



## Emergency Action Plan – Threatening or Violent Situation

Threatening situations may include: explosions, gas leaks, biochemical threats, acts of terrorism, and weapons.

If a threatening situation has been observed, immediate action must be taken to protect individuals in the immediate area. You may become aware of a threatening situation by observation, community action, or communion within your neighborhood.

Special consideration for individuals with mobility impairment, hearing impairment, visual impairments, speech impairments, and intellectual or developmental disabilities. Please describe individual needs:

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### What to do if there is a threatening situation:

- Call 911
- If threatened by an individual with a weapon:
  - Do not confront individual
  - Allow individual movement
  - Do not attempt to disarm individual.
  - If evacuation is not possible, protect individuals behind/under furniture, in locked rooms, or behind doors/ walls.
  - If individual leaves building, immediately lock doors and window. Shelter until EMS arrives.
- Know what emergency sirens or notification signals are used in your community.
- If sirens are heard, turn on local radio or TV or is there is suspicion of a threat.
- Continue to listen for updates on the local radio or TV until situation has been resolved.
- Shelter in place or evacuate depending on the threat and recommendation from local authorities or EMS professionals.

"Shelter-in-place" means to take immediate shelter where you are—at home, work, school, or in between. It may also mean "seal the room;" in other words, take steps to prevent outside air from coming in. This is because local authorities may instruct you to "shelter-in-place" if chemical or radiological contaminants are released into the environment. It is important to listen to TV or radio to understand whether the authorities wish you to merely remain indoors or to take additional steps to protect yourself and your family.

***If shelter in place is necessary:***

- Choose a room in advance for the shelter. The best room is one with as few windows and doors as possible. A large room, preferably with a water supply, is desirable—something like a master bedroom that is connected to a bathroom.
- Contact supervisors, family contacts for persons served, and local town or city officials to find out what their plans are for "shelter-in-place."
- Find out when warning systems will be tested. When tested in your area, determine whether you can hear or see sirens and/or warning lights from your home.
- Develop your own family emergency plan so that every family member knows what to do. Practice it regularly.
- Emergency kit available. A kit should include drinking water, food, flashlight, batteries, battery operated – radio, first aid kit, cell phones, vital documents, disability related supplies (see [Preparing for Disaster - Red Cross](#) or [Preparing Makes Sense - FEMA](#) for full lists of supplies.

***If evacuation is necessary:***

- Evacuate home quickly and efficiently using the pre-determined evacuation plan.
- Do not go back into the home under any circumstances after evacuation.
- Close all doors as exiting the rooms.
- Call 911 after all individuals are safely evacuated from the home and in the designated safe area.
- Describe in plan any specific details for individuals living in home with special needs.
- All staff and persons served are to remain in predetermined ‘safe area’ until cleared by EMS.

Practice drills should be conducted twice a year. Drills should be documented.

**Natural Disaster Drill Check List - note date / initial entry**

Review procedure with all staff and persons served.											
Practice evacuation procedures.											

Practice 'shelter in place' procedure											
Update /verify telephone and contact lists.											

Name and initials:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Source: CDC <http://emergency.cdc.gov/preparedness/shelter/>