

EMERGENCY PROCEDURES

**REPORT ALL EMERGENCIES
TO AUBURN PUBLIC SAFETY**

DIAL 911

EVACUATION INFORMATION

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked)
- Do not use elevators
- Take personal belongings (keys, purses, wallets, etc.)
- Secure any hazardous materials or equipment before leaving
- Follow directions given by emergency personnel
- Assist persons with disabilities

SUSPICIOUS OBJECT/PACKAGE

- Do not touch or disturb the object or package
- Call Police at 911
- Notify your supervisor

SUSPICIOUS PERSON

- Do not physically confront the person
- Do not let anyone into a locked building or office
- Do not block the person's access to an exit
- Call Police at 911
- Provide as much information as possible about the person and their direction of travel

SEVERE WEATHER

- Tune radio to WKKR 97.7 FM or WAUD 1230 AM for weather conditions
- Monitor severe weather radio and heed warnings
- Be prepared to take shelter in designated areas for the duration of a tornado warning

TORNADO

A. Tornado Watch

- Weather conditions are right for a tornado
- Encourage occupants to remain inside

B. Tornado Warning

- A tornado has been sighted or indicated by radar
- Immediately seek refuge on lower floors (interior corridors) of buildings
- Stay away from windows
- Get under desks/tables; protect your head
- OUTDOORS - Seek refuge in ditch, lie flat and cover head
- CARS - Evacuate car, seek refuge in ditch, lie flat and cover head

FLOODING

- Do not walk through flowing water or drive through flooded areas
- Stay away from electrical lines

FIRE

- Activate fire alarm and call 911 to report the location of fire or smoke
- Evacuate building and assist persons with disabilities
- Close doors when leaving the building
- **DO NOT USE ELEVATORS**
- **HEAVY SMOKE**, stay close to floor, air will be less toxic
- Reenter building **ONLY** when told "all clear" by the Auburn Fire Department

EMERGENCY PREPAREDNESS

- Know the location of EXITS, FIRE PULL STATIONS, SEVERE WEATHER SHELTERS, and FIRE EXTINGUISHERS
- Know evacuation procedures for your area
- If working with petroleum or hazardous materials, keep spill clean-up supplies readily available
- Get battery-operated weather radio
- Discuss preparedness plans with personnel in your area
- Call Public Safety & Security for emergency preparedness training