# In Case of Emergency

**Call 911**

### What to Report

- **Building:**
- **Room:**
- **Street Address:**
- Number of people in the room
- Emergency type

### Emergency Procedures

#### Bomb Threat
- Assume threat is real
- Evacuate area

#### Explosion/Fire
- Activate fire alarm
- Evacuate area

#### Hazardous Materials
- Move to or remain in safe area
- Notify emergency personnel if you have been exposed or have pertinent info

#### Power Outage
- Secure or isolate any hazardous materials or operations
- Unplug electrical equipment
- Evacuate area

#### Suspicious Object
- Do not touch or disturb object
- Move away from object
- Evacuate area

#### Suspicious Person
- Do not confront the person
- If you are in a locked building or office, do not let the person in
- Do not block person’s access to an exit
- Move away from threat

#### Violent Behavior
- Barricade or lock doors and block windows
- Turn off lights
- Silence cell phones
- Remain quiet and out of sight

### In Case of Evacuation

- Use nearest available exit
- Walk – do not run
- Do not use elevators
- Gather outside at designated or safe location
- Do not return to building until authorized

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*To Remain Posted – Do Not Remove*