

## EMERGENCY PROCEDURES

ACTIVE SHOOTER	BOMB THREAT
<p><b>RUN</b> – If it is safe to do so, leave the building immediately. Be sure to:</p> <ul style="list-style-type: none"> <li>• Have an escape route in mind.</li> <li>• Leave your belongings behind.</li> <li>• Help others escape if possible.</li> <li>• Do not attempt to move the wounded.</li> <li>• Call 911 when you are safe.</li> </ul> <p><b>HIDE</b> – If you can't evacuate:</p> <ul style="list-style-type: none"> <li>• Find a place to hide.</li> <li>• Lock or barricade the door.</li> <li>• Silence cell phone and turn off lights.</li> </ul> <p><b>FIGHT</b> – As a last resort, and only if your life is in danger, attempt to disrupt and /or incapacitate the active shooter by:</p> <ul style="list-style-type: none"> <li>• Working together or alone, act with aggression, use improvised weapons and fight.</li> <li>• Commit to your actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Call 911 and evacuate the building.</li> <li>• Take personal belongings.</li> <li>• Do not use cell phones or radios within the area suspected of containing explosive device.</li> <li>• Do not turn lights or any electrical equipment on /off.</li> <li>• Check for, but do not disturb, unusual objects when evacuating the building.</li> <li>• Report any unusual objects to emergency personnel.</li> <li>• Do not re-enter the building until authorized by emergency personnel or person in charge.</li> </ul>
GENERAL EVACUATION INFORMATION	FIRE
<p>In the event of a building alarm or official notification to evacuate the building using the nearest exit (or alternate if nearest is blocked)</p> <ul style="list-style-type: none"> <li>• Do not use elevator.</li> <li>• Take personal belongings.</li> <li>• Gather at least 500 feet from the building unless otherwise instructed.</li> <li>• Do not return to the building unless told to do so by emergency personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Activate the nearest fire alarm pull station and call 911.</li> <li>• Evacuate the building. Zone leaders check your areas when evacuating.</li> <li>• Gather at least 500 feet from the building.</li> <li>• Do not re-enter the building until authorized by emergency personnel.</li> </ul>
POWER OUTAGE	EARTHQUAKES/TORNADOS/SEVERE STORMS
<ul style="list-style-type: none"> <li>• Move cautiously to a lighted area. Exits are indicated by lighted signs.</li> </ul>	<ul style="list-style-type: none"> <li>• If no underground or designated shelter is available, move to an interior room or hallway on the lowest floor and get beside (not under) a sturdy piece of furniture.</li> <li>• Stay away from windows. Do not open windows.</li> <li>• Any fire doors in hallways should be closed.</li> <li>• Remain in the safe area until all danger has passed.</li> <li>• If the building is damaged, evacuate after the storm passes and stay clear of the damaged area. Be aware of downed power lines and gas leaks.</li> <li>• Follow directives of emergency personnel.</li> </ul>
SUSPICIOUS OBJECT	HOSTAGE SITUATION
<ul style="list-style-type: none"> <li>• Do not touch or disturb object.</li> <li>• Call 911 and notify your supervisor.</li> <li>• Be prepared to evacuate.</li> <li>• Warn others</li> </ul>	<ul style="list-style-type: none"> <li>• If you are part of the situation, remain calm and follow the directions of the perpetrator.</li> <li>• If you are aware of a situation but not part of it, call 911 and relay as many details as possible.</li> <li>• Call an immediate lock down.</li> <li>• Notify person in charge if possible.</li> <li>• Remain in a safe location until advised to move by authorities.</li> </ul>
DEATH IN THE BUILDING	
<ul style="list-style-type: none"> <li>• Secure Area (limit access until police arrive)</li> <li>• Call 911</li> <li>• Contact person in charge.</li> <li>• Call for a "Modified Lock Down"</li> <li>• Separate all witnesses until police arrive. Witness should not speak to each other or anyone else.</li> <li>• Remove non-essential persons from the area.</li> </ul>	