EVACUATION INFORMATION

- Remain calm, follow emergency guidelines and directions given by emergency personnel.
- Offer assistance to disabled individuals and others.
- If the building must be vacated, go to the Emergency Assembly Area (EAA).
- Be sure everyone is accounted for at the EAA.

EMERGENCY ASSEMBLY AREA

FOR THIS BUILDING

EARTHQUAKE

- Take COVER under a sturdy desk or table. Avoid windows, hanging objects and tall furniture.
- HOLD the position until the ground stops shaking, then evacuate the building.
- DO NOT re-enter your building until it has been inspected.
- Assemble at the building Emergency Assembly Area noted below.

POWER OUTAGE

- For information about a prolonged outage, tune to KALX, 90.7 FM.
- Help co-workers in darkened areas move to safe locations.
- Unplug personal computers.
- Take personal belongings if instructed to leave the building.
- Secure any hazardous materials or equipment before leaving.

HAZARDOUS MATERIALS RELEASE

- Move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to keep clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

FIRE

- Notify the fire department: 9-1-1 from any phone.
- Evacuate the building; move away from fire and smoke.
- Use stairs only, not elevators.
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Pull fire alarm as you leave the building.
- Move well away from the building when evacuating.

BOMB THREAT/EXPLOSION

BOMB THREAT:

- Check work areas for unfamiliar items. Do not touch suspicious items.
- Take personal belongings if instructed to leave.
- Leave doors and windows open.

EXPLOSION:

- Take cover under sturdy furniture, or leave the building as directed by emergency personnel.
- Stay away from windows.
- Move to a safe location.