Safety Plan

Shawl-Anderson Dance Center
2704 Alcatraz Avenue, Berkeley, CA 94705
(510) 654-5921

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INSTRUCTIONS:

1) **Please read the entire safety plan carefully. Track your time and log admin or Faculty Meeting/Prep rate on your timecard.**
2) **Sign off on the page below to confirm you have read the plan in full. Do not sign off here until you have read the full manual.**
3) **Log your time in Gusto. Thank you for being an active participant so that we may all be prepared to act in the case of an emergency.**

Emergency Action Plan: Updated October, 2025

OVERVIEW

In the event of an emergency, employees and visitors will be alerted by verbal announcement from a staff member. The steward on shift shall serve as Incident Commander (IC), unless the Director of Education & Operations, Operations Manager, or Director of Artistic Programming and Staff Support are present when the incident occurs.

- In the event of an emergency, ALL employees, students, and visitors shall evacuate by means of the nearest available marked exit. Meet directly across Alcatraz in front of the yellow building (2709 Alcatraz Ave). Be cautious when crossing the street.

- In case of an earthquake, all present should duck and cover away from the mirrors, windows, pianos and objects that could fall. After shaking stops, put shoes on and proceed to evacuate the building. Look for hazards while evacuating, such as downed wires, fires, broken glass, etc.

- The IC will call 911 if necessary, announce the evacuation and, if safe, do a walk through of the building to ensure complete evacuation. The IC will decide whether to shut off gas, water and electricity based on the guidelines on pages 6-8 of this document.

EMERGENCY RESPONSE PROCEDURES

1. **EVACUATE**
2. **HEAD COUNT**
3. **COMMUNICATE**

EVACUATE

Upon an emergency evacuation, ALL employees, students, and visitors are to gather across the street in front of the yellow building, **2709 Alcatraz Avenue**, and overflowing to the right along the sidewalk. In the case of an earthquake or other emergencies, please watch out for downed wires, trees, etc. **Everyone must remain at the meet up spot for a head count (see below)**.

The IC announces the emergency and evacuation, takes a charged front desk iPad, and guides everyone out of the building. Using the nearest safe exit, youth instructors lead students out of the building; renters and adult instructors guide students and guests out of the building. The IC remains to ensure that the building has been fully evacuated.

HEAD COUNT

After evacuation, follow the procedure for accounting for all people who were in the building:

- **The IC and staff present must reinforce that no students leave the scene of the incident until everyone has been accounted for.** This head count is critical to assure public safety personnel that there are no persons remaining inside or trapped inside the building.

- **Youth instructors** will account for their own students based on the attendance and report to the IC.

- **The IC** will count adult students from Momence attendance and renters from the rental schedule on Gcal.

Any suspicion that a person or persons remain in the building should be reported immediately to the IC or available public safety personnel on site to handle the emergency.

Special considerations: if parents are in the lobby they are going to want to get into the studio where their child is in. Please reinforce to parents upon evacuation that they should exit immediately and know that all teachers and staff are trained to get students safely out of the building upon evacuation.

NOTE: NO STAFF PERSON MAY LEAVE UNTIL THEIR STUDENTS ARE ACCOUNTED FOR. AFTER THE HEAD COUNT, STAFF WHO NEED TO LEAVE THE SCENE MUST HAND OFF THEIR ATTENDANCE SHEET TO ANOTHER STAFF PERSON WHO IS ABLE TO STAY. For youth, this is until parents are able to come pick up children. For adults, this is until the adult students are able to leave our care and depart the area.

COMMUNICATE

The IC is the person speaking with public safety personnel (police, fire, etc.) unless other individuals are asked to provide information.

Teachers should communicate with their students (Adults and Youth alike) to remain calm and to stay in place until the headcount is completed. Let adult students know that they should proceed with caution upon leaving the area. Youth students should remain congregated with their teacher until parents arrive to pick them up. When/if possible and ONLY IF SAFE, staff and students should re-enter the building and wait inside for rides, parents, emergency contacts, etc.

