

# EMERGENCY ACTION PLANS

In the event of **FIRE, NATURAL DISASTER, CIVIL DISTURBANCE, TERRORIST ACTIVITY, or ENEMY ACTION**, the following procedures must be followed

**NOTE:** This plan is not intended to be carried out by a single individual. Use all available personnel to execute this plan. If a limited number of personnel are available to carry out each task, combine the tasks. **NEVER endanger life or personnel safety to implement this plan.**

- In the event of a fire, locate and activate the fire alarm
- Call the required emergency responders based on the type of emergency. This is usually done by dialing 911. **NOTE:** Refer to local policies for contacting emergency services
- Notify other personnel throughout the building of the nature of the emergency
- Go to the entrance that gives emergency responders the greatest access to the facility and wait for their arrival. Direct emergency responders to the location of the emergency
- Gather and secure all classified material in a locked safe
- In the event that classified material is unable to be properly secured and has a high risk of compromise, attempt to destroy the material using approved methods
- Annotate the names of all emergency responders who had access into areas containing classified material. This will be done immediately after the emergency has abated
- After the conclusion of the emergency, inspect the safe(s) for signs of tampering
- If there is evidence of tampering, damage, missing material, or you suspect unauthorized exposure contact the JBSA IP Office

## Important Numbers

Unit Security Assistant: \_\_\_\_\_

Command Post: \_\_\_\_\_

Fire Department: \_\_\_\_\_

Emergency Medical Services: \_\_\_\_\_

Security Forces or Police: \_\_\_\_\_