***NOTICE****: The following has been provided by WBA committee and section volunteers for use by member banks.
It should be reviewed and revised as appropriate to the user-bank’s own policies, procedures, and practices.*

**Fire, Really, Fire!**

We read often in the news about bomb threats where there was no bomb. But sometimes there really is a bomb, and you have to treat every threat as real until you know it's not.

This brings up the question: what will you do when you really have to evacuate the office due to a fire or bomb threat? While the safety of our members and our employees is a priority, during the confusion the security of cash drawers, vault doors, and access to the bank, in general, is paramount also. If it is safe to do so, we need to lock the cash drawers, lock the safe and vault doors, and lock the front doors. Be sure to alert all areas of the building in case someone is in the basement or on the second floor if applicable. If we share the building with another business, be sure to alert the business of the situation. Call the 911 center.

Employees and members then need to evacuate through the nearest doors to the outside. Employees must then meet at the primary common meeting site. At the meeting site, everyone will be accounted for. In the event that someone is missing, emergency authorities will be notified so that a search of the building can take place if it is safe to do so. Once everyone is accounted for, the employees will be directed where to go or receive instructions of what to do next.

While these instructions may seem simple, in the confusion and stress that will occur, you may find that you will have to remind a co-worker of what to do.