

This procedure is established to heighten employees' awareness of actions that should be taken and avoided in the event of an impact to their facility due to a natural disaster, fire or explosion. Although the risk of impact is low, employees are advised to be familiar with potential post-impact environments and recommended actions and to identify additional actions that would be advisable in the event of impact at their respective facility.

### **Inside the building, immediately after an impact:**

1. Evaluate situation. Rally and coordinate actions with co-workers and other tenants.
2. Anticipate low or no visibility due to fine particles of debris – do not panic.
3. Determine if anyone is hurt. Summon medical teams by calling building security at \_\_\_\_\_ – \_\_\_\_\_.
4. Assess emergency evacuation routes – determine if clear, blocked or impassable.
5. Do not move debris or objects – it may trigger the collapse of a nearby structure.
6. Open doors carefully; watch for falling objects.
7. Remain calm and encourage others to do the same.

### **If evacuating after the impact of an explosion or natural disaster:**

1. Follow emergency evacuation procedures.
2. Do not use the elevators.
3. Keep calm and encourage others to do the same.
4. Use great caution when exiting a building.
5. Be aware of broken glass and electrical damage dangers such as sparks or broken or frayed wires when exiting the building.
6. Watch for falling debris; take cover under sturdy furniture; tuck and protect your head with your arms.
7. Upon exiting the building, quickly move away from the building, watch for falling debris.
8. Do not return to the building or attempt to re-enter the building.

### **If trapped inside after an explosion or natural disaster:**

1. Listen for emergency evacuation teams above, below and around you.
2. Anticipate low or no visibility due to fine particles of debris – do not panic.
3. Determine if anyone is hurt. Summon medical teams.
4. Keep calm and encourage others to do the same.
5. Replace all telephone receivers.
6. Identify available communication: work phones, cell phones, radios, etc.
7. Use caution when moving about in a damaged building, be careful of broken glass.
8. Evaluate situation and coordinate actions with co-workers and other building tenants.
9. Do not move debris or objects – it may trigger the collapse of a nearby structure.
10. Open doors carefully; watch for falling objects.
11. Check for fires and extinguish fires if at all possible.
12. Assess area for gas or liquid leaks or other hazards.
13. Clean up or contain spills, excess fluids and materials immediately, if safe to do so.
14. Power down computers and lamps. Do not turn on light switches or appliances.
15. If power outage, do not use candles or lighters until determined safe to do so.
16. Do not flush toilets until authorized by building management.
17. Remain calm.