

IN CASE OF EMERGENCY

An emergency is defined as *any situation where an immediate threat to life or property exists and immediate action or assistance is needed.*

If an emergency occurs, take the following actions:

- Remain calm.
- If you are not in a safe area, move to an area that *is* safe.
- Report the situation to police. If the condition is life-threatening, dial **9-1-1** (or **9-9-1-1** from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Remain on the line or available to answer questions and provide other critical information.
- Refer to Event-Specific Guidelines for additional actions.