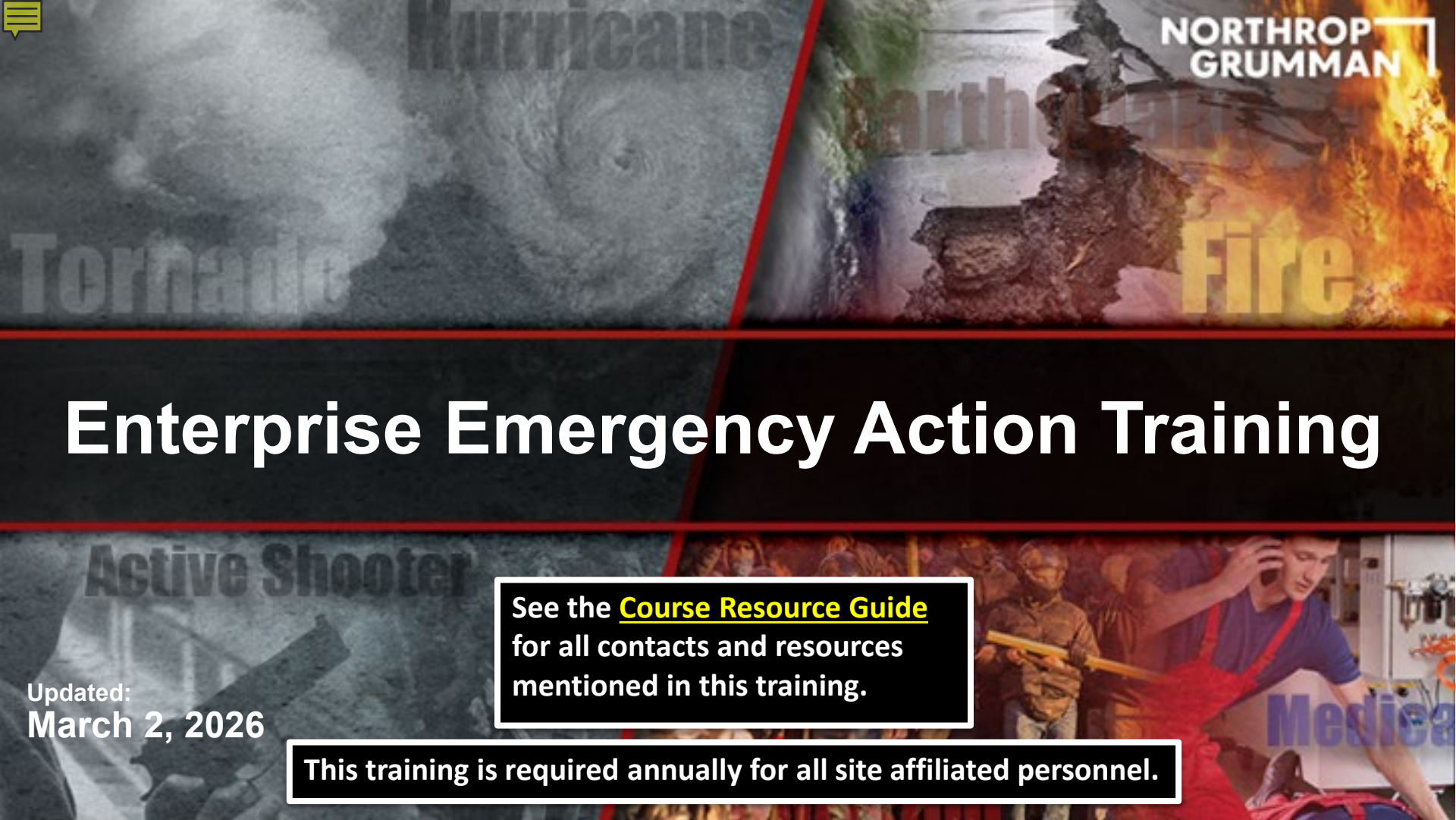


Enterprise Emergency Action Training

Updated:
March 2, 2026

See the Course Resource Guide for all contacts and resources mentioned in this training.

