## IN CASE OF EMERGENCY

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>INFORMATION</th>
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| Bomb      | - If you find a suspicious object or potential bomb, **DO NOT HANDLE THE OBJECT**, CLEAR THE AREA (take personal items with you), and CALL 911  
- If you get a bomb threat phone call, get as much information as possible and CALL 911 |
| Earthquake| - DROP: drop to the floor.  
- COVER: take shelter under furniture or stay close to an interior wall, and cover your head with your arms. IF you are in a wheelchair, stay in it, move to cover, lock your wheels, and cover your head.  
- HOLD: stay in a hold position until the shaking stops.  
- Stay clear of windows to avoid the danger of broken glass.  
- When shaking has stopped, if it is safe, exit the building in a calm manner and gather in your designated emergency area.  
- Avoid walking under any overhangs. |
| Evacuation| - Proceed to the nearest safe exit if you hear a fire alarm, see flames, or smell smoke, natural gas, or chemical fumes.  
- Stay calm, move quickly, and help those who need assistance.  
- **DO NOT RE-ENTER** the building until told to do so by school personnel. |
| Fire      | - Pull a fire alarm and CALL 911 to give your location and situation.  
- Use a fire extinguisher, if it is safe otherwise evacuate and alert others.  
- Close, but do not lock doors, and stay low if smoke is present. |
| Lock Down | - Close and lock all exterior windows and door to prevent inadvertent opening.  
- Stay away from windows and doors.  
- Turn off all lights and unnecessary equipment.  
- Instruct students to remain calm and quiet.  
- Put your cell phone on vibrate.  
- **If a fire alarm goes off during a lock down, do not evacuate.** |
| Medical   | - Do not move a seriously injured person, unless further injury is a risk.  
- Check the victim for consciousness.  
- Have someone CALL 911.  
- Provide care if you are trained in giving first aid. |
| Shooter   | - **EVACUATE:** leave belongings behind and CALL 911 to give the location and description of the shooter  
- **HIDE OUT:** if evacuation is not possible, secure the doors and seek cover.  
- **TAKE ACTION:** try to incapacitate the shooter by using physical aggression as a last resort if your life is in imminent danger. |

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**CAMPUS EMERGENCY**  
**CALL 911** from any campus phone and call the office.  
During a lock down, use the email address [emergency@abcadultschool.com](mailto:emergency@abcadultschool.com) for any communication.