

EMERGENCY PROCEDURES

If an emergency occurs, contact Administration | If there is an imminent danger, dial 9-1-1

FIRE

If you observe smoke or fire:

- Activate the fire alarm.
- Calmly evacuate the building.
- Notify others as you exit and move to a safe distance.
- Do not use elevators.
- Notify emergency personnel of persons with disabilities who are unable to evacuate.
- Do not re-enter until notified by emergency personnel.



SUSPICIOUS PACKAGE

If you observe a suspicious object, which may be a potential bomb:

- Do not handle the object.
- Contact Police and provide as much information as possible.
- Evacuate the area and await instructions from the Police.



MEDICAL EMERGENCY

If the medical emergency is severe and/or life-threatening, dial 9-1-1 immediately.

- Contact the main office and provide information about the type of injury and the physical location of the victim.
- Provide first aid or medical assistance, if required.
- Remain with the injured individual until help arrives.
- If the injured person is unconscious and not breathing start CPR, if trained.



BOMB THREAT

If you receive communications that an explosive device may be in the building:

- Get as much information from the caller as possible.
- Call the Police.
- If told to evacuate by Police do so and move away from the building.



ACTIVE SHOOTER

RUN – HIDE – FIGHT

- If a person enters the building with a weapon, you hear gun fire, or you observe suspicious behavior, contact 9-1-1 and provide as much information as possible.
- If it is safe to do so, evacuate the building and move to a safe location.
- If exiting the building is not possible or safe, go to the nearest room or office, close and lock the door, cover the windows and keep quiet, acting as if no one is in the room.
- In the absence of other options, defend yourself from the attacker.



HAZARDOUS MATERIALS

- If a chemical spill occurs within a building, immediately notify the main office.
- If a chemical spill occurs outside, follow shelter-in-place procedures.
- In either case, notify emergency personnel if you have been exposed to a chemical.



POWER OUTAGE / UTILITY FAILURE

- Contact the front office to report a utility failure.
- If there is a possible danger to building occupants, exit the building and call the front office.
- If there is an imminent danger, dial 9-1-1.
- Notify emergency personnel of persons with disabilities who are in the building and if there are any individuals trapped in an elevator.



SHELTER IN-PLACE

During the event of severe weather, tornado warning, or a hazardous chemical spill:

- Administration will activate appropriate methods of emergency notification.
- Immediately seek refuge inside the nearest building.
- Find a safe location in the lowest level, preferably in interior hallways or rooms away from glass windows.
- Remain in safe location until instructed it is safe to leave the building.

