

# Emergency Procedures



## Fire

- Activate nearest fire alarm
- Call 911 or Public Safety 282-2515 or 282-2911
- Evacuate building - do not return until instructed to do so by emergency personnel

### Fire Extinguisher Instructions

- P** - pull safety pin from handle
- A** - aim nozzle at base of fire
- S** - squeeze the trigger handle
- S** - sweep from side to side

## Active Shooter



- Be prepared to run (avoid the situation), hide (deny access), or fight (defend)
- If possible, escape through window or door
- Play dead if needed

## Earthquake

- Drop, Cover, Hold... under a table or desk or against an interior wall until shaking stops. (DO NOT STAND IN DOORWAY)
- After shaking stops, check yourself and others for injuries
- Evacuate only if the fire alarm is sounding or if directed by emergency personnel

## Have an Emergency?

**Call Public Safety  
282-2515 or 282-2911  
or  
Local Law Enforcement  
911**

## Medical Emergency

- Call 911 or Public Safety 282-2515 or 282-2911
- Be ready to provide your location and describe the nature and severity of medical problem and provide gender and estimated age of victim
- Look for emergency medical ID on victim

## Bomb Threat



Report all threatening calls to 911 or Public Safety 282-2515 or 282-2911

### Be sure to ask caller:

- When is the bomb going to explode?
- Where is the bomb?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Listen carefully and remember the details to tell the police

## Shelter in Place

- Stay in building and close and lock windows and doors
- Move into an interior room away from windows
- Do not use elevators
- Make a list of who is there and call 911 or Public Safety 282-2515 or 282-2911
- Remain in shelter until emergency personnel announce "all clear!"



## Hazardous Spills

- If immediate hazard exists call 911 or Public Safety 282-2515 or 282-2911
- If contaminated, remove clothing and rinse with water for 15 minutes
- For small spills/those not involving immediate danger, confine spill and call Public Safety 282-2515 or 282-2911

## Evacuation Information

- Take personal belongings (keys, books, wallet, etc.)
- Do not use elevators, use nearest stairs
- Follow directions given by designated evacuator
- Assist persons with disabilities
- Every person MUST evacuate the building
- Go to designated evacuation point; do not return to building until instructed to do so by emergency personnel