



A note from...

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My heart is so heavy from the incidents this morning... From the loss, from the grief, from the inexplicable tragedy our brethren and communities are enduring. I'm just sick. From this horrific incident, I feel motivated to implore, that if you're responsible for a business, a school, a place of worship, please prepare a few emergency packets to provide to First Responders in the event there's an emergency. If you're not involved in a business, school or place of worship, please feel free to share this suggestion with those you know who are.

Please have several packets placed in various locations or assigned to different people. The packets should be provided and placed in locations where they are readily visible and accessible. A manila envelope with bold letters **EMERGENCY** or **FOR FIRST RESPONDERS** written across the envelope is ideal. Give them to trusted employees that are regularly there and able to function during a time of stress.

Some suggestions for the envelope are:

- 1) **A map** of your facility clearly depicting the layout of your facility: rooms, ingress/egress locations, any special considerations (like doors that you can exit but stay locked behind you), stairs, elevators, roof considerations. Basically, anything that you think will help First Responders or the officers at the Command Post when they are conducting a search for a suspect and victims.
- 2) **Keys** to offices and rooms (or key cards if that's the case). Perhaps the master keys can be provided. Officers will need access to every room to be able to conduct a thorough search.
- 3) **Important phone numbers...** If your employees are responsible for your property in your absence, then provide the phone numbers of the owner and/or managers and all people that have a roll in your property.
- 4) **Any other special considerations** you want officers and First Responders to know. Are there persons within the property that have a disability? Where is the gas shut off valve? Are there any weapons inside the property? Any issues you think that may be of importance to First Responders.

Please don't over think this. It shouldn't take that long to put together a map and some key considerations about your property to provide first responders. What's important is that it gets done. A little prep may be the difference between life and death in a critical situation.

All the best,

Maria