

EMERGENCY PROCEDURES

**IHL SECURITY OFFICE (601) 432-6598 IHL SECURITY CELL PHONE (601) 540-8579
POLICE / FIRE / MEDICAL 911**

FIRE

- Call 911 and Security (601) 432-6598
- Security will activate fire alarm to evacuate building by using the stairway
- Do not use elevators
- Remain outside at assembly area with floor captains until advised
- Do not leave the premises unless advised to do so
- Do not re-enter building until advised all clear

MEDICAL EMERGENCY

- If life threatening or victim is unconscious, call 911 and contact Security
- Be prepared to describe nature of emergency & location of victim
- Do not move victim unless absolutely necessary
- Call co-worker for help
- Protect yourself and others from bloodborne pathogens – use barriers
- Assess airway, maintain open airway
- Assess breathing, if not breathing, provide rescue breathing
- Assess circulation, if no pulse, begin CPR
- Automated External Defibrillators (AEDs) are located on the 4th floor, 9th floor, and board room.
- Stay with victim until help arrives

SEVERE WEATHER

- Security will activate Mass Notification System
- When tornado siren sounds, proceed to basement via stairs
- Do not use elevators
- Listen for announcements from floor captain or Security.
- Remain in basement until “all clear” is given

POWER FAILURE

- Remain calm, provide assistance to others as needed
- Call Physical Plant to report outage (601) 432-6218
- Floor Captains have flashlights; auxiliary lights should come on immediately (generator)
- Open window shades for additional light if needed
- Do not light candles
- If evacuation is necessary, use stairs to exits
- Telephones have limited battery backup, use sparingly
- Turn off and unplug computers and other voltage sensitive equipment

SHELTER-IN-PLACE

- If unable to evacuate, stairwells are safest “Area of Refuge”
- Floor Captain will send emergency responders to location for rescue
- Communicate floor # and whether it's the east or west stairwell

CBERN THREAT

- CBERN: Weapon of Chemical – Biological – Explosive – Radiological – Nuclear origin
- If threat received by phone, gather as much information as possible
- Once caller hangs up, call 911, then IHL Security (601) 432-6598
- If note received, do not touch, call 911, then IHL Security
- If suspicious package, do not touch, call IHL Security
- Prepare to evacuate as instructed
- Do not use cell phones or two-way radios

VIOLENT ACT

- Call 911 and Security
- Stay alert to surroundings
- Do not physically confront violent person; avoid if possible
- Do not provoke, threaten, or antagonize.
- Speak slowly, calmly, and confidently
- Lock your door, barricade if possible, remain silent, and silence your cell phone; hide behind something solid
- Do not get in vehicle with a violent person/the attacker.
- If robbery attempted, do not risk your life for property
- Call IHL Security at (601) 432-6598 or (601) 540-8579 as soon as you are able
- Call 911 if IHL Security not on duty
- Be prepared to provide description, location, direction of travel, vehicle description, others present