

## PERSONAL EVACUATION/SHELTER-IN-PLACE PLANNING TEMPLATE

Supervisors should work with staff to evaluate routine work areas to determine those spaces that may be used for shelter, or spaces to avoid during an active threat situation. The below Personal Planning Template is one means for individuals to plan their response to an Active Threat.



My nearest exit and stairs are located:  
\_\_\_\_\_

I can safely evacuate to:  
 My department's primary emergency assembly area:  
 \_\_\_\_\_  
 A secondary emergency assembly area:  
 \_\_\_\_\_  
 Another nearby building:  
 \_\_\_\_\_

I have 413-545-3111 programmed in my phone under "UMPD"

I will alert others as I leave.

To call the University Police from cell phones: 911 (calls Amherst Police Dispatcher), tell the dispatcher the emergency and they will connect to UMPD.

413-545-3111 reaches the UMass Police Dispatchers directly

*During an active threat, each individual will evaluate the situation and information to determine how to best respond (RUN, HIDE, FIGHT) how to quickly exit and where to go when evacuated.*

*Visitors and/or students may not know specific department protocols, take the initiative to take people with you as you evacuate*



Rooms in my immediate area that can be locked are: \_\_\_\_\_

I can use the following to block the door or tie it shut:  
\_\_\_\_\_

I can hide in the following locations in my immediate area: \_\_\_\_\_



I have prepared myself mentally, to FIGHT the attacker if confronted, and I will think of this:  
\_\_\_\_\_

Common items I can use to FIGHT: \_\_\_\_\_  
\_\_\_\_\_

I will fight to SURVIVE!

Visit [www.ready.gov](http://www.ready.gov) for further details and information on Personal Preparedness