

# EMERGENCY PROCEDURES



## EVACUATION

- (Fire, Gas Leak, Chemical Spill)
- » Pull nearest fire alarm.
  - » Proceed to the nearest exit.
  - » Do not use elevators.
  - » Assist persons with disabilities/medical needs.
  - » Report to designated assembly areas.
  - » Take a head count for accountability.
  - » Only re-enter after a designated authority confirms.



## TORNADO

- » Close all doors.
- » Go to interior of building (hallway, bathroom, etc).
- » Assist persons with disabilities/medical needs.
- » Take a head count for accountability.
- » Crouch and protect your head and face.
- » If outdoors and in immediate danger, seek low ground and lie flat and face down on the ground.



## ACTIVE SHOOTER

- » Avoid
  - Move away from the source of the threat as quickly as possible.
- » Deny
  - Create barriers to prevent or slow down a threat from getting to you.
- » Defend
  - If you cannot Avoid or Deny be prepared to Defend.



## MEDICAL EMERGENCY

- » Dial 9-1-1 or instruct a bystander to dial 9-1-1.
- » If trained, administer life saving tactics. (CPR, AED)
- » Do not move the injured or ill person(s) unless necessary.
- » Reassure victim that assistance is on the way.
- » Have someone direct emergency unit to the location.

**Remain  
Calm and  
Prepared  
Emergency:  
9-1-1**



## SUSPICIOUS OBJECTS/PACKAGE

- » Immediately call 9-1-1 and evacuate area.
- » Do not handle or touch the object.
- » Do not alter, change, or disturb the environment. If lights are on, leave on, if off, leave off.
- » Do not use cell phones or radios around the object.
- » If you can see the object you are too close.



## EXTERNAL THREAT/ HAZARD

- (Chemical, Biological, Radiological)
- » Go to an interior room with the fewest windows and doors.
  - » Close the doors.
  - » Shut down fans or other devices that move air.
  - » Await further instructions from designated authority.



## POWER OUTAGE

- » Meet in well lighted room or gathering space.
- » Take a head count for accountability.
- » Await further instruction from designated authority.
- » Follow exit signs to nearest exit.
- » Use flashlight on your phone if you have one.



## WORKPLACE THREAT/ ANGRY PERSON

- » Do not argue with them.
- » Act in a courteous manner and try to calm them down.
- » Contact supervisor.
- » If it escalates: Call 9-1-1, stay on until told to hang up.

