

Section 1: Emergency Reporting

When an emergency is discovered, prompt notification is essential to minimize injury and/or damage. All emergencies on non-event days should be channeled through the loading dock Security Office at extension 216, direct dial 804-592-3352. This office is staffed from 7:00am through 11:00pm, Monday through Friday (closing earlier when building is not in use). During event days, this location is staffed from at least one hour prior to load-in (or 7:00am, whichever is earlier) until the last employee has exited the facility. Use a phone to convey a condition as opposed to a radio to keep down panic. If a radio must be used, the following codes should be used when reporting the emergencies. Radio communication should always be at a minimum when an emergency is going on.

- Fire _____ Code 1
- Bomb Threat _____ Code 2
- Bad Weather _____ Code 3
- Civil Disorder and Demonstration _____ Code 4
- Explosion _____ Code 5
- Hazardous Material Accident _____ Code 6
- All other conditions can be reported without a code

If for some reason the loading dock Security Office cannot be reached, dial 911 and be prepared to provide the following information:

- Correct Building Address – 600 East Grace Street, Richmond, VA 23219
- Floor number/level
- Room number/location
- Your name
- Your telephone number
- The nature of your emergency

Employees should be prepared to stay on the telephone line with emergency dispatchers to receive specific emergency information.

Section 2: Emergency Control Procedure

This handbook provides a brief overview of the types of disasters posing a potential threat to staff. These emergency procedures are intended as guidance to assist you as an individual in understanding what to expect and what to do should a disaster occur.

Should an emergency occur, evacuation of the facility may be necessary. Before an evacuation occurs, all emergency supervisors should be consulted. This decision is not the sole responsibility of the facility, but a joint effort of all emergency personnel.

Staff Evacuation Procedures

When evacuation alarm sounds or you are directed to evacuate the facility:

1. Remain calm
2. Shut down all hazardous operations
3. Follow instructions
4. Assist disabled persons
5. Leave the area in an orderly fashion. Close doors, but do not lock them
6. Follow established evacuation routes
7. Move away from the structure. Go directly to the pre-designated assembly area for a “head count”.
8. Do not block the street or driveway
9. Stay at designated assembly area until instructed otherwise
10. Keep radio traffic to a minimum so you can communicate effectively what the next step may be

Bomb Threat

In the event that a bomb threat is called into the facility:

1. Remain calm
2. Follow the bomb threat procedures guide if you are the person receiving the call. Take accurate notes of the entire conversation with the caller. PLEASE MAKE NOTE OF THE PHONE NUMBER WITH THE CALLER ID
3. Immediately report anything unusual to any individual that is in charge
4. Evacuate when directed, following procedures listed at the beginning of this section
5. **Do not spread rumors. Do not talk to the media without ASM Corporate Management’s clearance**

Letter and Parcel Bomb Recognition Points

The following are tips to look for when checking mail service:

- Foreign mail, air mail, and special delivery
- Restrictive markings such as confidential, personal, etc.
- Excessive postage
- Hand written or poorly typed addresses

- Incorrect titles
- Title, but no names
- Misspellings of common words
- Oily stains or discolorations
- No return address
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material such as masking tape, string etc.
- Visual distractions

Please follow the bomb threat procedure above for any issues with packages or mail

Civil Disorder and Demonstration

In case of a demonstration or other form of civil disorder within the area:

1. Notify Senior Management and/or emergency personnel immediately
2. Follow the instructions provided by management or emergency personnel
3. Stay indoors and away from windows
4. Evacuate when directed and follow the evacuation procedures included at the beginning of this section
5. If instructed to go home, follow instructions of the local authorities. Do not remain in the vicinity of the disturbance
6. **Do not spread rumors. Do not talk to the media without ASM Corporate Management's clearance**

Explosion

In case of an explosion in your area:

1. Remain calm
2. Take cover under table or desk
3. Be prepared for possible further explosion
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, etc.
5. Follow the instructions provided by management or emergency personnel
6. Evacuate calmly when directed and go directly to the assembly area for a "head count".
7. Do not move seriously injured persons, unless they are in immediate danger (fire, building collapse, etc.)
8. Open doors carefully. Watch for falling objects
9. Do not use elevators
10. Avoid using the telephone, except in life threatening situations
11. Do not use matches or lighters
12. Do not re-enter the affected area until directed by management or emergency personnel
13. **Do not spread rumors. Do not talk to the media without ASM Corporate Management's clearance**

Fire

In case of a fire:

