

Emergency Instructions

To report:

Fire

1. Sound the building fire alarm
2. Call 911 and building management
3. Follow emergency evacuation procedure

Bomb Threat

1. Record information about call
2. Call 911 and building management
3. Follow emergency evacuation procedure

Medical Emergency

1. Call 911
2. Administer first aid or request assistance
3. Call supervisor or management

Chemical or Biological Threat

If you receive a suspicious package/item containing a powdery substance, strange odor, stains or leaks:

1. Do not handle
2. Isolate the package and cordon off the area closing all doors leading to the area
3. If you handled the item, wash exposed skin areas for at least three minutes with soap and water and rinse for one minute
4. Notify supervisor or management and authorities
5. Avoid contact with others
6. Wait for hazmat team for possible decontamination procedure

Other than reporting:

Fire

1. Close windows and leave doors open and unlocked
2. Evacuate the building in accordance with the emergency management plan
3. Proceed to primary staging area at
4. Standby for further instructions

Bomb Threat

1. Call 911 and building management
2. Evacuate the area
3. Proceed to primary staging area at the
4. Standby for further instructions

Chemical or Biological Threat

1. Stay away from the suspected area and from anyone potentially exposed
2. If an evacuation is ordered, follow normal evacuation procedures

Severe Weather

1. Prepare to move to a place of safety
2. Stay away from large windows
3. Standby for further instructions

***Note:** In case of evacuation, no beverages, food or bulky items are to be carried into the stairwells.*