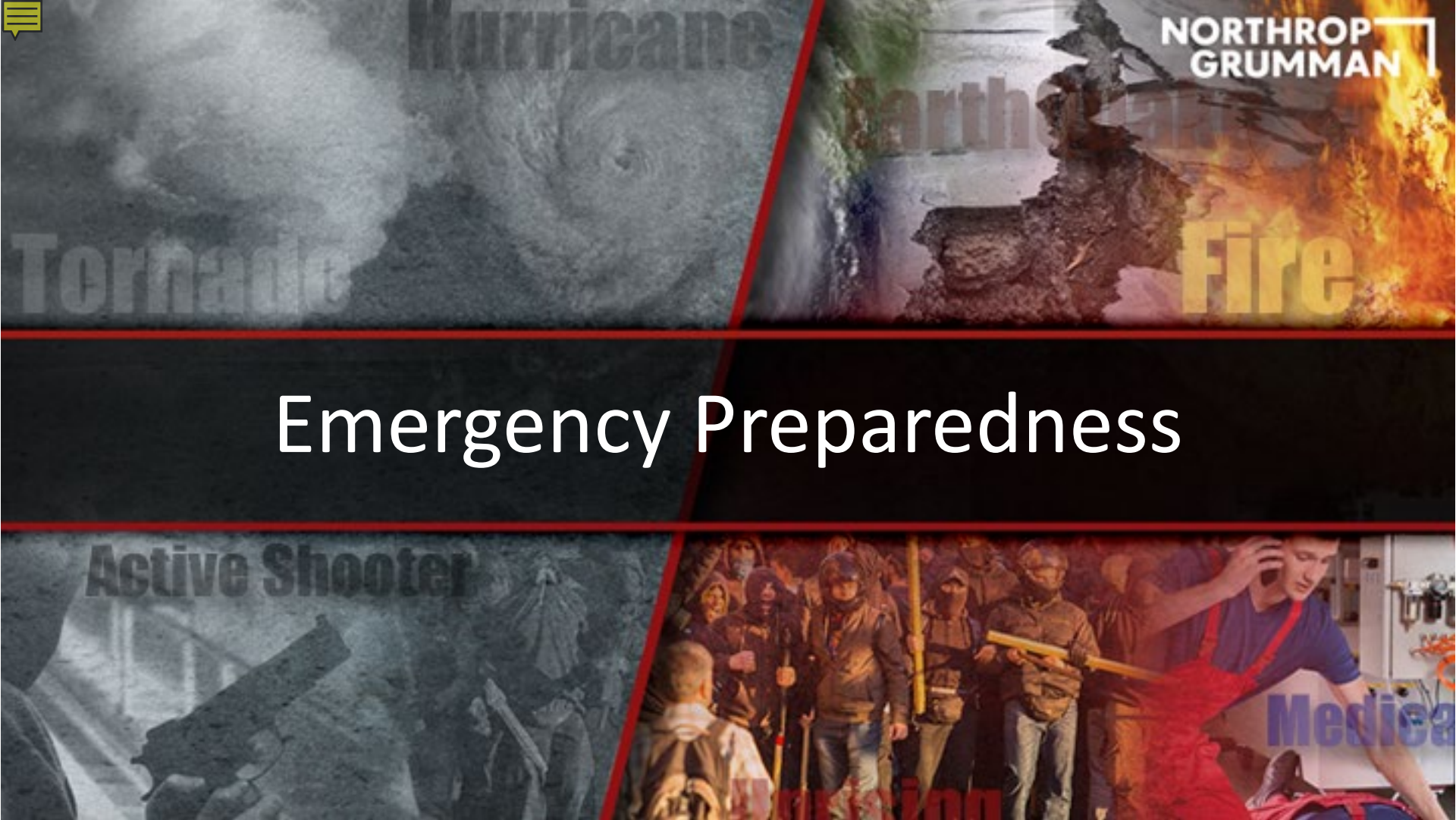
This training is required annually for all site affiliated personnel.

Introduction

This course is designed to provide you with the information that you will need to know in order to help maintain your own safety and the safety of others in the event of an emergency.

You are required to review each of the following topics:

- Overview of emergency preparedness
- Evacuation procedures
- Appropriate responses for key emergency situations
- Summary of training and links for additional information



Emergency Preparedness

Emergency Preparedness

The Northrop Grumman Enterprise Emergency Action Plan documents evacuation procedures and many types of expected responses to emergency situations, recognizing that events vary in magnitude and location which may warrant a modified response.

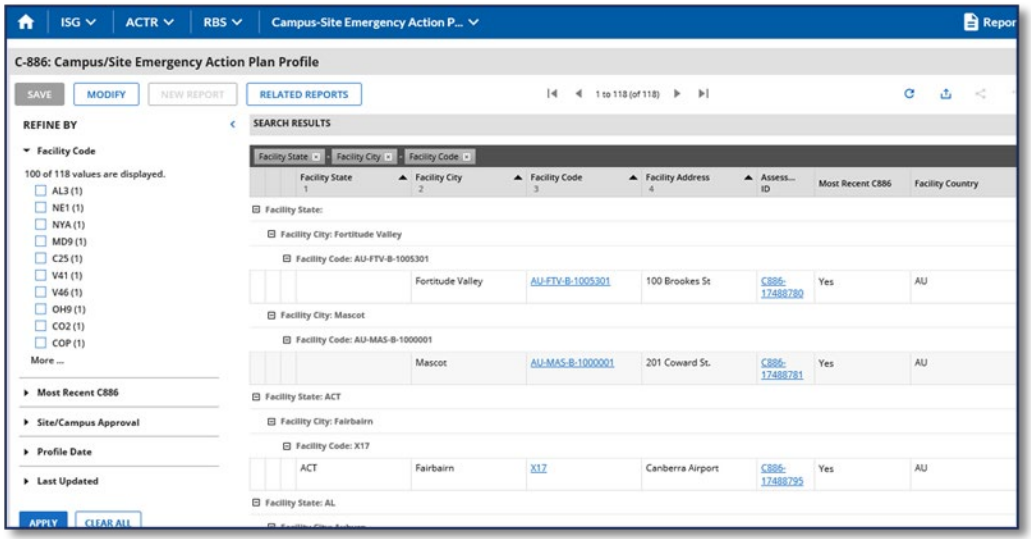
Per CTM J200, managers are required to review this plan with their personnel annually.

The most current version of the Enterprise Emergency Action Plan is in CTM J200, *Business Resiliency*. We recommend saving the document to your files or saving the Principles and Operating Practices (PrOP) site to your favorites.

Emergency Action Plan

Each U.S. Northrop Grumman owned or leased site with 11 or more personnel is required to have a Campus Site Emergency Action Plan profile. U.S. profiles can be accessed at the Northrop Grumman Archer GRC site. For non-U.S. campus site profiles, contact your manager. Be sure to review the profile for your location and any camp

It is important that you know the local or site emergency number in case there is an emergency.
However, if you are in a life-threatening situation, always dial 911 first.



