# Emergency Procedures

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

- **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, Gas Leak, 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 administration and 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 sealed or lying on floor.

## Hazardous Material Spill or Chemical Threat

- **CALL 911**
- Evacuate all persons from area.
- Notify your instructor.
- Notify Rapid City Administration (605) 718-2400.
- Provide preliminary decontamination through eyewash station mounted on the side of the rolling cart.

## 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.

## 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.

## Hostage or Terrorist Event

- **CALL 911**
- Notify your instructor.
- Notify Rapid City Administration (605) 718-2400.

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