



Emergency Procedures Guide

Town Building:

TOWN HALL
21 MAIN STREET

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EMERGENCY PLANNING – TOWN OF WARRENTON

Per Chapter 20 of the Town of Warrenton’s local ordinances, the Emergency Management Coordinator shall serve as the deputy director and coordinator emergency management and shall have such powers as outlined in the Commonwealth of Virginia Emergency Services and Disaster Law of 2000. The Emergency Management Coordinator coordinates the overall emergency planning process for the Town of Warrenton using the four Phases of Emergency Management framework (mitigation, preparedness, response, and recovery) and an all-hazards approach.

EM provides strategic guidance with three primary types of plans:

1. The Emergency Operations Plan (EOP) guides overarching emergency response to incidents that may occur within the jurisdictional authority of the Town of Warrenton, to including all buildings and properties therein.
2. The Emergency Procedures Guide (EPG) which is based at the building level providing immediate action measures for life safety during an incident.
3. The Continuity of Operations Plan (COOP) providing the basis for continuity actions while establishing a framework of procedures for addressing short-term or extended disruptions that could occur individually or in any combination.

Each plan is a tool to increase the Town’s resiliency and improve the Town’s ability to prepare for, respond to, and recover from an incident.

The development of an EPG is an integral part of the Town’s emergency management system. An EPG will be used as the basis for town-wide preparedness, response, evacuation, and shelter-in-place actions. The EPG outlines the actions that personnel in a department will take in response to an incident. A well-developed EPG reduces the impact of incidents on people, property, and departmental functions.

Town of Warrenton Emergency Management Contact Information:

IN CASE OF EMERGENCY, CALL 911

FOR NON-EMERGENCIES AND AFTER BUSINESS HOURS

Phone 540-680-9538

Email jswitzer@warrentonva.gov



EMERGENCY PREPAREDNESS TRAINING

Training is an integral part of the safety program for your department and building. Employees should be aware of the information located within the Departmental Emergency Procedures Guide (EPG).

EMERGENCY PROCEDURES AWARENESS

It is the responsibility of each Department to ensure all their employees are familiar with the emergency procedures. General training should be a part of onboarding for new employees, and all employees should review the EPG on a regular basis. This includes:

- Awareness of the emergency procedures,
- A physical tour of evacuation route/s
- Building evacuation location(s)
- Location of first aid, stop the bleed, and AED(s)
- Unique building circumstances

EMERGENCY NUMBERS

EMERGENCY RESPONSE		
Town of Warrenton Police Department		9-1-1
Fauquier County Sheriff's Office		9-1-1
Fauquier County Department of Fire, Rescue, & Emergency Management		9-1-1
NON-EMERGENCY		
Police Department	Non-Emergency Number	(540) 347-1100
Emergency Management	Point of Contact: Johnny Switzer	(540) 630-9538
Facilities Management	Point of Contact: Johnny Switzer	(540) 630-9538
Public Works		(540) 347-1858
Public Utilities		(540) 347-1103
Information Technology	Point of Contact: Jonathan Stewart	(540) 347-1101 [115]
Fauquier County Emergency Communications Center	Non-Emergency Number	(540) 347-3300

DAILING 9-1-1

Dial 911 from your cell phone or office phone when you need Police, Fire, or Emergency Medical Services.

- Tell the dispatcher your location, and provide the exact address or building, if possible.
- State the nature of the emergency (describe clearly and accurately).
- Give your full name and the telephone number from which you are calling, in case you are disconnected.
- Remain calm and do not hang up as additional information may be needed.
 - If possible, have someone else or yourself meet emergency personnel outside of the building.



EMERGENCY PROCEDURES

ACTIVE ATTACKERS & VIOLENT INCIDENTS

Description

Violent incidents, including but not limited to active attackers, acts of terrorism, or other incidents of violence, can occur in Town buildings or on Town property with little or no warning. The Warrenton Police Department deploys law enforcement response procedures to contain and terminate such threats as quickly as possible. The following response actions will enable you to take appropriate protective actions for yourself. The following response actions are intended for incidents that are of an emergent nature (i.e., imminent or in progress).

Immediate Action

- **AVOID:** Evacuate if a safe route is available
- **DENY:** If it is unsafe to escape, hide in an area of view
 - Lock the door; block entry; stay behind solid objects away from the door
 - Turn off lights and computers; silence cell phones and other electronic devices
- **DEFEND:** Prepare to defend yourself if necessary
- **Call or text 911** when it is safe for you to do so

Secure the Immediate Area

Whether in a conference room, breakroom, office, or restroom:

- Lock or barricade the door, if able.
 - Block the door using whatever is available – desks, tables, file cabinets, other furniture, etc.
- After securing the door, stay behind solid objects away from the door as much as possible.
- If the assailant enters your room and leaves, lock or barricade the door behind them.
- If it is safe for you to do so, allow others to seek refuge with you.

