

EVACUATION INFORMATION

- Use the nearest exit. **Do not use elevator.**
- Move quickly, **remain calm.**
- **Take** personal items (keys, purse, wallet, coat, shoes)
- **Secure** any hazardous materials.
- **Close** door when you exit.
- Go to **evacuation assembly point** designated by evacuation plan.
- **Check in** with officials, **report** any injuries, casualties, and hazardous conditions.
- **Do not** leave campus until determined that roads and bridges are safe.
- **Do not** re-enter buildings until advised by safety personnel.
- **Check in** with officials **before leaving.**

BUILDING FIRE

- **Activate** the nearest fire alarm.
- **Evacuate** the building following evacuation plan.
- **Call 9-1-1**
- **If trapped** in building, stay near floor to avoid toxic fumes, try to signal emergency personnel.

WILDFIRE

- **Activate** the nearest fire alarm, call 9-1-1.
- **Close** windows, **do not** evacuate building unless safe to do so.
- If building is on fire, follow evacuation procedures.

EARTHQUAKE

- **If indoors**, stay calm, don't rush for the door.
- **Drop, Cover, Hold** under a table or desk - not in a doorway - turn away from windows.
- **Protect** your head and neck with your arms, close your eyes.
- **Keep away** from objects that might fall.
- **After the shaking stops**, check yourself and others for injuries and move toward the nearest exit. Remember that aftershock can occur at anytime.
- **If outdoors**, move to clear area away from trees, poles, buildings, wires.

POWER OUTAGE

- **Turn off and unplug** computers and other voltage sensitive equipment.
- For information about a prolonged outage, check with authorities, listen to radio KGY 1240 AM/96.9 FM.

SUSPICIOUS PERSON

- **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.
- **Call 9-1-1.** Provide as much information as possible about the person, direction of travel, etc.

SUSPICIOUS OBJECT

- **Do not** touch or disturb object.
- **Call 9-1-1.**
- **Notify** your supervisor and/or the building coordinator.
- Be prepared to evacuate.
- Follow evacuation procedures.

SHOOTING INCIDENT

If shooter is outside building:

- **Turn off lights**, lock windows and doors, close curtains.
- **Get on floor** out of line of fire.
- Move to a central area **if safe.**
- **Follow** directions of uniformed police.

If shooter is inside the building:

- **If safe** to exit, flee.
- **Call 9-1-1** to give location.
- **Do not** pull fire alarm.
- If flight not possible, lock doors, get on floor, remain silent.
- **Barricade** door with something heavy.
- **Hide** behind something that stops bullets.

If shooter comes into class/office:

- **Call 9-1-1** if it is safe to do so.
- **Hide** behind something that stops bullets.
- **Fight** the shooter, rush with lots of people, throw things, use improvised weapons to take the shooter to the ground.

If caught outside in the open:

- **Hide** behind something that stops bullets. Wait for emergency personnel.
- **Run** if safe, make a run for it, do not run in straight line.
- **Fight** the shooter.

General:

- When police arrive, put your hands up to show that you are not a threat to them.