



## **Emergency Response Plan** **Assistance League® of Omaha**

### **Office**

**8502 West Center Road  
Omaha, NE 68124  
(402) 342-4288**

### **Thrift Shop**

**8502 West Center Road  
Omaha, NE 68124  
(402) 342-3113**

**Emergency for Fire, Police, Ambulance: 911**  
**OPPD 1-800-554-6773 (interruption of service)**  
**MUD: 402-554-7777 (gas leaks, water line breaks)**

**Report all emergency situations to the Chapter President immediately.  
Also notify VP Support Services who shall notify the Insurance Chairman.  
All media inquiries should be directed to the Chapter President.**

#### **FIRE**

- Evacuate the building immediately and **call 911** from **outside** of the building.
- Close the doors behind you when exiting the building to impede the spread of the fire.
- Remain outside until a competent authority says it is safe to enter the building.
- If you are comfortable and confident with the use of a fire extinguisher, and the fire is VERY SMALL, evacuate the building, then attempt to extinguish the fire with the extinguisher by following the directions on the canister.

USE CAUTION. Fire extinguishers are located:

- On the lower level on the elevator wall in the kitchen and in the main hallway.
- On the first level in the houseware kitchenette and on the wall in the men's clothing area.

#### **TORNADO**

- When a tornado warning is issued by sirens and/or weather alert radios, alert everyone in the building to take shelter. Direct individuals outside to seek safety inside the building.
- Turn off the electric "Open" signs for the Thrift Shop and lock the door if it is safe to step outside.
- Seek shelter in a small interior room in the lower level.
- Remain sheltered until the tornado threat is over.

#### **BLIZZARD OR UNSAFE WEATHER CONDITIONS**

- The Thrift Shop will be closed if unsafe weather conditions exist.
- On Monday – Friday, all activities at the Chapter Office are canceled if the Omaha Public Schools buildings are closed for in-person learning. Refer to local news for school closings.
- On Saturday, the Thrift Chairman will determine if conditions warrant closing. Call the Chairman for the decision.

### **ROBBERY** (Threat from a Person)

- Stay calm and do exactly as you are told. DO NOT move suddenly, stare at the person, or hide your hands (keep them where they can be seen at all times.)
- Presume the robber has a weapon.
- Press the panic button while the robber is in the building only if it is safe to do so. One panic button is located under the checkout counter in the Thrift Shop. An additional panic button is located on the lower level, in the main office, behind the copier. SEI will immediately notify the police and call ½ hour later to follow up. If it is not safe to push the panic button, wait until the robber has left the store and then lock the door and push the button or call 911.
- Ask witnesses to remain until police arrive.
- When reporting to the police, provide as much information as possible: description,

### **BURGLARY** (Threat from Property)

- Do not enter the building if suspicious circumstances indicate a burglary (broken window, pried door, etc.)
- Go to a safe location and **call 911**.

### **TERROR THREAT**

- If a threat is received over the phone, attempt to keep the caller on the line.
- Have someone else **call 911** using another phone. Notify the operator that the caller is on the line.
- Evacuate the building and wait for the police from a safe distance.

### **CHEMICAL SPILL**

- Immediately **call 911**.
- Secure the area and clear individuals from the potential danger.
- Do not attempt to clean the spill.

### **BODY FLUIDS**

**All body fluids can potentially carry infectious agents and cause serious infections.**

- Secure the area.
- Wear disposable gloves when cleaning up a spill. Gloves may be found by the First Aid kit located on the shelf behind the desk in the main office, under the checkout counter in the Thrift Shop, and in the Thrift Shop kitchen.
- Carefully dispose of any broken glass or sharp objects.
- Clean the spill area with paper towels to remove most of the spill. Cloth towels may be used but then must be discarded.
- Discard contaminated paper and/or cloth towels, gloves and other disposable equipment in a plastic lined garbage bin. Immediately tie and place in trash container outside. Take care not to contaminate other surfaces during this process.
- Wash hands with soap and water for 30 seconds after gloves are removed.
- If an injury occurs during the cleaning process, seek medical attention immediately.

### **EARTHQUAKE**

- Drop down onto your hands and knees and cover your head and neck with your arms.
- If possible, seek cover under a sturdy desk or table or move to an interior wall.
- If no sturdy shelter is nearby, crawl away from windows, next to an interior wall and stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- Do not get in a doorway as this does not provide protection from falling or flying objects.