



EMERGENCY RESPONSE GUIDE

EMERGENCY CONTACT INFORMATION

EMERGENCY SERVICES

Police/Sheriff Emergency	911
Fire Emergency.	911
Ambulance	911
Tulalip Police Dispatch Emergency Line . . .	360-716-9911
Non-Emergency Police/Tribal	360-716-4608
Non-Emergency Fire Dept.	360-659-2416
Poison Control	800-222-1222

ADMINISTRATION BLDG. CONTACTS

Admin. Security.	360-716-4173
Main Office Direct Line	360-716-4000
Tulalip Emergency Management.	360-716-4006
Text "Storm" Alerts	Short Code: 30644

UTILITY SERVICES

Electric Company	425-783-1000
Water Company	360-716-4840

TULALIP EMERGENCY INFORMATION

This plan will provide general guidance by category. The magnitude and type of incident may require additional measures to be taken. Discuss these general guidelines with staff and have this tool available for immediate reference. If an event is critical and communication is not possible, take the appropriate action based on your plan and this guide. Patrons will depend on your directive in an emergency and precautionary

measures should include an emergency first-aid kit that is easily accessible.

The Tulalip Security/Front Desk Reception must maintain a current list with emergency contact information of all management and primary contacts for each Tribal Government Department. Changes need to include phone numbers, e-mail addresses, and any additional contact information requested.

SECURITY PROCEDURES/SERVICES

A comprehensive security program developed under the company guidelines has been designed to ensure a safe, secure environment for customers, departments, and employees.

Security officers have the responsibility to patrol the common areas and government departments. Security officers are available to answer questions and provide information on security needs.

Please remember that although security personnel are highly trained in many areas, they are not the police. They are not trained as police, do not carry weapons, and do not hold arrest authority beyond that of a normal citizen.

Lost Children/Adults: Notify Security immediately. Provide a name and description of the individual and last known direction. Encourage the person to wait until help arrives.

Lost and Found: Any articles that are lost and found in common areas can be brought to the Security/ front desk reception.

Accidents in Common Area/Parking Lot: Immediately notify Security (360-716-4173), reporting the nature and location of the event. Encourage the person to wait until help arrives.

Pandemic/MRSA Outbreaks: Main Office and Security will communicate threat levels, updates, and specific directive should outbreaks be imminent in geographical areas. Personal habits which limit the spread of germs should always be exercised.

Vehicle Lockouts: Security is limited and may use their individual discretion for liability reasons to determine if they are able to assist in lockouts. A locksmith may need to be contacted.

Jump-Starts: Jump-starts are available by signing a Liability waiver holding the Tulalip Tribes harmless if damage occurs.

EMERGENCY NOTIFICATION PLAN

Emergency mass notification will be sent from the main office and/or the Security staff. The type of communication will be based on the specifics of the emergency and the ability to get information out quickly and safely without risking physical harm or life. Various venues may be used including phone, broadcast phone calls, P.A. system announcements, memos, bull-horns, verbal announcements, etc.

As part of this communication, a code will be included that references the severity of the emergency event and the critical need to respond. A code may escalate as the situation is monitored.

IMMINENT: Code Red, life threatening event, secure location, and lock-down, seek shelter or evacuate building immediately based on situation.

ELEVATED: Code Yellow, prepare for a potentially dangerous situation.

GUARDED: Code Orange. Awareness required, report any suspicious activity to Security and Law Enforcement. Normal state of alert.

EVACUATION

Management or local officials (police/fire) will make the decision to evacuate the facility. When an evacuation event is obvious, employees should respond accordingly to protect lives and prevent injuries. Please do not confuse an evacuation with a facility closure. An emergency evacuation requires immediate exit from the facility or property. Provide directive to employees and guests and exit calmly. Announcements will be made if event follows.

1. If the situation permits, Management, Security and Custodial will provide directive to aid in the evacuation process. Employees should already be familiar with the nearest exits, including fire hall exits.
2. An area for reuniting separated parties, an Evacuation Assembly Point, will be designated by local authorities/staff and located within the building. Communicate this information to any separated parties you encounter while exiting.
3. Provide assistance to the elderly or unattended children which may be in your location, and escort them to the Evacuation Assembly Point.

FIRE/EXPLOSION

FIRE:

Notify the Fire Department if there is an actual fire.

- Give the location, the best entrance at which to respond, and a quick assessment of the size of the fire and flammable materials in the area.
- Notify Security and Management immediately.

If the fire has grown beyond control, evacuate the area. Refer to Evacuation procedures.

EXPLOSIONS:

Contact the Fire and Police (911). Note that their response may initially be limited if there is damage in the surrounding community.

If there is serious damage and injuries and remaining inside is not practical, individuals should begin evacuating the area. Whenever possible, Security and employees will help guide evacuees through debris, taking the safest route to avoid additional injuries to an Evacuation Assembly Point. Watch for overhead hazards and note weakened structures may collapse. Be alert for secondary explosions, aftershocks, etc.

Do not attempt to move persons with serious injuries or persons located in dangerous areas. Bring their location to the attention of arriving rescue personnel.

ACTIVE SHOOTER

Any incident involving a firearm assault will likely unfold quickly once it has started. The priority will be for you to take action to protect yourself and remove others from danger if you can do so safely.

