management at 760.872.2908 or risk@inyocounty.us if you have questions about workers' compensation, your case, or would like to predesignate a provider.



INYO COUNTY EMERGENCY ACTION GUIDE

TOPIC 20: Workplace Violence

Workplace violence is an incident in which an employee is abused, threatened, battered, assaulted, or intimidated at work. No form of violence will be tolerated.

BE ALERT FOR SIGNS OF TROUBLE. Employees and managers help to prevent workplace violence by being aware of the indicators for potentially violent behavior. Troubling behaviors can be clear signals that something is wrong. Do not ignore them. Identifying and reporting these behaviors may help prevent violent incidents from occurring. Leading indicators of potential workplace violence include:

- Direct or veiled threats of harm.
- Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior.
- Numerous conflicts with supervisors and other employees.
- Fascination with weapons.
- Statements showing fascination with incidents of workplace violence.
- Statements indicating approval of the use of violence to resolve problems.
- Statements indicating identification with perpetrators of workplace homicides.
- Statements indicating desperation (over family, money, and other personal problems) to the point of contemplating suicide.
- Drug or alcohol abuse.
- Extreme changes in behavior.
- Hostile feelings of injustice or perceived wrongdoing.
- Signs of physical injury or emotional episodes from or related to domestic violence.
- Increased fear related to domestic violence.

DO APPROPRIATE INTERVENTION. If you or a coworker is in immediate danger, call 911. If you must be silent, leave the phone on so the dispatcher can hear and discretely share the information with law enforcement.

If the situation could get violent: stay calm and speak in a calm voice; be careful with what you say and do not argue or threaten; do not clench your fists; keep your distance from the perpetrator; attempt to position yourself so that furniture or other objects separate you and the perpetrator; position yourself so that an exit route is available; do not touch the perpetrator; do not attempt to physically disarm the perpetrator; obey the perpetrator's orders when you are physically in danger.

Inform your supervisor, Department Head, Risk Management, or Personnel if you notice or think you may have noticed a leading indicator. The Risk Manager or Division or Department Head will conduct a confidential interview with the reporting employee. As soon as we are aware of potential dangers, we can start trying to mitigate any emerging risks.

See also the County of Inyo Anti-Violence Policy.



INYO COUNTY EMERGENCY ACTION GUIDE

TOPIC 21: Email Safety

Please be on the lookout for cybercrime and phishing attacks. If you were not expecting a link in an email, DO NOT CLICK ON IT! Here are some common types of such attacks.

Account Verification:

- Appears to come from a well-known company like Netflix and asks you to sign in and correct an issue with your account.
- Link points to a website pretending to be a company's legitimate site and asks for your login credentials.
- Tip: Do not click any links in the email. Directly log in to your account by typing the address into a web browser. If you are unable to log in, contact the service using official contact information.

Cloud File Sharing:

- Contains a link to what appears to be a shared file on Google Docs, Dropbox, or another file-sharing site.
- Link points to a page pretending to be a file-sharing site and requests you log in.
- Tip: Do not click any links in the email. Instead, log in to your account and find the shared file by name. Remember to verify sender identity and use established Cloud file sharing services.

DocuSign:

- Comes from a domain similar to the DocuSign domain.
- Link will prompt you to sign in to view the document, giving attackers control of your inbox.
- Tip: DocuSign never attaches items to email, so attachments are likely malicious. Instead, access documents directly at www.DocuSign.com.

Fake Invoice:

- Contains a document presented as an unpaid invoice and claims service will be terminated if invoice is not paid.
- Targets individuals (by pretending to be a retailer) or businesses (by impersonating a vendor).
- Tip: Do not reply to the email. Contact the vendor directly using official contact information before submitting payment.

Delivery Notification:

- Appears to come from an online retailer, UPS, FedEx, or another delivery service, and includes a delivery notification with a malicious link or attachment.
- Tip: Do not click links or open attachments in unexpected delivery notifications. Instead, visit the delivery service's official website and enter the tracking information, or call the delivery service's official phone number.

Tax Scam:

- Appears to come from the IRS or another tax agency.
- Claims you are delinquent on your taxes and provides a means to fix the issue before additional fines or legal actions are pursued.
- Tip: Never share personal or financial information via email. Only use official communication channels to contact revenue agencies.