The IC will make phone calls as needed to parents and emergency contacts, especially in case of an injury. Youth parent and emergency contacts are located in Momence.

EQUIPMENT

• In the event of a fire, fire extinguishers are available in two locations in the building:

- at the top of the interior stairs to the right of the dressing room door
- to the left of the studio 4 door next to the large red cabinet

• First aid kits are located in the following locations:

- the red cabinet in the lobby
- each dressing room
- each studio on the wall near the exit door

Emergency supply kits (food, water, portable toilet, etc.) are located underneath the sink in the downstairs dressing room.

The AED is located in the lobby to the right of the bookshelves outside the dressing room.

PERSONNEL REQUIREMENTS

In the event of an emergency, the IC is to remain in the building and/or at the scene of the event to shutdown or monitor critical operations. The IC should contact Bianca at (415) 624-5373 or Jill at (510) 872-0891 as soon as possible after any kind of emergency or evacuation if they are not present in the building.

NOTE: NO STAFF PERSON MAY LEAVE UNTIL THEIR STUDENTS ARE ACCOUNTED FOR. AFTER THE HEAD COUNT, STAFF WHO NEED TO LEAVE THE SCENE MUST HAND OFF THE iPAD WITH ATTENDANCE LISTS TO ANOTHER STAFF PERSON WHO IS ABLE TO STAY. For youth, this is until parents are able to come pick up children. For adults, this is until the adult students are able to leave our care and head home.

For questions or more information regarding these emergency evacuation procedures, contact:

Bianca Cabrera, Director of Education & Operations (510) 654-5921 studio / (415) 624-5373 mobile bianca@shawl-anderson.org	Jill Randall, Director of Artistic Programming & Staff Support (510) 654-5921 studio / (510) 872-0891 mobile jill@shawl-anderson.org

HOW TO RESPOND IN AN EARTHQUAKE:

- In the event of an earthquake, staff should direct students and guests as follows:

    - **DROP down onto your hands and knees** (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
    - **COVER your head and neck** (your entire body if possible) under a sturdy table or desk. Only if there is no shelter nearby, get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.
    - **HOLD ON to your shelter** (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

IF IN A STUDIO: duck and cover immediately as described above as far away from mirrors as possible. If there are mirrors on all four walls, duck and cover in the center of the studio away from the mirrors. Be cautious not to duck near objects that may roll or move, such as pianos, ballet barres, stereos, speakers, etc.

After shaking has stopped, proceed to evacuate the building as described above. If it is safe to do so, people should put on their shoes and exit cautiously, looking for hazards such as fires, broken glass, downed wires, etc. Notify the IC or professional safety personnel of hazards once you meet at 2709 Alcatraz Avenue.

UTILITY SHUTOFF GUIDELINES (Gas, water, electricity, sewer)

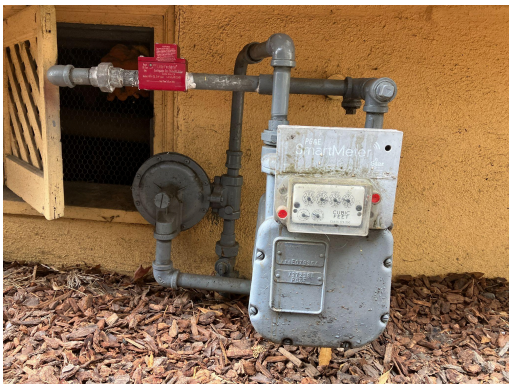
GAS: Natural gas leaks can cause fires and explosions inside a building.

- If you smell gas, hear gas escaping, see a broken gas line, or if you suspect a leak, shut off the main valve and open all the windows and doors. **Do not shut off gas unless you hear or smell gas or suspect a leak since it must be turned back on by PG&E and this could take several days.** Never use candles or matches if you suspect a leak. Do not turn on electrical switches or appliances.

- The gas shut off wrench is attached to the gas valve. The gas meter is on the exterior of the building. Facing the building, go down the driveway on the **left** side and look for the gas meter attached to the building. Identify the main shutoff valve, located on the gas line coming into the main gas meter.

