SAFETY PLAN

EMERGENCIES: 222-0911 or 9-1-1
NON-EMERGENCY DISPATCH: 485-0099

EVACUATION PROCEDURES

Move to the nearest exit away from danger. Use the stairs (do not use the elevator) and proceed to 1st floor exits.

Use the Evacuation Chairs near stairwells to assist individuals who cannot move downstairs. Find a safe location at the bottom of stairs and call for assistance.

Proceed to Assembly Areas. Consult green ‘Evacuation Group Locations’ map posted in your classroom or office area.

In the event of Shelter-in-Place:
Proceed to the safest inner hallway, closing all classroom and office doors to protect from broken glass.

Remain calm and await further instruction.

INJURY
Life Threatening Emergencies: Dial 222-0911
Non-emergencies: Dial 485-0099

Activate fire alarm
Dial 222-0911
Use fire extinguisher only for small fires.
Begin evacuation procedures. Use Evacuation Chairs by stairwells to assist individuals who cannot move downstairs. Proceed to evacuation Assembly Areas.

FIRE
Dial 222-0911
Exit building away from threat. If exiting is impossible, remain behind closed doors in a locked or barricaded room until authorities authorize release.

VIOLENCE / ACTIVE SHOOTER
Dial 222-0911
Report all suspicious objects to ACPD. For threats over the phone: obtain as much information as possible (bomb threat list).

BOMB OR TERRORIST THREAT
Dial 222-0911
ACPD and Admin will determine evacuation needs.

TOURNOADO
Stay off phones and computers and stay away from windows.
When alerted by ACPD, immediately close all doors & proceed to 1st floor. Take cover under table or desk for protection from debris.

Use Evacuation Chairs to assist individuals who cannot move downstairs.

EMERGENCY CALL STATIONS WITH BLUE LIGHTS ARE LOCATED THROUGHOUT PARKING LOTS AND WALKWAYS.