In the event of an active shooter, an alert or announcement shall be made over the P.A. system if the situation permits, along with notification by Security. The following announcement will be made: **“CODE RED. An EMERGENCY exists. Take immediate cover in the back of the nearest space, lock the doors and remain quiet. Lock down and shelter immediately.”**

Employees are to:

- Gather patrons and customers from surrounding common area if situation permits and instruct all to move to the back area.
- Draw down and lock all doors and/or outer gates.
- Move to a back room behind a closed/locked door if possible, stay out of sight and quiet.
- Common areas should find safe harbor within the closest room or determine a safe exit, evacuating beyond the parking lot. Stay away from the building until the police have secured it.
- Use a cell phone to notify the police (911) or any information available including injuries or casualties, description of the shooter, type of weapon, and the last observed location of shooter.
- Wait for instructions from law enforcement.
- Do not open door or release individuals until you receive “all clear” from law enforcement; you may be debriefed as witnesses.

NATURAL DISASTER

EARTHQUAKES

Identify the closest, safest locations which are most protected from unsecured structures falling on you. Seek protection under a sturdy desk, table, or against an inside wall. Avoid areas near glass windows or doors.

If shaking begins, move to this location, kneel or lie on floor and cover eyes against arms.

Stay indoors until the shaking stops and you can safely exit.

Management will determine the need to close the facility. If damage is obvious, follow the Evacuation Plan within this guide.

FLOOD

Management decision will be made regarding the facility closing with consideration of flooding impact for safe passage in leaving the property.

The notification process will be implemented. Should evacuation process be necessary, refer to the “Evacuation” procedures within this guide. Evacuation routes may be modified to aid in safely exiting the property under flooding conditions. Notifications regarding the re-opening of the property will be available on the www.tulaliptribes-nsn.gov website, social media venues, Tulalip news and public media.

HAZMAT

Dangerous and hazardous materials, termed as HazMat are solids, liquids, or gases that can cause death, serious injuries, long-lasting health effects, and damage structures and property. These may be radioactive, flammable, explosive, asphyxiating, toxic, etc. transportation and storage of dangerous substances require specific warning labels as mandated by Federal Law.

If you notice multiple individuals becoming ill for no apparent reason, do not rush to aid without assessing the danger, exposing yourself in the process.

- Notify fire/police department and security.
- Attempt to determine the general source of danger if this can be done without endangering yourself and others. Look for liquid, smoke/gas, powder, etc.

- Do not approach or touch any suspected material. Avoid inhalation of fumes, smoke, and vapors.
- If you determine the contamination is coming from inside the center area, move as quickly as possible to fresh air, away from the affected area. Once outside, move away from the center, and upwind of the affected area.
- If you determine the HazMat is coming from outside the center, go to a room which can be sealed, at the highest level possible. Seal gaps in doors and vents and turn off fans and air conditioners. Notify 911 of your location and the number of people in this location, and stay sheltered until help arrives.
- If you feel you have been exposed to the HazMat, stay clear of other individuals and seek help from emergency responders. You may need to go through a decontamination procedure and require medical aid.

SEVERE WEATHER

During severe weather conditions, Management will decide when there is potential danger for students, patrons and employees. The Emergency Alert System will be activated. The Center Manager will decide if a closing is necessary due to weather conditions.

SEVERE THUNDERSTORMS/ HIGH WINDS

Weather conditions which could potentially contain strong winds, heavy rain, and/or hail will be monitored. Staff will be notified via the “Emergency Alert System” process and should prepare for possible evacuation.

SNOW/ICE

Weather conditions will be monitored and Management will make the decision to close the center based on the severity of the storm and local travel conditions.

- The notification system will include closing time if closing is necessary during normal operating hours.
- If a delayed opening is required, information will be available via the www.tulaliptribes-nsn.gov website, social network venues, main Tulalip informational line, and public media. To receive information via text message alerts, text “STORM” to short code: 30644
- Stranded patrons or staff will need to contact Security to discuss options.

BOMB THREAT

- Listen carefully to the caller and obtain as much information as possible while keeping the caller on the line. Do not hang up even if the caller does. Note approximate age and sex, voice characteristics, accents, background noises including traffic, music, machinery, etc.
- Questions to ask include caller's name, location, location of the bomb, type of bomb, time it is set to go off, what will trigger it to explode, etc. Often, an individual is willing to share some of these details.
- Remember exactly what the caller said and **write it down**.
- Contact the police department (911) immediately from a cell phone or different phone line.
- Contact security and management office immediately following 911 call and advise them of the situation.
- Once the property search is underway, search your location for any suspicious packages and alert Security immediately of any findings.
- Any facility evacuations or public notifications will be communicated immediately per directives within this guide.

ELECTRICAL OUTAGE

Short-Term Electrical Failures:

If your electricity flickers for several seconds, the source of the problem may be the weather. These electrical failures typically do not last but a few seconds.

Extended Electrical Failures:

If your center suffers an isolated electrical failure or in addition to other premises notify Management or Security and advise of the situation.

If the failure continues for extend period, Management may determine to close the center and request students, patrons and guests to leave the center.