

Potential Emergency Scenarios

Below are some basic steps to respond to more common emergency situations.

Medical Emergency

- Call 911 immediately.
- Do not move the person unless he or she is in danger.
- Avoid leaving the person except to summon help.
- Render first aid or CPR if you are trained and qualified.

Fire

- Manually activate the fire alarm.
- Immediately exit the building and close the door(s) behind you.
- Tell others in the area that there is a fire.
- Call 911 when you have reached safety.

If you are trapped during a fire, take the following steps:

- Wet and place cloth material around and under the door to prevent smoke from entering.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside, but do not break glass until absolutely necessary as smoke may be drawn into the room.

If caught in smoke, take the following steps:

- Drop to the floor and crawl toward an exit.
- Stay as low as possible.
- Take shallow breaths through your nose and use a shirt or towel as a filter

Power outages

- Remain calm.
- Turn off lights and unplug all electrical equipment, including computers.
- Do not light candles or other flames as they could ignite an explosion.

Chemical, Radioactive, or Biological Spill

In the event of a spill, take the following steps:

- After hours, or if someone is injured, call 911.
- Attend to injuries first.
- Warn others nearby of the spill.
- Avoid breathing vapors from the spill.
- Direct potentially contaminated people to stay in a controlled area until they have been cleared of contaminants.
- Isolate and contain the spill. Post or tape off the affected area and establish a controlled entry point to the area.
- Do not allow others into the area, even to retrieve personal belongings.
- Do not spread contaminants. Take off your shoes before walking to other parts of the building.
- Cover wet spills with something absorbent. Cover dry spills with something slightly dampened.
- Discard towels in the garbage. Do not wash contaminants down the drain.

Criminal Activity

- Call 911 immediately.
- Do not attempt to apprehend or interfere with a criminal.
- Note the criminal's characteristics: Height, weight, sex, race, age, clothing, weapon (if any), and direction and method of travel.
- If the criminal flees the scene in an automobile, note the license plate, make, model, color, and any other characteristics of the vehicle.

Workplace Violence

- Call 9-1-1 immediately and provide a location and description of the assailant or suspicious individual.
- Seek cover behind a locked door.