Emergency Action Plan

It is important that you contact the local campus/site emergency number first. They are located in the Campus-Site Emergency Action Plan Profiles.

If you are unable to locate the local campus/site emergency number, contact the corporate Emergency Information Line (1-800-995-4318) for assistance.

Use the following prompts:

Press 1 – If you are outside of your home country on business travel and are in need of Security assistance.

Press 2 – To determine if a site is opened or closed for business. You may then select from the following menu sub-options:

- 1- For Non-US locations
- 2 – Mission Systems
- 3 - Corporate and Enterprise Services
- 4 – Defense Systems
- 5 – Aeronautics Systems
- 7 – Space Systems

Press 3 – If you are outside of your home country on business travel and are in need of non-emergency medical assistance.

Press 4 - If you need assistance with ITRIP or to reach a Global Assistance Center operator and you have a MyID

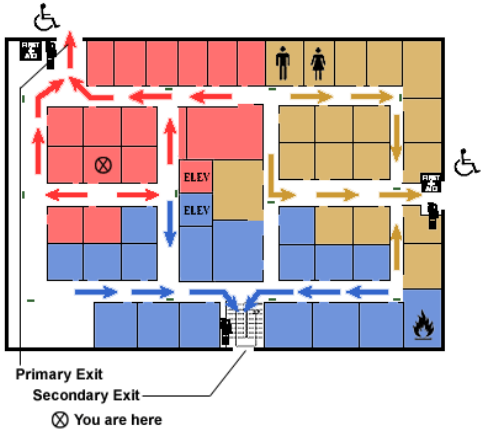
- 1- If you do not have a MyID

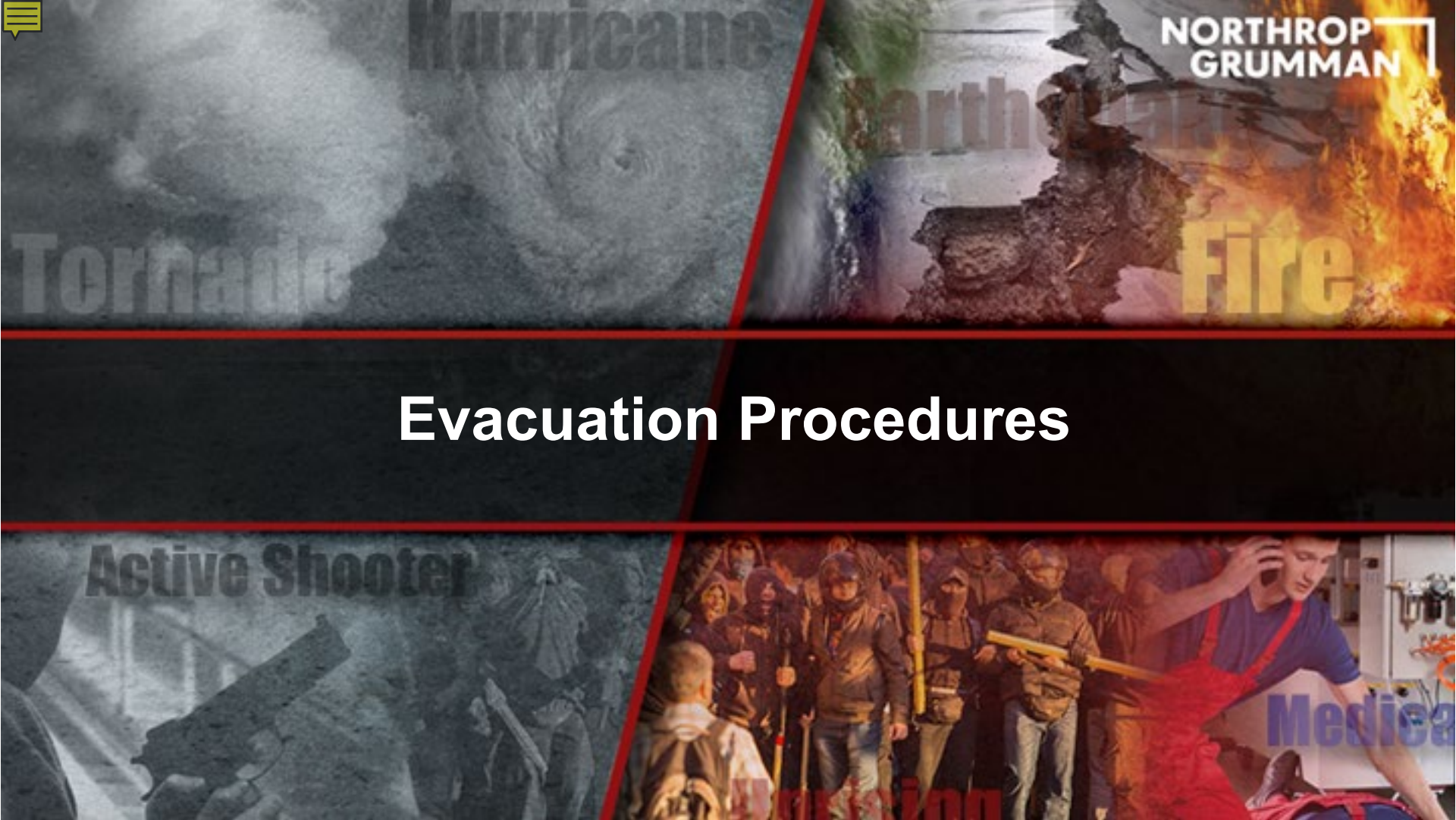
See the Course Resource Guide for all contacts and resources mentioned in this training.

