



Safety Procedures

In the event of a fire:

- If you are first to see the visible fire, alert all other individuals in the area by activating the nearest fire alarm.
- Stay calm and evacuate immediately when you hear the alarm.
- Use the nearest exit to evacuate the area.
 - When finding the nearest exit, close (but don't lock) all windows and doors you pass.
 - If you must exit through smoke, stay low to the ground.
- Once you are out of the building, stay away from the building until it is safe to return.

In the event of a tornado warning:

- Seek shelter in the lowest central location of the building.
- Turn away from windows and doors in a sitting crouched position.
- Remain calm and assess available communications.
- Monitor conditions and return to normal activities as conditions warrant.

In the event of an active shooter:

- Plan an escape route. If there is an accessible escape path, attempt to evacuate the premises.
- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Remain quiet if evacuation and hiding out are not possible:
 - Remain calm and dial 911, if possible, to alert police to the active shooter's location.
 - If you cannot speak, leave the line open and allow the dispatcher to listen.
- As a last resort, attempt to disrupt the active shooter.