

PLU CONFERENCE 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 Emergencies:

1. LEAVE the building. (If disabled, refer to instructions in Emergency Procedures Manual at <http://www.plu.edu/emergency>)
 - Close the room door behind you.
3. GO TO the designated outside assembly point or nearest large gathering of people.
4. Once outside, CHECK IN with your conference/meeting facilitator. If the facilitator is not present, check in with the Emergency Building Coordinator (EBC), who may be holding an orange sign or wearing a vest.
 - GIVE the facilitator or EBC your name. Be prepared to write it on a piece of paper.
 - TELL the facilitator or EBC about:
 - other attendees from your conference/meeting who are Absent & Accounted For or Absent & Unaccounted For (Missing);
 - any injuries sustained; or
 - dangerous conditions, such as fire, gas smell, or fallen debris.
 - Be PATIENT!
5. The facilitator should GIVE the information to the Emergency Building Coordinator at the building assembly point.
6. For your safety, REMAIN at the building assembly point until instructed otherwise.

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.