Preparing for an Emergency

There are many steps you and your coworkers can take to help prepare yourselves for emergencies:

- Be aware of those around you who may need assistance in an emergency
- Check to ensure that your emergency exits, and fire extinguishers are not blocked
- Familiarize yourself with your site's evacuation routes and assembly areas
- Locate your AED and first-aid kits
- Always ensure your Workday information, including phone numbers, emails, and addresses are current so you can be contacted in case of an emergency





Evacuation Procedures

Types of Evacuation Procedures

There are three types of site evacuation procedures:

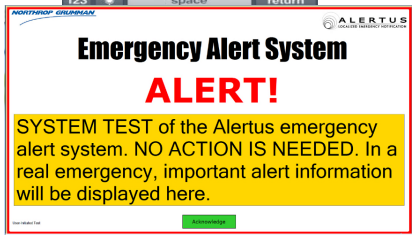
- Total evacuations, where you will be instructed to completely exit the building.
- Partial evacuations, where ***only*** occupants in affected areas are ordered to relocate to other areas within the building or to the exit.
- Sheltering, which may be in place in your immediate area or in a pre-designated sheltering area.

An evacuation is an organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas. (DRI)

Evacuation Notifications

Notification that you must evacuate can come from several sources:

- Audible evacuation alarms
- Strobes or blinking lights
- Public Address Systems
- Computer alerts
- Email, text, or phone call alerts via Everbridge
- Supervisors or managers
- Evacuation wardens
- Emergency personnel



You should treat all evacuation orders seriously and with the same urgency regardless of the source that initiates the evacuation.

Evacuating Your Workplace

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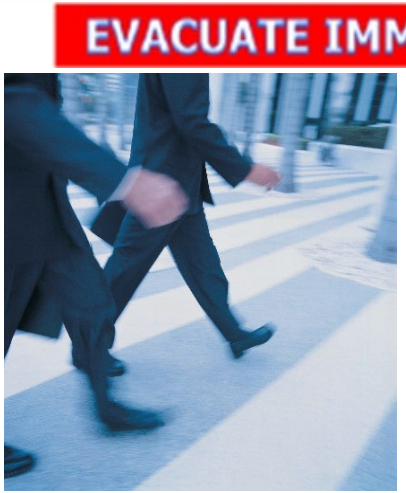
Once being notified of an emergency, evacuate, or follow directions immediately!

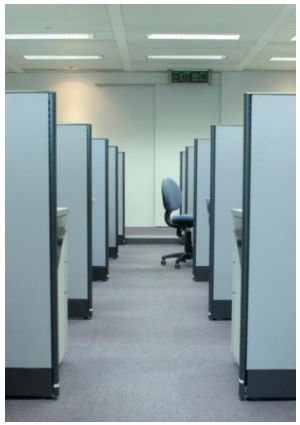
Evacuation Wardens will perform a sweep of each area to ensure all employees have evacuated and provide assistance to those requiring additional help.

In situations requiring a total evacuation, leave through the nearest exit.

Reminder - If you work in a classified area:

- Personal safety takes precedence over the security of classified material
- Follow standard evacuation procedures.
- If you work in a secure area, contact site Security for handling of classified material in case of evacuation.
- Once you are directed to return to your work area, survey the status of your area and any classified material that was left unsecured and report it to Security.

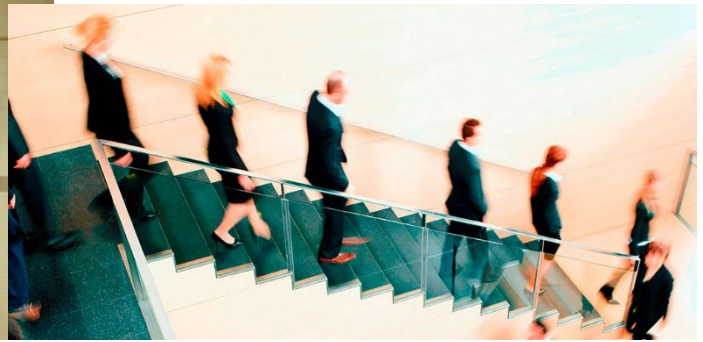




Exiting – Your Workplace

In situations requiring an evacuation:

