

Emergency Procedures

Evacuation

1. Evacuate the building using exit stairs.
2. Do not use the elevators.
3. Take important personal belongings.
4. Follow directions given by emergency personnel.
5. Assist persons with special needs.
6. Go to the evacuation assembly area and check in.
7. If necessary, emergency personnel may direct you from the evacuation assembly area to an evacuation camp at Championship Field.

Power Outage

1. Remain calm.
2. Provide assistance to others.
3. Turn off or unplug all electronics.
4. Move cautiously to a well-lit area.
5. Evacuate the building.

Earthquake

1. Drop, cover, and hold on. Use desks, tables or the inside wall for cover.
2. After the shaking stops, check for injuries.
3. Evacuate to the assembly area.
4. Report to emergency personnel at the evacuation site.



Violent Intruder

Run —

1. If safe, RUN.
2. Leave your belongings behind.
3. Do not run in a straight line.

Hide —

1. Turn off lights and lock the doors.
2. Remain silent.
3. Get on the

Suspicious Activity or Object

3. Do not block the person's access to an exit.
4. Call ext. 5911. Provide as much information as possible about the person and their location.

Suspicious Object

1. Do not touch or disturb object.
2. Call ext. 5911.
3. Notify your instructor or supervisor.
4. Be prepared to evacuate.
5. Check-in with your instructor or supervisor.

Hazardous Material

1. Call ext. 5911.
2. Leave the hazardous area.
3. Follow emergency personnel instructions.
4. Alert others to stay clear.
5. Notify

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Evacuation Assembly Areas