

• ASK QUESTIONS:

- Where is the bomb located?
- When is it set to explode?
- What kind of bomb is it and what does it look like?
- Did you place the bomb and if so, why? What is your name?

SUSPICIOUS PACKAGE

- Immediately contact law enforcement.
- Do not come into contact with any powder or fluid that might have spilled.
- Evacuate the immediate area, close door and ensure no one enters.
- If possible, shut down the ventilation system.
- If chemicals are detected, stay up wind.
- Turn off two-way radios.
- Wash hands with soap and warm water and rinse.
- Do not clean up suspicious powders or other residue.
- Remove contaminated clothing as soon as possible place in plastic bag or sealed container.
- Create list of all people who may have been affected

EARTHQUAKE

- Stay Calm.
- If indoors, "Duck, Cover, and Hold On" under a table or desk or against an inside wall.
- If you are in a **Hallway**, drop to the floor against an interior wall and protect your head and neck with your arms.
- Do not use elevators.
- Do not exit a building during the shaking.

"This pamphlet is intended to provide guidance and safety tips for handling emergencies. Since every incident is unique, the best way to survive is to be prepared, use common sense, calm decision making, and teamwork."

Sheriff Jim McDonnell

Feel free to contact the Sheriff's Department to request a building safety assessment, emergency preparedness training, or response drills with your staff.

**Los Angeles County Sheriff's Department
County Services Bureau**

Emergency Dial 911

Phone (213) 974-1120

24hr Phone (213) 974-8000

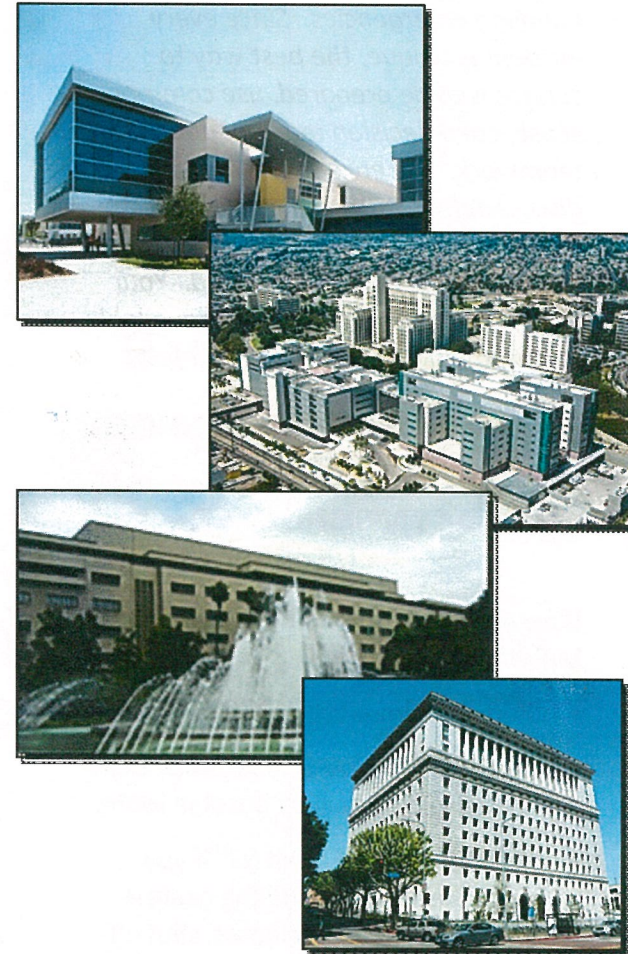
www.lasd.org



**Los Angeles County
Sheriff's Department**

Emergency Preparedness & Building Safety Guide

What you should do if faced with a crisis situation



Jim McDonnell, Sheriff



Thank you for taking the time to prepare for safety at your facility. This pamphlet is intended provide guidance and basic safety tips for

handling emergencies. Since every incident is unique, the best way to survive is to be prepared, use common sense, calm decision making, and teamwork. We encourage you to discuss safety with your co-workers, be aware of your surroundings, and always be prepared for the unexpected. Your Sheriff's Department is always available to assist you in strengthening safety!

Respectfully, SHERIFF JIM McDONNELL

ACTIVE SHOOTER

If an Active Shooter is INSIDE your building:

- Remain calm.
- "GET OUT / ESCAPE" if possible, exit the building via safest possible route.
- "COVER / CONCEALMENT" if you cannot exit safely, find the nearest safe room, barricade doors, shut off lights, get out of sight, and keep quiet. Turn cell phones to silent mode.
- Call 911 as soon as it's safe. Do not open the door until a law enforcement officer advises it is safe to do so.
- Stay focused on survival and keep others around you calm & focused.

- "DEFEND YOURSELF" as a last resort, if your life is in imminent danger, defend yourself!

If the Active Shooter is OUTSIDE your building:

- Remain calm.
- Proceed to a room that can be locked.
- Close and lock doors; if doors cannot be locked, barricade the door, shut off lights, get out of sight, and keep as quiet as possible. Silence cell phones.
- One person in the room should call 911 and advise the dispatcher what is taking place.
- Do not open the door until advised by law enforcement.

When Law Enforcement Arrives:

- Put down any items in your hands.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers.

HOSTAGE SITUATION

If you become aware of a Hostage Situation:

- Immediately remove yourself from any danger.
- **Call 911 and provide the following:**
 - Location of incident.
 - Number of possible hostage takers & description.

- Number of hostages.
- Weapons used.
- Any injuries.
- Your name, location and phone number.

When Law Enforcement Arrives:

- In a rescue situation, "**Do Not Run.**" Drop to the floor, and remain still.

VIOLENT/THREATENING BEHAVIOR

- If you are a victim or witness to violent or threatening behavior, avoid confrontation and call 911.
- Maintain a safe distance from anyone acting violently or bizarre.
- Advise dispatcher the nature of the incident / threat, location and subject description.
- If a weapon is involved, flee to a safe area. If safe, keep the subject in view.

BOMB THREAT

- Remain calm and take the caller seriously.
- If possible, record the phone number displayed on caller ID.
- While on the phone, have a co-worker call 911.
- Keep the caller on the phone as long as possible.