

Personal Safety Action Plan

We can anticipate employees, students and visitors to take immediate protective actions until an organized evacuation can be implemented. Immediate life-safety response actions will include:

- a. Remain in the classroom or office and immediately lock all doors. If the door has no keyed lock or deadbolts then barricade the door.
- b. Call 911 and provide all details of the event, including an accurate description of the person's, type of weapon and direction of travel or building entered.
- c. Lock the windows and close blinds or curtains.
- d. Turn off lights and all audio equipment.
- e. Stay out of the open areas and be as quiet as possible. Do not run down long continuous hallways.
- f. Try to remain as calm as possible.
- g. Keep classroom or office secure until the jurisdictional police or Safety and Security arrive and give directions. Follow the directions **precisely** as given.

The Evacuation Plan objective is to remain flexible in order to adapt with the Emergency Response Plan which addresses varied magnitudes of “all hazards” threat and disaster. The Evacuation Plan is comprised of two primary orders, evacuation or shelter-in-place. The expectation for the order is:

- a. Evacuation – is the action by which one or more persons leave the place they are occupying to avoid a real or potential threat.
- b. Shelter-in Place – is the measure that consists of inviting a population to stay inside their homes or the buildings where they are waiting for the end of the threat, and to take certain precautions.

Personal Safety Tips

If you are caught in an open or exposed area and you cannot get into a classroom or office then the following course of action can be taken:

- a. **Hiding** – look for a safe and secure hiding area. Once in place try and remain calm. Stay hidden until you can make contact with emergency personnel.
- b. **Running** – If you think you can safely make it out of the area, and then do so. If you decide to run, do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.
- c. **Playing Dead** – If an intruder is causing death or physical injury to others and you are unable to run or hide you may choose to assume a prone position and lay as still as possible.
- d. **Fighting** – Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous and not recommended, but depending on your situation this could be your last option. If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact with the intruder.

Persons near the barricade location that may be endangered should be removed to secure locations if their movement can be accomplished without exposing them to additional risk or be secured in place.