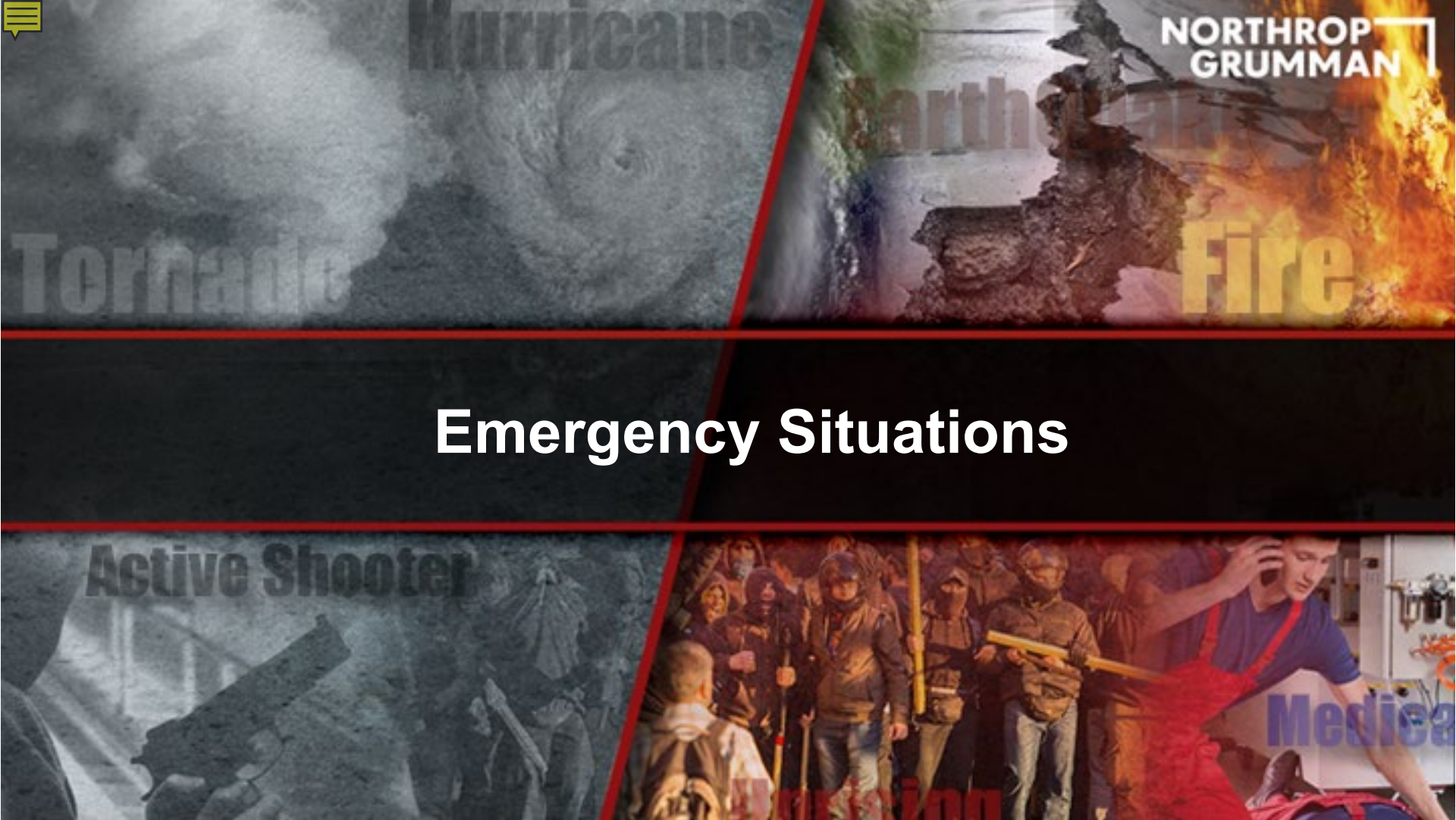
- Leave through the nearest exit, even an alarmed door
- If you are the last one exiting an area, close any doors behind you but do not lock or block them
- Do not return to your work area until it is safe
- Enter stairwells single file, use the handrail, and stay to the right
- Do not use elevators
- Assist others with the evacuation
- Inform an Evacuation Warden of any personnel who need assistance, are in the restrooms, and of any unsafe areas



Assembly Areas

After you leave your facility, proceed to the nearest assembly area.

- Follow all instructions from local and site authorities
- Gather with your co-workers and report any missing personnel
- If you were displaced from your normal assembly area, notify an Evacuation Warden. For smaller sites without Evacuation Wardens, notify the Site Lead.
- Stay alert and stay clear of roadways and access routes
- Remain at the assembly area until further instructions are given



Emergency Situations

Types of Emergency Situations

There are many types of emergency situations; therefore, this training will only detail a subset of event types. It is important that you know how to access your site's Emergency Action Plan to review detailed information on other event types.

The emergency situations you will be trained on include:

- Medical Emergencies
- Fire and Explosions
- Workplace Disturbances (including active shooter)
- Hazardous Materials (spills and leaks)
- Severe Weather and Natural Disasters

Medical Emergencies

When faced with a medical emergency it is important to remain calm and:

- Immediately report the situation to your local or site emergency number, or 911 if appropriate.
- Do not move the injured individual
- Give the operator as much information as possible and stay on the line until released. Providing a detailed location is of the utmost importance, if they can't find you they can't assist you.
- If in a safe environment, render first aid or CPR if necessary, but only if you are trained or comfortable doing so.

What do you do if you are faced with an emergency situation in an unsafe environment?

- If you or the sick or injured person is in immediate danger, stabilize him or her as much as possible and evacuate the area.
- If you are in immediate danger and unable to move the person to safety, evacuate the area and then call your local emergency number.

Fire and Explosions

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Fire

Stay calm in the event of a fire and take the following actions:

- Pull the evacuation alarm
- Report the fire to your local/site emergency number
- Test the door for heat with the back of your hand
- Stay low to the ground in smoke-filled areas and breathe through a damp cloth
- Evacuate through the nearest exit
- If you are the last one exiting an area, close any doors behind you but do not lock them

Fire and Explosions (cont.)

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Explosions

During a catastrophic event, remain calm and check for injuries. If you are in immediate danger, evacuate to a safe area.

Contact the local/site emergency number and provide the following information:

- The phone number from where you are calling and a second call-back number
- The location of the incident
- The number of injured people
- Indicate if there is a fire

Workplace Disturbances

Disturbances in the workplace that create the potential for an emergency take several forms:

- Active Shooter
- Workplace aggression
- Civil disorder
- Bomb threats
- Suspicious packages
- Hazardous Materials

Workplace Disturbances

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Workplace Disturbances (cont.)

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Active Shooter

Because active shooter situations are over within a few minutes, it is important for individuals to be prepared to deal with an active shooter situation.

