



VILLAGE OF RUIDOSO
OFFICE OF EMERGENCY MANAGEMENT
EMERGENCY FAST GUIDE



**EVACUATION
INFORMATION**

- Evacuate the building using the nearest EXIT (or alternate if nearest exit is blocked).
- Use stair wells to exist two/three story buildings.
- Take personal belongings (keys, shoes, wallet, purse, your emergency 72- hour go-kit).
- Follow directions given by building supervisors, coordinators, or emergency response officials.
- Go to designated evacuation point.
- Assist persons with disabilities or special needs.

SHELTER IN PLACE

- Stay in the building. Close windows and doors.
- Move to an interior room or building away from as many windows as possible.
- It may be necessary to move to a higher or lower floor and into a hallway.
- Follow instructions of building supervisors /emergency personnel.
- Remain in shelter until emergency personnel notify you that it's safe to leave.

**Workplace Violence
/Active Shooter**

- If possible, exit the building immediately and call 911
- If you cannot EXIT, clear the hallways and remain behind closed locked or barricade doors if possible.
- Remain calm and call 911. Do not assume someone else has called the police.
- Do not attempt to confront or apprehend the shooter, unless as a last resort.

FIRE

- Activate the nearest fire alarm and call phone #911 from any building phone.
- Evacuate the building, to the nearest exit and follow the designated staging area.
- Maintain a roster of known staff, employees in the office, room or building.
- Do not re-enter the building until authorized by emergency personnel.

**HAZARDOUS
MATERIALS RELEASE**

- If an emergency occurs or if anyone is in danger, call 911 from any-building or office phone.
- Move away from the hazard site to safe.
- Follow the instructions of supervisors/emergency personnel. Alert others to stay clear.
- Notify emergency personnel if you've been exposed or have information on hazardous release.

POWER OUTAGE

- Remain calm. Provide assistance to others if necessary.
- Move cautiously and retrieve a flashlight or use your cell phone.
- Proceed to any emergency lighted area.
- Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off or unplug computers and other voltage-sensitive equipment.
- For information about a prolonged outage, stay tune to the local radio stations.

SUSPICIOUS PERSON

- Do not physically confront the suspicious person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 911 from any phone. Provide as much detail information as possible about the suspicious person.

SUSPICIOUS OBJECT

- Do not touch or disturb the suspicious object.
- Call the RPD (Police) phone # 911.
- Notify your immediate supervisor or building coordinator.
- Be prepared to evacuate.