



EMERGENCY PROCEDURES

BERLIN SECURITY DIAL 3022
LITTLETON SECURITY DIAL 3025



Active Shooter



Run

- Know your escape routes ahead of time
- Get out of building immediately
- Leave belongings behind
- Warn others
- Move quickly and keep hands high/visible while encountering police
- Follow instructions of Law Enforcement
- Do not attempt to remove injured people/ notify authorities of location of injured
- Call 911 when safely out and away from building

Hide

- If exiting building is not possible, hide where active shooter is less likely to find you
- Lock and barricade doors between active shooter and you
- Be out of active shooter view
- Try to hide behind objects that will protect you from shots fired in your direction
- Do not trap or restrict your options for movement
- Remain calm
- SILENCE CELL PHONE

Fight

- As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter
- Be as aggressive as possible towards active shooter
- Throw and hit active shooter with objects and improvised weapons
- Swarming active shooter to overpower him/her will increase chances of success
- ONLY YOU CAN DECIDE IF FIGHTING IS SOMETHING YOU CAN AND ARE CAPABLE OF DOING

Bomb Threats

- Leave belongings behind
- Do not move/open/touch suspicious objects
- Evacuate building by the closest/safest exit in an orderly manner
- Use stairs / DO NOT USE ELEVATOR
- Do not use any radios or light switches
- Do not gather by vehicles
- Once outside, move to assembly areas
- Notify emergency personnel of any disabled people in building



Fire Alarms/Evacuation

- Leave belongings behind
- Evacuate building by the closest/safest exit in an orderly manner
- Use stairs / DO NOT USE ELEVATORS
- Last person to leave room, close unlocked door
- Once outside, move to assembly areas
- Notify emergency personnel of location of disabled people in building



Lockdown/Shelter in Place

- Report to the nearest classroom or office
- Close and lock all doors/windows
- Close shades or cover doors/windows
- Shut off lights
- Stay far away from windows/doors
- Remain calm, stay quiet
- SILENCE CELL PHONE
- Do not leave your safe space
- Wait for all clear



Medical Emergency

Major

- Unresponsive/serious injury: CALL 911
- If needed, render CPR/First Aid if trained/certified
- Find & use AED or First Aid equipment
- Stay until first responders arrive

Minor

- Responsive/minor injury: INFORM FACULTY/STAFF
- Use First Aid kits for minor cuts/burns
- Seek further medical assistance if necessary