- To turn gas off, give the valve a quarter turn using the gas shut off wrench.

Gas Meter





ELECTRICITY: Electrocution can result from direct contact with live wires or anything that has been energized by these wires.

- Locate the building's main electric switches. Facing the building, go to the **right** towards the emergency exit alley. You will see the PG&E smart meter. To the right of the meter attached to the building is a panel with a door that flips up. Lift the door and shut off <u>both</u> electrical switches, opposite of the direction they are currently pointing. Shut off electricity when:

  - Arcing or burning occurs in electrical devices.
  - There is a fire or significant water leak.
  - You smell burning insulation.
  - The area around switches or plugs is blackened and/or hot to the touch.

- A complete power loss is accompanied by the smell of burning material.

Electrical Meter





WATER: Water leaks can cause property damage and create an electrocution hazard.

- After a major earthquake, shut off the water supply. Cracked pipes may allow contaminants into the water supply in the building.

- The water shutoff is at the front of the building in the center, a few feet off the ground. It may be covered by the plants growing in the front depending on the season. The water shutoff is located on a riser pipe and is a horizontal red handle. Turn the handle one-quarter turn to the left to shut water off.

- If you suspect the water shutoff at the building is faulty, use the water shut off wrench to shut off water from the city supply. The red wrench is located on the wall next to the door to the basement. Go from the building shutoff to the sidewalk next to the Ginko tree. Pull the plate up that covers the water valve using the water shut off wrench. Place the end of the wrench around the valve and turn one-quarter to shut off water.

Location of building water shutoff:



Water on:



Water off:



Location of city sewer shutoff:



SEWER SERVICE: A disaster that disrupts all or part of the City's water and/or sewer lines could affect the way you deal with human waste.

- If there is no water in the toilet, but the sewer lines are intact, pour 3-5 gallons of water into the toilet bowl to flush. You may use any water.

- If you suspect damage to the water lines, do NOT flush the toilet. Turn off water of the building so contaminated water does not enter the water system.

- If sewer lines are broken, line the bowl with double-bagged garbage bags to collect waste. Before discarding, add a small amount of bleach; then seal the bag and place in a tightly covered container, away from people.

- If the toilet is unusable, use a sturdy bucket with a tight fitting lid, and line it with a double-bagged plastic garbage bag. We have two emergency kit buckets with supplies that can be used to collect waste.

INCIDENT COMMANDER EMERGENCY CHECKLIST

Shawl-Anderson Dance Center, 2704 Alcatraz Avenue, Berkeley, CA 94705

ASSESS the situation: what is happening? Earthquake, fire, act of terrorism? Etc.

PROTECT YOURSELF: take immediate action to protect yourself in case of an earthquake (duck and cover).

GRAB: this list, an iPad, and your cell phone (if nearby). **An iPad is located on the small gray cabinet behind the red desk in the lobby.**

ANNOUNCE: evacuation to all people downstairs, including those that may be in the dressing rooms or bathrooms. If safe, go upstairs and announce evacuation upstairs. If it is not safe to go upstairs, use a loud voice to communicate before exiting the building immediately.

CALL: Call 911 when you see fire, seriously injured person(s), major building damage, experience a robbery, or suspect a gas leak.

EVACUATE: Meet up with everyone at 2709 Alcatraz Avenue directly across the street.

HEAD COUNT: Take a headcount based on adult sign-in on the iPad, youth attendance from teachers, rental schedule in Gcal and reports about who was in the building from teachers and renters who have made it to the meet up location. NO TEACHERS MAY LEAVE until all their students are accounted for. If a teacher must leave after the headcount is complete, they must turn over their student list to another teacher who can stay so that students can be checked off as they leave the scene safely.

COMMUNICATE: be available to communicate with fire and safety personnel who arrive. They will want to know if there are persons remaining in the building. If you can't re-enter the building, communicate with emergency contacts and parents as soon as possible by phone.

