EMERGENCY TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Provider</th>
<th>Primary Number</th>
<th>After Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Number*</td>
<td>Pentagon Incident Emergency Operations Center (IEOC), Arlington County Emergency Call Center, or City of Alexandria</td>
<td>911 (Do NOT use the 99- prefix!)</td>
<td>24 hr</td>
</tr>
<tr>
<td>Emergency Number*</td>
<td>Pentagon IEOC</td>
<td>703-697-5555</td>
<td>24 hr</td>
</tr>
<tr>
<td>Non-Emergency Number*</td>
<td>Pentagon IEOC</td>
<td>703-697-1001</td>
<td>24 hr</td>
</tr>
<tr>
<td>Telecommunications Device for the Deaf (TDD) Number*</td>
<td>Pentagon IEOC</td>
<td>703-693-7008</td>
<td>24 hr</td>
</tr>
<tr>
<td>DoDEA Office of Safety &amp; Security</td>
<td>Rose Chunik, Chief, Office of Safety &amp; Security</td>
<td>571-372-1466</td>
<td>571-432-9029</td>
</tr>
</tbody>
</table>

*NOTE: Do not use the 99- prefix when dialing these emergency numbers.

PLEASE NOTE!

The information provided in this handbook is intended to answer questions employees may have pertaining to emergency response. Please take the time to review the handbook and locate the emergency evacuation stairwell designated for your suite. Evacuation maps for each suite are located at all exit doors.

If you have any questions about emergency preparedness or require additional information, please contact:

DoDEA Emergency Preparedness Office
571-372-1468 or 571-372-1466.
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<tr>
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<tr>
<td>Requesting Special Assistance</td>
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<td>All Clear</td>
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<td>Areas of Refuge</td>
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</table>

Part 2: RESPOND! How to Respond in an Emergency

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<th>Topic</th>
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<td>Bomb Threat</td>
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</tr>
<tr>
<td>Explosion</td>
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</tr>
<tr>
<td>Power Failure</td>
<td>12</td>
</tr>
<tr>
<td>Suspicious Mail/Package</td>
<td>12</td>
</tr>
<tr>
<td>Earthquake/Tornado</td>
<td>12</td>
</tr>
<tr>
<td>Active Shooter</td>
<td>13</td>
</tr>
<tr>
<td>Request for Individual Emergency Support</td>
<td>14</td>
</tr>
<tr>
<td>Bomb Threat Checklist Form</td>
<td>15</td>
</tr>
</tbody>
</table>
In an emergency, seconds matter. Every individual must take responsibility for knowing what to do in an emergency. It is imperative you take the time to read and learn the critical procedures in this handbook. There are specific steps you can take to prepare for an emergency and exert a measure of control in the face of unexpected events. Not only will the procedures make you better prepared and increase your chances of survival during an emergency, but an educated workforce will help emergency personnel respond more effectively, which will ultimately impact the welfare and survival of everyone.

Part 1: PREPARE! Information to know BEFORE an emergency.

Preparation for All Employees:

- Become familiar with the procedures in this plan. Learn the proper response to evacuation, internal relocation and shelter-in-place orders outlined in this handbook Part 2, Respond!

- Study the emergency escape routes posted adjacent your suite exit doors as well as other common areas of the building (i.e., cafeteria, conference rooms, etc.).

- Familiarize yourself with the location of life-saving emergency equipment identified in Table 1, Location of Emergency Equipment.

- Maintain a level of situational awareness at all times. Report suspicious people, activities and packages by dialing 911 (remember, do not dial the 99- prefix!). Challenge unescorted visitors to your office space.

- Take ownership of your own safety and security. Consider using the Go Kit bags provided by the Office of Safety & Security, attend required training classes, participate in drills and exercises, and recommend improvements to the program.

- Supervisors shall ensure all employees are familiar with the procedures in this handbook.

**BEST PRACTICE!** Consider using the Go Kit bags provided by the Office of Safety & Security to keep personal items that would be useful in an emergency. Recommended items include: a change of clothes, comfortable walking shoes; extra medication, glasses, contacts; nonperishable food and bottled water, duplicate car and house keys, important phone numbers, a first aid kit, a transportation fare card, etc. Employees can also keep items that would facilitate passing the time such as cards, puzzle books or board games.

