

# **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**

Recognize and accept the alert, choose the best action, act quickly!

#### **LOCKDOWN**

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 designated shelter areas or center hallways.
- 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.
- Notify your instructor, the Rapid City Director of Facilities, and an **Emergency Response Team** member.
- Provide preliminary decontamination through eyewash station mounted on the wall, just inside the door near light switch.

#### **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.