

## Assault or Threat with a Deadly Weapon

**Run/Evacuate** if it is safe

**Hide** if you can not evacuate in a secure room

Lock doors and windows

Keep silent

Wait for instructions or “All Clear” signal

**Fight** only as a last resort

## Bomb Threat

Remain calm and follow instructions of emergency personnel

## Building Evacuation

When the building alarm is activated, **evacuation is MANDATORY**—do not assume it is a drill

Do NOT use elevators

Take only personal belongings (e.g., keys, jacket, bag)

Close doors behind you as you exit

Move to the primary or secondary rally point, whichever is safer

## Fire

Activate the nearest fire alarm pull station as you exit and follow the building evacuation procedures

Notify occupants and help those needing

assistance in the immediate area

**exit and follow the building fire arrest route**

Close the doors as you exit to help confine the fire

Evacuate the building through the nearest exit  
Do NOT reenter the building until authorized to do so by emergency personnel

## Gas Leak, Fumes, or Vapors