



EMERGENCY PROCEDURES

FIRE OR EXPLOSION:

1. Pull the nearest FIRE ALARM.
2. NOTIFY Huntington Place Security at 313-877-8281. Also, notify your Event Manager.
3. Close all doors to the Fire Scene.
4. Evacuate down the nearest outside exit using the closest unobstructed stairway. Do not use elevators.
5. Assist persons in leaving the building, especially injured or disabled.
6. Exit the building and follow the directions of the emergency staff.

BOMB THREAT:

1. Upon receiving a bomb threat, the security/control room must be notified at 313-877-8281. Also, notify your Event Manager.
2. A visual search of the facility will commence immediately.
3. The appropriate persons will be notified by the security/control room.
4. Huntington Place Security follows a bomb threat checklist approved by the Department of Homeland Security.
5. The need to evacuate will be determined by the Director of Security and/or ranking administrative staff. Evacuations can also be ordered by emergency personnel.

Take every bomb threat seriously.

Record the threat if possible.

Try and have a second person listen to the conversation.

If the threat is received on the phone, remain calm and keep the caller on the line if possible. If possible, have someone else use another phone to call 911.

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CIVIL DISTURBANCES:

Under the direction of the Huntington Place General Manager and Public Safety Director, action is to be taken to protect the people in the facility and the property.

1. Secure all building entrances against casual entry.
2. Inform building events/occupants of the problem and advise travel routes or to remain in the building, as may be appropriate.
3. Consider locking some or all entrances against entry or exiting. Station security personnel to monitor entrances.
4. Keep people away from all windows.

TORNADO / SEVERE WEATHER:

A WATCH means that conditions are present which could cause a tornado.

A WARNING means a tornado has been sighted in the area.

If a WARNING is given, an emergency condition should be declared and all persons are to be moved out of the main concourse, corridors with windows, rooms with exterior windows, and directed to windowless rooms, Hall A or North 100 Level.

EVACUATION:

In the event an evacuation of the building is necessary, the following procedure will be implemented to notify the occupants of the building.

1. An alarm with the strobes will be activated.
2. The strobes will be followed by a voice message informing the emergency and procedure to evacuate.
3. Huntington Place Security will be stationed at strategic locations to assist in the evacuation.

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ACTIVE SHOOTER

This type of incident is unpredictable.

- A. Your immediate response is to protect yourself.
 - 1. Run (if there is an accessible and safe escape path)**
 - i. Identify the location(s) of the threat.
 - ii. Quickly escape from the threat.
 - iii. Leave belongings behind.
 - 2. Hide (if escape is not possible)**
 - i. Block entry to hiding place and lock doors.
 - ii. Hide in the area out of the shooter's view.
 - iii. Silence mobile communication devices.
 - 3. Fight (as a last resort, and only when your life is in imminent danger)**
 - i. Commit to decisive and aggressive action.
 - ii. Your goal is to stop the threat.
 - iii. Fight until the shooter is disrupted and/or incapacitated.
- B. Call 911 and the Security Control Room at 313-877-8281, if safe to do so. Remain out of sight from the suspect(s) if possible. Report suspect(s) movements and provide description(s) (see below). If you are communicating with 911 have someone else contact the Security Control Room to make them aware of the situation.

Additional best practice guidelines to follow established by law enforcement.

- C. When calling 911 provide the dispatcher with the following information:
 - 1. Your name
 - 2. Your exact location
 - 3. Location of the incident (be as specific as possible)
 - 4. Number of shooter(s) and/or persons who may be involved (if known)
 - 5. Identification or description of shooter(s).
 - 6. Injuries to anyone (if known)

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- D. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.
- E. If exiting the building is not possible, the following actions are recommended:
 - 1. Go to the nearest room or office, close and lock door, turn off lights.
 - 2. Seek protective cover.
 - 3. Keep quiet and act as if no one is in the room.
 - 4. Do not answer the door.
 - 5. Contact 911 with your location if safe to do so.
 - 6. Wait for emergency personnel to assist you out of the building.
- F. How to react when law enforcement arrives:
 - 1. Remain calm and follow officers' instructions.
 - 2. Do not run when the police enter the vicinity.
 - 3. Immediately raise hands.
 - 4. Always keep your hands visible.

SPOKESPERSON:

All communication with the media will be made by the Huntington Place General Manager or designated person.

This is not an attempt to keep information from the media, but rather to ensure the accuracy of the information.

<u>A note regarding nuisance alarms and activation of alarm strobe lights:</u>
Occasionally, Huntington Place's strobe light warning system is activated by occurrences which pose no threat (helium balloons which float to the ceiling and break the laser beam detectors, for example). If strobe lights are flashing and there is no audio alarm or voice announcement, this means the source of the strobe light activation is being visually inspected. In the event of an actual emergency, voice announcements and audio alarms will then be sounded.