During this type of an event, you will need to quickly determine the most reasonable way to protect your own life. The recommended responses are ***run, hide, fight***.

*For additional resources, such as active shooter pocket cards and an informational video, please visit the **Security Workplace Violence Prevention** page.*

Continue

Run	Hide	Fight
•Have an escape route and plan in mind	•Hide in an area out of the shooter's view	•As a last resort and only when your life is in imminent danger
•Leave your personal belongings behind	•Block entry to your hiding place and lock the doors	•Attempt to incapacitate the shooter
•Keep your hands visible	•Silence your cell phones	•Act with physical aggression and throw items at the active shooter

Workplace Disturbances (cont.)

UK - Active Shooter

In the rare event of a firearms or weapons attack, we recommend that you ***run, hide, tell***.

RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then…

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so…

TELL the police by calling 999.

Run	Hide	Tell
•Have an escape route and plan in mind	•Hide in an area out of the shooter's view	•Tell the police by calling 999
•Leave your personal belongings behind	•Block entry to your hiding place and lock the doors	
•Keep your hands visible	•Silence your cell phones	

Workplace Disturbances (cont.)

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Workplace Aggression

Northrop Grumman has a Zero Tolerance policy concerning workplace violence. You are required to report all physical acts of aggression, verbal threats, violent or harassing emails to Security, your manager, or your assigned Human Resources representative.

If you witness an act of violence, report the incident to your local/site emergency number. Remain in a safe location and silence your phone unless an evacuation of the facility or work area has been ordered, or you must leave to protect your personal safety.

Workplace Disturbances (cont.)

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Civil Disorder

In the event of civil disorder, it is important to approach the site by a safe route. Contact Security or your manager for instructions.

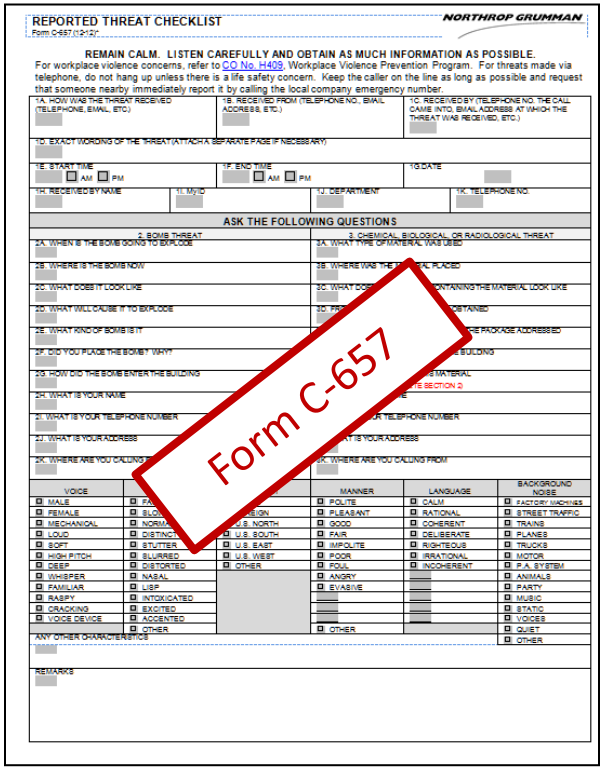
- If the entrance is blocked, do not attempt to enter. Go to a safe location. Call the NG Emergency Information Line or contact your manager
- Stay as far away as possible from the areas of disturbance
- If available, obtain information regarding secure exit routes from the affected area
- Leave the site promptly at the end of your shift, if safe to do so

Workplace Disturbances (cont.)

Bomb Threat

If there is a bomb threat:

- Complete Form C-657, Reported Threat Checklist, with as much detail as possible
- Notify the local /site emergency number; delegate if necessary
- Do not evacuate your area unless instructed to do so



Workplace Disturbances (cont.)

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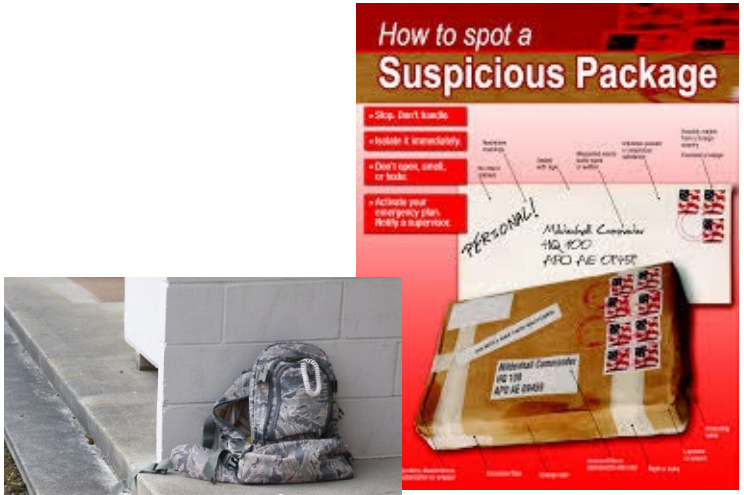
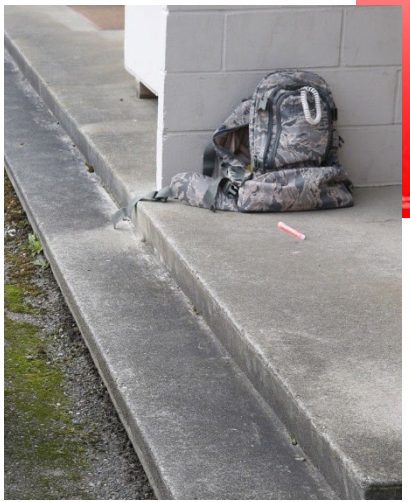
Suspicious Package