Protective Actions

Take appropriate steps to reduce your vulnerability:

- Close blinds



- Blow windows
- Turn off radios, speakers, and computer monitors
- Silence cell phones and other electronic devices
- Remain calm and quiet – encourage others to do the same
- After securing the room, people should be positioned out of sight and behind items that might offer additional protection – walls, desks, file cabinets, bookshelves, etc.

Unsecured Areas

If you find yourself in an open area, immediately seek protection:

- Put something between you and the assailant
- Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you
- If in doubt, find the safest area available and secure it the best way you can

Call 911

Emergency situations should be reported to law enforcement by dialing 911. You may hear multiple rings – stay on the line until it is answered; do not hang up. Be prepared to provide the 911 operator with as much information as possible:

- What is happening
- Where you are located – building name, address, room number
- The number of people at your specific location
- Injuries, if any – number and type
- Your name and other information as requested

Try to provide information in a calm, clear manner so that the 911 operator can quickly relay your information to responding law enforcement and emergency personnel.

What to Report

Try to note as much as possible about the assailant, including:

- Specific location and direction
- Number of assailants
- Gender, race, and approximate age
- Language or commands used by assailant(s)
- Clothing color and style
- Physical features – height, weight, facial hair, glasses, etc.
- Type of weapons – handgun, rifle, shotgun, knife, explosives, etc.
- Accessory descriptions – ballistic vests, backpacks, bags, hats



- Do you recognize the assailant?
- Do you know their name?
- What did you hear? – explosions, gunshots, shouting, etc.

Treat the Injured

The 911 operator will notify law enforcement and other emergency services personnel. Emergency medical services personnel will respond to the site but will not be able to enter the area until it is secured by law enforcement. You may need to treat the injured with basic first aid until the area is secure.

- For bleeding: apply pressure and elevate. Many items can be used for this purpose – e.g., clothing, paper towels, feminine hygiene products, newspapers, etc.
- Reassure those in the area that help will arrive – try to stay quiet and remain calm.

Un-securing the Area

- The assailant may not stop until their objectives have been met or until engaged and neutralized by law enforcement.
- Always consider the risk exposure by opening the door for any reason.
- Attempts to rescue people should only be made if it can be done without further endangering the persons inside of a secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

Law Enforcement Response

The Warrenton Police Department will immediately respond to the area assisted by other local and State law enforcement agencies if necessary. Know that help is on the way. It is important for you to remember the following:

- Remain inside the secure area.
- Law enforcement will locate, contain, and stop the assailant.
- The safest place for you to be is inside a secure room.
- The assailant may not flee when law enforcement enters the building, but instead may target arriving officers.

Injured Persons

Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure. It is important for you to remember the following:

- You may need to explain this to others in order to have them remain calm.



- Once the threat is neutralized, officers will begin treatment and evacuation.

Evacuation

Responding officers will establish safe corridors for persons to evacuate. It is important for you to remember the following:

- This may be time consuming.
- Remain in secure areas until instructed otherwise.
- You may be instructed to keep your hands on your head or hands visible.
- You may be searched.
- You may be escorted out of the building by law enforcement personnel; follow their directions.
- After evacuation, you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
- Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

Decision

Assistance from local and state law enforcement agencies will be provided under existing mutual aid agreements. The decision to call in outside supporting agencies, to temporarily suspend services, or close Town buildings will be made by the Town Manager, Emergency Management Coordinator, Chief of Police or their designee and other appropriate individuals of the Town Administration. Information will be released to the Warrenton community as quickly as circumstances permit.



BOMB THREAT

Description

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible, as this is evidence that should be turned over to the Warrenton Police Department. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption.

Immediate Action

- Remain calm and if able, please refer to the Telephone Bomb Threat Checklist on the next page.
- If applicable, pay attention to your telephone display and record the information shown in the display window.
- The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
- While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
- Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
- Attempt to obtain information on the location of a device (building, floor, room, etc.).
- Attempt to obtain information on the time of detonation and type of detonator.
- Immediately after the caller has ended the call, notify the University Police Department at 911.
- If the threat was left on your voicemail, do not erase.
- Notify the immediate supervisor within your work area.



Decision

The decision to evacuate a Town facility shall be made after a thorough evaluation of the information available, including but not limited to:

- Nature of the threat,
- Specificity of location and time of detonation,
- Circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.), and
- Discovery of a device or unusual package, luggage, etc.

The police will dispatch a search team and will organize the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Persons leaving the building should report to a specified location for further instructions.

