

# 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 Emergency Assembly Point.
- Do not re-enter the building until directed by **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.**

## 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.

## 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.

## 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.

## 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.

## 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 **Emergency Assembly Point.**

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

## 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.

## 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.

## 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.**

## SUSPICIOUS PERSON / OBJECT

### SUSPICIOUS PERSON

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

### SUSPICIOUS OBJECT

- Do not touch object.
- Evacuate the immediate area.
- Call **Safety & Security Services.** Do not use a cell phone near the package.

## YOU ARE HERE:

Civic Address

Building Name

Floor Number

Floor Warden

Building Warden



**SAFETY &  
SECURITY  
SERVICES**

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

**Website**



**Emergency Assembly Points**

