

# EMERGENCY PROCEDURES



## FIRE

- ▶ PULL NEAREST FIRE ALARM
- ▶ Alert other people as you evacuate.
- ▶ Call Fire Department when safe.
- ▶ Do not re-enter building until directed by emergency personnel.



## MEDICAL EMERGENCY

- ▶ CALL 911
- ▶ Avoid leaving injured person except to summon help.
- ▶ Do not move the injured person
- ▶ Render first aid or CPR if you are trained and feel comfortable doing so.



## POWER OUTAGE

- ▶ Remain calm and offer assistance to others.
- ▶ If safe to do so, turn off electrical devices.
- ▶ Wait for evacuation orders if necessary.



## CHEMICAL SPILL

- ▶ Evacuate contaminated area.
- ▶ Notify Administration staff.
- ▶ Advise others to stay clear of contaminated area.
- ▶ If needed, call Fire Department or Spill Cleanup Company.
- ▶ Let only trained personnel wearing appropriate protective equipment clean spill.



## EVACUATION

- ▶ Evacuate building using nearest exit in a safe, orderly fashion.
- ▶ Assist persons with disabilities and/or special needs.
- ▶ Go directly to Assembly Point and wait there.
- ▶ Get head count to account for staff and visitors in your section.
- ▶ Report head count to official in charge.

## SEVERE WEATHER

- ▶ Take shelter.
- ▶ Move away from windows.
- ▶ Wait for evacuation orders.



## SUSPICIOUS OBJECT

- ▶ Do not touch or disturb object.
- ▶ Move at least 100 yards from object.
- ▶ Call 911.



## ACTIVE SHOOTER

- ▶ Leave the area or building quickly and quietly, if safe to do so.
- ▶ If you can't leave, go to an area that can be locked or secured.
- ▶ Stay low, hidden and quiet.
- ▶ WHEN SAFE TO DO SO, CALL 911.
- ▶ If you encounter police, show your hands, follow commands and don't make sudden movements.

## IMPORTANT PHONE NUMBERS

Police and Fire ... 911

Facilities Management ...



## AED LOCATION (Automatic Defibrillator)

