



Indiana
Department
of
Health

NATIONAL PREPAREDNESS MONTH!

Office of Performance
Excellence/Division of Emergency
Preparedness

Safety Reminders and Contacts

- Front Desk Emergency Number: **317-233-1234**
- Jon Morrison: **317-605-8435**
- Caleb Hoffman: **317-416-7229**
- If life-threatening, call **911**

Safety Building Management Liaisons (SBML)

- SBMLs are trained yearly in the agency's emergency procedures
- SBMLs on every floor
- Wear an orange vest and carry a flashlight and radio
- Contact Admin Services if you are interested in becoming a SBML for your floor

Fire Evacuation Procedure

- You **must** evacuate when you hear the public service announcement and see the strobe lights on your floor
- Standard Operating Procedure (SOP) is to evacuate the floor that is the source of fire and the floors immediately above and below
- It's your **choice** to evacuate if you are on an unaffected floor
- Assembly area is the south side of Monument Circle

Severe Weather/Tornado Procedure

Proceed to the nearest designated severe weather shelter area with a green dot and close the door but do not lock it.

1st floor, 8th floor, and 7 Selig must evacuate to a different floor.

Wait until you are given the all clear over the speakers and listen for any other public service announcements .

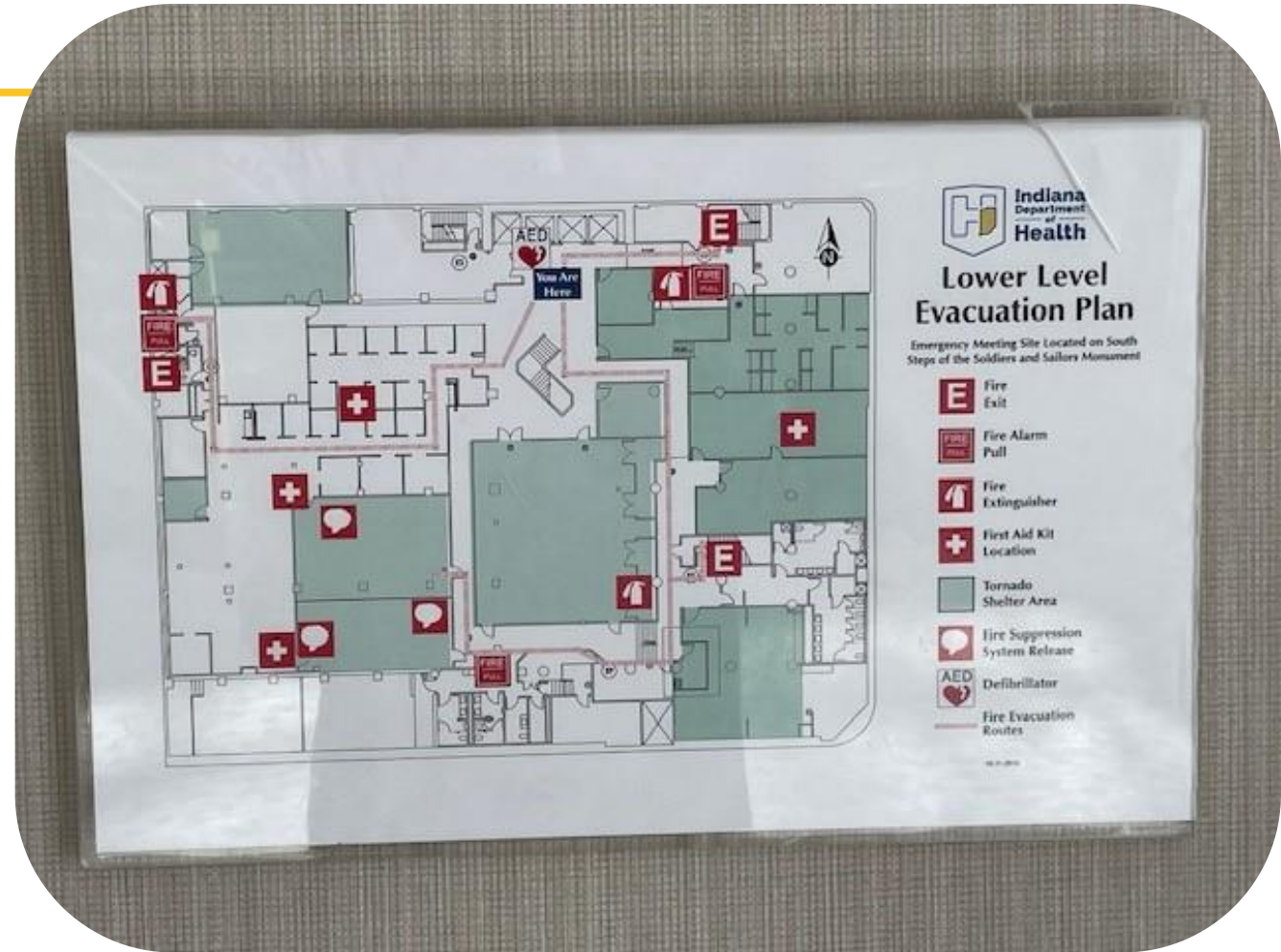


Evacuation Maps

Information Provided

- Evacuation Routes
- Fire Exits
- Fire Pull Stations
- Fire Pull Stations
- First Aid Kits
- Fire Extinguishers
- Tornado Shelter Areas