ADMINISTER: First aid and CPR if you are able. Please note that you are not required to administer first aid or CPR, but please do what you are able. Always remember to call, or send a bystander to call 911. Calling 911 is the most important step before administering first aid or CPR.

DECIDE: whether to shut off gas, water and electricity. If these steps happened already, determine if it is safe to re-enter the building.

CONTACT: Bianca Cabrera at 415-624-5373 or Jill Randall at 510-872-0891. Keep trying until you reach them (do leave a voicemail, but also keep calling/texting until you reach one of them.)

GENERAL INJURY PROTOCOL

FIRST RESPONSE

If a person becomes injured during class, take a moment to check in with them personally.

a. Ask the person what happened, what is injured, how they are feeling?

b. Offer ice if needed. We have ice packs in the freezer in the downstairs dressing room refrigerator and ice packs that you shake to activate in the basement with the PPE equipment.

c. Suggest sitting down to rest and evaluate before they continue class.**

d. If a dancer is unconscious, cannot move, or clearly has a broken bone or other deformity, call 911 immediately. Do not attempt to move the person.

**Youth students do not always know how to evaluate their own injury and may try to keep dancing or ignore pain. It is important that the teacher assess the situation with the dancer without drawing too much attention on the potentially injured dancer.

STEWARD: If a dancer comes out of class injured or in pain and asks whether they should go back to dance, please contact the teacher immediately to answer this question. If a dancer is in pain and/or potentially injured before class and asks if they should take class, please direct them to discuss with their specific teacher before taking class.

IF INJURY OCCURS

1. **R.I.C.E.: Rest, Ice, Compression, Elevation.** Most common injuries encountered in dance will follow this general principle. DO NOT use heat while swelling is present to the extremity. Apply ice to the injured area for 15-20 minutes. Adding heat will increase the swelling, while ice will help decrease it.

2. **Let common sense prevail.** If there is a deformity, DO NOT attempt to move the dancer. Call 911 and let trained personnel handle the situation. All of our students have signed a waiver agreeing to allow us to call upon medical professionals in case of a serious injury or incident.

3. **Communicate with parents**: If injury is serious, call the parent immediately. Parent contact information is in Momence. If you do not get a response, try the other phone numbers on the student's registration form. If the injury is not serious, contact the parent right after class ends in-person or by a phone call. If the student is an adult dancer, ask if we should telephone their emergency contact (all adult students should fill out a registration/waiver at the front desk so that we have an emergency contact). If the adult student is unconscious, call their emergency contact after calling 911. You can get the adult emergency contact information from Momence.

4. **Be conservative**. If you have doubts as to a dancer's ability to continue, do not let them dance. A moment to sit out will allow time to assess for swelling or pain.

5. **First Aid Kits** are located in the red cabinet next to the front desk as well as in each studio and both the upstairs and downstairs changing rooms. The Steward can help you locate and administer any first aid needed. This includes ice, bandages, slivers, bee stings, eye wash.

6. **Fill out the Injury Report Form located at the front desk.** For more serious injuries (swelling, broken bones, etc.), contact Bianca at (415) 624-5373 and/or Jill at (510) 872-0891 immediately.

COMMON DANCE INJURIES

Class may be interrupted or canceled to prioritize the needs of the injured person.

Ankle Injuries
1. Most ankle injuries involve ligaments and tendons (i.e., sprains). In instances like this, follow the R.I.C.E. principle. These injuries often turn into recurring injuries if the dancer returns to activity too soon. If the dancer experiences pain during activity, they should stop dancing. If the pain level increases in the following days, the dancer should see a physician.

2. If a deformity is present, do not attempt to put the limb in place or move the limb. Immediately call 911. Contact parents immediately.

Knee Injuries
Here are some indications of significant injury to the knee:

- Hearing or feeling a "pop" or a "snap" in the knee
- Feeling that the knee "gave out"
- Sharp pain
- Obvious deformity
- Limited movement
- Swelling

1. Apply ice immediately and immobilize the knee.

2. In all instances involving a knee injury, the dancer must follow-up with a physician.

3. If the dancer cannot move, do not attempt to move them. Clear the studio and call 911. A trained medical professional should move the dancer so as not to further injure the knee. Contact parents immediately.

