

OFFICE EMERGENCY INSTRUCTIONS

During an Earthquake:

- DROP to the floor;
- COVER your body by moving under a desk or table;
- HOLD that position until the earthquake subsides.

After Earthquake/Non-violent Emergency:

1. LEAVE the building. (If you are disabled or work with disabled colleagues, refer to instructions in Emergency Procedures Manual at <http://www.plu.edu/~safety/emergency-preparedness/home.html>)
 - Close the room door behind you. DO NOT lock the door.
2. GO TO the designated outside assembly point or nearest large gathering of people.
3. Once outside, CHECK IN with your Emergency Building Coordinator (EBC) who will be in a green vest or holding an orange sign.
 - GIVE the EBC your name. Help by writing it on a piece of paper.
 - TELL the EBC about:
 - others from your office/building who are Absent & Accounted For or Absent & Unaccounted For (Missing);
 - any injuries sustained; or
 - dangerous conditions, such as fire, gas smell, fallen debris.
 - Be PATIENT!
5. For your safety, REMAIN at the building assembly point until the Emergency Operations Center or Campus Safety gives further directions.

Violent or Outside Threat:

1. REMAIN inside.
2. LOCK doors/windows.
3. HIDE.
4. If something dangerous is in the outside air, move to the highest floor in the center of the building.