



EMERGENCY ACTION PLAN



IN ANY EMERGENCY

- Dial 911 and report your location and situation
- Use common sense and good judgment
- Know your building's evacuation routes



FIRE

- Activate fire alarm and call 911.
- Evacuate immediately — **do not** use elevators.
- Use extinguisher only if fire is small and safe to fight.



MEDICAL EMERGENCY

- Call 911, report type, location, and condition.
- Use first aid if trained.



POWER OUTAGE

- Notify Facilities Management.
- Secure lab experiments and hazardous materials.
- Avoid using chemicals until power is restored.



SEVERE WEATHER

THUNDERSTORM WARNING

- Move inside a sturdy building.

TORNADO WARNING

- Gather essentials and proceed to the nearest severe weather refuge.
- Shut off equipment, close doors stay away from windows.

WINTER WEATHER

- Stay indoors when possible.
- Dress in layers.
- Walk cautiously, avoid driving.



NATURAL DISASTERS

EARTHQUAKE

- Drop, cover your head, and hold on.
- Stay away from windows and tall furniture.
- Expect aftershocks — exit buildings cautiously.

FLOODING

- Stop using electrical devices.
- Evacuate if safe, never drive through floodwaters.

WILDFIRE

- Know evacuation routes.
- Stay indoors if safe, avoid smoke exposure.



HAZARDOUS MATERIALS

GAS LEAK

- Extinguish flames, evacuate — **do not** use switches.

CHEMICAL SPILL

- Only clean if trained and spill is small
- Use eyewash/shower for exposure, seek medical help.

BLOODBORNE EXPOSURE

- Wash affected area, notify DEC and supervisor.



WORKPLACE VIOLENCE AND TERRORISM

For all workplace violence or terrorism: Dial 911. Report the situation and location.

EXPLOSION

- Evacuate immediately — **do not** use elevators.

GUNFIRE

- Call 911, evacuate if safe.
- If not, lock, barricade, and hide.
- Run, hide, or fight — fight for your life if needed.

HOSTAGE/PHYSICAL THREAT

- Dial 911. Report the situation and the location.
- Immediately evacuate the area or seek safe, secure shelter.



BOMB THREAT

- Call 911, take notes if threat is by phone.
- Evacuation will be directed by emergency personnel.



SUSPICIOUS PACKAGE

- **Do not** touch or move it.
- Call 911, evacuate area — **do not** activate fire alarm.



DIGITAL SECURITY INCIDENT

- Call IT Helpdesk: 405-744-4357 or 918-561-1800
- Log out and unplug impacted devices.