

(OPP-15)

**DATE:** February 1, 2016

**FROM:** Office of Physical Plant

**TO:** All Physical Plant Technical-Service Employees

**SUBJECT:** Emergency Procedure

In an emergency, an employee should take actions required to ensure/improve their safety. Help should be sought by dialing "911" if a phone is available or by contacting the Work Reception Center by radio. An employee should safely aid others or take actions to secure the site.

As the emergency is controlled, the employee should immediately notify his or her supervisor.

Policy SY41 provides the following specific guidance for Active Shooter Situations.

The StaySAFE: Surviving an Active Shooter Program includes the following steps to protect yourself if an active shooter is in your vicinity:

- **Search for an exit:** Do what you can to get to a safe place. Leave the area in the opposite direction from any shooter.
- **Alert the authorities:** Call or text 911. Give as many details about what you saw or heard and your current location. Do not assume that someone else has called – you may have new information for the police.
- **Find a place to hide:** If you cannot leave, turn out the lights of the room you are in, lock or barricade the door, and hide until help arrives. Avoid hallways, turn your cell phone on silent, and remain as quiet as possible.
- **End the threat:** This is a last resort when you have no other option; this is the life or death situation. Attempt to take out the shooter however you can. If you choose this option, DO NOT hesitate and be decisive.

Established as policy March 1, 1975

Revised February 1, 2016 (number change from OPP-6 to OPP-15 – Modified instructions and reference to SY41-active shooter)