

Emergency Quick Reference

Evacuation	Fire	Earthquake	Tornado	Medical/Other Emergency
<ol style="list-style-type: none"> 1. Remain calm. 2. Do not use elevators. 3. Walk to assembly areas and tell others to do the same. 4. Offer to help those who need assistance. 5. Once outside, stay away from the building. 6. Do not return to the building until an all clear is given. 7. Do not leave unless you have told someone you are leaving. 	<ol style="list-style-type: none"> 1. Remain calm. 2. Call 911 to report the fire. 3. Do not use elevators. 4. Immediately Evacuate. 5. Offer to help those who need assistance. 6. Use building exits to go to assembly areas. 7. Do not return to the building until an all clear is given. 	<ol style="list-style-type: none"> 1. Remain calm. 2. Seek shelter in a doorway or under a heavy table. 3. Do not use elevators. 4. After shaking stops evacuate the building, avoiding power lines. 5. Call 911 to report injury or damage. 6. Offer to help those who need assistance. 7. Go to assembly areas. 8. Do not return to the building until an all clear is given. 	<ol style="list-style-type: none"> 1. Remain calm. 2. Do not use elevators. 3. Seek shelter in the lowest level of the building, away from windows. 4. After tornado has passed, call 911 to report injury or damage; evacuate the building if necessary. 5. Offer to help those who need assistance. 6. Walk to assembly areas. 7. Do not return to the building until an all clear is given. 	<ol style="list-style-type: none"> 1. Remain calm. 2. Call 911 and report the following: <ul style="list-style-type: none"> ● Your name ● Incident type ● Incident location ● Description of the incident 3. For injury/illness: <ul style="list-style-type: none"> ● Keep victim still ● Check breathing ● Control bleeding 4. When police arrive give them additional information and ask others to do the same.