

<p style="text-align: center;"><b>Annex A</b> <b>Reporting Emergencies</b></p>
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**PROCEDURE FOR REPORTING EMERGENCIES**

The nature and degree of the emergency will determine whom to call. When it is necessary to contact emergency services, do so by either using the Rave Panic Button smart phone app or dialing 9-1-1 directly from any wireless or landline telephone. Give the following information clearly and distinctly on each emergency call to appropriate agencies:

- 9-1-1 call takers operate according to protocols and scripts so that they obtain all of the necessary information from callers. Because of this, it is critical to answer the call taker's questions as they are asked, rather than providing all of the information unprompted. Doing so will reduce the time it takes to get emergency personnel en route.
- In general, the 9-1-1 call taker will need to know the following pieces of information:
  - The address of the emergency / name of the school
  - The exact location of where emergency assistance is needed. Be specific about where and to whom officers and emergency personnel are to report at the site.
  - The phone number you are calling from
  - As much detail about what is happening or has happened / the purpose for the call. Again, the 9-1-1 call taker will be asking sequential questions according to a script, so it is always better to provide the information as it is requested.
  - Your name and position
- A brief report is to be filed with the appropriate executive director.