

ACTIVE SHOOTER RESPONSE PROCEDURE

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building:

Proceed to a room that can be locked from the inside. Lock all windows and doors and turn off all lights. If possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911 from landline telephone, if available, or a cell phone; advise the dispatcher of what is taking place, and inform him/her of your location. Remain in place until the police give an "all clear." Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

If an active shooter is in the same building you are:

Determine if the room you are in can be locked from the inside and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, try to barricade the door with heavy objects (i.e. desks, chairs). If this is not possible, try to find a nearby location that can be reached safely and can be secured from the inside. If you can safely exit the building, be sure to follow the instructions outlined below.

If an active shooter enters your office or classroom:

Try to remain calm. Dial 911 from a landline telephone, if available, or from a cellular phone, and alert police to the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a very last resort after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter. No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing. Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive away until advised it is safe to do so by a police officer.

IN THE EVENT OF A TORNADO WARNING:

Tornado Watches and Warnings are issued by the National Weather Service when the probability exists that a significant threat could develop over a wide area. Warnings are issued for much smaller areas and periods of time than Watches.

Tornado Watch means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements.

Tornado Warning means that a tornado has been sighted or radar indicates rotation in the clouds. **TAKE SHELTER!** Lincoln/Lancaster County Emergency Management will activate emergency sirens upon confirmation of a tornado. The duration of sirens is 3 minutes. All personnel are directed to seek shelter upon activation of the sirens. It is not safe to leave the shelter until local radio and television stations announce that the warning has expired.

SAFETY PROCEDURES

INDOORS

1. Move quickly to the tornado shelters listed on the emergency evacuation maps.
2. Do not use elevators.
3. Stay away from windows.
4. If a tornado strikes, help avoid telephone overloads. Do not use telephones (including cell phones) except for emergency.

OUTDOORS

1. Seek indoor shelter, if possible.
2. Parked motor vehicles are unsafe. Seek indoor shelter.
3. If an indoor shelter is not available and there is not time for escape, lie flat in a ditch or low spot.
4. If you are on flat ground and are caught in the path of a tornado, always move at right angles to its path.

INDIVIDUALS WITH MOBILITY IMPAIRMENTS OR PHYSICAL DISABILITIES

Prior planning and practice of evacuation routes to tornado shelters is important particularly for individuals with mobility impairments or physical disabilities.

Supervisory personnel are responsible for identifying and escorting individuals with mobility impairments or physical disabilities located in their offices/facilities to safety in a tornado shelter in the event of a tornado warning. The elevators may be used to transport individuals with mobility impairments or physical disabilities and their escorts to tornado shelters. Visually impaired and hearing-impaired individuals may be escorted down the stairs to tornado shelters but may require assistance moving in crowded staircases and finding the tornado shelter. In the event of a power failure, individuals who are unable to use the stairs and their escorts should move to an interior location without

windows and call NIC Property Management at 402-434-9440, who will notify the appropriate emergency personnel with the location.

FIRE AND EXPLOSION

Fires can cause serious injury, death and property loss. Be aware that fires may exist alone or in conjunction with another type of emergency, such as an explosion, tornado or chemical spill.

If a fire occurs in your building:

- Pull the nearest fire alarm to evacuate the building. Leave the building immediately.
- If you hear the fire alarm, leave the building immediately. A fire nearby may not be noticeable by sight or smell. Everyone is expected to exit a building immediately upon hearing the fire alarm.
- If possible, shut down any equipment or processes that could cause a secondary fire if left unattended.
- Know your emergency exit routes and be prepared to use an alternate route if necessary. Do not use elevators. If you are trapped in the building, try to reach a point of refuge, such as a stairwell, or stay by a window and wave a white flag to attract the attention of emergency responders.
- If possible, close doors and windows behind you on the way out to confine the fire.
- Keep low if there is smoke.
- On your way out, assist any mobility-impaired persons to a stairwell or other point of refuge if possible. Report their location to the emergency response personnel.
- Do not attempt to evacuate other personnel from your work area. This is a job for the emergency responders. If you work in an area frequented by the public, announce that an evacuation has been ordered and ask people to exit the building. Healthy adults and young adults are expected to evacuate themselves upon hearing the fire alarm. Follow established procedures for evacuating small children or sick people.
- Assemble a safe distance away from the building. Try to account for personnel known to have been in the building. Do not block driveways or areas that may be used by emergency response personnel.
- If pertinent knowledge of the fire is known, meet the Lincoln Fire Department or Police personnel outside the main entrance of the building and provide them with all the information regarding the fire. Report the exact location of the fire, status of any injuries and/or location of mobility-impaired, or other persons, trapped in the building.
- Do not re-enter the building until the Fire Department has declared the building safe.

If an employee chooses to use a fire extinguisher:

- The employee must participate in EHS Fire Extinguisher Training.
- Always pull the fire alarm before attempting to use an extinguisher.

- Only use an extinguisher if the fire is small and in a contained area. If the fire is starting to spread, exit the building.
- Only attempt to use one extinguisher on the fire. If one extinguisher does not put out the fire, exit the building.
- Do not endanger yourself or others in an effort to put out a fire in the building.
- Report the use of a fire extinguisher to NIC Property Management at 402-434-9440 so that the extinguisher can be recharged.

If an explosion occurs somewhere in your building:

- From a safe location, pull the nearest fire alarm to evacuate the building.
- From a safe location, dial 911 and advise them of the location of the explosion and, if known, its seriousness and any possible injuries to personnel. Be sure to give your name, office location, and telephone extension. Do not hang up until released by them.
- Wait a safe distance outside the building until help arrives.
- Advise emergency personnel about the explosion area and any personnel who may have been injured.

BOMB THREATS

If you receive a bomb threat over the telephone, use the bomb threat checklist:

1. Listen carefully to the details of the threat and try to keep the caller talking until you are able to get the answers to the following questions:

- a. When is the bomb going to explode?
- b. Where is it right now?
- c. What does it look like?
- d. What kind of bomb is it?
- e. What will cause it to explode?
- f. Did you place the bomb?
- h. What is your name?

2. Jot down whether the caller is male or female; any distinctive voice characteristics the caller may have (i.e., accent, slurring, key words used) and any background noise you may hear.

3. When the caller hangs up, dial *57 to activate a trace and follow the prompts.

4. After activating the trace, call 911 and advise the dispatcher of all the information you learned from the caller concerning the bomb and its location. Be sure to give the dispatcher your name, office location, and telephone number including your extension.

Do not hang up until the dispatcher releases you.

5. After you contact 911, remain quiet about the threat and stay where you are until contacted by the police.

6. Police, in cooperation with Fire Department, will give the order to evacuate the building if necessary.

Note to Supervisors:

Please ensure that all employees in each unit are familiar with these procedures. Visually inspect your work area for any objects that do not belong there. Report if you see anything suspicious. **Do NOT handle suspicious objects.**