

# EMERGENCY RESPONSE CHECKLIST



## TORNADO

- ✓ SEEK SHELTER.
- ✓ Go to lowest level of interior hallway.
- ✓ Take personal belongings, a radio and flashlight.
- ✓ Stay away from exterior windows and doors.
- ✓ If outdoors, shelter in a ditch.
- ✓ Help others and wait for the “all clear” signal.



## FIRE

- ✓ EVACUATE IMMEDIATELY.
- ✓ Assist anyone in need.
- ✓ Do not use elevators.
- ✓ Pull fire alarm on your way out.
- ✓ Call 911.
- ✓ If trapped, keep door closed and seal base; open window to signal for help.



## EARTHQUAKE

- ✓ SEEK COVER.
- ✓ Get under a desk or sit or kneel against an interior wall; cover yourself.
- ✓ Beware of broken glass and other debris.
- ✓ Call 911 to report injuries or building damage.
- ✓ Help others and evacuate when it is safe.
- ✓ Do not use elevators.
- ✓ Be aware of falling debris as you exit.



## SUSPICIOUS PACKAGE

- ✓ CALL 911.
- ✓ Do not handle the package.
- ✓ Leave room and close the door.
- ✓ Wash your hands if you have handled package.
- ✓ Identify and isolate who came in contact with package.



## HAZARDOUS SPILLS/ CHEMICALS

- ✓ CALL 911.
- ✓ Provide type of chemical and possible exposures.
- ✓ Evacuate area.
- ✓ If chemical comes in contact: remove contaminated clothing; rinse eyes with water for at least 15 minutes; rinse exposed skin with water, then wash with soap and water.
- ✓ Do not attempt to clean the spill.



## BOMB THREAT

- ✓ GET AS MUCH INFORMATION AS POSSIBLE.
- ✓ If threat is by phone, hold phone line open; do not hang up.
- ✓ Use another line to call 911 if possible.
- ✓ If threat is written or posted, call 911 immediately.
- ✓ Notify building safety person to evacuate building.



## ACTIVE SHOOTER

- ✓ CALL 911.
- ✓ Try to safely escape area.
- ✓ If it is not safe, go to nearest room and lock or barricade doors.
- ✓ Cover windows, turn off lights, keep quiet, silence cellphones.
- ✓ Fight back as a last resort.
- ✓ Remain in place until authorities arrive.