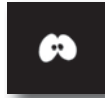


# Stay calm and follow the steps below

In Case  
of an

EMERGENCY



## Power Failure

- Turn off and unplug electronics and other voltage-sensitive equipment.
- Move cautiously to a lighted area, using flashlights, cell phones, or emergency lights to guide you.
- For localized outages, contact Facilities Services at ext. 7845.
- For the status of a prolonged outage, check the L&C website.



## Fire

- Activate the nearest fire alarm and call ext. 7777 or 911.
- Do not use elevators as you evacuate the building.
- Time permitting, take keys, ID, wallet, cell phone, and close doors behind you.
- Follow directions from supervisory or emergency personnel to a designated evacuation assembly area at least 50 feet from the building.
- Do not reenter building until instructed to do so.



## Armed Intruder

- **RUN:** Have an escape plan and follow it, leave belongings behind and help others escape, if possible. **OR**
- **HIDE:** Find concealment or cover, lock door or block entry to your hiding place, and silence electronic devices. **OR**
- **FIGHT:** As a last resort, and only when your life is in imminent danger, attempt to incapacitate the intruder by acting with physical aggression and improvising weapons.
- Dial 911 when it is safe to do so.



## Suspicious Object

- Do not touch or disturb the object.
- Call ext. 7777 or 911, providing as much information as possible about the threat or object.
- Notify supervisory or emergency personnel.
- Be prepared to evacuate to assembly area, if so directed.



## Earthquake

- **Drop | Cover | Hold**
- Get under a table, desk, or against an inside wall - not in a doorway.
- When shaking stops, check yourself and other for injuries and carefully evacuate to assembly area.
- Report hazards and injuries to supervisory or emergency personnel.
- Check the local radio and L&C website for updates.



## Hazardous Material

- Call ext. 7777 if there is any actual or potential danger
- Move from the contaminated area to a safe location, alerting others and closing doors behind you.
- If exposed, utilize an eye wash or deluge shower to minimize health risks.
- Notify supervisory or emergency personnel if exposed or if you have information about the hazardous material.



## Severe Weather

- Close all windows and doors.
- Seek shelter away from exterior doors and windows.
- Do not go outside until threat has passed.
- Beware of downed wires and falling objects.
- Report emergencies to ext. 7777 or 911.



## Evacuation

- Move calmly to the nearest clear exit; do not run or push.
- Do not use elevators or stop to collect belongings.
- Follow instructions from supervisory or emergency personnel.
- Do not reenter the building until instructed to do so.
- Report your status to supervisory or emergency personnel.
- Alert emergency personnel if someone needs help evacuating.



## Lockdown

- Get indoors; close and lock doors and windows.
- Barricade the doors and turn off the lights.
- Stay away from all doors and windows.
- Stay inside until instructed to do otherwise.
- Follow instructions from supervisory or emergency personnel.



## Medical Emergencies

- Report any life-threatening injury to ext. 7777 or 911.
- If the victim is unconscious, ensure airway is open; if the victim is not breathing, begin CPR (if trained to do so).
- Do not move the victim unless there is a life-threatening situation.
- If the victim is conscious, keep him or her calm and send someone for help.
- Control active bleeding by applying direct pressure on the wound, while avoiding contact with bodily fluids.