

St. B's Emergency Operating Procedures (EOP) Quick Reference Chart

FIRE EVACUATION	BOMB THREAT EVACUATION	ACTIVE SHOOTER	SHELTER IN PLACE
HEAR FIRE ALARM	Verbal Announcement	HEAR SHOTS	Verbal Announcement
CLOSE WINDOWS To Stop Smoke	TOUCH NOTHING to TRIGGER a bomb	CLOSE & LOCK DOORS	CLOSE & LOCK DOORS
TURN OFF LIGHTS (Electrical Fire)	LIGHTS STAY ON	CLOSE BLINDS Interior Doors	CLOSE BLINDS Exterior Windows
	TOUCH NOTHING to TRIGGER a bomb	TURN OFF LIGHTS (Dark Room)	LIGHTS STAY ON
CLOSE DOORS To Stop Smoke	DOORS STAY OPEN	CLOSE WINDOWS	CLOSE WINDOWS
	Hang Door Tag (TAG - No One Inside)		
EXIT BUILDING Go To Designated Location	EXIT BUILDING Move 1000FT/ Behind Cover	STAY IN AREA	STAY IN AREA
	NO CELL PHONES	CALL 911 QUIETLY	
ATTENDANCE Taken Outside	ATTENDANCE Taken Outside	ATTENDANCE Taken in Area	ATTENDANCE Taken in Area

Instructions for Active Shooter Emergency Call

1. Call 911 if possible. Then the Minister, etc.
2. "Active Shooter Incident is Underway".
3. Give your location.
4. Give Location of Shooter & How Many?
5. How Many are Hurt?

Stay Calm.
God is with You!
Use Your Best Judgement.
Run, Hide or Fight!
"May The Lord Bless You & Keep You!"