The bags can be used in any emergency, but please remember – When ordered to evacuate, never return to your office to retrieve the bag, your purse, or any other personal items.
Preparation for Employees Requiring Special Assistance: It is critical that advance planning and coordination be conducted for persons who require assistance in an emergency. This coordination and communication must exist BEFORE the disaster occurs. Populations to be considered include individuals with varying degrees of mobility, visual, and hearing impairments; temporary impairments due to recovery from serious medical conditions, etc.

Requesting Special Assistance:

NOTE: You do not have to have a protected disability to request assistance during an emergency. Some employees who do not have a protected disability may still require assistance.

If an employee determines they need assistance during an emergency, they are responsible for making their supervisor aware of the anticipated need. This can be accomplished by filling out the “Request for Emergency Support” form found on Page 12 and submitting the form to their supervisor. Do not include protected medical information on the Request for Individual Emergency Support form.

Upon receipt of the form, the supervisor will meet with the employee to conduct a needs assessment to develop a specific plan of action for the employee to follow in an emergency.

The following information is applicable for all emergencies.

Decision to Evacuate/Relocate/Shelter-In-Place: The decision to execute emergency measures will be made by Pentagon Force Protection Agency (PFPA) Pentagon Police Department (PPD) as the Incident Commander. These orders will be communicated to Mark Center personnel via one of the following methods:

- Fire Alarm: Consists of four cycles of a slow whoop followed by a voice message. The whoops and message continually cycle while strobes simultaneously flash.

- Mass notification system: Big Voice/Giant Voice can be heard throughout the suites and public areas of the Mark Center.

Visitors: The safety and accountability of visitors is the responsibility of the sponsoring DoDEA employee. Sponsors must ensure visitors are familiar with emergency procedures and remain with the sponsor during an event. If an unescorted visitor is separated from the sponsor when an incident is declared, and the visitor is unable to safely return to DoDEA suites, s/he shall follow the instructions of security personnel who can be identified by their uniform or yellow safety vest. Once safely evacuated/relocated/sheltered, the visitor will report their status to security personnel at their location.

All-Clear Order: The Incident Commander will determine if/when the emergency situation has been resolved and it is safe for employees to return to normal duty. The All-Clear order will be communicated via one of the methods described above. Do not reenter the building unless the All-Clear has been given. In cases of fire, do not reenter the building even if the fire alarm system has stopped sounding.
Table 1. Location of Emergency Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation Chairs - Classes on proper</td>
<td>Adjacent Stairwell #2 and #5 on each floor</td>
</tr>
<tr>
<td>use of the chairs are conducted by the</td>
<td></td>
</tr>
<tr>
<td>Office of the Pentagon Fire Marshal.</td>
<td></td>
</tr>
<tr>
<td>Contact the DoDEA Office of Safety &amp;</td>
<td></td>
</tr>
<tr>
<td>Security for class schedules (x1468).</td>
<td></td>
</tr>
<tr>
<td>Automatic External Defibrillators -</td>
<td>Adjacent Stairwells #1, #2, #3, #4, #5, and #6 on each floor</td>
</tr>
<tr>
<td>Classes on proper use of the equipment</td>
<td></td>
</tr>
<tr>
<td>is conducted by the Office of the</td>
<td></td>
</tr>
<tr>
<td>Pentagon Fire Marshal. Contact the DoDEA</td>
<td></td>
</tr>
<tr>
<td>Office of Safety &amp; Security (x1463) for</td>
<td></td>
</tr>
<tr>
<td>class schedules.</td>
<td></td>
</tr>
<tr>
<td>Emergency Telephone Boxes - The phones</td>
<td>Adjacent the elevators on each</td>
</tr>
<tr>
<td>call directly to the Special Operations</td>
<td></td>
</tr>
<tr>
<td>Center in the Mark Center and can be</td>
<td></td>
</tr>
<tr>
<td>used to report any emergency situation.</td>
<td></td>
</tr>
<tr>
<td>Emergency Call Boxes - Can be used to</td>
<td>Adjacent the elevators on each</td>
</tr>
<tr>
<td>summon help in an emergency. To use,</td>
<td></td>
</tr>
<tr>
<td>press the red button and speak into the</td>
<td></td>
</tr>
<tr>
<td>box. The blue light atop the box will</td>
<td></td>
</tr>
<tr>
<td>strobe. Security will be dispatched to</td>
<td></td>
</tr>
<tr>
<td>the location immediately if the caller</td>
<td></td>
</tr>
<tr>
<td>doesn’t respond.</td>
<td></td>
</tr>
</tbody>
</table>

Locations referenced in this handbook.

