

IN CASE OF EMERGENCY

CONDITION

INFORMATION

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.



CAMPUS EMERGENCY

CALL 911 from any campus phone and call the office.

During a lock down, use the email address

emergency@abcadulthoodschool.com for any communication.