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

1. **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).

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

2. **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?

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

3. **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 safety 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.

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

4. **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).