**REPORTING EMERGENCIES**

**SOUTHERN POVERTY LAW CENTER EMERGENCY- 24 HOURS**

**CALL 911**

**CALL SPLC SECURITY TEAM 8296**

1. **MEDICAL:** Render first aid as required if trained and then call 911 for medical assistance.
2. The emergency operator will ask questions such as: what is the age of the victim? Is the victim breathing? Is the victim alert? What is the gender of the victim? What is the exact location of the victim? Is the victim conscious? Is the victim bleeding? What occurred to the victim?
3. **AMBULANCE:** Request and ambulance when you call 911 if it is obvious the victim will have to be transported.
4. **FIRE/EXPLOSION:** Activate the nearest fire alarm and report the fire by calling 911 and 8296
5. **FIRE ALARM PULL BOXES:** May be used to summon emergency help if you don’t have access to a telephone. Pull boxes are located on each floor of the building.
6. **WHEN CALLING:** Remain calm and carefully explain the problem and location to Police Officials. Do not hang up until you are told to do so.

**DISASTER BEGINS WITH YOU**

In the event of a major emergency, Southern Poverty Law Center will implement our Emergency Plan.

The Center suggests that every employee prepare themselves for emergencies in the workplace, at home and in your vehicles. Each person should have available to them, in their vehicle and home homes blankets, water and flashlights. You will also have and opportunity annually to participate in an Emergency Evacuation drill. Your patience, cooperation and participation in emergency drills are appreciated as disaster preparedness and proper planning are essential.

The Center urges employees, individually and collectively to do your share in the total emergency efforts of Southern Poverty Law Center.

**ALL MEDIA INQUIRIES SHOULD BE REFERRED TO:????**

**EMERGENCY NUMBERS**

|  |  |
| --- | --- |
| **EMERGENCY** | **911** |
| **SPLC SECURITY TEAM** | **8296** |
| **MONTGOMERY POLICE DEPARTMENT** | **241-2651** |
| **MONTGOMERY COUNTY SHERIFFS OFFICE** | **832-4980** |
| **ALABAMA DEPARTMENT OF PUBLIC SAETY** | **242-4128** |

**ACTIONS TO TAKE IF YOU DISCOVER A FIRE**

**AT THE INDICATION OF A FIRE:**

1. Safeguard life and isolate the fire
2. Close all doors on your way out of rooms. **DO NOT LOCK DOORS**
3. Report the fire and/or smoke by activating the nearest alarm
4. Call SPLC Security by dialing 8296
5. Slowly state, I want to report a fire. Give your location
6. Do not attempt to fight a fire alone. Report it immediately to 911 or 8296. Firefighting should be delegated to trained firemen with the possible exception of a minor fire which could be extinguished with a portable fire extinguisher. Be sure to use the correct type of extinguisher.
7. Direct those persons in the immediate vicinity to assist in the fire containment and to notify the Security Department
8. Beware of special hazardous material requiring special firefighting precautions
9. When the building evacuation/fire alarm is sounded or when told to leave by Security, walk quickly to the nearest exit and alert others to do the same.
10. Assist those persons who are disabled in exiting the building. **DO NOT USE THE ELEVATORS DURING FIRE**
11. If you become trapped in the building during a fire and a window is available, place and article of clothing in the window as a marker for emergency personnel. If there is no window, stay near the floor. Smoke is the greatest danger in a fire, by staying near the floor the air will be more breathable. Shout at regular intervals to alert emergency personnel of your location.

**EXPLOSION, AIRCRAFT CRASH OR SIMILAR INCIDENT**

In the event of a violent incident, such as and explosion or aircraft crash at the Center and the possibility exist that building is unsafe, take the following steps:

1. Immediately take cover under tables, desk and other such objects which will give protection from falling glass or debris.
2. After the effects of the explosion and /or fire have subsided, call 911. Give your name and describe the nature and location of the emergency.
3. If necessary or if directed to do by Police official or the SPLC Security Team activate the fire alarm.
4. When the building evacuation/fire alarm is sounded or you are told to leave by SPLC Security or Police Official, please walk quickly to the nearest marked exit and alert others to do the same.
5. Assist those persons who are disabled in exiting the building. Elevators may be used to evacuate disabled persons **ONLY** after the elevator has been declared safe. Always evacuate mobility aids (wheel chairs, walkers, crutches) with the person if possible.
6. Once outside, move to a clear area at least 500 feet away fro the affected building. Keep street and walkways clear for emergency vehicles and personnel.
7. If requested, assist Police and Security Officials.
8. An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.
9. **DO NOT RETURN** to the evacuated building unless directed to do so by Police or SPLC Security Officials.