East Tower, West Tower, Stairwells #4, #5, and #6. Where are they anyway? It’s all so confusing when you are new to the Mark Center. The easiest way to determine your location is by the elevators. The information below should help orient you.

**East Tower Elevators.** The bank of elevators closest to the main entrance to the cafeteria on the first floor. If you are standing in the main corridor and facing the primary entrance to Café 4800, the East Tower elevators will be the first bank of elevators on your right.

**West Tower Elevators.** The bank of elevators closest to the gym, the laundry, and the snack shop on the first floor.

**Stairwell #2.** The stairwell located in the West Tower. Upon exiting the West Tower Elevators, head away from the east tower and bear left down the corridor. Stairwell #2 will be on your left adjacent the rest rooms.

**Stairwell #4.** The stairwell adjacent the West Tower Elevators. Upon exiting the elevators, head in the direction of the East Tower (there are signs on each floor). Stairwell #4 will be on your left just around the corner from the elevators.

**Stairwell #5.** The stairwell adjacent the East Tower Elevators. Upon exiting the elevators, continue walking past the rest rooms and vending machines until you can go no further. Turn left and Stairwell #5 will be on your right.
**Stairwell #6.** The stairwell at the furthest end of the East tower. Stairwell #6 is located in a suite and is not publicly accessible. Stairwell #6 is located between Communications and Human Resources on the 4th floor, in Procurement on the 5th floor, and in Education on the 6th floor. The door to Stairwell #6 is an emergency exit door only and is outfitted with an alarm.

**South Parking Garage, Level P7.** The parking garage adjacent the Visitor Control Center. The primary assembly area for all DoDEA personnel is on the 7th level of the garage (see Table 2, Occupant Assembly Areas).

**Remember!** If you are ever confused about how to exit any building in an emergency, follow the overhead emergency exit signs located throughout the building. They will direct you to the closest exit.

**Where do I go in an Emergency?**

**Evacuation Routes.** Evacuation maps for each office suite were provided by the Office of the Pentagon Fire Marshal (OPFM) and are posted adjacent each suite exit door. Primary and alternate routes are highlighted on each map. When instructed to evacuate, personnel should follow designated routes to their assigned assembly area. All employees should become familiar with the evacuation routes of areas they regularly frequent outside their suites.

**Assembly Areas.** The OPFM manages the master plan for evacuation routes and external assembly areas to avoid overpopulation at any one location, ensure freedom of movement for emergency response operations, and provide for the security of occupants. The Primary Assembly Area for all DoDEA employees is Level P7 West in the South Parking Garage. If the Primary Assembly Area is unsafe or cannot be used, PFPA PPD will direct evacuation to another location. Notification to employees will be made via one of the methods described above in Decision to Evacuate/Relocate/Shelter-In-Place.

**Areas of Refuge.** Employees with mobility or other impairments that are unable to navigate the stairs should assemble in the lobby in front of the East elevator banks on each floor to await assistance from first responders.

