



## EVACUATION PROCEDURES

- Leave using the nearest exit and close the door.
- Do not use elevators.
- Take personal belongings (keys, purse, wallet, etc.).
- Follow directions given by emergency personnel.
- Assist people with disabilities.
- Go to your building's predetermined meeting location, and stay there until given further instructions.



## VIOLENT INTRUDER

- **Run:** If you can, escape to a safe location.
- **Hide/barricade:** If you can't run, find a place to hide and/or barricade. Silence cell phones, lock and block doors, turn off lights.
- **Fight:** As a last resort, if your life is in danger, use any available objects as weapons to distract, disarm, disable and overcome the intruder.
- **Assess:** Look for ways to improve your situation. For example, if you are hiding and it is now safe to run, do so.
- **Call 911:** If it's safe to do so, call police and give them as much information as possible.



## SUSPICIOUS PERSON

- It's OK to inquire if you can provide assistance, but do not physically confront the person.
- Do not let anyone into a locked building or office.
- Do not block the person's access to an exit or attempt to restrain him or her.
- Call 911. Provide as much information as possible about the person and direction of travel. If you see a vehicle, license plate numbers are extremely helpful.



## MEDICAL EMERGENCIES

- **Keep the person as comfortable as possible.**

### Burns

- Remove the source of the burn unless the source is electrical.
- If safe to do so, flush the area with cold water.
- Do not apply dressings, creams or lotions.



## EARTHQUAKE

- Move away from glass windows and doors.
- **Duck** under a table or desk or get along an inside wall — not in a doorway.
- Stay under **cover** and **hold** on until the shaking stops.
- After the shaking stops, check yourself and others for