1. Remain calm
2. Notify Senior Management and/or emergency personnel immediately
3. If the fire is small, try to extinguish it with the proper type of extinguisher or other method.
Do not jeopardize personal safety
4. Do not allow the fire to come between you and the exit
5. Disconnect electrical equipment if it is on fire and it is safe to do so
6. Senior Management will notify the Fire Marshall
7. Evacuate if you cannot extinguish the fire. Assist disabled persons
8. Do not break windows
9. Do not open a hot door (Before opening a door, touch it near the top. If it is hot or if smoke is visible, do not open)
10. Do not use elevators
11. Do not attempt to save possessions
12. Go directly to the assembly area for a “head count”
13. Do not return to the affected area until told to do so senior management or emergency personnel
14. **Do not spread rumors. Do not talk to the media without ASM Corporate Management’s clearance**

Hazardous Material Accident

In case of a hazardous material accident at the facility:

1. Evacuate the immediate area
2. Notify Senior Management and emergency personnel immediately
3. Do not re-enter the affected area until directed by senior management or emergency personnel
4. **Do not spread rumors. Do not talk to the media without ASM Corporate Management’s clearance**

In case of a hazardous material accident in the local community:

1. Listen to the local radio/TV channels or check their website
2. Evacuate when directed. Follow the designated route to the assembly area for a “head count”
3. Do not re-enter the affected area until directed by Senior Management or emergency personnel
4. **Do not spread rumors. Do not talk to the media without ASM Corporate Management’s clearance**

Utility Failure

In the event of a power outage at the facility:

1. Remain calm
2. Remain where you are and open all available blind/shades/curtains to receive more outside light
3. If you are in an unlighted area, go cautiously to an area that has emergency lights
4. Notify Senior Management and/or emergency personnel immediately
5. Wait for further instructions
6. If directed to evacuate, assist disabled person and go to the designated assembly area for a “head count”
7. If you are in an elevator, stay calm. Use the intercom or emergency button to alert the security officials
8. **Do not spread rumors. Do not talk to the media without ASM Corporate Management’s clearance**

In the event of a water line/sewer failure:

1. Remain calm
2. Notify Senior Management and/or emergency personnel immediately. Advise them of the severity and location of the problem. Indicate if any objects are in imminent danger
3. If during work hours, notify your supervisor of the situation
4. Use extreme caution if any electrical appliances/outlets are near the water. Inform responders of the electrical hazard
5. If the source of the water is known and you are confident you can stop it safely, (i.e., unclog the drain, turn off water), do so cautiously
6. If directed to evacuate, assist disabled persons and go to the assembly area for a “head count”. Wait for further instructions
7. **Do not spread rumors. Do not talk to the media without ASM Corporate Management’s clearance**

Winter Storm

If a Winter Storm Warning is issued for the area:

1. If at Work
 - Listen to the local radio/TV channels for weather advisories and wait for official permission to go home early
 - Plan ahead for the storm arrival
 - Move any items indoors which are located outside that might be damaged by the storm or become hazardous during high winds
 - Check all battery-powered equipment and back-up power sources
 - Fill vehicle gas tanks
 - **If you must travel (business or going home), use public transportation, if possible. If not and you must drive:**
 - Make sure the vehicle is in good condition, equipped with chains or snow tires, and

has a full tank of gas

- Take another person with you, if possible
- Leave an estimated itinerary (destination and estimated time of arrival) with someone
- Have emergency “winter storm supplies” in the vehicle (e.g., sand, shovel, windshield scraper, tow chain or rope, flashlight, flares. It’s also good to have a blanket, heavy gloves, overshoes, extra woolen socks, and winter headgear)
- Travel by daylight and use major highways, when possible
- Keep the radio on for weather information and advice
- Do not be daring or foolhardy. Rather than risk being stalled, lost, or isolated, stop and turn back or seek help if conditions threaten to test your ability or endurance
- **If the vehicle breaks down, or you become lost, or stalled:**
 - Do not panic!!! Think the situation through, and decide the safest and best thing to do. Then do it slowly and carefully
 - If on a well-traveled road, indicate you are in trouble (e.g., hazard flashers, raised hood, hanging cloth from radio aerial or window). Then stay in the car and wait for help to arrive. If you run the engine to keep warm, keep snow away from the exhaust pipe and keep a window open enough to provide sufficient ventilation
 - Wherever you are, if there is no house or other source of help in sight, do not leave the car to search for assistance. It is very easy to become disoriented and lost during a severe storm

2. If at home:

- Listen to the local radio/TV channels for weather advisories
- Plan ahead before the storm arrives. Prepare for possible isolation for a couple of days. Ensure you have on hand or the proper working condition of:
 - Blankets, some kind of emergency heating equipment, and adequate supply of fuel
 - Food and water, emergency cooking equipment (It’s better to have some foods that do not require cooking or other preparation)
 - Battery powered radio, flashlights/lanterns, and extra batteries/fuel
 - Simple tools for fire fighting
- Move any items indoors located outside which might be damaged by the storm
- Fill vehicle gas tanks
- Travel only if absolutely necessary and follow precautions shown above