Located in the elevator lobbies on every floor



Mail Emergency Procedure

Please call the Building Emergency Phone Number **317-233-1234**

Provide name, workstation number, building, and room number

If you've opened a piece of mail that contains an unknown substance, sit quietly until help arrives.



SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

The illustration shows a letter and a package with various red callout boxes pointing to suspicious features. The letter has "PERSONAL!" written on it and is addressed to the Chief Executive Office. The package is addressed to the Operations Manager and has a "DO NOT X-RAY TAPE ENCLOSED" label. Callouts include: Restrictive markings, No return address, Sealed with tape, Misspelled words, Badly typed or written, Unknown powder or suspicious substance, Possibly mailed from a foreign country, Excessive postage, Protruding wires, Rigid or bulky, Lopsided or uneven, Incorrect title or addressed to title only, Strange odor, Excessive tape, and Oily stains, discolorations, crystallization on wrapper.

If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water

Logos for the FBI, U.S. Postal Service, and other agencies are shown at the bottom of the poster.

Poster 02 September 2008 PHS 100-07-000-1207

Bomb Threat Procedure

When notified of a Bomb threat please cease using all cell phones or any other remote frequency devices as it could potentially trigger the bomb.

Threats are often received over the phone, through a letter, or suspicious package.

Notify the safety team immediately as we will evacuate the building and follow State Police instructions until the given us the ok to return to work.

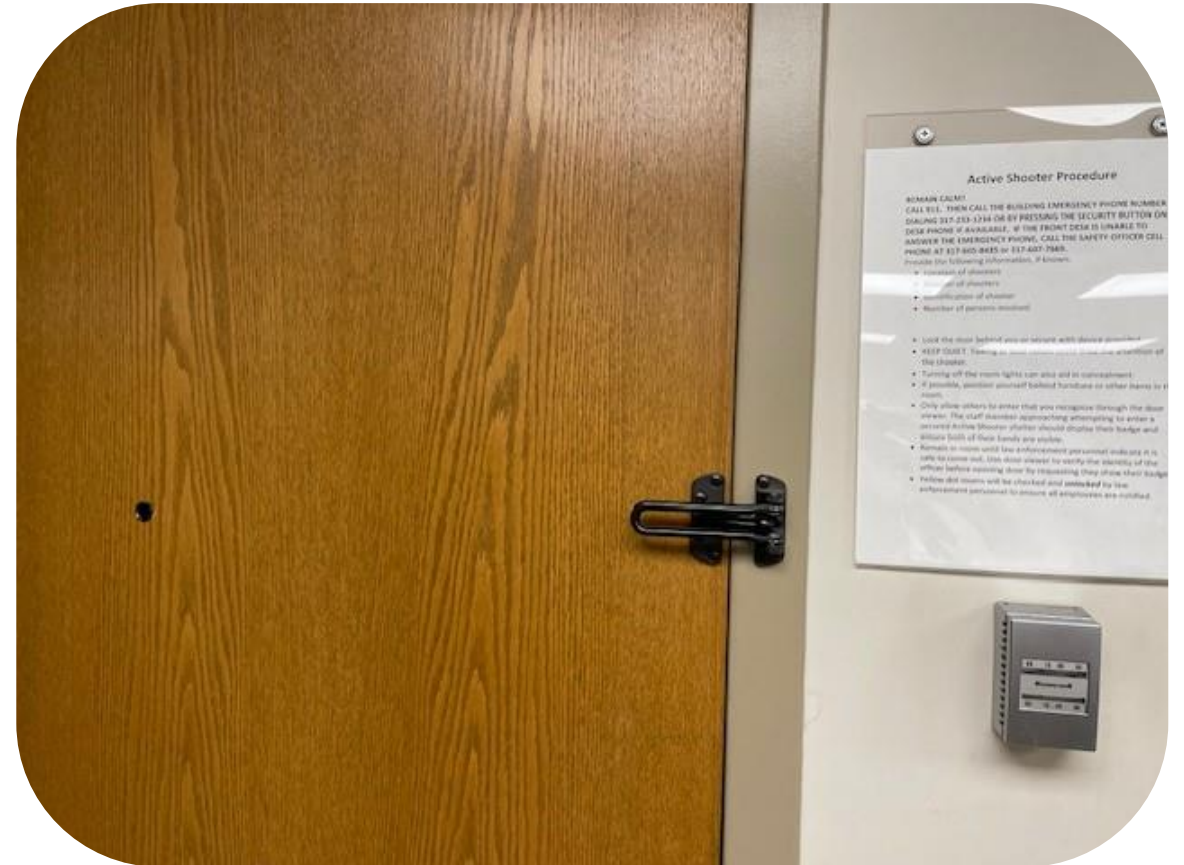
Active Shooter Procedure

- Call **911** when able to safely
- Then immediately call Front Desk Emergency Number (317-233-1234) and Safety Manager
- Proceed to active shooter rooms marked with a yellow sticker
- Follow the procedure listed once in the room



