



Facility Details

Emergency Contact: _____ **Facility Address:** _____

Emergency Contact: _____ **GPS Coordinates:** _____

- For any emergencies where life or property is threatened, call 911.
- Local Police:

Severe Weather - Shelter

- During a **tornado warning**, seek shelter in the _____
- Shelter on building lowest level in an interior room away from windows until warning expires

Evacuation Procedures – Fire Alarm, Fire, Bomb Threat, Gas Leak, etc

- **Primary Evacuation Assembly Site:** _____
- **Alternate Evacuation Assembly Site:** _____
- Follow evacuation route to nearest exit as marked inside building using stairs, not elevators
- Account for all students and employees following evacuation

Medical Emergencies - Call 911

- Provide name, exact location, and description of illness/injury and stay on the phone for additional instructions
- Move the victim only if danger is imminent.
- Give first aid according to your level of training. Assign someone to grab the AED and first aid kit.
- Have someone meet first responders outside the building to guide them to your location.

AED and First Aid Kit Locations

- **AED:** _____
- **First Aid Kits/Stop the Bleed Kit:** _____

Active Shooter – Call 911

- **Avoid** the threat by fleeing the area if safe to do so (RUN)
- **Deny** access by hiding and barricading if unable to escape – doors locked, lights off, remain silent (HIDE)
- **Defend** yourself by fighting back as a last resort (FIGHT)
- Remain in place until authorities advise.

Missing/Abducted/Runaway Minor or Vulnerable Adult

- If a child or vulnerable adult is suspected missing, abducted, or runaway, call 911 immediately
- Provide as much information to police as possible: person's name, age, sex, approximate height and weight, physical descriptors, clothing description, distinguishing appearance features, time and location person was last seen, special concerns about the person's welfare
- Identify anyone on site who was last with the person for interview by first responders
- Check camera footage if available