

EMERGENCY PROCEDURES

Active Killer - A.L.I.C.E

Use the **A.L.I.C.E.** techniques to make the best decision for your circumstance. They are not sequential.



ALERT

the alert, choose the best action, act quickly!

LOCKDOWN

Recognize and accept Secure door, barricade, spread out, prepare, communicate.

INFORM

Continue to communicate real-time information.

COUNTER

Throw anything, yell, swarm. Interrupt and disorient the intruder.

EVACUATE

Best option when possible! Put space between you and intruder. Keep your arms up when law enforcement arrives.

Fire or Explosion

- CALL 911
- Evacuate the building when the fire alarm sounds.
- · Close all doors, do not use elevators.
- Use caution when opening doors, stay low if caught in smoke or heat.



Serious Injury, Medical Emergency, or Death on Campus

- CALL 911
- Stay with injured person and render primary care if possible.
- Notify an Emergency Response Team member, evacuate non-involved persons from immediate area.



Tornado or Other **Extreme Weather Condition**

- Close doors.
- Do not use elevators.
- Move to center hallway without windows.
- Remain seated or lying on floor.



Gas Leak

- CALL 911
- Evacuate the building if detect/ smell gas leak.
- Open windows and exterior doors if able to accomplish within seconds.
- Sound nearest fire alarm, if able.
- Notify Rapid City Director of Facilities, and an Emergency Response Team member.



EMERGENCY: Police - Fire - EMT



Bomb Threat

- Do not hang up!
- Try to ask someone to call 911.
- Ask questions about the bomb:
 - Where?
 - When?
 - Why?
 - What does it look like?
- What is your name?
- Do not hang up phone after call.



Hazardous Material **Spill or Chemical Threat**

- CALL 911
- Evacuate all persons from area.
- Notify your instructor, the Rapid City Director of Facilities, and an **Emergency Response Team** member.
- Provide preliminary decontamination through eye wash station located next to the interior classroom door.



Lock Down Announcement BUILDING STATUS

- Lock and secure classroom, work area, and office doors.
- Turn off lights and close blinds.
- Move away from windows and doors.
- Do not respond to anyone requesting entrance except law enforcement.
- Stay quiet and prepare to evacuate quickly when instructed to do so.



Secure Status Announcement **BUILDING STATUS**

- Lock and secure all classroom, work area, and office doors.
- Once complete, continue business as usual.
- Avoid movement in the hallways.

Hostage or Terrorist Event

- CALL 911
- Notify your instructor.
- Notify an Emergency Response Team member (605) 718-2400