

Armed Intrusion

This section describes the procedures to be followed at in the event of an armed intruder.

1. Anyone other than the receptionist discovering an armed intruder is to call 9/9-1-1 immediately.
2. If an armed intruder enters through site lobby, the receptionist should activate the "panic button." This will signal our off-site Security Company and they will call 9-1-1.
3. If there is time and it is safe to do so the receptionist should then contact Human Resources.
4. After receiving the call, Human Resources should call back 9-1-1 and specify location of the intruder with as much detail as possible.
Figure 20.1 Identification Checklist.

Intruder Inside

1. If possible dial 9-1-1 immediately.
2. DO NOT ACTIVATE A FIRE ALARM PULL STATION.
3. DO NOT ACTIVATE THE ERT.
4. If possible, avoid hiding.
5. By phone or voice advise everyone to get out of the building, of course away from the intruder.
6. DO NOT USE THE BUILDING INTERCOM

Intruder Outside

1. Dial 9-1-1 immediately.
2. Contact your supervisor and all personnel by phone or voice.
Lock all doors if safe to do so.
3. Stay away from the intruder and do not communicate with him.



Intruder Identification Checklist

The intruder is believed to be:

RACE: (White/Black/Hispanic/Asian)

SEX: (Male/Female)

AGE: Approximately _____ years

HAIR: Color _____ Length _____

FACE:

(Clean shaven/mustache/beard/glasses)

Distinguishing Marks

(Tattoos, scars, missing fingers, etc.)

Height: _____

Weight: _____

Clothing: _____ Color: _____

Hat (Baseball/cowboy/cap): _____

Weapon(s):
