

## Fire

### CALL 911. PULL THE FIRE ALARM

Evacuate building, closing doors and windows on your way, if safe to do so.

If you cannot evacuate, use stairwells as refuge areas.

Go to the designated safe meeting place.

**DO NOT re-enter the building unless told it is safe to do so.**

## Gas/Hazardous Materials Leaks and Spills

### CALL 911. DO NOT PULL THE FIRE ALARM

Evacuate the building.

Assist with building evacuation, communicating by word-of-mouth.

Go to the designated safe meeting place.

**DO NOT re-enter the building unless authorities announce it is safe to do so.**

## Power Outage

Turn off computers and other voltage-sensitive equipment.

Stay tuned to local media.

Stay where you are unless it is unsafe to do so.

If you evacuate, move cautiously.

**DO NOT use elevators.**

## Threat of Violence

Quickly determine the best way to protect yourself.

Call 911 when it is safe to do so.

**DO NOT confront a violent or threatening person.**

## Earthquake

### DROP, COVER AND HOLD ON

under a sturdy table or desk or against an inside wall until the shaking stops.

Anticipate aftershocks.

**Stay where you are, unless it is unsafe to do so.**

## Medical Emergency

### CALL 911

Provide your name and the incident location, including room or apartment number.

If you are trained, administer first aid or CPR.

**If you are not trained, direct first responders to the incident location.**

## Tsunami Warning

If you are in an inundation zone, move to higher ground immediately.

**DO NOT go near the water.**

## In Any Emergency

Stay calm.

Activate your emergency plan.

Follow the instructions of authorities.

Stay tuned to local media.

**Call 911 ONLY if it is a life safety situation.**

## In Case of Evacuation

Leave the building using nearest exit.

Do not use elevators.

Assist persons having trouble leaving the building.

Go to the designated safe meeting place.

**Follow the instructions of authorities.**

ADDRESS

PHONE NUMBER

EMERGENCY ASSEMBLY POINT