<table>
<thead>
<tr>
<th>Floor</th>
<th>Primary Assembly Area</th>
<th>Secondary Assembly Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 – DoDEA</td>
<td>FBMCC South Parking Garage, Level P7 4790 Mark Center Drive, Alexandria, VA 22350</td>
<td>At the discretion of PFPA as the Incident Commander</td>
</tr>
<tr>
<td>4 - Area of Refuge</td>
<td>4th Floor East Elevator Bank</td>
<td>4th Floor West Elevator Bank</td>
</tr>
<tr>
<td>5 – DoDEA</td>
<td>FBMCC South Parking Garage, Level P7 4790 Mark Center Drive, Alexandria, VA 22350</td>
<td>At the discretion of PFPA as the Incident Commander</td>
</tr>
<tr>
<td>5 – Area of Refuge</td>
<td>5th Floor East Elevator Bank</td>
<td>5th Floor West Elevator Bank</td>
</tr>
<tr>
<td>6 – DoDEA</td>
<td>FBMCC South Parking Garage, Level P7 4790 Mark Center Drive, Alexandria, VA 22350</td>
<td>At the discretion of PFPA as the Incident Commander</td>
</tr>
<tr>
<td>6 – Area of Refuge</td>
<td>6th Floor East Elevator Bank</td>
<td>6th Floor West Elevator Bank</td>
</tr>
</tbody>
</table>
Part 2: RESPOND! How to respond in an emergency.

For your personal safety and the safety of others, never question, hesitate, or disregard an alarm. Always follow the directions of your Lead Component Warden, Floor Warden, and Suite Wardens as well as law enforcement officers and other emergency first responders.

Response procedures are in place to protect personnel and visitors against a variety of hazards ranging from fires and industrial/construction/office accidents to weather-related events and acts of terrorism (criminal acts). The response to any of these emergency situations will fall into one of three distinct categories:

- **EVACUATION:** Movement of personnel out of the Mark Center to pre-designated areas away from the building.

- **INTERNAL RELOCATION:** Organized removal of personnel from the immediate area of an emergency to another safe location within the facility.

- **SHELTER-IN-PLACE:** Process of taking immediate shelter in a location readily accessible to the affected individual and remaining there during an emergency rather than evacuating.
**Instructions for Evacuation/Internal Relocation**

Emergency evacuation or internal relocation will be ordered when unsafe conditions in the building or parts of the building present a danger to occupants. Regardless of the reasons for evacuating, the steps outlined in this section will be taken by all occupants to insure the safety and security of all personnel.

### EVACUATION/INTERNAL RELOCATION INSTRUCTIONS

**ALL EMPLOYEES**

- Listen carefully to all announcements, you will be instructed to evacuate the building, or relocate to another area of the building.
- Follow the instructions of Floor/Suite Wardens and other emergency personnel.
- If time/conditions permit, secure documents, turn off equipment, bring your purse/wallet and “Go Kit,” and close doors to individual offices as you exit.
- Maintain control of your visitors at all times, they may be unfamiliar with the facility and will look to you for guidance.
- Do not use the elevators.
- Proceed to the nearest stairway. Follow the directions of the Floor Wardens who will direct the flow of personnel to the nearest uncrowded stairwell exit.
- In the stairwell, remain calm and orderly. Use the entire stairwell to evacuate.
- Persons who need additional time to traverse the stairs should wait until most people are down the stairs before attempting to navigate them. This ensures the safety of the individual as well as others using the stairs.
- In an evacuation, leave the building in a quick and orderly manner, obeying instructions of emergency personnel. Avoid congregating outside building entrances or exits.
- Proceed to your assembly/internal relocation area and check in with your designated Suite Warden. Stand ready for instructions, reentry, or other action.
- Do not remove automobiles from the parking garage during an evacuation.
- If you cannot reach your designated assembly/internal relocation area, proceed to the most practical assembly area and report your status to security personnel who can be identified by their uniform or reflective vest.
- Do not reenter the building or evacuated area until the official “All Clear” is given.

**EMPLOYEES REQUIRING ASSISTANCE**

- Listen carefully to announcements. In an internal relocation, you may be authorized to use the elevators.
- Persons who need additional time to traverse the stairs should wait until most people are down the stairs before attempting to navigate them. This ensures the safety of the individual as well as others using the stairs.
- Persons who are unable to navigate the stairs are to proceed to the nearest Area of Refuge (East or West Elevator Bank) and await assistance by emergency personnel.
- If time does not permit (i.e., visible smoke or fire), evacuation chairs are located adjacent Stairwell #5 and #2.
- If evacuation chairs are not available, notify the Floor Warden of your situation and wait inside the stairwell for assistance. The stairwells are fire-rated for 2 hours and pressurized to prevent smoke from entering.
**Instructions for Shelter-In-Place (SIP)**