BOMB THREAT CHECKLIST

Date:		Time Call Received:		Time Call Terminated:	
Number Call Received From:				Who Received Call:	
Exact Wording of the Threat:					

WHEN POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

"When is the bomb going to go off?"	"Where is the bomb right now?"	"What does it look like?"
"What kind of bomb is it?"	"What will cause it to explode?"	"What is your name?"
"Did you place the bomb?"	"Why?"	"What is your address?"
"Is there a special way to identify the bomb?"		Other Information Provided by Caller:

DESCRIBE THE CALLER'S VOICE:

<input type="checkbox"/> Calm	<input type="checkbox"/> Lisp	<input type="checkbox"/> Slow	<input type="checkbox"/> Clearing Throat
<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Cracked
<input type="checkbox"/> Stutter	<input type="checkbox"/> Excited	<input type="checkbox"/> Familiar	<input type="checkbox"/> Soft
<input type="checkbox"/> Nasal	<input type="checkbox"/> Normal	<input type="checkbox"/> Accent	<input type="checkbox"/> Slurred
<input type="checkbox"/> Angry	<input type="checkbox"/> Fast	<input type="checkbox"/> Ragged/Raspy	<input type="checkbox"/> Loud
<input type="checkbox"/> Crying	<input type="checkbox"/> Disguised	<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Other

DESCRIBE THE CALLER'S LANGUAGE:

<input type="checkbox"/> Understandable	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Irrational
<input type="checkbox"/> Taped Message	<input type="checkbox"/> Foul Language	<input type="checkbox"/> Message Read by Threat Maker

Remarks:

DESCRIBE AMBIENT (BACKGROUND) NOISE:

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> House Noises	<input type="checkbox"/> Office Noises
<input type="checkbox"/> Machinery	<input type="checkbox"/> Motors	<input type="checkbox"/> Voices / Music	<input type="checkbox"/> Clear



EARTHQUAKE

Description

Most injuries occur when people inside buildings try to move to a different location in the building or try to leave. The area near the exterior walls of a building is the most dangerous place to be. Windows, facades, and architectural details are often the first parts of the building to collapse. To stay away from this danger zone, stay inside if you are inside and outside if you are outside. Injuries can be avoided if you drop to the ground before the earthquake drops you.

Immediate Action

If you are indoors:

- Stay inside until the shaking stops.
- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- If you are in bed when the earthquake strikes, stay there. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- Do not use the elevators.

If you are outdoors:

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, drop to the ground and stay there until the shaking stops.

If you are in a moving vehicle:

- Stop as quickly as safety permits and 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 might have been damaged by the earthquake.

Decision

After the shaking has stopped, evaluate your surroundings:

- Look for safety hazards such as fire, smoke, smell of gas or fumes, dangerous debris, or obvious structural damage.
- Look for injured or trapped persons.
- If you are in a building and there are no obvious hazards, do not evacuate.
- If the structural integrity of your building is compromised or your surroundings are hazardous, evacuate. Use the stairs.
- Determine if emergency responders are needed. If yes, call 911.
- Determine if the building needs to be evaluated for damage. If yes, contact Emergency Management at **(540) 680-9538**. Emergency Management will deploy personnel for damage assessments.

Subsequent Procedures / Information

Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.

- Take steps to account for people. Gather at designated building evacuation location and determine if everyone is present including employees and visitors.
- If the building was evacuated, there should be an assessment of the building to evaluate damage. Do not re-enter the building until this has been completed.
- Listen to a battery-operated radio or television for the latest emergency information.
- Use the telephone only for emergency calls.
- Stay away from the damaged areas unless your assistance has been specifically requested.
- Inspect your space for damage. Report damage to your supervisor.
- Open cabinets cautiously; beware of objects that can fall off shelves.
- Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately if you are trained to do so. Leave the area and call 911 if you smell natural gas or fumes from other chemicals.



FIRE / EXPLOSION

Description

A fire may include visible flames, smoke, or strong odors of burning. An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the Fire Department by dialing 911.

Immediate Action

- Activate nearest fire alarm pull station.
- Evacuate; if smoke is present, stay low to the floor.
- Watch out for falling debris; take cover and protect head.
- If you become trapped, tap on a wall or pipe to alert rescuers.
- Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.
- Call 911 when it is safe for you to do so.

For Occupants of the Building

- Close, but do not lock the doors, to your immediate area as you leave.
- Evacuate the building via the nearest exit. If safe for you to do so, assist others in evacuating the building.
- Do not use elevators.
- As you evacuate, avoid smoke-filled areas.
- There are certain buildings, such as the Medical Center, that are defend in place buildings. If in doubt, ask your manager or professor if the building you are in is a defend in place building.

For Persons Evacuating from the Immediate Fire Area

- As you evacuate, feel door/s from top to bottom with the back of your hand. If it is hot, do not proceed; go back and try an alternative evacuation route.
- If the door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
- If no smoke is present, exit the building via the nearest stairwell or exit door.
- If you encounter heavy smoke in a stairwell, go back and try another stairwell



Decision

The responding Fire Department Incident Commander will control and make decisions at the scene of the fire. The Fire Department will decide when to turn control of the scene back to the Fire Marshal.

- The Fire Marshal will decide when it is safe to turn control of the scene back to the Facilities Manager.
- The re-entry of staff into a post-fire building will be made by the Fire Marshal in collaboration with Facilities Management and Risk Management .

