

EMERGENCY PROCEDURES

DIAL 911 | STAY CALM | GIVE PRECISE INFORMATION

Your Location: _____

FIRE



- Pull nearest fire alarm.
- Use stairwells to leave the building.
- Do not re-enter building(s) until directed by emergency personnel.
- Alert other people as you evacuate and provide assistance to others if necessary.

HAZARDOUS MATERIALS



- Notify affected personnel immediately and evacuate the contaminated area.
- Move to a safe distance of at least 100 yards.
- Advise others to stay clear of contaminated area.
- Wait for further instructions from emergency personnel.
- Call 911.

MEDICAL EMERGENCY



- Avoid leaving injured except to summon help.
- Do not move the injured person.
- Render first aid or CPR if you are trained and feel comfortable doing so.
- Protect yourself before and after rendering assistance.
- Call 911.

EARTHQUAKE



- STOP. Running is the most common cause of injury during an earthquake.
- DROP. Make sure your head is not the tallest thing in the room
- COVER. Get under a desk or table to protect yourself from falling objects.
- HOLD. Whatever you are under, hold on tightly until the shaking stops.
- After the shaking has stopped, evacuate to a safe location, away from buildings.
- Avoid using cell phone lines except for emergency calls. Use text message for other contacts.

SUSPICIOUS OBJECTS



- Do not disturb, touch, or use electrical devices near object.
- Move at least 100 yards from object.
- Call 911.

POWER OUTAGE



- Remain calm and offer assistance to others.
- Stay in place or exit slowly.
- Do not panic or push others while exiting.
- Call Facilities at: _____ to report power outages.

ACTIVE SHOOTER



- RUN. Leave the building as quickly and quietly, if safe to do so.
- HIDE. If you can't leave, go to an area that can be locked or secured. Stay low, hidden and spread out.
- Call 911.
- If you encounter police, show your hands, follow their commands and don't make sudden movements.

SUSPICIOUS PERSON



- Do not let stranger into locked or secured areas for any reason.
- Do not confront or attempt to stop any person from leaving the area.
- Move to a safe location and call 911.
- Make note of person's appearance.

SEVERE STORM/TORNADO WARNING



- Be alert.
- Take shelter.
- Stay away from windows and outside walls.
- Remain calm.
- Monitor Conditions.
- Only leave when all clear given.

First Aid Kit location: _____

AED location: _____

Emergency Checklist located: _____
