



[insert location name here] QUICK REFERENCE GUIDE

FOR ANY EMERGENCY: CALL / TEXT 911

WHAT TO DO...

EVACUATION PROCEDURES--FIRES

- Activate the pull station/fire alarm
- Evacuate the building, away from entrances and exits
- DO NOT USE ELEVATORS
- Call for help—dial 911
- Warn others
- Do not re-enter the building until authorized by Public Safety officials

SHELTER IN PLACE—TORNADO WARNING

- If the All Hazards Outdoor Warning Sirens are activated, or a tornado warning is issued by the National Weather Service, immediately seek shelter inside the nearest available facility
- Proceed to the lowest level. If a basement is not available, seek an interior hallway or interior room on lowest level, away from windows and doorways
- All clear will be announced over the local TV and radio stations or upon expiration of the initial National Weather Service warning

SHELTER IN PLACE—HAZARDOUS MATERIALS (HAZMAT) RELEASE

- If advised to shelter for a HAZMAT incident, immediately seek shelter in nearest facility
- Close and lock all windows exterior doors, and any opening to the outside
- If possible, move to an interior room above ground floor with fewest windows and vents
- Do not leave the building until authorized by Public Safety officials

SHELTER IN PLACE—ACTIVE THREAT

- Decide whether to Run, Hide, or Fight
- If you decide to hide (shelter in place), seek a safe area in nearest facility; lock or block door
- Do not leave your area until authorized by Public Safety officials

Emergency Notification resources:

- All-Hazards Outdoor Warning Sirens: (***Shelter In Place***)
- Building Fire alarms: (***Evacuate*** the building)
- Purdue email
- Local Media: Radio, TV, newspapers, and Internet, to help spread the word.

See:

www.purdue.edu/ehps/emergency_preparedness

Nonemergency Phone #s:

(List your applicable numbers here)