

IN ALL EMERGENCIES...

If it is safe to do so, put away sensitive material and take your personal belongings (car keys, purse, coats, briefcases, etc.). You may not be allowed back into the building. Position all items you may take with you so they are secure, but quickly accessible.

Know **WHAT** to do in an EMERGENCY.
Know **WHEN** to respond to an EMERGENCY.
Know **HOW** to respond, and
Know **WHO** to call.



WORKPLACE INACCESSIBLE

If the Richland College campus is inaccessible or has been evacuated, all employees without specific instructions from the Incident Commander (IC) will regroup outside the LeCroy Building, East Campus - off Walnut Street, West Side of the Building. If the LeCroy Center has been evacuated or is inaccessible, then all employees without specific instructions from the Incident Commander (IC) will regroup in Parking Lot 'E', West Campus- Northern Parking at the Police Department Mobile Command Post vehicle or Squad Car.

