

Emergency Response Guide

FIRE



If you observe a fire:

- Activate the nearest fire alarm
- Calmly evacuate the building
- Notify others as you exit the building and move to a safe distance
- Do not use elevators
- Notify emergency personnel of individuals that are unable to evacuate
- Do not re-enter until notified by MSDE Staff

SUSPICIOUS PACKAGE



If you observe a suspicious object:

- Do not handle the object
- Contact building security and notify others to avoid the object
- Evacuate the area and await further instructions

MEDICAL EMERGENCY



If the medical emergency is severe and/or life threatening, call 911 immediately.

- Contact the security desk and provide them information about the injury and the location of the victim
- Provide first aid or medical assistance, if able
- Remain with the injured individual until help arrives
- If the individual is unconscious and not breathing start CPR, if trained

BOMB THREAT



If you receive communications that an explosive device may be in the building:

- Get as much information from the caller as possible
- Call 911
- If told to evacuate by police, do so, and inform others to move away from the building

ACTIVE ASSAILANT



RUN-HIDE-FIGHT

- If a person enters the building with a weapon, you hear gunfire, or you observe suspicious behavior, call the security desk and provide as much information as possible
- If it is safe to do so, evacuate the building and move to a safe location
- If exiting the building is not possible, find the nearest safe location
- Close and lock any doors, cover windows and keep quiet

HAZARDOUS MATERIALS



- If a chemical spill occurs within the building, immediately notify security
- If a chemical spill occurs outside the building, follow shelter-in-place procedures
- In either case, notify emergency personnel if you have been exposed to a chemical

POWER OUTAGE UTILITY FAILURE



- If able, contact the security desk to report the utility failure
- If there is possible danger, exit the building and contact security
- If there is imminent danger, call 911
- Notify emergency personnel if there are individuals in need of assistance in the building and if anyone is trapped in an elevator

SHELTER-IN-PLACE



During the event of severe weather, Tornado Warning, or a Hazardous Chemical Spill:

- Administration will activate appropriate methods of emergency notification
- Immediately seek refuge near the center of the building, away from exterior windows
- Remain in a safe location until informed that it is safe to leave the building