



EMERGENCY:
DIAL 911

Non-Emergency:
Sheriff's Office 384-4600

If you.....

See a MEDICAL EMERGENCY,

- Call 911, (Dispatch will notify local PD and Sheriff).
- Assure the person help is on the way.
- Do not attempt to move unless necessary for safety.
- If trained, provide first aid.

See FIRE or SMOKE,

- Activate nearest fire pull station.
- If possible, call 911 and provide information.
- Follow building evacuation guidelines.

Observe a POWER OUTAGE,

- Notify supervisor.
- Turn off electrical equipment and move to lighted area.
- If people are trapped in elevator, call 911.

Observe a GAS LEAK or CHEMICAL HAZARD,

- Call 911, do not pull fire pull station alarm.
- Do not touch electrical switches or equipment.
- Limit exposure/inhalation of fumes.
- Do not touch substances, Alert others.
- Follow evacuation instructions.
- If exposed, immediately flush area with water and wash with soap. Seek medical attention.

See a SUSPICIOUS PACKAGE or OBJECT,

- Do not touch or disturb, move to a safe distance.
- Call 911, provide information.
- Keep others away and evacuate.

Witness a SUSPICIOUS PERSON or CRIME,

- Call 911 provide specific information.
- Do not approach or interact with suspect.
- Take only actions necessary for self-defense.

Encounter a victim of SEXUAL ASSAULT,

- Get victim to a safe place, call 911.
- Reassure victim; do not allow to eat, drink, wash or change clothes before emergency personnel arrive.

Encounter a PERSON IN EMOTIONAL CRISIS,

- Call 911, provide information, and try to calm person.
- Do not put yourself or others in harm's way.

Encounter an ACTIVE SHOOTER,

- Get to safe location, call 911.
- Follow Active Shooter response plan.

Receive a BOMB THREAT,

- If contacted, complete bomb threat card (see back).
- Call 911, provide information.
- Do not activate fire alarm system, turn off cell phones
- Advise others and follow evacuation plan.

In the event of.....

GENERAL BUILDING or FIRE EVACUATION,

- Follow specified instructions.
- If readily available, collect personal items.
- Evacuate by safest route, do not use elevators.
- Move to designated employee rally point, follow reporting plan for accountability.
- Do not remain in building unless directed to do so
- Do not go back for personal items or re-enter building once vacated.
- If unable to evacuate, move to designated safe area or as far away from threat as possible, call 911 and advise of location.

SEVERE WEATHER ALERT,

- Follow specified instruction.
- Move away from windows, close doors.
- Turn off electronic equipment and secure loose items.
- For injuries or severe damage, call 911.

ACTIVE SHOOTER,

- If exposed to shooter, seek cover and/or concealment.
- Call 911, provide information on threats.
- Follow EOP; shelter in place OR attempt to evacuate.
- IF SHELTERING-IN-PLACE; barricade in secure location, attempt to make your location look unoccupied, Turn off lights and silence cell phones.
- Remain calm and await rescue, prepare to fight if necessary.
- IF EVACUATING; move away from the threat, use cover and concealment, get to safe location.

BOMB THREAT,

- Do not touch electronics or use phones/cell phones, leave everything as is.
- Follow building evacuation guidelines.
- Move to specified rally point, report to floor CPT for accountability.

ESCAPED PRISONER,

- Building will go into lock-down.
- Move to a secure location, shelter-in-place.
- Remain calm and await law enforcement personnel instructions.



QUESTIONS TO ASK:	
1. When is bomb going to explode?	
2. Where is it right now?	
3. What does it look like?	
4. What kind of bomb is it?	
5. What will cause it to explode?	
6. Did you place the bomb?	
7. Why?	
8. What is your address?	
9. What is your name?	
EXACT WORDING OF THE THREAT:	
“ _____ _____”	
Sex of the caller ▶	
Race of the caller ▶	
Age of the caller ▶	
Length of call ▶	
Number at which call is received ▶	
Time ▶	
Date ▶	
CALLER'S VOICE:	
<input type="checkbox"/> Calm	<input type="checkbox"/> Loud
<input type="checkbox"/> Angry	<input type="checkbox"/> Laughter
<input type="checkbox"/> Excited	<input type="checkbox"/> Crying
<input type="checkbox"/> Slow	<input type="checkbox"/> Normal
<input type="checkbox"/> Rapid	<input type="checkbox"/> Distinct
<input type="checkbox"/> Soft	<input type="checkbox"/> Slurred
<input type="checkbox"/> Familiar - Who did it sound like? ▶	
<input type="checkbox"/> Nasal	<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Stutter	<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Lisp	<input type="checkbox"/> Cracking voice
<input type="checkbox"/> Raspy	<input type="checkbox"/> Disguise
<input type="checkbox"/> Deep	<input type="checkbox"/> Accent
<input type="checkbox"/> Ragged	<input type="checkbox"/> Whispered
BACKGROUND SOUNDS:	
<input type="checkbox"/> Street noises	<input type="checkbox"/> Crockery
<input type="checkbox"/> Voices	<input type="checkbox"/> PA System
<input type="checkbox"/> Music	<input type="checkbox"/> House noises
<input type="checkbox"/> Motor	<input type="checkbox"/> Office machinery
<input type="checkbox"/> Other ▶	
<input type="checkbox"/> Animal noises	<input type="checkbox"/> Factory machinery
<input type="checkbox"/> Clear	<input type="checkbox"/> Static
<input type="checkbox"/> Local	<input type="checkbox"/> Long distance
<input type="checkbox"/> Booth	<input type="checkbox"/> Disguise
THREAT LANGUAGE	
<input type="checkbox"/> Well spoken (educated)	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Foul	<input type="checkbox"/> Taped
<input type="checkbox"/> Irrational	<input type="checkbox"/> Message read by threat maker
REMARKS:	
REPORT CALL IMMEDIATELY TO YOUR BUILDING ADMINISTRATOR ☎	
Your Name ▶	Position ▶