Active Shooter Room Procedure

- Lock the swing-bar door lock and turn off the lights upon entry
- Use the peep hole to safely let in others by having them show you both their hands and badge
- Remain in the room until law enforcement comes and clears the building room by room
- After the event, gather at the south side of the circle



Active Shooter Reminders

- Evacuate the building as an alternative if it is safe to do so
- Avoid the east stairwell
- Leave your belongings behind
- Keep your hands up while evacuating in the presence of law enforcement
- Do not attempt to stop law enforcement while evacuating
- When they're available give them the following information:
 - Location of the shooter(s), Number of shooters, Identification of shooter, Number of persons involved

Questions?

TORNADO • FLASH

Emergency Checklist

next time disaster
you may not
time to
for

**Continuity of Operations
(COOP)**



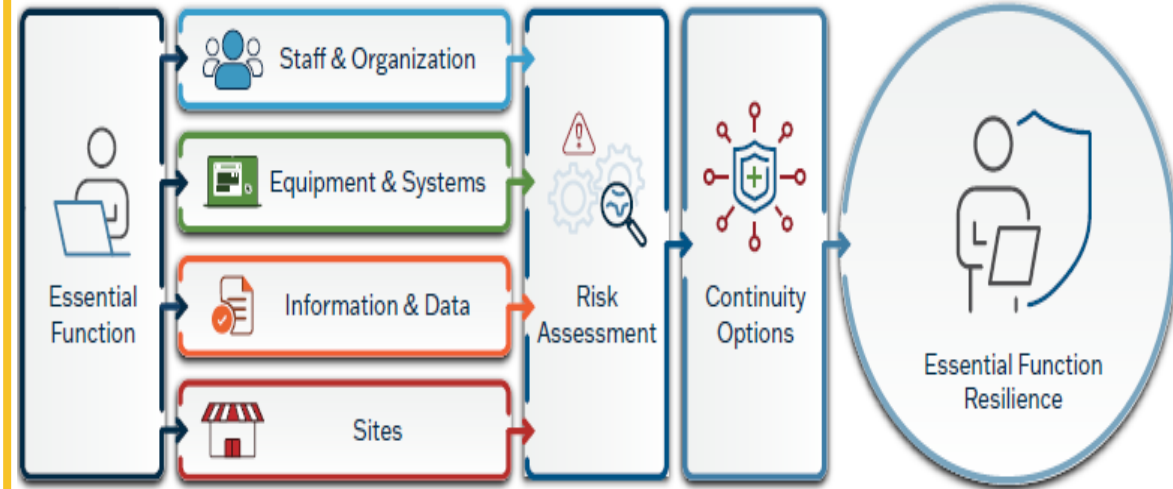
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About the Continuity of Operations Plan (COOP)

- Continuity of Operations Planning (COOP) is a term used by public and government entities for mitigation and planning strategies that create resilience and allow services to continue to be provided in the face of a range of challenges.
- Disasters and public health emergencies can have a significant impact on public health personnel and infrastructure. Continuity of operations planning allows each individual division within the Indiana Department of Health (IDOH) to sustain their mission, core essential functions, and services before, during, and after an incident requiring activation of the COOP.

COOP-What We are Doing

- Collaborating with IDOH divisions to ensure the essential functions of each are captured within the COOP.
- Analyzing and incorporating the essential functions and succession planning information submitted by each division to create a comprehensive plan for continuity of operations for the agency.
- Dissemination of the finalized plan to internal and external stakeholders.



Planning Tool

The COOP Portal was created to support a collaborative and inclusive planning process across the agency. This tool is designed to:

- Collect the essential functions performed by each division
- Determine a plan for the succession of the roles and responsibilities of division personnel
- Support the maintenance of the plan by providing the ability for divisions to update their information as situations change
- Leverage the information provided to determine the resource and personnel needs of the agency should activation of the plan be needed

Next Steps

Upon completion the plan will be used to support the following:

- Training and exercising of the plan with internal and external stakeholders
- Facilitate the ongoing interdivisional collaboration needed to support agency operations
- Annual review and update of the plan to ensure that the information is accurate and actionable

The vision for continuity is a more resilient state through agency wide integration of continuity plans and programs to sustain essential functions under all conditions.

Questions?

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