



MWR Emergency Response **Grab-N-Go Guide**

Fort Belvoir, Virginia
Emergencies: 911

Belvoir Fire: (703) 781-1800
Belvoir Police: (703) 806-3104/5/6/7
Belvoir Ambulance: (703) 805-1107
DPTMS: (703) 805-4001

When the Fire Alarm sounds or you are directed by an authorized announcement to do so:

- > Evacuate the building using emergency exit routes. Be prepared to use alternate routes if necessary.
- > Move visitors and staff in an orderly fashion to the designated evacuation site (a minimum of 50 feet from the building required in fire evacuation).
- > Take your accountability checklist with you and take roll call when you reach the designated area. Report missing staff or injuries to the appropriate authority.
- > Follow directions of the supervisor in charge and/or public safety officials.
- > Cell phone use is not allowed unless it is an emergency and approval has been given by the supervisor in charge.

Evacuations in Special Circumstances (e.g., bomb threats, chemical spills inside the building, or other directed evacuations):

- > Follow the above steps and be prepared to move visitors and staff a minimum of 300 feet from building.
- > Circumstances may require evacuation to an off-site location; if so, maintain control of staff and follow directives provided by the supervisor in charge and/or public safety officials.
- > Cell phone use is strictly prohibited during a bomb threat. *NOTE: Cell phone use could detonate a potential bomb.*



EVACUATION

When you hear an announcement to lockdown the facility, follow these directions:

- > Immediately summon staff in the near vicinity to move inside the building for lockdown.
- > Close and lock all outside access doors, windows, and shades. Keep staff and visitors away from doorways and windows.
- > If a hazardous chemical event is suspected follow the shelter-in-place procedures.
- > Take roll call of all staff and take record of all visitors. Stay off cell phones to keep airwaves free for emergency situations. Use landline phones if available, but only for emergency purposes.
- > Do NOT sound the fire alarm. Spread the announcement by word of mouth.
- > Remain calm and follow the direction of the supervisor in charge. Continue in lockdown until otherwise notified from public safety officials of an all-clear.



LOCKDOWN

When an announcement is made to “shelter in place,” proceed to designated “safe room” or the innermost and uppermost area of your building and:

- > Follow lockdown procedures.
- > Separate exposed people (exhibiting obvious symptoms) from everyone else and direct them to wash with soap and water.
- > If possible, direct exposed people to remove outer clothing and shower. Provide alternative clothing for those individuals and bag the clothing that they removed in sealed plastic bags.
- > Have designated staff to shut down all HVAC (Heating, Ventilation, and Air Conditioning) systems and if necessary shut off the main power to the building.
- > If possible, minimize the introduction of outside air by sealing off safe room(s) with the use of wet towels, plastic sheeting, tape, or any other means available.
- > If possible, listen to local media for additional information and for emergency messages. Follow directions of responding public safety officials.

If deployment of substance is indoors:

- > Evacuate occupants to an area away from the threat area.
- > Separate exposed people and direct them to wash with soap and water.
- > If possible, provide alternative clothing for exposed individuals and bag the clothing they remove in sealed plastic bags.
- > Document any specific exposures and the individuals involved.



Suspicious Persons or Activity:

- > Politely ask the person if you can help him or her.
- > If the person is uncooperative or you feel that he or she is unapproachable, contact a higher level authority and/or law enforcement, if warranted.
- > Report any suspicious or criminal activity to the higher level authorities and/or law enforcement immediately.
- > Do not attempt to disarm or engage a threatening individual; separate yourself from the threat and call the authorities immediately.
- > Know the *Fort Belvoir Police* phone number: 806-3104/5/6/7.

General Threats:

- > Take all threats seriously! Report them to higher authorities and law enforcement.
- > Make note of all that is seen or heard, directly or indirectly, and of all those involved.
- > Provide higher authorities and/or law enforcement with full information and help in the inquiry if directed to do so.



When a Tornado Warning has been issued:

- > When an announcement of a tornado has been made via the media or Telephone Alert System (TAS), word should be spread quickly through the office by word of mouth.
- > Staff and visitors should immediately move to the lowest most central part of your building, away from windows and doors.
- > Everyone should sit on the floor and await further instructions.
- > Protective posture command would be, *“Everybody down. Crouch on elbows and knees. Place hands over backs of your heads.” It is essential that this command be instantly understood and obeyed.*
- > Stay alert for warning signs of approaching tornado (high winds, freight train sound).
- > Do not open windows.
- > Stay in place until the danger has passed and an all-clear is given.

If warning signs are present and danger is imminent:

- > Give the command to assume a protective posture.
- > Close all hallway fire doors to limit possible wind tunnel effect.
- > Ensure that everyone stays down in a protective posture.
- > After danger has passed, take a roll call to see if anyone is missing or injured. Call for immediate assistance if anyone is injured.