Head Injuries
The following procedures are essential for dancer safety concerning a head injury.

1. When in doubt, keep the dancer from continuing class. Make space where needed for them to be comfortably sitting or lying down.

2. Dancers exhibiting loss of consciousness should be evaluated immediately in an emergency room. Staff should decide whether to call 911 or secure a ride to the ER.

3. Dancers exhibiting dizziness, nausea, headache, blurred vision, ringing in ears, or unsteadiness

should be evaluated in an emergency room. Staff should decide whether to call 911 or secure a ride to the ER.

4. Always contact a parent immediately in case of a head injury. Even if the student is not exhibiting signs of concussion or loss of consciousness, the parents should still be notified so that they continue to monitor the student and determine if a hospital visit is necessary.

Neck Injuries
If a dancer has a fall that results in neck pain, or numbness and tingling to their extremities, they MUST NOT BE MOVED. Immediately call 911. If the dancer is not breathing, administer CPR if possible without moving the body. Ask if there are any CPR certified personnel in the building.

OTHER FIRST AID ESSENTIALS

Seizures
First aid for seizures involves responding in ways that can keep the person safe until the seizure stops by itself. Here are a few things you can do to help someone who is having a generalized tonic-clonic (grand mal) seizure:

- Keep calm and reassure other people who may be nearby.
- Prevent injury by clearing the area around the person of anything hard or sharp.
- Ease the person to the floor and put something soft and flat, like a folded jacket, under their head.
- Remove eyeglasses and loosen ties or anything around the neck that may make breathing difficult.
- Time the seizure with a watch. If the seizure continues for longer than five minutes without signs of slowing down or if a person has trouble breathing afterwards, appears to be injured, in pain, or recovery is unusual in some way, call 911.
- Do not hold the person down or try to stop their movements.
- Contrary to popular belief, it is not true that a person having a seizure can swallow their tongue. **Do not** put anything in the person's mouth. Efforts to hold the tongue down can injure the teeth or jaw.
- Turn the person gently onto one side. This will help keep the airway clear.
- Don't attempt CPR except in the unlikely event that a person does not start breathing again after the seizure has stopped.
- Stay with the person until the seizure ends naturally and they are fully awake.
- Do not offer the person water or food until fully alert as doing so has a high risk of choking or aspiration..
- Be friendly and reassuring as consciousness returns.
- Offer to call a car, friend or relative to help the person get home if they seem confused or unable to get home without help. Youth under 12 years old cannot be transported in a rideshare car without an adult.
- If the person is unable to respond or is not fully alert, contact their emergency contact listed in Momence.

Here are a few things you can do to help someone who is having a seizure that appears as blank staring, loss of awareness, and/or involuntary blinking, chewing, or other facial movements.

- Stay calm and speak reassuringly.
- Guide them away from dangers.
- Block access to hazards, but don't restrain the person.
- If they are agitated, stay a distance away, but close enough to protect them until full awareness has returned.

Consider a seizure an emergency and call 911 if any of the following occurs:

- The seizure lasts longer than five minutes without signs of slowing down or if a person has trouble breathing afterwards, appears to be in pain or recovery is unusual in some way.
- The person has another seizure soon after the first one.
- The person cannot be awakened after the seizure activity has stopped.
- The person became injured during the seizure.
- The person becomes aggressive.
- The seizure occurs in water.
- The person has a health condition like diabetes or heart disease or is pregnant.

Strokes
A stroke occurs when there's bleeding into the brain or when normal blood flow to the brain is blocked. Within minutes of being deprived of essential nutrients, brain cells start dying — a process that may continue over the next several hours.

Seek immediate medical assistance. A stroke is a true emergency. The sooner treatment is given, the more likely it is that damage can be minimized. Every moment counts.

