

# EMERGENCY

## FIRE

If you discover a fire:

- Evacuate the area.
- Activate the nearest fire alarm.
- Call 911 when it is safe to do so.

If you hear a fire alarm:

- Evacuate as soon as you hear the alarm.
- Use the stairs only. Do not use the elevators.
- Proceed to the designated meeting area.
- Do not re-enter the building until instructed to do so by emergency personnel.

## EVACUATION

- Stay calm. Do not panic.
- Be aware of anyone with mobility issues and assist if possible, or call 911.
- Proceed to nearest exit.
- Do not use elevators.
- Go to the designated meeting area.
- Wait for instructions from responders.

**BE ALERT TO DEVELOPING INCIDENTS, ASSESS YOUR SITUATION, AND ACT TO ENSURE YOUR OWN SAFETY**

## SHOOTING

### RUN, HIDE, FIGHT

#### RUN

- Quickly assess your situation.
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible for law enforcement.

#### HIDE

- If you cannot safely exit, immediately seek protection.
- Secure your area by locking or barricading the door.
- Minimize noise and light that will draw attention to your location.
- Remain in place until authorities advise.

#### FIGHT

- As a last resort, and only when your life is in danger, you may choose to fight.
- Act with physical aggression against the shooter. Commit to your actions!
- Call 911 when it is safe to do so.

**The evacuation location for this building is:**