FIRE — EVACUATE IMMEDIATELY — using posted evacuation routes

- DO NOT use elevators,
- Follow RACE instructions:
  R — Rescue (if possible without endangering self) those in immediate danger. NEVER enter an unknown/unfamiliar area
  A — Activate the fire alarm system
  C — Confine the fire by closing doors as you leave the building
  E — Evacuate the building & report the situation to emergency personnel.
- Assist physically impaired persons to nearest exit stairwell, advise emergency personnel of their location
- Feel the door: a ‘too hot to touch door’ means the fire is outside the door and you should NOT open it.
- Crawl, should you get caught in smoke; go to a window & signal for help if necessary
- Keep all students & staff together
- Once outside, move away from exits/entrances

TORNADO/SEVERE WEATHER —

- Evacuate to designated Severe Weather Shelter locations - look for green signs
- Assist physically impaired persons to shelter areas
- Follow instructions as delivered
- Stay in shelter areas until advised otherwise

MEDICAL EMERGENCY—

- Provide following information to 911 operator:
  - name
  - location
  - description of medical emergency
  - number of people injured
  - stay on phone
- DO NOT move injured person
- Render first aid ONLY if trained

ACTIVE SHOOTER —

Secure immediate area:
- Lock and/or barricade doors, if possible
- Keep room normal: lights on, leave on; lights off, leave off
- Close blinds, block windows
- Turn off radios and silence cell phones
- Keep occupants calm, quiet, & out of sight
- Keep yourself out of sight & take adequate cover/protection i.e. concrete walls, desks, filing cabinets, etc.

Un-Securing an area:
- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few
- If doubt exists for the safety of individuals in a room when trying to evacuate, the occupants should remain in the secure room

Contact Emergency Personnel:
- Dial 911 or #UKPD (#8573) from a cell phone

What to Report:
- Your specific location – building name and office/room number
- Number of people at your specific location
- Injuries—number of injured, types of injuries
- Assailant(s)-
  - location,
  - number of suspects
  - race/gender, physical features
  - clothing description, backpack
  - types of weapons (if known)
  - identity of the shooter

For more information or additional copies of this poster, contact the UK Office of Emergency Management at 257-3815