

EMERGENCY INSTRUCTIONS

WHERE YOU ARE LOCATED:

**Highlands College, Room 123
25 Basin Creek Road**

(change to fit your exact location)

For any emergency that poses an immediate threat to safety & health, property or the environment, follow the emergency response plan below.

Err on the side of caution. If the nature of the emergency is unknown or the procedures to follow for a particular emergency are unknown, follow this basic emergency plan. Use common sense when responding to emergencies.

If human life is in danger, such as with an explosion or large fire, evacuate the building first and call 911 and Maintenance from outside the building. Otherwise, call 911 & Maintenance first.

If an act of violence has occurred, you may need to lockdown where you are. Close & lock doors & windows, turn off lights, lie on floor and be quiet.

In the event of a radiation or hazardous materials event or some similar situation, shelter-in-place. Go inside, go to inside room, close doors and windows, seal gaps around any openings. Turn off ventilation if possible.

- **Call 911 and identify:**
 - **Who you are**
 - **Exact location of emergency**
 - **Nature of emergency**
 - **Number of injured people**
 - **Any hazardous materials involved**
- **Evacuate building – pull fire alarm. For a bomb threat, DO NOT pull fire alarm, use the telephone, or turn lights on or off. Notify occupants in person.**
- **Call Maintenance (3717 or 494-4180 after hours)**
- **Be available to meet emergency responders.**
- **Lockdown or shelter-in-place if situation warrants.**