

# Emergency Procedures – DIAL 9-1-1 or 358-2228

## Fire or other Evacuation

1. In case of fire, pull the closest fire alarm if it is not sounding.
2. Proceed calmly to the closest exit. Stay with your class so everyone is accounted for.
3. Stand away from the entrance leaving access way clear for responders.
4. Wait until permitted to re-enter or additional instructions are received.

## Medical emergency

1. Make sure victim is breathing & has a pulse. Have victim lie still.
2. If necessary & trained to do so, begin rescue breathing or CPR.
3. Contact 9-1-1 & provide the following information:
  - a. Location – building & room #
  - b. Age, gender & condition of the victim (conscious, breathing, etc.)
  - c. Rescue actions being taken
  - d. Stay on the phone with 9-1-1: they may have additional questions.
4. Have someone meet emergency responders & escort them to your location.

## Lock down (intruder or active shooter on campus)

### If you are inside:

1. If you feel you are in a safe location, close/lock/secure windows & doors.
2. Shut off lights, cover windows, move to interior walls & take cover behind large solid objects if available. Do not group together.
3. Call 9-1-1 immediately & provide any information you have.
4. If you perceive that the shooter is nearby & you can do so safely, use available exits (including windows) & run in a zigzag pattern in the opposite direction of the shooting until you reach a safe location. Keep your hands visible while running so police do not perceive you as a threat.
5. If you cannot do so safely, stay in the room, remain quiet (turn off cell phone ringers) & wait for further instructions/information.
6. If you believe the shooter may come into the room you are in:
  - a. Prepare to run from the room using any available exits if he/she enters
  - b. Prepare to distract him/her by throwing books, backpacks, etc. Once he/she is distracted, run.
  - c. If escape becomes impossible, fight for your life using any improvised weapons available.

### If you are outside:

1. If you can do so safely, run in a zigzag pattern in the opposite direction of the shooting until you reach a safe location.
2. Dial 9-1-1 immediately & provide any information you have.

## Shelter in place (for hazardous materials spill outside)

1. Close all windows & doors.
2. Do not leave the room.
3. Stay away from windows & doors. Wait for further instructions.