

A civil disturbance is defined as the presence and result of a riot, a protest, a physical commotion or a need for crowd control.

Upon awareness of a civil disturbance, do the following:

1. Remain calm. Do not draw any attention to yourself.
2. Building security will establish contact with the appropriate law enforcement unit(s) and may need you to provide the following information:
 - Type of event
 - Location
 - Size of group
 - Identity of the groups' leader(s) (if possible)
 - Any visible weapons
 - Types of vehicles and license plate numbers
3. Leave the immediate area of the disturbance for your own safety.
4. Keep yourself and co-workers away from the situation for their own safety. Remain in your work area unless directed to relocate.
5. Avoid window areas; draw window blinds and keep curtains closed.
6. Building Security will notify your office when the situation is controlled.