EMERGENCY RESPONSE
SAFETY TIPS

IF YOU WITNESS AN EMERGENCY AND ARE ABLE:
• Call 911 from any telephone

THE EMERGENCY CALL TAKER WILL NEED THE FOLLOWING INFORMATION:
• What type of emergency is occurring
• The location of the emergency
• The number of people involved
• You may be asked to stay on the phone until the responding officers arrive at the emergency scene

IF YOU ARE AT THE SITE OF AN EMERGENCY:
• If possible, flee the area and stay as far away as possible
• If you’re indoors, secure the door; turn off the lights; close, cover and lock the windows
• Get on the floor or under a desk, and remain silent or hold conversation to a minimum.
• Answer the door only if you can identify who is knocking
• Stay in place until the police can get to you, unless the level of danger increases and/or the emergency is getting closer to you

BE AWARE OF THE FOLLOWING:
• If you are hidden in an office or classroom, remain there until officers rescue you, even if it takes awhile
• Follow the orders and instructions of the police officers as you are led to a safe area. They may still be looking for a threat and may require you to be detained for a short time