EMERGENCY GUIDELINES

EVACUATE

- Exit immediately.
- Do not use elevators. Use stairwells.
- Take keys, wallet, cell phone, medications and wear seasonal clothing, if safe to do so, but do not delay evacuation.
- · Help persons with disabilities.
- Shut down hazardous operations.
- · Close doors and windows.
- Go to Muster Point.
- Do not re-enter the building until directed by **Safety & Security Services**.

HAZARDOUS MATERIALS

- Call Safety & Security Services.
- Shut down operations and isolate the area if it is safe to do so.

Call 911 if:

- Risk of fire or explosion or an ambulance is required.
- Exceeds capacity, knowledge or training of personnel.
- Release is high in volume, volatility, toxicity.
- Immediate danger to health and safety of persons.

Alert people in immediate area.

Evacuate if safety is a concern.

FIRE

Remove yourself and others from area.

Activate the alarm. Call 911.

Confine the fire. Close doors and windows.

Evacuate: Use nearest safe exit. Go to **Muster Point**.

- Do not use the elevators.
- Do not re-enter the building until directed by Safety & Security Services.

BOMB THREAT

- Take it seriously.
- Remain calm, be courteous, listen carefully.
- Obtain as much information as possible.
- Complete the Bomb Threat Checklist.
- · Call Safety & Security Services.

SHELTER IN PLACE

- Stay inside. If outside, get inside.
- Go to an interior room away from windows and exterior doors.
- For hazardous material release, find an above ground room. Close vents, windows and doors.
- For severe weather, go to lowest level possible.
- Stay inside until you are advised it is safe to leave by **Safety & Security Services**.

MEDICAL EMERGENCY

- Check surrounding area for danger.
- Call 911.
- Then call Safety & Security Services on a separate phone, if possible.
- Do not move injured person unless there is imminent danger.
- Do not leave the person.
- If you are trained, administer First Aid if it is safe to do so and person consents.

FLOOD / WATER LEAK

- Call Safety & Security Services.
- Do not walk through flood water. It could be electrically charged or contaminated.
- Do not use elevators.
- Evacuate if any possibility of danger.
- If it is safe to do so:
- Shut off electrical devices.
- Move hazardous and vulnerable materials to elevated area.

SUSPICIOUS PERSON / OBJECT

SUSPICIOUS PERSON

- Do not confront anyone engaged in suspicious activity.
- Move to a safe location.
- Call Safety & Security Services.

LOCKDOWN

- Seek Shelter in the nearest room.
- Secure the Room: Lock/barricade doors.
- **Silence** cell phones, turn off lights, remain quiet.
- **Stay** where you are. Conceal yourself/take cover.

ACTIVE ASSAILANT

RUN: Evacuate if you think it is safe to do so. **HIDE:** If you cannot run, Lockdown.

- Seek Shelter in the nearest room.
- Secure the Room: Lock/barricade doors.
- **Silence** cell phones, turn off lights, and remain quiet.
- **Stay** where you are. Conceal yourself/take cover.

FIGHT: As a last resort, take action.

- Improvise weapons.
- Fight for your life.

POWER OUTAGE

- Call Safety & Security Services.
- Unplug computers and turn off equipment.
- Use flashlight. DO NOT use candles.
- Emergency lighting will operate for a minimum of 30 minutes.
- Evacuate if safety is a concern.

YOU ARE HERE:

Civic Address

Building Name

Floor Number

	SUSPICIOUS OBJECT	
	Do not touch object.	Floor Warden
	Evacuate the immediate area.	
	Call Safety & Security Services. Do not	Building Warden
	use a cell phone near the package.	



Phone 902-867-4444 (available 24/7)

Website



Muster Points

