

**DURING AN EMERGENCY, EACH INDIVIDUAL NEEDS TO ASSESS THEIR OWN SAFETY AND MAKE DECISIONS ABOUT HOW TO RESPOND.**

**1**

**IN MOST CASES, THE BEST OPTION DURING AN EMERGENCY IS TO GET OUT OF HARM'S WAY BY LEAVING THE AREA.**

- RUN
  - Identify ALL the ways you can get from your workspace out of the building.
  - Once a week, practice alternative exits in or out of your space.
  - Apply this to other spaces you may frequent on campus on a regular basis (e.g., meeting spaces, conference rooms, or places you visit for lunch)

**2**

**IN SOME CASES, YOU MAY BE THE FIRST PERSON WHO NOTICES THE INCIDENT.**

- REPORT OUT
  - Notify first responders- 911
    - Identify all the ways you may be able to make emergency notifications (Teams phone, cell phone, wall mounted emergency phones, outdoor emergency phones)
  - Notify co-workers
    - Do you have a team chat or group text you can use to notify others?

**3**

**IF YOU CANNOT GET OUT, YOU MAY NEED TO GET OUT OF HARM'S WAY WITHIN YOUR BUILDING.**

- HIDE
  - Individual Office Spaces:
    - Does your office door lock?
      - If yes, close the door, lock it, turn off the lights, and silence your cell phone.
      - If no, consider the following options:
        - Is there a nearby location that is lockable that you can safely get to? Identify those locations near you.
        - Can you safely move furniture to block your door?
  - Shared Spaces
    - Identify which spaces can be locked or can be blocked by moving furniture.
    - Identify shared spaces that have options where people can hide.
    - Identify places you can hide.

**4**

**IF YOU FIND YOURSELF FACE TO FACE WITH HARM, YOU MAY CHOOSE TO TAKE ACTION TO DEFEND YOURSELF.**

- FIGHT
  - Identify objects in your individual workspace that could be used as weapons (e.g, water bottles, laptops, books, fire extinguishers, pens, scissors, etc)
  - Identify objects in your shared spaces that could be used as weapons (e.g., fire extinguishers, coffee pots, etc)