

## ***Catholic Center – Xavier Building \* Emergency Alerts / Alarms***

**In the event that we would have an emergency in the Catholic Center or Xavier Building, please follow the directions laid out below.**

**In all emergencies; NEVER USE THE ELEVATOR, follow the instructions given by OMS and the emergency response teams (fire – police – HazMat) on site. Always be sure that everyone in your work area is aware of the emergency.**

### **Severe Weather;**

We will broadcast over the PA system or you may hear the warning sirens announcing an alert. Everyone is to go to the lower level of the center and take cover in the hallway outside of the restrooms, the hallway outside of the conference rooms or the hallway in the center of the area known as Birthline. In the Xavier Building you need go to the hallway in front of the elevator on the first floor. You need to be as far away from any windows as possible. Please be sure that everyone in your work area knows of the emergency. Do not call the front desk, proceed to the safe area. Do not leave the safe area until you have been given the all clear.

### **Fire;**

Calmly leave the building by the closest exit; this may not be the entry point to the building that you normally use. Do not use the elevator. Take a few minutes to know the layout of the building and your closest exit before you may need it. Everyone is to muster/gather in the S/W corner of the large parking lot on the west side of the center. Please be sure that everyone in your work area knows of the emergency and the last person out should close the door. Do not call the front desk, leave the building.

### **Bio-Hazard;**

Seal the area that any suspect materials have been found in. Close the door and do not allow anyone in or out. Any person(s) that may have come in contact with the suspect material should remain in the sealed area to lessen the risk of spreading the materials or infection. Call 911 and inform them of your concern. After calling 911, call the front desk so they can inform OMS and direct the emergency response team to the proper location/office within the building. OMS will seal the building and no one will be allowed to enter or leave. Follow the directions given by the response team.

## **Bomb Threat;**

If you receive a bomb threat try to write down what the person tells you. Try and get as much information as you can without upsetting the caller or person. Try and record their phone number if they are calling. After the threat is received call the front desk and then call 911. The front desk will put out an announcement over the PA and by phone telling everyone to leave the building and to muster/gather in the S/W corner of the main parking lot. At no time use any type of cell phone or two way radio. Notify the front desk by your desk phone or by person. Never touch or move any object or item that is of concern; notify the front desk if you see anything that seems odd.

## **Active Shooter – Armed Intruder;**

**First;** Evacuate, run. If there is an accessible path, attempt to evacuate the premises. Call 911 when you have cleared danger. **Second;** Hide. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should be out of the shooters view, provide protection if shots are fired, not trap you or restrict your options for movement. Your hide area should be lockable or have the ability to be blockaded. Call 911 if you feel it is safe to do so. **Third;** Under no circumstances should you confront the shooter/intruder even if you feel you have an advantage unless you feel it is your only option (last resort) in the face of bodily harm or death to yourself or another. **If you chose the third option, you need to go “all in” as they say. There is no half action; it’s all or none.**

**If you need to call 911, give them the following building names and street addresses;**

**The Catholic Center 1400 North Meridian Street**

**The Xavier Building 1435 North Illinois Street**

**Remember; in a building emergency never use an elevator.**

**If you have any questions contact your supervisor or the Office of Management Services.**