EMERGENCY RESPONSE CHECKLIST

TORNADO
- SEEK SHELTER.
- Go to lowest level of interior hallway.
- Take personal belongings, a radio and flashlight.
- Stay away from exterior windows and doors.
- If outdoors, shelter in a ditch.
- Help others and wait for the “all clear” signal.

FIRE
- EVACUATE IMMEDIATELY.
- Assist anyone in need.
- Do not use elevators.
- Pull fire alarm on your way out.
- Call 911.
- If trapped, keep door closed and seal base; open window to signal for help.

EARTHQUAKE
- SEEK COVER.
- Get under a desk or sit or kneel against an interior wall; cover yourself.
- Beware of broken glass and other debris.
- Call 911 to report injuries or building damage.
- Help others and evacuate when it is safe.
- Do not use elevators.
- Be aware of falling debris as you exit.

HAZARDOUS SPILLS/ CHEMICALS
- CALL 911.
- Provide type of chemical and possible exposures.
- Evacuate area.
- If chemical comes in contact: remove contaminated clothing; rinse eyes with water for at least 15 minutes; rinse exposed skin with water, then wash with soap and water.
- Do not attempt to clean the spill.

BOMB THREAT
- GET AS MUCH INFORMATION AS POSSIBLE.
- If threat is by phone, hold phone line open; do not hang up.
- Use another line to call 911 if possible.
- If threat is written or posted, call 911 immediately.
- Notify building safety person to evacuate building.

ACTIVE SHOOTER
- CALL 911.
- Try to safely escape area.
- If it is not safe, go to nearest room and lock or barricade doors.
- Cover windows, turn off lights, keep quiet, silence cellphones.
- Fight back as a last resort.
- Remain in place until authorities arrive.

SUSPICIOUS PACKAGE
- CALL 911.
- Do not handle the package.
- Leave room and close the door.
- Wash your hands if you have handled package.
- Identify and isolate who came in contact with package.