If you see a suspicious package:

- Do not use cell phones or other two-way type communications
- Notify the local /site emergency number
- Do not touch or attempt to move the object
- Immediately get help from other employees to clear the area

** Keep your personal bags in your possession at all times, as these are commonly mistaken for suspicious packages when left unattended*





Hazardous Materials

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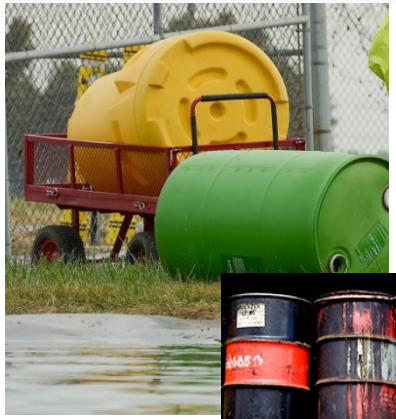
Hazardous Materials

If you encounter a hazardous material spill or leak, take the following actions:

- Immediately move away and upwind from the spill
- Once you are in a safe area, contact your local/site emergency number
- Do not walk toward the spill or touch any spilled material
- **Do not attempt to clean up the hazardous spills or leaks.** They must be handled by trained responders.



Hazardous Materials (cont.)

Hazardous Materials (continued)

When speaking to your local/site emergency personnel, provide the following information:

- Exact location of material spill or release
- Type/nature of material if known
- Information from any hazardous material signage in the area
- Number of injured employees
- Approximate quantity released
- Any obvious clouds or smells in the air
- If there is a fire

Severe Weather and Natural Disasters

In severe weather and natural disasters, the best thing to do is remain calm and seek shelter.

The following slides present proper procedures when faced with these emergency situations:

- Hurricanes and High Winds
- Tornados
- Earthquakes

Severe Weather and Natural Disasters (cont.)

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Hurricanes and High Winds

For hurricanes, monitor the weather forecast and follow directions given by local or state authorities:

- Seek shelter in a windowless room within the interior of the building far away from exterior walls
- Have several routes home from work identified in advance in case of flooding or road closures
- Stay away from fallen power lines
- Follow all instructions given by Security/emergency personnel

Severe Weather and Natural Disasters (cont.)

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Tornados

- If you receive advanced warning of a tornado, proceed to a shelter and follow instructions
- If you don't receive advanced warning of a tornado, get to a shelter, a designated area, or an underground location as soon as possible and take cover under a solid piece of furniture near the center of the building
- Stay away from windows and outside walls
- If you are caught outside during a tornado, lie in the nearest depression or ditch, cover your head, and stay low to the ground
- If required, seek medical assistance but only when it is safe to do so

Severe Weather and Natural Disasters (cont.)

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Earthquakes – During an Earthquake

In the event of an earthquake, move away from windows and interior glass. Remember three key words:

Duck	Cover	Hold
Duck down under or beside a sturdy piece of furniture, or get low to the floor with your back against the wall.	Cover your head and upper torso with your arms.	Hold on to the piece of furniture as it moves during the earthquake. If there is no furniture, cover your head, face, and neck with your arms as best as possible.

Severe Weather and Natural Disasters (cont.)

