

BASIC EMERGENCY PROCEDURES

Always follow instructions of authorities and use good judgment in the absence of instruction.

TO REPORT AN INCIDENT:

- Call 911 in an emergency
- Notify MLBS staff immediately or ring dining hall bell long and hard.

EVACUATION GUIDELINES:

- Leave using nearest exit, or alternative if nearest exit is blocked.
- If an alarm sounds, evacuate the building even if there is no evidence of smoke or fire.
- Take personal belongings, but do not delay your exit to retrieve items.
- Once outside, go to the designated assembly area
 - Do not reenter until instructed by authorities.

SHELTER IN PLACE GUIDELINES:

- Evaluate the situation and choose the most appropriate shelter location.
 - Severe weather: Go to internal, lowest area of safety away from windows.
 - Violence: Lock the door and block entry; stay behind solid objects away from the door; turn off lights and computers; silence cell phones.
- Move to shelter and remain sheltered until instructed it is safe to leave.
- Monitor Station radio (channel 2) if available. Updates might also come via email if possible.

DESIGNATED ASSEMBLY AREAS