Shelter-in-place means to seek immediate shelter and remain there during an emergency rather than evacuate the area. SIP procedures may be necessary in the event of an incident or accident occurring in or near the FBMCC that threatens the safety or welfare of its occupants (i.e., traffic accident with hazardous airborne materials, civil disturbance/hostage situation, natural disaster, terrorist act). **Your designated SIP site is your desk, however, if you are not in your suite when SIP is declared, seek immediate shelter in the nearest, most practical location.**

### SHELTER-IN-PLACE INSTRUCTIONS

<table>
<thead>
<tr>
<th>ALL EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Listen carefully to all announcements and follow instructions of the Floor/Suite Wardens, PPD, or other emergency personnel. You may be asked to take shelter under your desk or away from windows.</td>
</tr>
<tr>
<td>- Stay at your desk. Close window shades, blinds or curtains near your work space.</td>
</tr>
<tr>
<td>- Ensure your purse/wallet and “Go Kit” are readily available in the event you are instructed to relocate or evacuate.</td>
</tr>
<tr>
<td>- Inform customers, clients or visitors to the building they need to stay in the suite until the emergency is over. Maintain control of your visitors at all times, they may be unfamiliar with the facility and will look to you for guidance.</td>
</tr>
<tr>
<td>- Visitors should attempt to contact their home office to let them know where they are and that they are safe.</td>
</tr>
<tr>
<td>- If you are not in your suite and cannot reach your designated SIP area, shelter in the nearest, most practical location and alert the Warden of your presence in their area of responsibility. Attempt to notify your Suite Warden of your location.</td>
</tr>
<tr>
<td>- Do not exit the suite under any circumstances until the official “All Clear” is given.</td>
</tr>
<tr>
<td>- Follow any special instructions given by emergency or law enforcement personnel.</td>
</tr>
</tbody>
</table>
Instructions for Specific Emergency Situations

Please take the time to review the following instructions for specific emergency situations.

INSTRUCTIONS FOR SPECIFIC EMERGENCY SITUATIONS

**FIRE**

*Never use the fire alarm to alert authorities to a non-fire emergency situation.*

- Upon discovering a fire in the Mark Center, pull the nearest manual alarm.
- Immediately thereafter report the fire to the Pentagon IEOC by dialing **911** or **703-697-5555**.
- If the situation allows, try to extinguish the fire with a portable extinguisher. **Note:** Even fires extinguished locally shall be reported to the Pentagon IEOC.
- Do not use elevators during a fire evacuation.
- Close your office door behind you to keep the fire from spreading.

**TELEPHONIC BOMB THREAT**

*Do not hang up your phone, even after the caller has terminated the call.*

- Attempt to obtain as much information as possible from the caller regarding the location of the alleged bomb and its scheduled time of detonation.
- Listen for background sounds, as well as special characteristics of the caller’s voice that might later provide law enforcement officials with clues to the caller’s identity.
- Record the information on the Bomb Threat Information Sheet found at the back of this handbook.
- Using another phone, immediately report the call to the Pentagon IEOC by dialing **911** or **703-697-5555**.
- After notifying the Pentagon IEOC, contact in order:
  - Immediate Supervisor
  - DoDEA Office of Safety and Security: (571) 372-1466/1467/1468
- All personnel should make an immediate survey of their work area to look for unusual objects. Do not turn on/off lights and other electric appliances, and do not open/close drawers/doors. Leave these items as they are.
- If a suspicious object is found, do not attempt to examine or handle it. Alert the Suite Warden and warn all personnel in the vicinity of the possible danger.
- Should a decision be made to evacuate, proceed to the designated assembly area and await further instruction.
- If the building cannot be reentered for safety or security reasons, further instruction will be provided to assembled employees by the Lead Component Warden.