In the event of a possible stroke, use FAST to help remember warning signs.

- **F**ace. Does the face droop on one side trying to smile?
- **A**rms. Is one arm lower when trying to raise both arms?
- **S**peech. Can a simple sentence be repeated? Is speech slurred or strange?
- **T**ime. During a stroke every minute counts. If you observe any of these signs, call 911 immediately.

Other signs and symptoms of a stroke include:

- Weakness or numbness on one side of the body including either leg.
- Dimness, blurring or loss of vision, particularly in one eye.
- Severe headache — a bolt out of the blue — with no apparent cause.
- Unexplained dizziness, unsteadiness or a sudden fall, especially if accompanied by any of the other signs or symptoms.

Diabetes
Diabetes is a medical condition in which there is little or no insulin production in the pancreas. The result is an inability to process carbohydrates, fats and proteins correctly.

Most patients with diabetes manage their condition well with diet and/or self-administered insulin. Sometimes sugar levels may drop and the patient needs urgent first aid. This condition is called hypoglycemia.

Symptoms and signs – Not all may be present

- extreme tiredness and loss of concentration
- severe thirst
- abdominal pain nausea or vomiting
- dizziness and loss of coordination
- erratic or argumentative behavior
- rapid loss of consciousness if not treated promptly
- persistent headache
- pale or sweaty skin
- can seem drunk

How you can help:
If the person is unconscious, support the person on their side and call 911. In this situation, DO NOT give the person anything to eat or drink.

If the person is still fully conscious and able to swallow, offer glucose tablets or something sweet to drink – an improvement usually occurs within minutes. Give frequent reassurance during recovery because the person may be confused until fully recovered. Glucose tablets are located in the middle drawer of the gray cabinet behind the red desk in the lobby.

Obtain medical advice: If the person has improved with the intake of carbohydrate, medical advice is still necessary because a further deterioration may occur at any time. The person should see a doctor.

DO NOT try to give the person a dose of insulin because this can be dangerous unless a medical assessment has been carried out and the person's blood sugar level tested.

If the person does not improve after swallowing the sweet food or drink, or if further deterioration occurs and swallowing becomes difficult, call 911 for an ambulance.

SHAWL-ANDERSON DANCE CENTER

SAMPLE Accident / Injury Report Form

1. ADMINISTER CARE TO INJURED PERSON
2. Call 9-1-1 if a major emergency & contact parent or emergency contact for major injury
3. NOTIFY A DIRECTOR
   Bianca Jill (circle one)
   in-person text/phone email (circle one)
4. Complete this form in full

Name of Injured Person: _____

Address: _____

Telephone: _____ E-Mail: _____

☐ Student ☐ Faculty/Staff ☐ Other: (specify) _____

Date of This Report: _____ Date of Accident: _____

Time of Accident: _____ Place of Accident: _____

NATURE OF INJURY

☐ Abrasion ☐ Cut ☐ Dislocation ☐ Bite/Sting ☐ Fracture ☐ Burn
☐ Sprain ☐ Concussion ☐ Other (specify) _____

DESCRIPTION OF ACCIDENT

Part(s) of Body Injured _____
How did the accident happen? What was the person doing? Where was the person? List any specifically unsafe acts taken and/or conditions. Additional space is available on the back. Be as thorough as possible.

IMMEDIATE ACTION TAKEN

First Aid Treatment Provided?: ☐ YES ☐ NO If yes, who provided? _____

Provider's Phone #: _____Email: _____

Describe First Aid/CPR Provided: _____

_____

Injured sent to hospital? ☐ YES ☐ NO Transported to health care facility for further treatment? ☐ YES ☐ NO

☐ Ambulance ☐ Injured's Vehicle ☐ Other (Owner & Driver's name(s)_____

Did Someone call/speak with a Parent or Emergency Contact? ☐ YES ☐ NO

If yes, who did you speak with? _____ By Phone -or- In-Person (circle one)

