

EXPLOSION IN THE EVENT OF AN EXPLOSION

1. Remain calm, and do not panic
2. Immediately take cover under a table, desk or other solid object to protect against falling objects or glass
3. After the initial explosion has subsided, call 911 immediately
4. If possible, unless one is already sounding, pull a fire alarm
5. Assess whether evacuation of your building is possible or safe and conduct an orderly evacuation, careful not to use any elevators and not stopping to collect any personal belongings
 - Once outside, stay clear of the building and mind debris and glass
 - Avoid kicking up dust, it may contain very dangerous particles
 - Cover your mouth and nose with your hands, shirt, or other cloth to avoid inhaling dust, smoke and fumes
 - If you become trapped, use a flashlight to signal your location to rescuers or tap on walls or pipes; Avoid shouting, it will cause you to inhale more smoke and dust
6. If your facility has gas pumps which have not been compromised, deactivate them immediately
7. Keep street clear for emergency vehicles
8. Do not return to any evacuated buildings until the fire department and police department have authorized the return
9. Notify your insurer of the incident and direct media inquiries to management or district spokesperson

SUSPICIOUS PACKAGE WHAT MAKES A PACKAGE 'SUSPICIOUS?'

- It was delivered by someone other than a regular courier (USPS, FedEx, UPS, etc.)
- It was left with no evidence of shipping
- It was packaged with twine, not tape
- The package is lopsided or bulging
- It bears a hand-written message such as "CONFIDENTIAL" or "PRIVATE"
- It lists no return address
- Labels exhibit poor handwriting and spelling
- It has leaks, stains, protruding wires, or powders

IF YOU DISCOVER A SUSPICIOUS PACKAGE

1. Put the item down and call 911
2. DO NOT open, submerge, hide, shake or empty the package

3. If it is in an envelope, place it carefully in a plastic bag or cover it with a coat or cloth
4. Wash your hands with soapy water
5. Call the police
6. Cooperate fully with the police

IF YOU DISCOVER A SUSPICIOUS SUBSTANCE (POWDER, LIQUID, ETC.)

1. Secure the area around the substance
2. Investigate any possible legitimate sources of this substance (drywall dust, baking soda, etc.)
3. Ascertain if your district has received any threatening letters, emails or phone calls
4. If neither 2 nor 3 can be confirmed, call 911 and follow instructions given by law enforcement
5. Prepare a list of exposed objects, areas and individuals for the police and paramedics