

Emergency Procedures



ACTIVE ASSAILANT

- **Run:** leave the area quickly and quietly, if it is safe to do so.
- **Hide:** if you can't leave, go to an area that can be locked and secured.
- **Fight:** Fight as a last resort and attempt to incapacitate.
- Call police if it is safe to do so.
- If you encounter police, show your hands and follow their commands.



FIRE

- Pull nearest fire alarm.
- Alert others as you evacuate and assist those in need if you can.
- Never assume an alarm is false.
- Use stairwells to leave. Do not use elevators.
- Do not re-enter building(s) until directed by emergency personnel.



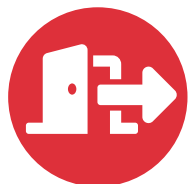
EARTHQUAKE

- **Stop:** running is the most common cause of injury during an earthquake.
- **Drop:** make sure your head is not the tallest thing in the room.
- **Cover:** get under a desk or table to protect yourself from falling objects.
- **Hold:** hold on tightly until the shaking stops.
- **Evacuate:** evacuate if it is safe to do so.
- Report your status to officials.



HAZARDOUS MATERIALS

- Call KGI Campus Safety or 911.
- Notify affected personnel immediately and evacuate the contaminated area.
- Advise others to stay clear of the contaminated area.
- Wait for further instructions from emergency personnel.



EVACUATION

- Calmly exit the building using the nearest accessible exit.
- Noncritical items should be left behind while evacuating.
- Use the stairs and avoid elevators.
- Assist persons with disabilities.
- Alert officials if anyone is trapped inside.
- Do not leave the area/campus without reporting your status.



MEDICAL EMERGENCY

- Call 911.
- Avoid leaving the person(s) except to summon help.
- Do not move injured person(s).
- Render first aid or CPR if you are trained and comfortable doing so.
- Protect yourself before and after providing assistance.



SHELTER IN PLACE

- Certain incidents may require that you shelter in place.
- Close doors and windows and seal any gaps.
- Do not turn on fume hoods or ventilation systems.



SUSPICIOUS ITEM

- Remain calm.
- Do NOT touch, tamper with, or move the package, bag, or item.
- Report the threat immediately to KGI Campus Safety or 911.



SUSPICIOUS PERSON

- Call KGI Campus Safety or 911.
- Do not let a stranger into locked or secured areas.
- Do not confront or attempt to stop any person from leaving.

AED LOCATIONS

- **535 Building**
East Lobby
- **517 Building**
Northwest Lobby
- **215 Building**
First Floor (Outside of the Kitchen)
- **555 Building**
East Entrance, Lounge
- **121 Building**
First Floor (Outside of the Kitchen)

IMPORTANT CONTACTS

- **KGI Campus Safety**
909.607.8736
- **Police & Fire**
911

EMERGENCY ALERTS

KGI uses Everbridge Alert System to notify students, faculty, and staff when emergencies occur. Notices are sent via email, text messages, and voice messages. Members of KGI are automatically enrolled.