**EXPLOSION**

*Never run to the window when you hear a loud explosion or bang outside.*

- Employees in the vicinity will take cover under desks or tables for protection from flying glass and debris.
- Immediately call the Pentagon IEOC by dialing **911** or **703-697-5555**.
- Follow instructions of the Suite and Floor Wardens in regard to evacuation or shelter-in-place.
- In the event the building cannot be reentered for safety or security reasons, further instructions will be provided to assembled employees by the Lead Component Warden.
### Specific Emergency Situations (cont’d p.2)

#### Power Failure
- Emergency lights in the stairway areas are powered by an auxiliary generator and are designed to operate in the event of a power failure.
- Employees should remain in their offices and open the blinds to admit more outside light. Turn off appliances or machinery to reduce an electric surge when the power is ultimately restored.
- Personnel trapped in elevators should press the alarm button to signal their presence. Use the telephone located inside the elevator to call for help.
- If power cannot be restored and work is to cease for safety or security reasons, further instructions will be provided by the Lead Component Warden.

#### Suspicious Mail/Package – suspected to contain chemical/biological hazard

*Stop! Do not shake or empty the contents of any suspicious package or envelope. Do not carry the package or envelope, show it to others, or allow others to examine it. Do not sniff, touch, taste, or examine any contents which may have spilled.*

- Put the package or envelope down on a stable surface.
- Immediately call the Pentagon IEOC by dialing 911 or 703-697-5555.
- After notifying the Pentagon IEOC, contact in order:
  - Immediate Supervisor
  - DoDEA Office of Safety and Security: (571) 372-1466/1467/1468.
- Alert others to leave the area, close any doors, and take action to prevent anyone from entering.
- Wash hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons. To avoid spreading potential contaminants, seal off washroom and allow access only to persons who may have been exposed.
- Create a list of persons who were in the area when the suspicious letter or package was recognized, and a list of persons who also may have handled it. Give the list to the Lead Component Warden.

#### Suspicious Mail/Package – suspected to contain explosive

*Stop! Do not touch, open, tamper with, or move the package. Do not show it to others or allow others to examine it. Do not use your cell phone to make or receive calls at any time during this event.*

- Isolate the area where the package is located by closing off or guarding it.
- Immediately call the Pentagon IEOC by dialing 911 or 703-697-5555.
- After notifying the Pentagon IEOC, contact in order:
  - Immediate Supervisor
  - DoDEA Office of Safety and Security: (571) 372-1466/1467/1468.
- Alert others to leave the area, close doors and take action to prevent anyone from entering.
- Emergency response personnel will determine if evacuation or other action is necessary.

#### Earthquake/Tornado
- Follow shelter-in-place procedures.
- Move away from windows and take shelter under a desk.
- Emergency response personnel will determine if evacuation or other action is necessary.
ACTIVE SHOOTER

Stop! If you hear gunshots/explosions outside of your office, do not investigate, do not attempt to evacuate.

- If you are in the immediate vicinity of an active shooter, quickly determine the best way to protect your own life: Evacuate, Hide Out, or Take Action Against the Attacker.

- **Evacuate:**
  - Take note of the two nearest exits in any facility you visit.
  - If there is an accessible escape path, attempt to evacuate the premises regardless of whether others agree to follow.
  - Leave your belongings behind.
  - Alert others to prevent them from entering an area where the active shooter is present.
  - Keep your hands visible and follow the directions of any police officers you encounter.
  - Call 911 only when it is safe to do so and provide the following information to the 911 Operator:
    - Location and number of shooters (if more than one);
    - Physical description of shooter(s);
    - Number and type of weapons used; and
    - Approximate number of potential victims.

- **Hide Out:**
  - If evacuation is not possible, find a place to hide where the shooter is less likely to find you.
  - Your hiding place should be out of the shooter’s view and provide protection from shots that ricochet or are fired in your direction.
  - Your hiding place should not trap you or restrict your options for movement.
  - To prevent an active shooter from entering your hiding place, lock the door or blockade it with heavy furniture.
  - Silence your cell phone and remain quiet.

- **Take Action Against the Attacker:**
  - As a last resort and only if you are physically capable and your life is in imminent danger, you may attempt to disrupt and/or incapacitate the shooter by acting aggressively against him/her (i.e., throwing items, improvising weapons, etc.).
    - Be aware that if you decide to take action against the shooter, you must be fully committed to your actions.

- If evacuation and hiding out are not possible: Remain calm and Dial 911 (if possible) to alert police to the shooter’s location. If you cannot speak, leave the line open to allow the dispatcher to listen.

