

# Emergency Procedures

## Quick Reference Sheet

- WHEN YOU NEED POLICE, FIRE OR EMERGENCY RESPONSE: **DIAL 911.**
- FOR NON-EMERGENCY RESPONSE: CALL PUBLIC SAFETY AT **(360) 546-9001.**
- WHEN REPORTING AN EMERGENCY:
  - **BE PREPARED** TO STATE YOUR NAME, ADDRESS AND NATURE OF THE PROBLEM.
  - **STAY ON THE LINE** TO ANSWER ANY QUESTIONS THE DISPATCHER MAY HAVE.
  - **DO NOT HANG UP** UNTIL THE DISPATCHER HAS.

### FIRE

- **Alert Others.** Yell loudly! Pull the nearest fire alarm.
- **Call 911.**
- **Evacuate.** Be sure everyone in your area has left. Close all windows and doors.
- **Extinguish.** Attempt to put out the fire only if it is very small. Use the right type of extinguisher.
- **If trapped:** Close off the area, stand near window, and signal for help.
- **Do NOT re-enter the building.**
- **Do NOT use the elevator.**

### MEDICAL EMERGENCY

- **Call 911.**
- **Don't touch.** Do NOT move the victim, unless the person's life is in danger. Keep the victim comfortable.
- **First Aid.** Only apply as much as you've been trained to do. Don't forget to ask the victim, if conscious, if they want help.
- **Remember:** All injuries, minor or serious, must be reported to Public Safety and your supervisor.

### CRIMINAL

- **Report it.** Call 911 to report a crime, crime in progress or any suspicious behavior.
- **Pay Attention.** Gather as much information as possible: physical description, clothing, whether there are weapons, license plate number, vehicle description, and direction of travel.
- **Don't take chances.** Do NOT try to approach or apprehend the person(s) involved.
- **Don't touch anything.** Tampering with anything at a crime scene may destroy evidence.

### EARTHQUAKE

- **Drop, cover and hold.** Get under a desk or sturdy table and hold on. Stay there until the quake stops.
- **Stay put.** Don't attempt to enter or leave a building during an earthquake
- **If you're outdoors:** Move into a clear area, away from trees, signs, buildings, or downed power lines
- **After the quake:** Check yourself and those around you for injuries. If trained, provide First Aid.
- **Evacuate.** Assist the injured and disabled to safety.
- **Be prepared for aftershocks.**
- **Report damage/injuries to Public Safety.**

### BOMB THREAT

- **By phone:** Keep the caller on the phone as long as possible to gain information about the bomb and the caller. Don't hang up - a trace may be possible.
- **By mail:** If you receive a suspicious package, handle it as little as possible.
- **Report it to Public Safety using 911.**
- **Avoid panic.** Keep the threat strictly confidential.
- **If Evacuating:** Open all doors and windows on the way out. Report any suspicious items you notice.

### HOSTILE INTRUDER

*When a person is actively threatening death or serious injury.*

- **Remain in the classroom or office.** Immediately lock windows and doors to the hallway and building exterior if possible. Cover windows (close blinds and curtains) and openings that have line of sight into the hallway or outside.
- **Call 911**
- **DO NOT** sound fire alarm. A fire alarm could place occupants in potential danger as they exit the building.
- **Stay away from windows**
- **Turn off** lights and audio equipment
- **Remain as calm as possible**
- **If you are caught** by an intruder and do not intend to run or fight back, obey all commands and don't look the intruder in the eyes.