Caller's Name:_____ Time & Date of call: _____

1. Witness: _____ 2. Witness: _____

Address: _____ Address: _____

Phone #: _____ Phone #: _____

E-Mail: _____ E-Mail: _____

Form Submitted by (PRINT): _____

Signature: _____ Date: _____

revised Oct 23, 2025

ACTIVE SHOOTER

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN THE VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that visitors are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Evacuate regardless of whether others agree to follow
- Each studio has an exit to the outside of the building:

    Studio 1: Back door to the staircase
    Studio 2: Window with use of the emergency exit ladder. The ladder is located under the table in the alcove by the speakers.
    Studio 3: Back door to the alley
    Studio 4: Front door to the porch

- Leave belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

The hiding place should:

- Be out of the active shooter's view. Studios 2 and 3 have curtains that cover the glass doors.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door, behind pianos)
- Do NOT trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door. The doors to studios 1, 2, and 3 (front and back) have locks on the handles.
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence cell phones and/or pagers
- Turn off any source of noise (i.e.,speakers)
- Hide behind large items (i.e., cabinets, desks, pianos)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

• Location of the active shooter
• Number of shooters, if more than one
• Physical description of shooter/s
• Number and type of weapons held by the shooter/s
• Number of potential victims at the location

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

I.C.E. AT THE WORKPLACE

For Public Areas

- Anyone – including ICE agents – can enter public areas of businesses without permission.
- Public areas include a dining area in a restaurant; parking lot; lobby or waiting area.
- Being in a public area does NOT give ICE the authority to stop, question, or arrest just anyone.
- No one can enter a private area of a business without permission or a judicial warrant. To show that some areas are private, mark them with a “Private” sign, keep the doors closed or locked, and have a policy that visitors and the public cannot enter those areas without permission.
- If safe to do so, close all studio curtains so that agents cannot see inside the studios.

For Private Areas

- Immigration agents can enter a private area ONLY IF they have a judicial warrant.
- A judicial warrant must be signed by a judge and say “U.S. District Court” or a State Court at the top.
- Without a judicial warrant, ICE agents need YOUR permission to enter private areas of your business.
- If ICE agents try to enter a private area, you should say: “This is a private area. You cannot enter without a judicial warrant signed by a judge. Do you have a judicial warrant?”
- If ICE agents tell you that they have a judicial warrant, ask for a copy and read it.
- Sometimes, ICE agents try to use an administrative warrant to enter. But an administrative warrant does NOT allow agents to enter private areas without your permission. Administrative warrants are not from a court. They say “Department of Homeland Security” and are on Forms I-200 or I-205.
- If safe to do so, close all studio curtains so that agents cannot see inside the studios.

During the Raid

- Stay calm! Ask employees and students to stay calm, too. Do not run to the exits. This will make things worse because ICE agents can say that people who are running are likely violating immigration laws.
- When ICE shows you an administrative warrant with an employee's name on it:
  o You do NOT have to say if that employee is working on that day or not.
  o You do NOT have to take the ICE agents to the employee named on the warrant (even if they are at work at the time).
- Do NOT help ICE agents sort people by their immigration status or country they are from.
- Watch the agents and see if they are complying with what's written in the warrant.
- If you or an employee is willing, you should video or record what the ICE agents do at your workplace. You may be able to prove the agents violated your rights or employees and students' rights.

If ICE Agents Try to Stop, Question, Detain, or Arrest a Worker

- ICE agents may try to stop, question, or arrest a worker without the proper authority.
- The best way for workers to protect their rights is to stay silent and ask for an attorney.
- Workers do not have to hand over any IDs or papers to ICE. All workers have this right.
- Any information that workers give to ICE can be used against them later.

Immediately After the Raid

- Write or record these things after ICE leaves:

  o How many ICE agents were present (inside and outside)?
  o How were the agents dressed? How were they armed?
  o Did the agents make employees or students believe you could not move or leave?
  o Did the agents mistreat anyone? If yes, how?

- If ICE arrests any employees or students, ask the ICE agents where they are being taken. This information will help the worker's family and lawyer find the person.