

EMERGENCY RESPONSE GUIDE

WHEN TO GO



EVACUATE

- Leave using the nearest exit or an alternate exit if nearest exit is blocked.
- Take personal belongings, but do not delay your exit to retrieve items.
- Do not reenter until instructed by emergency personnel.
- Stay clear of affected area.

FIRE

- Activate nearest fire alarm.
- Evacuate. Stay clear of affected area.
- Call 911

EXPLOSION

- Evacuate. Stay clear of affected area.
- Watch out for falling debris.
- If you become trapped, tap on a wall or pipe to alert rescuers.
- Call 911

SUSPICIOUS PERSONS OR OBJECT

- Do not confront, stop, or apprehend suspicious persons.
- Do not touch or disturb suspicious objects.
- Note the description and suspicious nature of the persons or objects.
- Call 911
- Prepare to evacuate if instructed by emergency personnel.

VIOLENT INCIDENT / ACTIVE SHOOTER

- Run: If safe to do so, get away from the threat. Move quickly and get as far away as you can.
- Hide: If you cannot run from the threat, hide, preferably in a locked or barricaded space. Silence phones and turn off lights. Prepare to fight.
- Fight: If you are being attacked, or are about to be attacked, fight back with all of your energy. Attack with improvised weapons or throw objects. Keep moving.
- Call 911 if safe to do so.

WHEN TO STAY



SHELTER IN PLACE

- Seek immediate refuge and remain there during an emergency.
- Remain sheltered until you are advised it is safe to leave by emergency personnel.

TORNADO

- Seek shelter immediately; go to lowest indoor space away from windows and glass.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If outside, move inside a sturdy structure or lie down in a low area such as a ditch and cover your head.
- Call 911 to report injuries, fire, gas leaks, debris, etc.

MEDICAL EMERGENCY

- If illness or injury is serious, do not move the person.
- Call 911
- Send someone to meet emergency personnel outside and direct them to the person's location.

HAZARDOUS MATERIAL

- If danger is outdoors, go inside and shelter in place. If danger is indoors, evacuate the building.
- Alert others to stay clear of the area.
- Call 911
- Notify emergency personnel if you have been exposed or have information about the release.

UTILITY FAILURES

- If there is a potential danger to occupants, immediately call 911.
- During business hours notify the Physical Plant at: _____

