

BUILDING EMERGENCY GUIDELINES

LOCKOUT

- Confirm **ALL** exterior doors and windows are secure.
- Limit staff activities and travel within the building as directed.
- Monitor email, cell phone, JCC Alert, emergency page on website, and PA system for information and/or specific instructions.
- No entry into the building will be permitted.
- Lockout is lifted when the external threat is resolved and notification is made by administration via means of communication (i.e. PA, telephone, email etc.).

SHELTER IN PLACE

- May be used to shelter building occupants for an extended period of time.
- Monitor email, cell phone, JCC Alert, emergency page on website, and PA system for information and/or specific instructions.
- Remain in your current location, business and activities may be conducted based upon specific information provided (i.e. emergency on first floor, second and third floors can remain working).

EVACUATION

- All evacuations are treated as real emergencies.
- Specific instructions will be given prior to and during the evacuation.
- Stop what you are doing immediately and proceed to designated area as directed.
- DO NOT** return to the building until notified by proper authorities that the building is safe.
- Wait for further instruction from administration.
- For a fire alarm activation, follow standard fire alarm procedures.

LOCKDOWN

- Lockdown may be announced by PA, email, verbal, or other means.

RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

HIDE

- Hide in an area out of the shooter's view.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone and/or pager.

FIGHT

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate shooter/threat.
- Act with **physical** aggression and throw items at the shooter/threat.