CALL 911 AND FOLLOW THESE INSTRUCTIONS

**EVACUATION**

**EVACUATE IMMEDIATELY**
- Stop, Look, Listen and take special evacuation actions
- Proceed to nearest exit
- Call 911 if people are trapped
- Use stairs, not elevators
- Meet at designated assembly area and stay out of fire lanes
- Account for individuals
- Re-enter area only when authorized by emergency personnel

**SHELTER IN PLACE**

**SEEK SHELTER**
- Monitor local weather
- Take special shelter actions
- Do not pull the fire alarm
- Close and lock windows and exterior doors
- Turn off fans, air conditioners, PC computers, etc.
- Wait for an all-clear message

**AVOID THE AREA**

**GO HOME OR STAY HOME**
- Leave campus when instructed
- Implement personal emergency plans and stay safe at home
- Do not come to campus until instructed to do so
- Check in with your supervisor
- Monitor GU social media and news outlets for information

**MEDICAL EMERGENCY**

**GET HELP**
- Provide name, location, and type of emergency
- Stay on the phone for instructions
- Notify Campus Security at x2222
- Bring the AED and first aid kit
- Have someone meet first responders outside building
- Do not exceed your training

**ACTIVE SHOOTER**

**RUN, HIDE, FIGHT**
- Try to RUN and safely escape area
- HIDE and barricade if you cannot escape
- Protect yourself: lock doors, turn off lights, silence phones
- Make a plan to FIGHT back as a last resort
- Follow law enforcement instructions

**YOUR LOCATION INFO:**
- Building: ________________________
- Address: _________________________
- Room #: _________________________
- Phone #: _________________________

**EVACUATION LOCATION:**
______________________________

**SHELTER IN PLACE LOCATION:**
______________________________

Contact the Office of Emergency Preparedness for More Information! emergencyprep@gonzaga.edu
With thanks to the University of Georgia and Armstrong State University Offices of Emergency Preparedness