

EMERGENCY GUIDELINES

EVACUATE



- Exit immediately.
- Do **NOT** use elevators. Use stairwells.
- Take keys, wallet, cell phone, medications and wear seasonal clothing, but do not delay evacuation.
- Shut down hazardous operations.
- Close doors and windows.
- Help persons with disabilities.
- Go to Emergency Assembly Point.
- Do not re-enter the building until directed by **Safety & Security Services**.

SHELTER-IN-PLACE



- **Stay inside.** If outside get inside.
- Go to an interior room away from windows, exterior doors.
- For hazardous material release, find an above ground room. Close vents, windows and doors.
- For severe weather, go to lowest level possible.
- Stay inside until you are advised it is safe to leave by **Safety & Security Services**.

LOCKDOWN



- **Seek Shelter** in the nearest room.
- **Secure the Room:** Lock/barricade doors.
- **Silence** cell phones, turn off lights, remain quiet.
- **Stay** where you are. Conceal yourself/take cover.

FIRE



Remove yourself and others from area.
Activate the alarm. Call 911.

Confine the fire. Close doors and windows.

Evacuate: Use nearest safe exit.

Go to **Emergency Assembly Point**.

- Do **NOT** use the elevators.
- Do **NOT** reenter the building until directed by **Safety & Security Services**.

MEDICAL EMERGENCY



- Check surrounding area for danger.
- Call **911**
- Then call **Safety & Security Services** on a separate phone.
- Do not move injured person unless there is imminent danger.
- Do not leave the person.
- If you are trained, administer First Aid if it is safe to do so and person consents.

ACTIVE SHOOTER/ ARMED ATTACKER



RUN: Evacuate if you believe it is safe to do so.
HIDE: If you cannot run then lockdown.

- **Seek Shelter** in the nearest room.
- **Secure the Room:** Lock/barricade doors.
- **Silence** cell phones, turn off lights, and remain quiet.
- **Stay** where you are. Conceal yourself/take cover.

FIGHT: As a last resort- take action

- Improvise weapons.
- Fight for your life.

HAZARDOUS MATERIALS



- Call **Safety & Security Services**.
- Shut down operations and isolate the area if it is safe to do so.
- Call 911 if:
 - Risk of fire, explosion or ambulance is required.
 - Exceeds capacity, knowledge, or training of personnel.
 - Release is high in volume, volatility, toxicity.
 - Immediate danger to health and safety of persons.
- Alert people in immediate area.
- Evacuate if safety is a concern.

FLOOD / WATER LEAK



- Call **Safety & Security Services**.
- Do not walk through flood water. It could be electrically charged or contaminated.
- If it is safe to do so:
 - Shut off electrical devices.
 - Move hazardous and vulnerable materials to elevated area.
- Do not use elevators.
- Evacuate if any possibility of danger.

POWER OUTAGE



- Call **Safety & Security Services**.
- Unplug computers and turn off equipment.
- Use flashlight. DO not use candles.
- Emergency lighting will operate for a minimum of 30 minutes.
- Evacuate if safety is a concern.

BOMB THREAT



- Take it seriously.
- Remain calm, be courteous, listen carefully.
- Obtain as much information as possible.
- Complete the Bomb Threat Checklist.
- Call **Safety & Security Services**.

SUSPICIOUS PERSON/OBJECT

SUSPICIOUS PERSON

- Do not confront anyone engaged in suspicious activity.
- Move to a safe location.
- Call **Safety & Security Services**.

SUSPICIOUS OBJECT

- Do not touch object.
- Evacuate the immediate area.
- Call **Safety & Security Services**. Do not use a cell phone near the package.

YOU ARE HERE:

Civic address

Building name

Room/Office number

Emergency assembly point



SAFETY & SECURITY SERVICES 902-867-4444

For more information visit STFX.CA/SECURITY

