

St. Thomas More

NEWMAN CENTER



602 Turner Avenue | Columbia, MO 65201 | 573-449-5424

A Quick Reference Guide

EMERGENCY PREPAREDNESS

Remain Calm, Evaluate the Situation, Take Action

BOMB THREAT

EMERGENCY ACTIONS:

- If a bomb threat is received, all people in the building will be notified immediately.
- DO NOT turn on or off any lights, radios, televisions, or any other type of electrical equipment.
- Evacuate the building following the fire escape routes (See map on wall — follow **red arrows**).
- Stay out of the building until an “All Clear” message is received.

FIRE

EMERGENCY ACTIONS:

If you detect smoke or a burning odor:

- Pull the closest fire alarm pull station (see  icons on the map on the wall).
- Call 911 and report:
 - Location of fire, Newman Center address (602 Turner Ave)
 - The suspected cause and current status of the fire
 - Provide your name and phone number
- DO NOT use elevator.
- Locate a fire extinguisher (see  icons on map) and use it if you can do so safely.
- Exit Newman Center using the closest possible evacuation route (See map on wall — follow **red arrows**). Assist others as needed. Move away from the building.

If you are trapped by smoke:

- Stay low
- Cover your mouth with wet cloth

If you are trapped in a room:

- Close the door
- Open a window, but do not break it
- Hang something out the window to let fire personnel know you are there

TORNADO AND SEVERE WEATHER

If a Tornado Warning is announced or the sirens are sounded:

- Move to the nearest shelter in the building (See map on wall and move to the rooms in **green**)
- Do not run
- Do not use the elevator
- Assist others as needed
- Take a flashlight and radio with you
- Discourage people from leaving the building
- Remain in shelter until you receive an "All Clear" message.

In the Shelter:

- Protect your face and head
- Remain in shelter until you receive an "All Clear" message

INTRUDER/ACTIVE SHOOTER

HIDE

- Lock yourself in the room you are in at the time of the threatening activity. If necessary, door stoppers are located behind those doors that do not lock. Jam the door stopper under the door to try to prevent/delay entry.
- If communication is available, call 9-1-1 or other appropriate emergency #'s.
- Don't stay in open areas.
- Do not sound the fire alarm.
- Lock the windows and close blinds or curtains.
- Stay away from windows.
- Turn off all lights and audio equipment.
- Try to stay calm and be as quiet as possible.

RUN

- Run from the building if you can do so safely.
- Do not run in a straight line.
- Use objects, trees, vehicles to block you from view of the shooter.
- If victims are lying around you, you can play dead.

FIGHT

- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions

MEDICAL

MAJOR MEDICAL EVENT

If the individual is conscious:

- Call 9-1-1 if requested by the individual or parent
- When reporting the emergency provide the following information:
 - Name and phone number
 - Type of Emergency
 - Location of the Victim(s) (602 Turner Ave, and name of room you are in/near)
 - Nature of injury or illness
 - Any dangerous conditions
 - Stay on the line until help arrives, if at all possible
 - Send an individual to the entrance to meet emergency personnel

If the individual is unconscious:

- Call 9-1-1
- When reporting the emergency provide the following information:
 - Name and phone number
 - Type of Emergency
 - Location of the Victim(s) (602 Turner Ave, and name of room you are in/near)
 - Nature of injury or illness
 - Any dangerous conditions
 - Stay on the line until help arrives, if at all possible
- Do not move the individual unless for safety purposes
- Assist emergency personnel as requested
- Send an individual to the entrance to meet emergency personnel

MINOR INJURIES

Treat as needed with supplies from the first aid kit (See  icons on the map on the wall for locations).

Complete an injury/incident report obtained in a folder in the backpack, and file with parish office.

EARTHQUAKE

OUTSIDE RESPONSE TO EARTHQUAKE

- If you are outside, stay outside.
- Stay away from exterior walls of buildings.
- Stay away from utility wires, sinkholes, and fuel and gas lines.
- Once you are in the open, get down low (to avoid being knocked down by the strong shaking) and stay there until the shaking stops.

INDOOR RESPONSE TO EARTHQUAKE

- Do not run outside or to other rooms during the shaking.
- Drop down onto your hands or knees before the earthquake knocks you down.
- Cover your head and neck (and you entire body if possible) under a sturdy table, desk, pew, or other object. If there is no shelter available, get down next to an interior wall or next to low-lying furniture that will not fall on you, and cover your head and neck with arms.
- Hold on to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
- **Do not** stand in a doorway.
- Do not rush to doorways, stairs or other egress points. Others will have the same idea.

AFTER THE EARTHQUAKE

There may be considerable damage after the shaking has stopped and injured people. Remain calm; assess your personal situation. The first priority is to assist those that are injured and in need of medical assistance. The second priority is to reduce the risk of fire.

- Provide first aid to those in need and notify 9-1-1.
- Immediately extinguish any fires if it is safe to do so.
- Check for fire and collapse hazards.
- Check for damage to utilities and appliances.
- Shut off electrical, fuel gas, and water lines.
- Do not operate electrical switches or appliances.
- If fuel gas odors are detected, vacate the area immediately, do not activate any device that could create a spark, and notify 9-1-1.
- Limit the use of phone lines, including cell phones, to emergency (medical, fire, criminal, essential services) situations only.
- Ensure sewer lines are intact before resuming use of toilets.
- Identify, mark, and clean up any hazardous or dangerous spilled materials.
- Be prepared for additional damage to already weakened structures from aftershocks.
- Monitor radio stations for information about earthquake and disaster notifications.
- Use caution when entering or working in damaged buildings.