NSOB EMERGENCY PROCEDURES

FIRE – DOWN AND OUT TO NORTH CAPITOL STEPS
(Unless otherwise directed)
- Those able must use the nearest corner stairwell, not the elevator or the center stairs.
- Those unable to use stairs should go to the elevator lobby/NDE Reception Desk and wait for emergency personnel.

SEVERE WEATHER – DOWN AND IN TO LOWER LEVEL NSOB
- Those able should use the nearest stairwell. Corner or center stairs may be used. Proceed through the tunnel to our assembly areas 2 & 3 in South Parking Garage.
- Those unable to use stairs may use the elevators. Proceed to lower level lunch room. Use the 6th floor rest room if there is inadequate time to reach the lower level.

BOMB THREAT – DOWN AND OUT TO NORTH CAPITOL STEPS OR AS DIRECTED
- Generally, use the nearest corner stairwell, not the elevator or the center stairs.
- Those unable to use stairs should go assemble at the intercom by the elevators in the 6th floor lobby area.

MEDICAL EMERGENCY – DIAL 9-911 AND...
- Direct someone to notify the NDE Receptionist (471-2295) of the emergency & request the AED even if it appears not to be necessary.
- Keep victim warm with a coat or blanket.
- Begin first aid to the extent of your ability & comfort level.
- Do not move the victim unless there is danger of further injury.
- Do not give the victim anything to eat or drink.
- Send an e-mail to HR reporting the incident as soon as practicable.

ACTIVE SHOOTER—RUN HIDE FIGHT
Run: Have an escape route plan in mind.
    Leave belongings behind.
    Keep hands visible.
Hide: Hide in an area out of shooter’s view.
    Silence cell phone.
Fight: As a last resort and only when your life is in imminent danger.
    Attempt to incapacitate the shooter.
    Act with physical aggression and throw items at the active shooter.

- Call 9-911 when it is safe to do so.

- HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES
  - Remain calm and follow officers’ instructions.
  - Put down any items in your hands (i.e., bags, jackets).
  - Immediately raise hands and spread fingers.
  - Keep hands visible at all times.