



To alert Security of any emergency:

WHAT TO DO IN AN EMERGENCY

Bomb Threat

If you receive a bomb threat by telephone, in person, or in written form (letter or email)

- Record relevant information (how threat was received, time threat was received, nature of threat, information about attack, any distinguishing sounds)
- Call Security immediately

Power Failure

- Stay calm and remain in place, emergency lighting will be activated in a few seconds
- Await further instructions
- If needed, call Security (see reverse side)

Armed Person(s)

- If escape is possible:
- Evacuate building using shortest and quickest route
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