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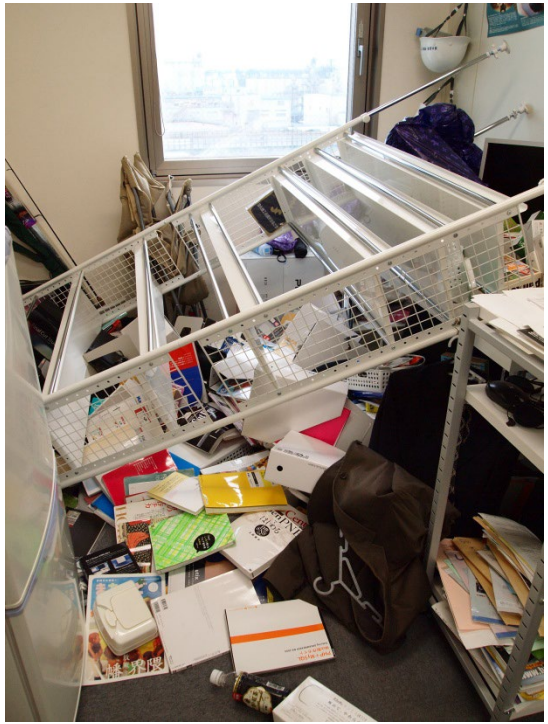
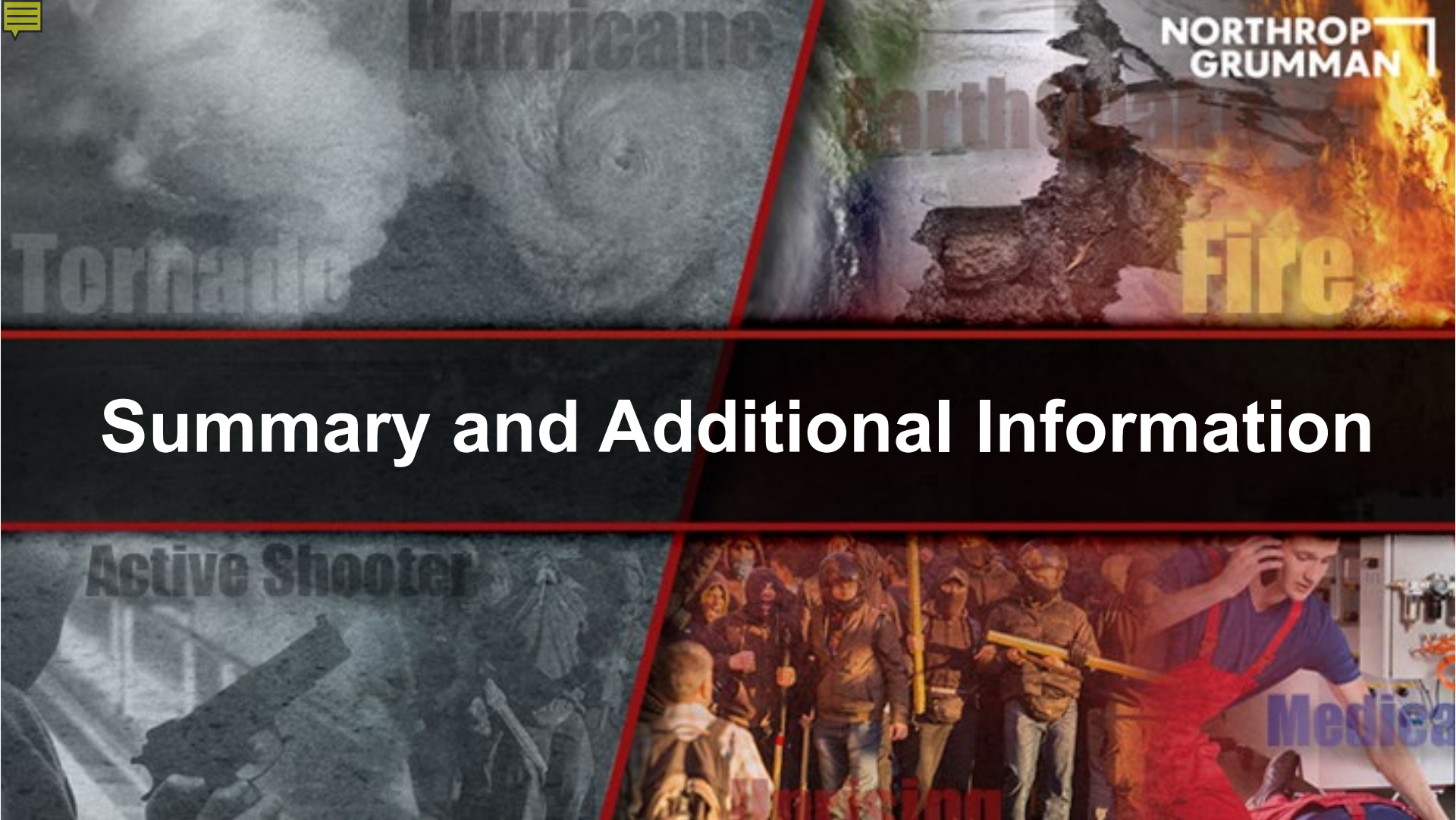
Earthquakes – After an Earthquake

Once the earthquake has stopped:

- Check for injuries
- Survey the status of the work area
- If the area is unsafe, leave carefully and take your important personal items with you
- Do not use elevators
- If the power is out use flashlights only; do not use any open flames
- Be prepared for aftershocks





Summary and Additional Information

Your Responsibilities – Before an Emergency

Prior to an emergency, your responsibilities include:

- Advise your immediate Supervisor if you need assistance to properly evacuate
- Know your Evacuation Wardens and Site Lead
- Know the evacuation routes (primary and alternate) for your regular work area
- Know at least two ways to get out of the building at all times
- Know your normal and alternate assembly areas
- Participate in all evacuation drills as directed by management
- Keep your personal contact information current in Workday, so we can contact you in case of an emergency

Your Responsibilities – During an Emergency

You have also learned that if you witness an emergency incident, you should call your local/site emergency number to report it.

When ordered to evacuate:

- Exit immediately
- If you are the last one exiting an area, close doors behind you
- Proceed to the nearest assembly point
- Report any additional emergency-related issues occurring during the evacuation
- Follow all instructions

Following an evacuation:

- Do not attempt to return to your normal work area until you are instructed it is safe
- Report any classified material discrepancies or concerns

Additional Information

For more information regarding emergency situations, access the resources shown below in the Course Resource Guide:

Principles and Operating Practices (PrOP)

- CTM J200 Business Resiliency
- CTM J100 Company Security
- C-886 Global Campus/Site Emergency Action Plan Profile

Link to ArcherGRC current repository for C-886 Emergency Action Plans

https://grc.northgrum.com/Archer/apps/ArcherApp/Home.aspx

Within the blue header, click on "**Campus-Site Emergency Action Plan Profiles**".

Non-U.S. Campus/Site Profiles: **contact your manager**

Click Here to Download the Course Resource Guide

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Training Acknowledgement

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For questions contact the Global Assistance Center (GAC) at 800-995-4318 (in the U.S.) or 571-429-4586 (outside the U.S.), choose option 4

If you have questions or comments, contact your local Security Representative.

If you cannot view this video on the Learning Exchange (LX), email the ESSS Training Group at ESSS_DoDTraining@ngc.com stating you have completed the Enterprise Emergency Action Plan Training training.

In your email include:

- Your legal first and last name
- Your MyID
- Title of training completed: **Enterprise Emergency Action Plan**

Click Here to Download the Course Resource Guide