



TOWN OF WARRENTON

OFFICE OF EMERGENCY MANAGEMENT

EMERGENCY PROCEDURES



BOMB THREAT

POLICE

- Remain calm and attempt to keep the caller on the line as long as possible to gather as much information as possible.
- Write down the caller's phone number; note any distinctive qualities about the caller's voice or background noise.
- Attempt to obtain information on the description, location, and time/method of detonation of the device.
- **Call 911** as soon as the call has ended.

VIOLENT INCIDENT / ACTIVE THREAT

POLICE

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

FIRE / EXPLOSION

FIRE

- 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.
- **Call 911** when safe to do so.

MEDICAL EMERGENCY

FIRE/EMS

- If illness or injury is serious, do not move the person.
- **Call 911.**
- If appropriate, get an AED or First Aid Kit.
- Send someone to meet emergency responders outside and direct them to the person's location.

HAZ-MAT RELEASE

FIRE/EMS

- Move away from the site of the hazard to a safe location.
- **Call 911 when safe to do so.**
- **Call Emergency Management at (540) 680-9538.**
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

SEVERE WEATHER

EMERGENCY MGMT.

- A **WATCH** means weather conditions are favorable for the development of hazardous weather.
- A **WARNING** means hazardous weather is happening or imminent.
- Seek shelter immediately; go to internal, lowest area of safety away from windows.
- If instructed to evacuate, follow evacuation procedures.

EARTHQUAKE

EMERGENCY MGMT.

- If inside, stay there. **DROP, COVER, HOLD ON!**
- If there is nothing to hide under, crouch near an interior wall and cover head.
- If outside, stay outside and move away from buildings, street lights, and utility wires.
- Only evacuate if additional hazards threaten your safety.
- **Call 911 to report injuries, fire, gas leaks, etc.**

TORNADO

EMERGENCY MGMT.

- Seek shelter immediately; go to internal, lowest area of safety away from windows.
- Close all doors, including main corridors.
- Crouch near the floor or under heavy, well-supported objects and cover head.
- If outside, move inside a sturdy structure or lie down in a low area such as a ditch and cover head.
- **Call 911 to report injuries, fire, gas leaks, etc.**

INFRASTRUCTURE OUTAGE

PW/PU/IT

- Voice/Computer Systems: **(540) 347-1101 [115]**
- Water: **(540) 347-1103**
- Power: **(866) 366-4357**
- Heating / Cooling: **(540) 347-1858**

SUSPICIOUS OBJECT

WPD/EM

- Do not touch or disturb object.
- **Call 911.**
- Prepare to evacuate if instructed.

SUSPICIOUS PERSON

WPD/EM

- Do not confront, stop, or apprehend the person.
- Note the person's description and suspicious activity.
- **Call 911 and provide details on the person and direction of travel.**

When evacuating the building, your assembly location is:

Evacuation Guidelines

- Leave using nearest exit or alternative if blocked.
- Never use an elevator.
- Take personal items, but don't delay departure.
- If unable to exit, move to designated areas of refuge.
- Once outside, go to designated assembly area.
- Do no re-enter under instruction by authorities.

Shelter-in-Place Guidelines

- Evaluate the situation and choose the most appropriate shelter location.
- Move to shelter, taking your go-bag.
- Remain sheltered until instructed it is safe to leave.
- Monitor news and Town social media for latest information.