### Fire Guidelines

1. Pull the alarm and call 9-1-1.

2. **Evacuate** the building utilizing the nearest safe exit.

3. Meet at the building's designated **rally site**:

4. Follow the **instructions** of Emergency Action Team Coordinators, Police, Fire/EMS personnel.

**Persons with Disabilities:**  
**Assist** in relocating the person to the nearest safe fire rated stairwell and **Inform** the nearest emergency responder of their location.

### Weather Warnings

If a weather **warning** is issued or severe or threatening weather approaches, **SEEK SHELTER** that is safe.  
Notification is through:  
1. Outdoor Warning Sirens or Blackboard ConnectEd messaging (SMS Text/Email).
2. Local TV or Radio.
3. Inside buildings: a public address system, or the Emergency Action Teams.

**WEATHER SHELTERS:**  
Indicated on evacuation maps highlighted in yellow. Seek an area away from windows, in hallways, or in the lowest floor. Outside, seek stable, covered area.

### Active Violence

1. If the incident is occurring near you, **Secure-in-Place** in a safe space where you are.
2. If you can leave, **evacuate** immediately, call 9-1-1 if you have information about the incident. Otherwise:
   - **RUN** – Plan an escape route, leave belongings behind, when safe call 911.
   - **HIDE** – Locate an interior room – lock door, block with furniture, turn off lights, silence devices, avoid windows and doors.
   - **FIGHT** – If in imminent danger - act aggressively, yell loudly, throw/use objects as weapons to incapacitate attacker.
3. **Remain** in the sheltered place until advised by emergency personnel it is safe to exit and be prepared to move to a different safe area or evacuate if advised.

### Hazardous Materials

Exit the building if advised by Emergency Personnel and seek a safe rally site upwind of the building.

**SEEK SHELTER:**

1. **Close** and seal all doors and windows.
2. **Shut off** any room air sources (vents, air conditioners, etc.).
3. **Remain** in the sheltered place until advised by emergency personnel it is safe to exit and be prepared to move to a different safe area or evacuate if advised.

*Revised 4/14/2014*