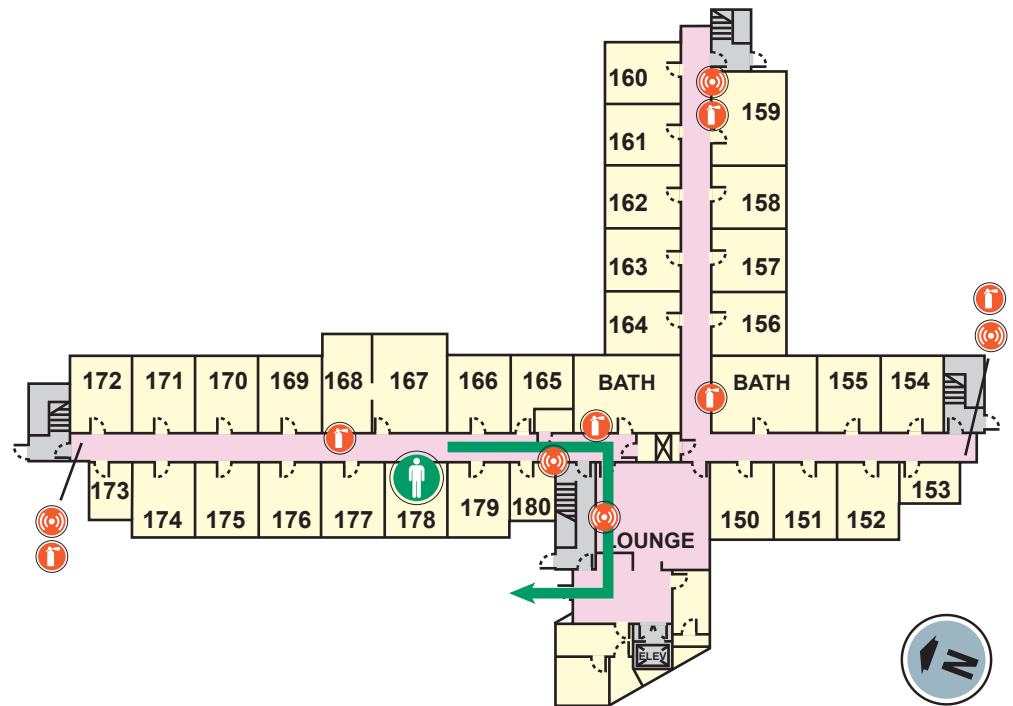


EMERGENCY PROCEDURES



IN CASE OF EMERGENCY DO NOT USE ELEVATORS - USE EXIT STAIRWAYS



If you hear a fire alarm, feel doors for heat:

If warm

- Do not open door
- Place a blanket or towel at the base of the door
- If there is a phone in the room, report your situation by calling **911**
- Stay where you are and proceed to an exterior window and call for help

If normal temperature:

- Open the door slowly
- Leave and close the door
- Follow the safest exit route



If a fire starts that is beyond your control to extinguish:

- Call 911
- Activate the nearest fire alarm pull station
- Close the door as you leave to contain the fire
- Follow the safest exit route



In the event of an earthquake:

- Duck, cover and hold
- Keep away from windows
- Evacuate only after the shaking has stopped



Assist individuals with mobility disabilities to a safe location, i.e. an enclosed stairwell landing



Call 911 on a pay phone (no coin required) and report the fire location, injuries and trapped or disabled individuals.



Report information concerning the emergency to responding police and fire personnel