



Emergency Procedures

TORNADO WARNING



- Remain calm, move to the interior of the building. Avoid windows, glass enclosures, large door openings.
- Utilize Shelter-In-Place procedures; go to safe area.
- Stay alert for further instructions.
- Avoid leaving the building until all clear is given.

ACTIVE SHOOTER



- Run. Be decisive, leave the area quickly. Try to escape from the area or building if safe to do so.
- Hide, if you cannot run, in an area outside of the shooter's view. Use locks and office furniture to prevent access to your location.
- Fight only as a last resort if your life is in danger.

SECURITY LOCKDOWN



- In a lockdown event, try to remain calm, and do not move about.
- Do not go into hallways, restrooms, cafeterias, etc.
- Stay put, make no attempt to flee to vehicles.
- Facility will be locked down until further notice.

HAZARDOUS MATERIALS



- Remain calm. Do not move to other areas unless given directions to do so. If hazard is in your area, do not leave unless in immediate danger, such as difficulty breathing.
- Make no attempt to clean up the hazardous material.
- Cover the hazardous item with trash can, towel, or clothing.

FIRE & EVACUATION NOTICE



- Evacuate area immediately in an organized manner.
- Do not use elevators.
- Only rescue others without endangering yourself or others. Warn others in area.
- Contain: close all doors after people have evacuated.

BOMB THREAT



- Do not touch suspicious item! Do not use cell phones, two-way radios, or other electronic devices.
- Leave the area and inform others. Do not pull fire alarm.
- Call 911 outside or away from suspicious item or area.

**To report an emergency, call 9-1-1 and
Dallas County Security at 214-653-7000**

Dallas County

Homeland Security and Emergency Management

www.DallasCounty.org/department/osem - 214-653-7980