



- confront the person.
- allow access into a

- Remain calm.
- Use the nearest exit (but be prepared to locate an alternate exit).
- use elevators!
- Gather personal belongings (medication, keys, purses, wallets, etc.) if safe to do so.
- Follow directions given by emergency personnel.
- Assist persons with disabilities or injuries without jeopardizing your safety.
- If you are unable to evacuate due to a physical disability, go to an area designated for "Rescue Assistance" (e.g., stairwell). Ask others to inform emergency personnel of your location.

*Secure any hazardous materials or equipment before leaving.*

- Hide if unsafe to run.
- Clear all hallways and stairs.
- Lock all interior doors, block doors if unable to lock.
- Turn off all lights.
- Silence cell phone.
- Stay calm, quiet, and out of sight.
- Await further instructions from authorities.
- Remember: RUN, HIDE, FIGHT!



- If outside, seek shelter in nearest building.
- Stay inside building.
- Close doors and windows.
- Move away from glass.