**UTILITY FAILURE**

**IN THE EVENT OF A MAJOR UTILITY FAILURE,** notify the SPLC and building maintenance. If necessary or if directed to do so by Police Officials or SPLC Security, activate the nearest fire alarm.

Building evacuation will occur when the fire alarm sounds and/or upon notification by a Police official, fire or medical personnel or SPLC security.

Panic can be partially avoided by making immediate decisions about the need to evacuate.

Assist those who are disabled in exiting the building.

Flashlights should be kept available to assist in evacuation, if necessary.

A major power outage may not be destructive, but panic and/or fire could endanger life and property.

**ELEVATOR FAILURE:**

If you are trapped in an elevator, use the emergency phone to call Security. If the elevator phone is not operable, activate the emergency alarm which will signal for help.

**PLUMBING FAILURE/FLOODING**

Cease using all electrical equipment. Call for building maintenance (8346). If necessary evacuate the area.

**SERIOUS GAS LEAK**

Cease all operations. **DO NOT SWITCH ON THE LIGHTS.** Call 911, 8296 and evacuate the area.

**VENTILATION PROBLEM**

If smoke or odors come from the ventilation system, immediately call 8296. If necessary cease all operation and evacuate the area.

**BOMB THREAT**

1. If you observe a suspicious object or potential bomb, **DO NOT HANDLE THE OBJECT.** Leave the area immediately and call 911 and 8296.
2. Every call must be treated as real until verified
3. Any person receiving a phone call that a bomb or other device has been placed in the building or area should ask the caller the following:

When will the device explode?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where is the device? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What does it look like? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What will cause it to explode? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there anything we can do to prevent it exploding? \_\_\_\_\_\_\_\_\_\_\_\_\_

Did you place the bomb? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why was it placed at the SPLC? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you with any organized group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where are you now? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INFORMATION ON CALLER

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | MALE | FEMALE | AGE |  | ACCENT |

INFORMATION ON CALL

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TIME |  | DATE |  | LENGTH |  |

**BOMB THREAT (CONT)**

CALLER’S DEMEANOR:

**Callers’ Demeanor:** check appropriate descriptions below

Voice Speech Background noise

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Cal m |  | Slurred |  | Street (cars etc.) |
|  | Angry |  | Stutter |  | Airplanes |
|  | Excited |  | Lisp |  | Other Voices |
|  | Soft |  | Raspy |  | PA System |
|  | Laughing |  | Ragged |  | Music |
|  | Crying |  | Clearing Throat |  | House (dishes, tv, etc.) |
|  | Normal |  | Deep Breathing |  | Motor(fan, *ale,* etc.} |
|  | Distinct |  | Well-spoken (educated) |  | Office Machinery |
|  | Foul |  | Recorded Message |  | Factory Machinery |
|  | Irrational |  | Disguised |  | Animals |
|  | Incoherent |  | Rapid |  | Clear |
|  | Nasal |  | Taped Conversation |  | Static (weak signal) |
|  | Heavy |  | Foul Language |  | Phone Booth |
|  | Slow |  | Foreign |  | Other (Specify) |

Building will not be evacuated unless Security/Police Officials make the determination that a delay in evacuation would unnecessarily increase the risk factor to occupants. The senior security official will consult with the administrator if there is time to do so.

Police and SPLC Security will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their work areas for suspicious objects and report their location to the police. **DO NOT TOUCH THE OBJECT.**

The search team should not try neutralizing, removing or disturbing a suspected bomb. Removal is to be attempted by specialized bomb disposal experts only

**\*\*\*Please use the SPLC Telephone Bomb Threat Checklist to document a bomb threat call.**

**CRIMINAL BEHAVIOR**

**IN-PROGRESS INCIDENT**

Do not attempt to apprehend or interfere with the crime except in the case of self-protection. Give your name and location. Please make sure that the Dispatcher understands that the incident is INPROGRESS

REPORTING A CRIME IN PROGRESS: CALL 911 AND 8296

Provide the following information:

1. Nature of the incident. Advise that the incident is in progress
2. Location;
3. Description of the suspect;
4. Description of the weapon(s);
5. Description of the Property;
6. License plate number of vehicle(s) involved;
7. Direction of travel upon escape; and,
8. Stay on the line with the dispatcher.

