IN CASE OF EMERGENCY EVACUATION
• Stay calm. Do not panic.
• Be aware of anyone with mobility issues and assist if possible, or call 911.
• Proceed to nearest exit.
• Do not use elevators.
• Go to the designated meeting area.
• Wait for instructions from responders.

FIRE
If you discover a fire:
• Evacuate the area.
• Activate the nearest fire alarm.
• Call 911 when it is safe to do so.
If you hear a fire alarm:
• Evacuate as soon as you hear the alarm.
• Use the stairs only. Do not use the elevators.
• Proceed to the designated meeting area.
• Do not re-enter the building until instructed to do so by emergency personnel.

SHOOTING
RUN, HIDE, FIGHT
RUN
• Quickly assess your situation.
• Have an escape route and plan in mind.
• Leave your belongings behind.
• Keep your hands visible for law enforcement.

HIDE
• If you cannot safely exit, remain in place until authorities draw attention to your location.
• Minimize noise and light that will attract the shooter.
• Barbecue the door.
• Secure your area by locking or barricading the door.
• Immediately seek protection.

FIGHT
• As a last resort, and only when your life is in danger, you may choose to fight.
• Act with physical aggression against the shooter.
• Commit to your actions!

ENSURE YOUR OWN SAFETY
BE ALERT TO DEVELOPING INCIDENTS, ASSESS YOUR SITUATION, AND ACT TO PREVENT EMERGENCY GUIDELINES