- **How to React When Law Enforcement Arrives:**
  - Remain calm and follow the officers’ instructions. To control the situation officers may have to shout commands, use pepper spray or tear gas, or push individuals to the ground for their own safety.
  - Immediately drop any items in your hands (i.e., bags, jackets, cell phones), raise hands and spread your fingers. Keep hands visible at all times.
  - Avoid making quick movements toward officers such as attempting to hold on to them for safety.
  - Avoid pointing, screaming or yelling.
  - When evacuating, don’t stop to ask officers for help or direction. Just proceed in the direction from which officers are entering the premises.
Department of Defense Education Activity

Request for Individual Emergency Support

To ensure the safety and security of DODEA Headquarters employees, arrangements can be made for those individuals who will require assistance during an emergency evacuation, internal relocation, or shelter-in-place event. This form may be used to request emergency support.

*Completion of this form is voluntary.* Any information provided will be kept confidential and shared only with those having assistance responsibilities under the emergency evacuation plan. Information provided need only describe the kind of assistance required during an emergency evacuation. Disclosure of medical condition is not necessary—*do not include protected medical information on this form!* Employees should provide only information that will be essential to those assisting them.

PLEASE NOTE: You do not have to have a protected disability to request assistance. Some employees who require assistance may not have a protected disability.

Upon completion of the form, please return it to your Supervisor.

Name: __________________________ Office: __________________________

Phone Number: __________________ Duty Hours: __________________

Building: ________________________ Room Number: __________________

Supervisor: ______________________ Supervisor’s Phone Number: __________

Please describe in detail the type of assistance you will require (i.e., assistance in evacuation, notification, etc.).

My current situation is: * permanent * temporary, until __________________________ (date)

Suite Warden: ________________________________

Should your situation change, please notify your supervisor.

Supervisors: Forward a copy of this document to your Suite Warden and SafetyandSecurityOffice@hq.doea.edu.

Thank you for your cooperation.

Protect this form as personally identifiable information IAW DoD 5400.11-R, DoD Privacy Program
# BOMB THREAT CHECKLIST FORM

Remember to remain calm and courteous. Listen carefully. Do not interrupt the caller. Try to keep the caller on the line and talking as long as possible.

<table>
<thead>
<tr>
<th>Your name:</th>
<th>Date</th>
<th>Phone</th>
<th>Time Call Received</th>
</tr>
</thead>
</table>

**Exact Words of Caller:**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
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</tbody>
</table>

**Questions to Ask:**

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>When is the bomb going to explode?</td>
</tr>
<tr>
<td>Where is the bomb right now?</td>
</tr>
<tr>
<td>What kind of bomb is it?</td>
</tr>
<tr>
<td>What does it look like?</td>
</tr>
<tr>
<td>Why did you place the bomb?</td>
</tr>
<tr>
<td>Where are you calling from?</td>
</tr>
</tbody>
</table>

**Origin of call:**

- [ ] Local
- [ ] Long Distance
- [ ] Booth
- [ ] Internal

**Description of Caller’s Voice:**

- [ ] Male
- [ ] Female
- [ ] Young
- [ ] Old

**Characteristics:**

- [ ] Loud
- [ ] Soft
- [ ] High pitched
- [ ] Deep
- [ ] Raspy
- [ ] Pleasant
- [ ] Intoxicated
- [ ] Other: __________________

**Speech Pattern:**

- [ ] Fast
- [ ] Slow
- [ ] Distinct
- [ ] Distorted
- [ ] Stutter
- [ ] Nasal
- [ ] Slurred
- [ ] Other: __________________

**Manner:**

- [ ] Calm
- [ ] Angry
- [ ] Rational
- [ ] Irrational
- [ ] Emotional
- [ ] Righteous
- [ ] Laughing
- [ ] Other: __________________

**Accent:**

- [ ] Local
- [ ] Not local
- [ ] Foreign
- [ ] Regional
- [ ] Other: __________________

**Use of Certain Words or Phrases:**

<table>
<thead>
<tr>
<th>Words or Phrases</th>
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<tbody>
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</table>

If the voice seemed familiar, who did it sound like?