

Emergency Procedures Carnegie Building

413 W. Main St.

Fire/Smoke/Gas Leak or any need to evacuate the building

In case there is a need to evacuate the buildings all staff, meeting and class participants should meet by the gazebo in Alba Park.

It's recommended that you don't reenter the building until the fire department has cleared the site and has determined it safe to reenter.

Power Outage

Staff and participants should hold in place until the buildings emergency lighting comes on. At this time it can be determined if people need to leave the building depending on the cause and duration of the power outage.

Earthquake

In case of earthquake all participants should shelter in place using Drop, Cover and Hold until the shaking stops. Be prepared for aftershocks that can be stronger than the initial earthquake. When its safe move outside to an open area away from trees and overhead lines and power poles. No one should reenter the building until it is determined by a qualified safety inspector to do so.

DROP down into your hands and knees (before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.

COVER your head and neck and your entire body if possible under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall or next to low lying furniture that won't fall on you. Cover your head and neck with your arms and hands.

HOLD ON to your shelter or to your head and neck until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

Lockdown Procedures

1. If you hear, "LOCKDOWN"
 - a. Everyone is to stay where they are.
 - b. Staff are to:

I. Quickly lock the entrance doors to the facility and proceed to the nearest lockable room. Once in the room glance outside the room to direct any participants or staff members in the hall to enter into a lockable room immediately.

ii. Lock your door.

iii. Lower or close any blinds.

iv. Place everyone against the wall, so that the intruder cannot see them looking in the door. Look for the '**Safe Corner**'.

v. Turn out lights and computer monitors.

vi. Keep participants quiet.

e. If participants and staff are locked outside the building, they should stop, drop, and remain still. You will be directed where to relocate by staff or emergency personnel depending on the situation.

f. If participants or staff are in the bathrooms, they should move to a stall, lock it and stand on the toilet.

g. Anyone in the hallway should move to the closest lockable room immediately.

2. Stay in safe areas until directed by law enforcement officers or administrative staff to move or evacuate. Never open doors during a lockdown. In the event of a fire alarm, wait for further directives from law enforcement officers or administrative staff unless you see fire, smell smoke or gas then leave by the closest emergency exit.

3. An administrator or enforcement officer will signal all personnel if the lockdown has been lifted.

4. If an evacuation occurs, all persons will be directed by a law enforcement officer or department administrator to proceed to a safe location where you will be given further instruction.

Robbery Procedures

1. Stay calm

2. Do what you are told

3. Don't make any sudden movements, if you do have to move or reach for something tell them what you are going to do before you do it and move slowly.

4. Pay attention to their description; don't focus on facial hair, glasses or anything that can be quickly changed. Make note of the direction of travel when they leave.

5. Don't touch anything

6. Call 911, follow all directions given to you by the 911 operator

7. Police will ask you to step out of the building when they arrive they will not enter the building until you are out. Follow their directions as they don't know if you are the suspect or the victim.

8. If you feel that you may be seriously injured or hurt you can make the choice to taken action as you see fit. An example may be if they are trying to take you out of the building with them or they are trying to take you to a back room.

Active Shooter In or outside the building

1. Run or hide
2. Call 911 and provide specific location, number and description of shooters

Run

If it is safe to do so, the first course of action that should be taken is to run. When possible, individuals should exit the building through the safest route. Employees and participants if they choose to run out of the facility or away from the area under attack need to move as far away as possible until they are in a safe location.

When leaving the building:

- Leave personal belongings behind
- Put their hands in the air to signal that they are unarmed to law enforcement responders
- Visual possible escape routes, including physically accessible routes for occupants, visitors or staff with disabilities and others with access and functional needs
- Take others with them but do not stay behind because others refuse to leave

Hide

If running is not a safe option, staff and participants need to hide in as safe a place as possible where the walls might be thicker and have fewer windows. Likewise for occupants that can't run, hiding might be the only option.

In addition the occupants should do the following:

- Lock the doors and /or barricade them with heavy furniture if possible
- Close and lock windows and close blinds or cover the windows if possible
- Turn off lights
- Silence all electronic devices
- Remain silent
- Look for other avenues of escape
- Identify ad-hoc weapons
- Hide along the wall closest to the exit but out of view of the hallway
- Remain in place until given the all clear by identifiable law enforcement

Fight

If neither running or hiding is a safe option, when confronted by the shooter individuals in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, etc.