In case of emergency, follow these steps to ensure your safety.

**Evacuation**
- Stay calm. Do not rush or panic.
- Safely stop your work.
- Gather your personal belongings if safe to do so.
- Proceed to the nearest exit.
- Do not use elevators.
- Proceed to the designated assembly area.
- Wait for instructions from emergency responders.
- Do not re-enter the building until instructed to do so by emergency responders.

**Earthquake**
- If you are inside:
  - Duck, cover and hold until the shaking stops.
  - Avoid windows, filing cabinets, bookcases and other heavy objects.
  - Evacuate the building if told to do so by building staff or emergency responders.
- If you are outside:
  - Move away from trees, signs, buildings, electrical poles and wires.
  - Protect your head with your arms.
  - Proceed to the designated meeting point for your building.

**Fire**
- If you discover a fire:
  - Evacuate the immediate area.
  - Activate the nearest fire alarm.
  - Call 911 if safe to do so. Otherwise, evacuate the building and call 911 from outside.
- If you hear a fire alarm:
  - Evacuate as soon as the alarm sounds.
  - Do not open doors if they are hot.
  - Use stairs only. Do not use elevators.
  - Proceed to the designated assembly area.
  - Do not re-enter the building until instructed to do so by emergency responders.

**Medical Emergency**
- Call 911.
- Do not approach the patient unless it is safe to do so.
- Send someone to flag down and direct emergency responders.
- Do not move the patient unless absolutely necessary.
- Allow ambulance to transfer seriously ill or injured persons.
- Provide first aid if you are trained and it is safe to do so.

**Criminal**
Immediately call 911 from a safe location if you are the victim of or witness to:
- Assault.
- Verbal or other threat of bodily harm.
- Suspicious activity or suspicious packages/items.
- Crimes in progress.
- Weapons violations.
- Activities presenting a serious risk to the individual or others.

Do not confront the suspect or block their exit.

**Hazardous Materials Spill**
- Evacuate the affected area.
- Call 911.
- Provide the dispatcher information on the material type, quantity and specific location of the spill.
- Stay in a safe location to provide information to emergency responders.