EMERGENCY ALERT SYSTEM SIREN

- This signals an immediate, life-threatening situation.
- After the siren sounds, be prepared to:
  - Seek shelter indoors now.
  - Close windows and doors.
  - Stay until further notice.
- When the danger is over, the siren system will signal all clear.

SUSPICIOUS PERSON

- Don’t physically confront the person or block their access to an exit.
- Don’t allow anyone to enter a locked building or office.
- Call 911. Describe the person and where they were going.

BOMB THREAT

- Remain calm.
- Get as much information as possible from a threatening caller — location of explosive device, when the device was placed and other details.
- Call 911 and follow emergency officials’ instructions.

FIRE

- Help evacuate those who need help from the immediate area.
- Pull the nearest fire alarm and call 911.
- Confine the fire by closing windows and doors.
- Use a fire extinguisher if you’ve been trained and it’s safe.
- Evacuate the building. Stay out until emergency personnel say it’s ok.

BUILDING EVACUATION

- When the fire alarm is activated, evacuation is mandatory.
- Don’t use the elevators.
- Take personal belongings [keys, wallets, purses, identification].
- Help people with disabilities.