**FIRE / EXPLOSION**

Call 9-1-1 or 6500 immediately

- Pull the nearest fire alarm
- Contact Public Safety (ext. 6500)
- Evacuate immediately to a safe area – stay low always
- Those requiring additional assistance, assemble at 2nd and 3rd floor elevator bay bridges or stairwells
- Alert others as you exit
- Be advised in extreme situations, Public Safety may advise you to ignore fire alarms

**IF TRAPPED:**

- Shout to alert emergency responders of your location
- Find a window and place an article of clothing outside as a marker
- If no window, stay near low to the floor where air is less toxic

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**MEDICAL**

Call 9-1-1 or 6500 immediately

- Contact Public Safety immediately at ext. 6500
- Keep injured person in place. DON’T MOVE the person unless surroundings can cause further harm
- Clear area around injured person

**BOMB / SUSPICIOUS OBJECT**

Call 9-1-1 or 6500 immediately

- Don’t touch the object
- Don’t open drawer or cabinets
- Don’t turn off electrical devices or switches
- Be aware that there may be additional devices

Bomb Threat:

- Contact Public Safety at ext. 6500
- Stay on line as long as possible to gather information

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**ACTIVE SHOOTER:**

**IN THE VICINITY**

Determine the Best Way to Protect Your Life

**Evacuate**

- Have an escape route and plan in mind
- Leave your belongings
- Keep hands visible

**Hide Out**

- Hide out of the active shooter's view
- Block entry to your hiding place and lock the doors

**Take Action - Only if your life is in danger**

- **As a last resort,** attempt to incapacitate the active shooter
- Act with physical aggression – throw items at the shooter

Call 9-1-1 When Safe To Do So

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**ACTIVE SHOOTER:**

**When Law Enforcement Arrives**

**How To React**

- Remain calm and follow instructions
- Raise hands, spread fingers, keep hands visible
- Don’t make quick movements
- Avoid pointing, screaming and/or yelling

**Information to Provide**

- Location of shooter(s)
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by the shooter/s
- Number of potential victims