## EMERGENCY PROcedures

### FIRE
- Remain calm.
- Activate the nearest fire alarm pull station and call 480.784.0911.
- Evacuate the building.
- **Do NOT** use elevators!
- **Do NOT** reenter the building until authorized by emergency personnel.

### EXTREME HEAT
- Stay indoors to limit sun exposure.
- Drink plenty of water.
- Dress in lightweight, light-colored, loose-fitting clothing that covers as much skin as possible.
- Wear a hat.
- Eat light meals; avoid excess salt.
- Avoid alcoholic beverages.

### THUNDERSTORM/MONSOON
- Postpone outdoor activities.
- Get inside a building or car.
- Secure objects that could blow away or cause damage.
- Unplug electrical items.
- Close window blinds/curtains.

### HAZARDOUS MATERIALS RELEASE
- If an emergency exists or if anyone is in danger, move away from the site of the hazard to a safe location and call Public Safety at 480.784.0911.
- Follow instructions of emergency personnel.
- Alert others to stay clear of area.
- Notify emergency personnel if you have been exposed to or have information about the release.

### SUSPICIOUS PERSON
- **Do NOT** confront the person.
- **Do NOT** allow access into a locked building, classroom, or office.
- **Do NOT** block the person’s access to an exit.
- Call 480.784.0911.
- Provide as much descriptive information as possible about the person and his/her direction of travel.

### SUSPICIOUS OBJECT
- **Do NOT** touch or disturb the object.
- **Do NOT** use a cell phone! in close proximity.
- Notify Public Safety at 480.784.0911.
- Be prepared to evacuate.

### EVACUATION
- Remain calm.
- Use the nearest exit (but be prepared to locate an alternate exit).
- **Do NOT** 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.

**If there is time:** Secure any hazardous materials or equipment before leaving.

### LOCKDOWN SHOOTER/INTRUDER/HOSTAGE SITUATION
- 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!

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