HAZARDOUS MATERIALS RELEASE

Description

A hazardous materials incident may be a spill or release of chemicals, radioactive materials, or biological materials inside a building or to the environment. Minor hazardous materials spills may be managed locally by personnel who are trained and familiar with the materials. Environmental Health and Safety is available to provide guidance and support for minor hazardous materials incidents. A major hazardous materials incident constitutes an emergency situation that endangers life safety or the environment and requires assistance from emergency response agencies such as the fire department or regional hazardous materials response team. This section provides general instruction for major hazardous materials incidents.

Immediate Action

- Move away from the site of the hazard to a safe location.
- Call 911 when it is safe for you to do so.
- Alert others to stay clear of the area.
- Wait and provide information to emergency response personnel.

Decision

- Determine if emergency responders are needed.
- Determine if immediate hazards are under control and the situation is stabilized.
- Determine if the site can be reoccupied or if further remediation or repair is needed.

Decision Maker(s):

The decision to call for emergency assistance may be made by:

- A hazardous materials user involved in an incident,
- A person discovering an incident, and/or
- The resource or emergency unit receiving the call for assistance.

The decision that an incident is controlled and stabilized is made by the Incident Commander of the emergency response agency. Emergency agencies and units may request input for decision-making from Town resource units. After immediate hazards have been controlled and stabilized, the Incident Commander will transfer authority and responsibility to the appropriate Town authority.



INFRASTRUCTURE FAILURE

Description

It is understood that from time to time the Town of Warrenton may experience infrastructure problems that could disrupt normal operations or render the work site unsafe or uninhabitable, such as electricity, computer, heating and/or cooling systems, water, or telephone failures.

Immediate Action

- If a critical incident is experienced relating to voice, telephone, or computer systems, contact:
 - Jonathan Stewart, Information Technology Director
 - Phone: (540) 347-1101 ext. 115
 - Email: jstewart@warrentonva.gov
- If a critical incident is experienced related to water, contact:
 - Steven Friend, Public Utilities Director
 - Phone: (540) 347-1103
 - Email: sfriend@warrentonva.gov
- If a critical incident is experienced related to power, heating, and/or cooling systems, contact:
 - Johnny Switzer, Facilities Management
 - Phone: (540) 680-9538
 - Email: jswitzer@warrentonva.gov

Decision

The first responders will determine whether a critical incident exists and will report to the appropriate department heads. In the event that a critical incident exists, the Emergency Management Coordinator will notify the Town Manager and will convene the Emergency Operations Center as needed.



MEDICAL EMERGENCY

In the event of a serious injury or illness – call 911

Provide the following information to the dispatcher:

- Exact location of the victim,
- Call back information (your name and phone number) in case you are disconnected,
- Sex and approximate age of victim,
- Nature of injury or illness, and
- Pertinent medical history, if known

What to do until help arrives:

If a serious injury or illness occurs in a Town building or on Town property, immediately dial 911.

- Remain calm.
- If possible, send someone to meet emergency responders outside and direct them to the person's location.
- Keep victim still and comfortable. Do not move the victim unless the person is in immediate danger.
- Ask the victim, "Are you okay?" and "What is wrong?" Does the victim respond?
- Check breathing and check for a pulse. If there is no pulse and you have been trained, perform CPR or use an AED.
- Control serious bleeding by applying direct pressure to the wound.
- In case of a minor injury or illness, provide first aid care. Note the location of the first aid kits and the names of first aid/CPR trained personnel in your area. Individuals in each department or building are encouraged to obtain training in first aid/CPR/AED.

Public Access Automatic External Defibrillators (AEDs)

AEDs are located in all Town buildings. A map and a listing of public AED locations is located in the appendix of this manual:



MISSING CHILD OR VULNERABLE ADULT

Immediate Action

If someone approaches you with information that a child or vulnerable adult under their care is missing, follow these steps:

- Perform a quick search of the immediate area.
- Collect the following information about the missing individual:
 - Name
 - Age
 - Sex
 - Skin color
 - Hair color
 - Height
 - Weight
 - Clothing
 - Location last seen
 - Was the missing individual with anyone else?
 - Does the reporting party have any recent pictures of the missing individual readily available?
- Call 911.
- Explain the situation and relay the information that you have collected.
- Follow directions provided by law enforcement personnel.

If you encounter a child or vulnerable adult that seems to be lost or unsure of their surroundings, follow these steps:

- Talk to the individual to see if they are truly lost.
- Ask the individual for parent or caregiver contact information. If they can provide that information, then use it to contact the parent or caregiver.
- Call 911 if the individual is not able to provide you with contact information for a parent or caregiver, or if you do not make quick contact with a parent or caregiver.
- Stay with the individual until law enforcement personnel, a parent, or caregiver arrives. Do not remove the individual from that location unless you are in a dangerous place.

SEVERE WEATHER

Description

When severe weather conditions become apparent, the National Weather Service describes conditions by two classifications:

- A **WATCH** means weather conditions are favorable for the development of hazardous weather.
- A **WARNING** means hazardous weather is happening or is imminent.

If the National Weather Service issues a Severe Weather-Related Warning for the Town of Warrenton and/or Fauquier County, follow the steps below.