When the police officials respond, please provide the officers with a description of the property and the names and description of any suspects or witnesses if possible.

**CRIME PREVENTION**

* Always lock drawers that contain sensitive, person or expensive items when you leave (even if just for a few minutes). Avoid walking or jogging alone. Avoid poorly lit areas.
* When walking at night to the parking lot, have your keys ready so that you can get into your car quickly and without attracting attention. Be alert to your surroundings.

**EVACUATION PROCEDURE**

* A building evacuation will occur when a fire alarm sounds and/or upon notification by police official or the SPLC Security Team.
* Be aware of all marked exits from your area in the building. Know the routes from your work area. Building Safety Coordinators will assist you with evacuating the building.
* If necessary or directed to do so by Police Officials or the SPLC Security Team, activate the building fire alarm. CAUTION: building fire alarm may stop ringing. If it stops, continue to evacuate.
* When the evacuation fire alarm sounds or when told to do so by Police Officials or the SPLC Security Team, Walk quickly to the nearest marked exit and ask others to so the same. **DO NOT** use the elevator unless directed.
* Assist those persons who are disabled in exiting the building. Elevators may be used to evacuate disabled persons **ONLY** after the elevator has been declared safe. Always evacuate mobility aides (wheelchairs, crutches, etc.) with the person, if possible.
* Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
* If requested assist Police Official and Security Personnel
* DO NOT RETURN to an evacuated building unless the **ALL CLEAR** has been announced by Police Officials or the SPLC Security Team.

**SEVERE WEATHER AND OTHER NATURAL DISASTERS**

Violent weather by nature is unpredictable, however, the approach of such weather is often known in advance. Good communication and quick response will minimize the possible damage caused by violent weather. You will be notified via email blast and building announcements of severe weather situations.

In case of a tornado or hurricane the following procedures should be followed:

* Immediately go to the G-2 parking garage and take shelter
* Do not use electrical equipment or phones
* Do not use elevators
* Remain calm/keep noise to a minimum
* Wait for security staff to give an all clear

SPLC employees will be notified by their supervisors on any closings, cancellations or workday delays due to inclement weather.

Hurricane advisories will be made 24 hours in advance by SPLC email.

**SPECIAL SITUATIONS**

**CHEST THRUSTS**

In some situations you may not be able to get your arms around the waist of a chocking victim to deliver effective abdominal thrust. For example, the person may be pregnant or overweight. In the case of a woman in the late stages of pregnancy, abdominal thrust could be dangerous. In both cases, chest thrusts are performed instead of abdominal thrusts. Chest thrusts are done in the following manner.

**Conscious Victim**

With the person either standing or sitting:

* Stand behind the victim and place arms under the armpits and around the chest.
* Place the thumb-side of your fist on the middle of the breastbone.
* Grasp your fist with other your hand.
* Give thrusts against the chest until the obstruction is cleared or until the person loses consciousness.

**Unconscious Victim**

Chest thrust should be given only to an unconscious person who is in the late stages of pregnancy or who is greatly overweight. Follow the steps described for choking, conscious person, but substitute chest thrust for abdominal thrust.

* Kneel facing the victim and place your hands in the center of the chest two inches above the bottom of the breastbone. With the heel of your hand depress the chest one to one and one-half inches.
* Give six to ten thrusts. Each compression should be a separate and distinct attempt to dislodge the object
* Do a finger sweep
* Open the victim’s airway and give a full breath
* Repeat the last three steps until the object is clear or until relieved by emergency personnel

**IF YOU ARE ALONE AND CHOKING**

If you are choking and no one id around to help, you can do an abdominal thrust on your self

Make a fist with one hand. Place the thumb-side of your fist on the middle of your abdomen slightly above the navel and well below the tip of your breastbone.

Grasp your fist with your other hand and give a quick upward thrust. You can also lean forward and press your abdomen over any firm object the does not have a sharp edge (the back of a chair, a railing or sink) and administer abdominal thrust.