



## **Courthouse Emergency Procedures**

Lehigh County holds employee safety as a number one priority. To keep our workplace secure, we need everyone's help. A copy of the Building Emergency Plan for your location is located in each office. Please familiarize yourself with this plan so you know what to do in an emergency. Below is a general guideline of what to do in case of a fire, bomb threat or medical emergency. Safety is our priority and it must be everyone's responsibility. Thank you for preparing now in the event of an emergency.

### **IN CASE OF MEDICAL EMERGENCY**

#### **To Report an Accident or Sudden Illness:**

Call ext. 7911 and give as much information as possible to the Telecommunications operator.

### **IN CASE OF FIRE**

#### **To Report a Fire:**

Call ext. 7911 Immediately.

Give location of fire and any other information on the situation.

Pull nearest fire alarm.

#### **If you hear the Fire Alarm, "Code Red or Code Green"**

1. Evacuate the building and proceed to pre-arranged assembly point.

The Lead Custodian or the Custodial Supervisor shall report to the main entrance to meet the arriving emergency units.

2. Close your door behind you.

DO NOT LOCK THE DOOR

DO NOT USE THE ELEVATOR

3. Remain at the Assembly Point until instructed by authorities.

#### **Assembly Point**

Lehigh County Government Center-1<sup>st</sup> and 2<sup>nd</sup> Floors, hallways, lobbies and the 2<sup>nd</sup> Floor Cafeteria

### **IN CASE OF BOMB THREAT**

#### **If you receive a Bomb Threat by phone:**

**Do not hang up** the phone on the caller at any time.

Elicit as much information from the caller without exciting the caller.

Signal a fellow employee to call ext. 7911 immediately on another phone to report the information.

If you are alone, call ext. 7911 immediately after the caller hangs up.

After the initial report, complete the form contained in Building Emergency Plan, Page 5.

#### **If you receive a suspicious looking package:**

Do not touch the package.

Call 7911 immediately and report information.