



SUNDAY EMERGENCY QUICK REFERENCE CARD

MEDICAL

- If the situation clearly warrants a call to 911, call 911 immediately (our address is 90 Griffee Rd, Weaverville, NC 28787)
- Use radio channel 8 and communicate you have a medical emergency
- Provide location, whether it is an adult or child, and description of situation
- A Medical Team member and EMT will come take over the situation

FIRE

- Pull the nearest fire alarm
- Follow the Brookstone fire evacuation plan
- Use radio channel 8 and communicate you have a fire emergency and where it is
- Be prepared to report the status of evacuation on radio channel 8

SUSPICIOUS PERSON

- Use radio channel 8 and communicate you have a suspicious person
- Provide location of person, description of person, and suspicious behavior
- Keep an eye on the person until a Security Team member and police officer arrive (do not confront the person)

MISSING CHILD

- Contact a Security Team Leader and follow Brookstone missing child procedures
- Use radio channel 8 and communicate you have a missing child
- Provide Security a description of child, and any other important information
- Keep the parent with you until a police officer arrives to talk to them
- A Security Team Leader will oversee the search outside of the environment

ACTIVE SHOOTER

- Use radio channel 8 and communicate you have an active shooter situation and where it is
- Lock down the building
- Follow security plan for this situation
- Stay on channel 8 for further instructions