

Emergency Plan Information

FIRE

1. Shout: "Fire Fire Fire"
2. Use Pull Station Alarm
3. Safely use Fire Extinguisher
4. Evacuate to safety

EVACUATION

1. LEAVE BELONGINGS
 - Do not collect personal items, as they will slow your evacuation
1. LEAVE BUILDING
 - Leave via the nearest exit
2. REPORT IN
 - Find the nearest assembly point and report your name to who is in charge

USING A FIRE EXTINGUISHER

1. Pull the pin
2. Aim at the base of the fire
3. Squeeze the handle
4. Sweep back and forth

EARTHQUAKE

1. DROP
 - Drop to the ground
2. COVER
 - Take cover underneath study furniture, and crouch with your face covered
3. HOLD ON
 - Hold on until shaking stops

TORNADO

1. GET IN
 - As many walls between you and the outside as possible
2. GET DOWN
 - To the lowest floor in the building as possible
3. COVER UP
 - Cover yourself with protective barriers

ACTIVE ASSAILANT

1. RUN
 - Encourage others to come, but don't wait for them
2. HIDE
 - If you can't RUN, hide
 - Block the door, lights off & stay quiet behind furniture
3. FIGHT
 - Only if YOUR life is in danger should you fight