

Emergency Take-Cover Tabletop Drill

October 2020



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Learning Objectives:

- Educate on emergency procedures
- Identify designated take-cover locations
- Discuss considerations for alternate locations
- Identify communication strategies for accountability



How to Report an Emergency

- Individuals notify appropriate personnel and authorities of emergency situations by dialing **911 from a Collins Aerospace phone** to start appropriate response. From any other **external phone or cell phone dial 319-295-1911**
- Individuals placing the emergency call are asked several questions regarding the specifics of the emergency. The questions should be answered to the best of their ability and the individuals are requested to stay on the line until instructed to hang-up

EMERGENCY MESSAGES

Types of Notifications

EVACUATE

- Message - An emergency situation has been identified. Repeat. An emergency situation has been identified. Please remain calm. Leave your work area immediately in a safe manner and evacuate the facility by the nearest safe exit. Once outside the facility, please locate your immediate supervisor to inform him or her of your presence.

TAKE COVER

- Message - A storm warning is in progress. Repeat. A storm warning is in progress. Please remain calm. Move away from windows and doors. Take cover under tables and benches. Stay near inner walls and move to the lowest level floor. It is recommended that you do not leave the protection of the building. You will be advised when the storm is over.

ALL CLEAR

- Message - The emergency situation has concluded. Repeat. The emergency situation has concluded. Please return to your work area.

EMERGENCY MESSAGES

Types of Notifications

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EMERGENCY MESSAGES

Types of Notifications

ALL CLEAR

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ACTIONS IN AN EMERGENCY

Fire / Explosion / Chemical Spill

EVACUATE

- In the event of an emergency that requires an evacuation, employees should proceed to the nearest clear exit in a prompt and orderly fashion and then proceed to their designated meeting location outside.
- Emergencies that require employees and visitors to evacuate will be announced using the Emergency Notification System.
- Emergency exit route maps are posted throughout all buildings and are also on the EH&S Teamspace page.
- Employees are to remain at their designated meeting locations until an all-clear message is received via means of emergency notification system, Everbridge notification system, their facilitator or leader, an EH&S staff member, or a Security staff member.
- Facilitators and leaders are to designate appropriate meeting places outside of the facility for their employees to meet gather in the event of an emergency.

ACTIONS IN AN EMERGENCY

Tornado / Severe Weather

TAKE COVER - WEATHER RELATED

- **Tornado Watch:** tornadoes are possible in your area. Remain alert for approaching storms. Stay tuned for NWS warnings.
- **Tornado Warning:** a tornado is occurring, or likely to occur within minutes, in the specified area. Warnings indicate imminent danger to life and property.
- **Severe Thunderstorm Watch:** severe thunderstorms are likely to occur in your area. Watch the sky and stay tuned for NWS warnings.
- **Severe Thunderstorm Warning:** a severe thunderstorm is occurring or likely to occur. Warnings indicate imminent danger to life and property.

ACTIONS IN AN EMERGENCY

Tornado / Severe Weather

TAKE COVER - WEATHER RELATED

- The Take Cover message is activated only when a 'Tornado Warning' is issued by the Linn County Emergency Management Agency which is monitored by Collins Aerospace Security Operations Center.
- Employees are not to leave the protection of a building during a TAKE COVER warning.
- Employees inside the building are required to take cover during a TAKE COVER warning.
- Employees near windows and glass walls must move to the interior of the building.
- Facilitators and leaders are responsible for determining appropriate 'safe' locations to take cover for their employees to take cover at in case of a storm warning.
- Employees near windows and glass walls move to the interior of the building.
 - Employees may remain at their work stations but must seek additional protection by moving away from windows, taking a position near inner walls, under a desk, or under a heavy piece of machinery which is secured to the floor and powered off.

ACTIONS IN AN EMERGENCY

Workplace Violence / Civil Disturbance

IMMINENT THREAT - See the [Security Page for more information](#)

- The presence of workplace violence or civil disturbance should be reported by calling 911 or activating the blue pull station (**where available**), if safe to do so.
- When activated, the system will immediately broadcast the security emergency message and switch on blue strobe lights.
- Employees will have to decide whether to Run, Hide or Fight.
- Do not re-enter the building until law enforcement advises you that it is safe to do so.
- If you choose the Hide option, stay in your hiding place until law enforcement arrives and advises that the situation is under control.



(WHERE INSTALLED)

ACTIONS IN AN EMERGENCY

Tornado / Severe Weather

MEDICAL EMERGENCIES

- These emergencies are reported by dialing 911 or 295-1911
- Remain with person until Medical Response Arrives
- Do not come into contact with bloodborne pathogens (blood, vomit, bodily fluids).
- Inform responders of situation
- Report back to work area once responders have situation under control



DO YOU KNOW?

Do you know where your
take cover
location is?



DO YOU KNOW?

Do you know where your
nearest exit
location is?



DO YOU KNOW?

Do you know your
evacuation meeting
location?

