



Emergency Procedures

Fire Alarm

All residents must evacuate the building in which a fire alarm occurs. Move calmly but quickly and do not attempt to reenter the building until emergency officials or staff indicate it is safe.

Before exiting the room, remember to feel the door for heat using the back of your hand-do not open the door if it is hot.

If you cannot exit the room:

- Stay calm
- Call 911 give them your location
- Stuff wet sheets or clothing under the doors
- Hang a sheet out the window or shout to attract attention

Active Shooter

If possible:

- Escape from the area immediately and notify others you encounter of the danger
- Call 911 – if you able to find a safe area, stay on the line and continue to provide the emergency dispatcher with updated information

If unable to escape immediately:

- Get to a room or office as far away as possible from the shooting
- Lock the door and cover any windows facing hallways or patios
- Keep quiet and do not answer the door. It may take quite a while for officers to get to you, as they will first focus on stopping the shooter(s).
- Call 911 and tell the dispatcher where you are located and what is happening
- Look for means of escape or possible self-defense