Immediate Action

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Remain calm.
- If directed to evacuate:
 - Take all items of value with you.
 - Use a route that is in the building interior and stay away from large expanses of glass and windows.
 - Use the stairwells rather than the elevators.
 - Do not return inside the building until advised by emergency response personnel that it is safe to do so.

Changes to Town Operations

As a general practice, the Town makes every effort to maintain its normal operation. However, the Town may decide to alter the start or close of operations during emergencies. Only the Town Manager has this authority.

The Town will announce full and partial modifications to its operations through various media sources. The Communications Manager will provide announcements to local television and radio stations to cover all day, evening, night, and weekend schedules.

Subsequent Procedures and Information

- Listen to weather-alert radios to stay informed of real-time traffic information, latest road reports, or listing of closed roads during a weather event.
- Also monitor commercial radio, television, and the Internet



SUSPICIOUS OBJECT, ODOR, OR PERSON

"If you see something, say something."

Suspicious Object

Immediate Action

1. Do not touch or disturb the object
2. Leave the immediate area of the object and dial 911
3. Report type of object and location to first responders.
 - a. Prepare to evacuate if instructed.

Suspicious Odor

Smell of Smoke or Gas

1. Activate the nearest fire pull station.
2. Evacuate the immediate area and dial 911
3. Report type of odor and location to first responders.
 - a. Prepare to evacuate if instructed.

Any Other Odor

1. Investigate, if possible and safe to do so.
2. If you do not know which utility service to contact, dial Facilities Management at **(540) 680-9538** (for non-emergency situations).

Suspicious Person

Signs of a Suspicious Person

- The signs of a suspicious person include but are not limited to:
- A person who does not belong gaining or trying to gain access to a restricted area,
- A person forcibly entering a locked vehicle or door,
- A person who photographs, videotapes, sketches, or asks detailed questions about infrastructure, or
- A person acting in an unusual manner or seems out of the ordinary.



Suspicious Person Response

- Dial 911 and provide the following information:
 - Area, Suspicious act, and Person description
- Do not let anyone into a locked room or building without proper authority.
- Do not engage in a confrontation with the person.
- Do not block the person's exit.

TORNADO

Description

When severe weather conditions occur in which tornadoes may develop, the National Weather Service describes conditions by two classifications:

- A **TORNADO WATCH** means weather conditions are favorable for tornadoes to develop in and near the watch area. During a tornado watch, staff should be alert to weather conditions.
- A **TORNADO WARNING** means that a tornado has been sighted or indicated by weather radar. There is imminent danger to life and property.

Immediate Action

- Remain calm.
- Go to an area of refuge.
 - Rooms and corridors in the innermost part of a building are the safest spaces.
 - Avoid windows and corridors with windows or large freestanding expanses of glass.
- There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.
- Do not use elevators during a Tornado Warning.
- Persons with mobility concerns should go to an area of refuge at the time of a Tornado Watch. Do not wait for a Tornado Warning.
- Close all doors, including main corridors. Make sure all doors latch.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If outside, lie down in a low-lying ditch and cover your head.
- Be alert for fire. In the event of a fire, follow the recommendations from the Fire / Explosion Section of the Emergency Procedures Guide.

Decision

If a tornado impacts any Town of Warrenton building, the decision to return to your workspace or vacate the affected building(s) will be made by the Town Manager or their designee in consultation with the Emergency Management Coordinator, Facilities Management, and Building Official.



