

EMERGENCY GUIDELINES



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FIRE GUIDELINES	WEATHER WARNINGS	ACTIVE VIOLENCE	HAZARDOUS MATERIALS
1. Pull the alarm and Call 9-1-1	1. If a weather warning is issued or severe or threatening weather approaches move to a safe shelter area.	If the incident is occurring near you, SECURE-IN-PLACE in a safe space where you are.	1. Exit the building if advised by Emergency Personnel and seek a safe rally site upwind of the building.
Evacuate the building utilizing the nearest safe exit.	Notification is through: i. Outdoor Warning Sirens and/or HawkAlert messaging.	 If you can leave, EVACUATE immediately, Call 9-1-1 if you have information about the incident. 	OR SHELTER-IN- PLACE:
3. Meet at the building's designated rally sites: Center Courtyard North side sidewalk Cleary Walkway	ii.Local TV or Radio iii.Apps like FEMA, NOAA, etc	Otherwise RUN – Plan an escape route, leave belongings behind, when safe call 9-1-1.	CLOSE and seal all doors and windows
4. Follow the instructions of Emergency Action Team Coordinators, Police Fire/EMS personnel	WEATHER SHELTERS	HIDE – Locate an interior room – lock door, block with furniture, turn off lights, silence devices, avoid windows and doors.	2. SHUT OFF any room air sources (vents, air conditioners, etc.) and call Work Control Center 335-5071
Persons with Disabilities: ASSIST in relocating the person to the nearest safe fire rated stairwell and INFORM the nearest emergency responder of their location.	2. Seek an area away from windows, in hallways, or the basement of the building.	FIGHT – If in imminent danger – act aggressively, yell loudly, throw/use objects as weapons to incapacitate attacker.	3. REMAIN SHELTERED in place until advised by emergency personnel it is safe to exit and be prepared to move to a different safe area or evacuate if advised.