

# EMERGENCY



## CALL 911 FOLLOW THESE INSTRUCTIONS



### MEDICAL EMERGENCY

- CALL 9-1-1 from any available telephone and describe the nature of the medical emergency and the exact location (floor/tower/parking lot)
- Do not move the victim unless there's an imminent hazard
- Contact Floor Safety Captain or Supervisor.
- Have someone meet and escort medical personnel to the victim

### IF YOU HAVE BEEN TRAINED:

- Control severe bleeding by applying direct pressure on the wound
- If the victim is not breathing, begin CPR
- Remain with the injured person until help arrives
- Complete the serious incident report (SIR) and forward it to Human Resources (HR).



### EVACUATION

- Get Out Fast! Don't wait to grab your stuff—just go!
- Always use the stairs, not the elevators.
- If you can, close your office door behind you as you leave.
- Go to the spot where everyone is supposed to meet up, far away from any danger. Listen to your safety captain for instructions.
- If Your Clothes Catch Fire Stay calm! Don't run. Just stop, drop to the ground, and roll around to put out the flames.
- Avoid Smoke! If you find yourself in smoke, get low to the ground and crawl. Breathe through your nose and use your shirt to cover your mouth and nose.
- Remember to only go back inside when you hear the "all clear" signal.



### ACTIVE SHOOTER

- Be prepared to run, lock down, or take on the shooter.
- RUN - If possible, quickly exit the building and evacuate to a safe area away from danger
- HIDE - If it is not possible to exit safely, stay inside the office. Lock the door, turn off lights, close blinds, move away from doors/windows, take cover behind large objects. Stay quiet and calm and silence your electronic devices.
- FIGHT - If the armed assailant enters your area, fight to survive. Use anything you can find as a weapon and attack with others if possible.
- CALL 9-1-1 when it is safe to do so.



### TORNADO

- Remain calm, move to the interior corridors and stairwells. Avoid windows, glass enclosures, and large door openings.
- Stay alert for further instructions.
- Avoid leaving the building until "all clear" is given.