Subsequent Procedures / Information

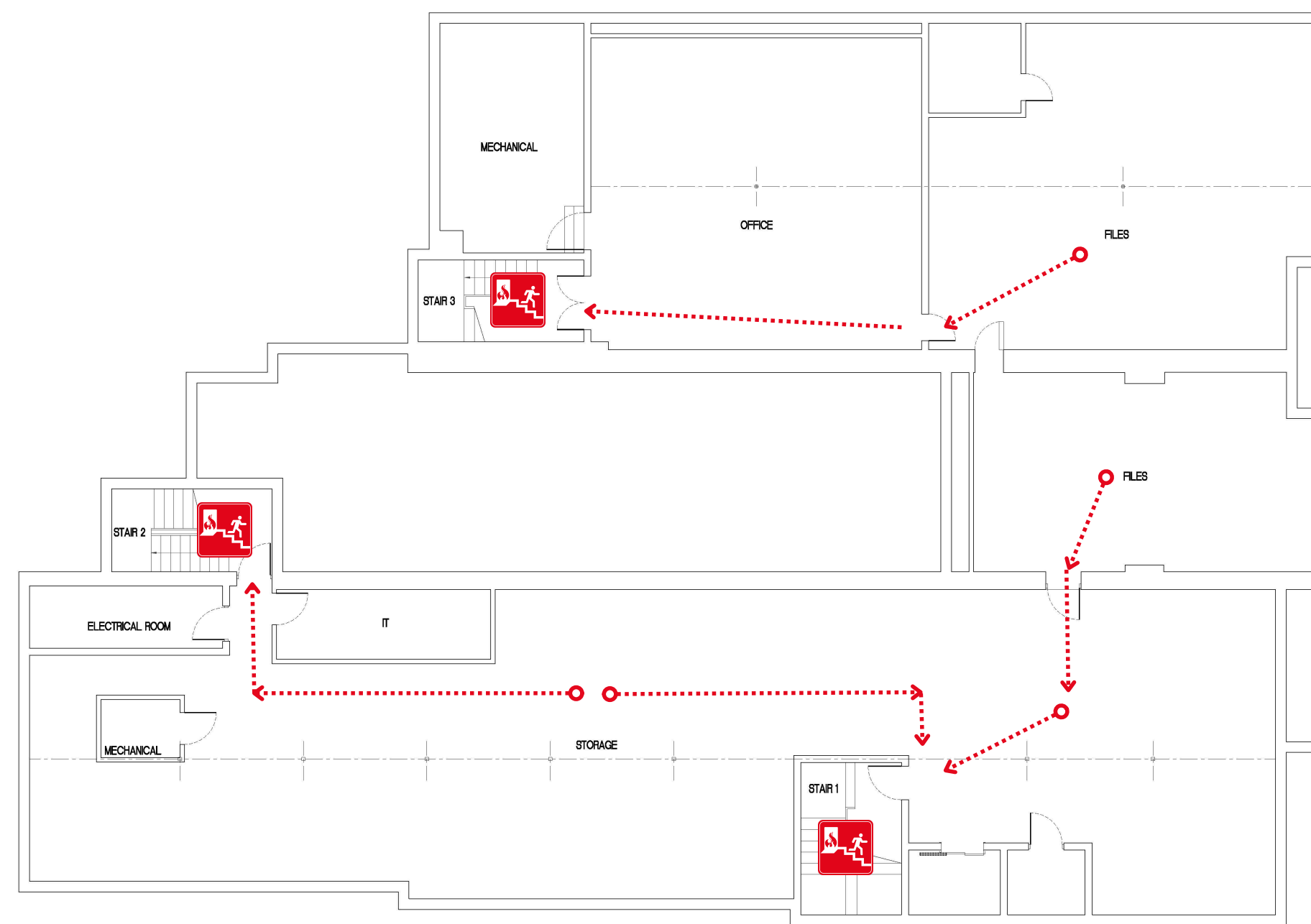
Your first concern after an emergency is your health and safety.

Aiding the Injured

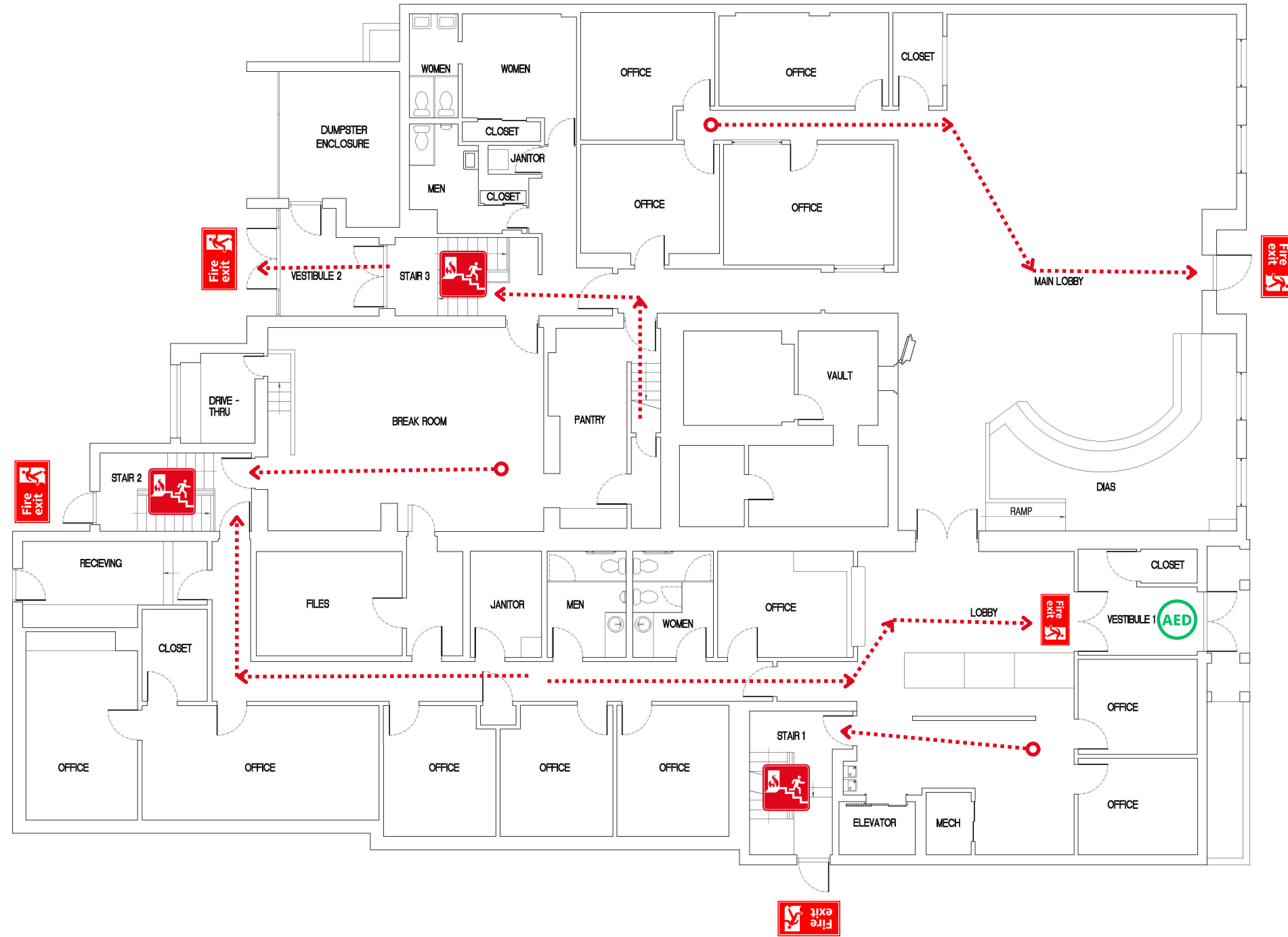
- Check for injuries and call 911 if medical help is needed.
- Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury.
- If you must move an unconscious person, first stabilize the neck and back, then call for help.

