

EMERGENCY RESPONSE GUIDE



FIRE

- Remain low in case of smoke
- Use fire extinguisher located behind front desk if possible
- Evacuate Building
- Call 911



URGENT SITUATION

- Call 911
- State clearly to the operator
 - Who
 - What
 - Where
 - Why
 - How
- If a medical situation, locate the basic first aid kit under the computer desk and provide care until help arrives.
- Locate AED above the fire extinguisher behind the front desk and use if needed.



SEVERE WEATHER

- Shut of lights and close doors
- Get away from doors and windows
- Get to severe weather shelter located in the bathrooms.
- Remain in shelter until it is safe



VIOLENT INCIDENT

- Call 911 when you are in a safe area.
- Pay attention to your surroundings.
- Keep distance between you and the threat.
- Create barriers if needed to slow down threat
- Have an exit plan
- If you have to defend yourself be aggressive and committed to your actions.