

Addendum to HSC Emergency Response and Preparedness Plan:

Intruder Response

In the event of a safety threat due to an intruder, an “intruder alert” will be announced via appropriate communication systems to occupants of the building, law enforcement, and emergency personnel.

Response to such a threat is as follows:

1. Exit the building if safe to do so. Call 911 if possible.
2. If not, go into the nearest room.
3. Close and lock all doors. If you cannot lock a door, barricade it with furniture if possible.
4. Turn off all lights.
5. Move all persons away from windows and doors.
6. Sit or lie out of sight of all windows.
7. Remain silent. Silence cell phones, radios, and other devices.
8. Wait for the all-clear signal by law enforcement, emergency management, or staff.

An all-clear signal will be issued by the same communications system as the intruder alert.

To educate HSC occupants about the above procedure, an intruder drill, including education on the issue and practice of the procedure, will be conducted at least annually as scheduled by the HSC Safety Team. Formal training on intruder safety practices will also be made available at least annually.

5/8/13 HSC Management Group approved