Safety Issues

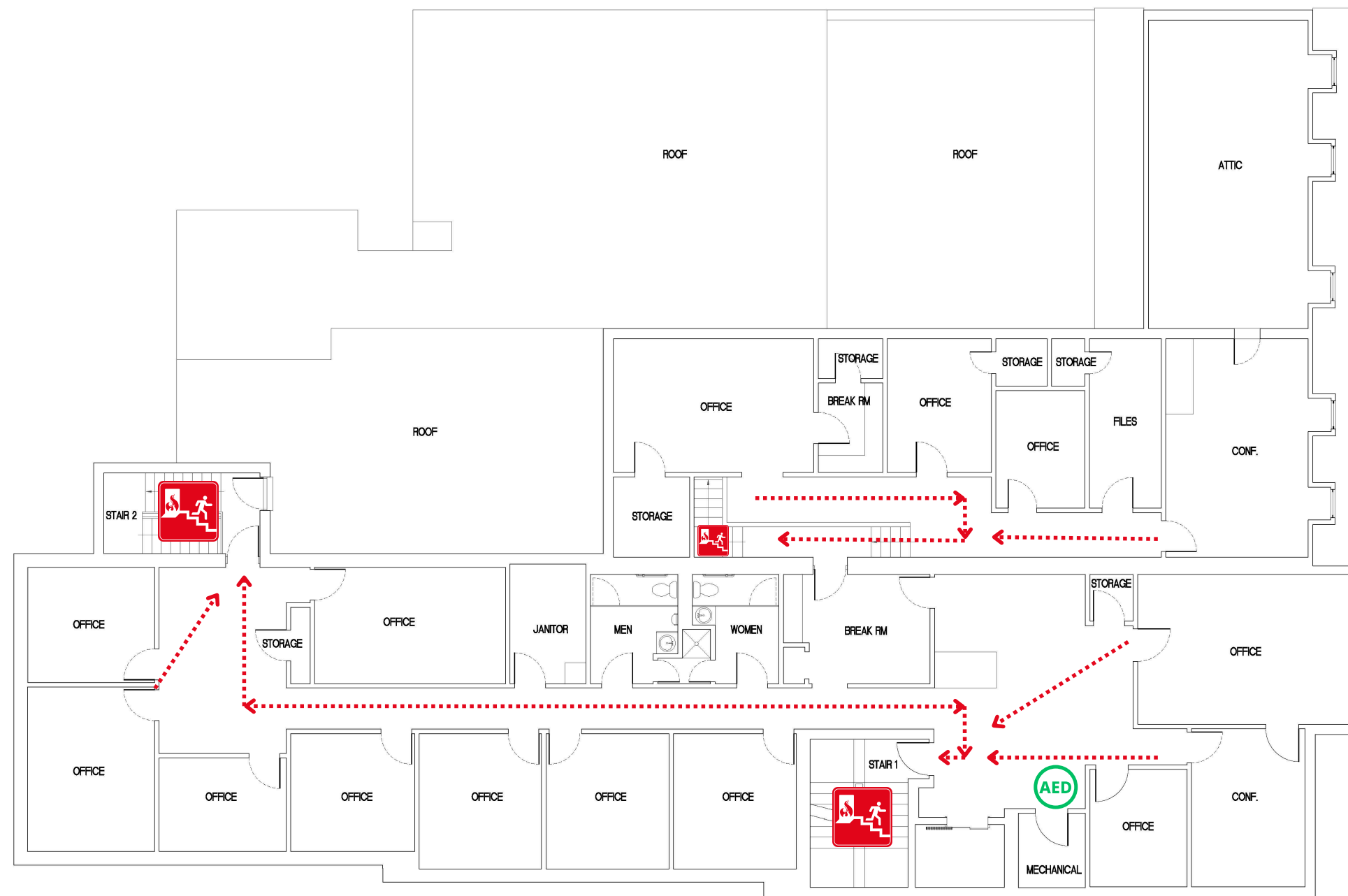
- Be aware of new safety issues created by the tornado. Watch for debris, leaking hazardous materials, gas leaks, broken glass, damaged electrical wiring, and injured animals.
- Inform local authorities about health and safety issues, including chemical spills, downed power lines, smoldering insulation, and dead animals.



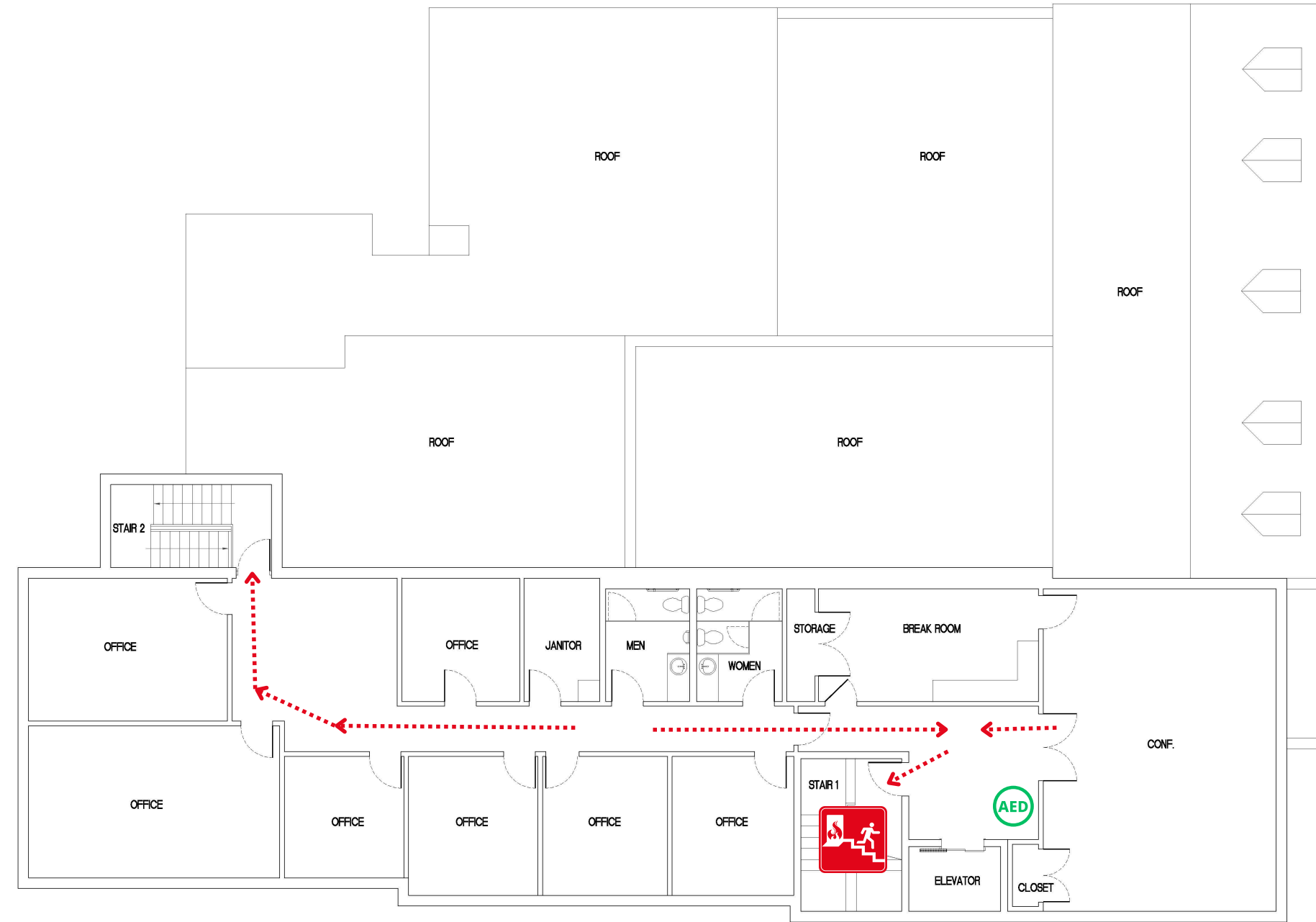
BASEMENT FLOOR PLAN
SCALE: 3/8" = 1'-0"



FIRST FLOOR PLAN
SCALE: 3/8" = 1'-0"



SECOND FLOOR PLAN
SCALE: 3/8" = 1'-0"



THIRD FLOOR PLAN
SCALE: 3/8" = 1'-0"