Evacuate
If you can safely leave the building, EVACUATE.

Evade
If you cannot safely leave, find a safe place to EVADE (or hide).

Engage
If you cannot EVACUATE safely or cannot EVADE (or hide), be prepared to ENGAGE for your life.

Rescue
anyone in the immediate danger area if you can safely do so.

Activate
the nearest pull station to engage the building fire alarm system.

Confine
the fire by closing doors to the fire scene and securing potentially dangerous substances and/or equipment.

Evacuate
the building by the nearest or alternate exit if possible. If you are not able to evacuate or you are a person with a disability, go to the designated Area of Rescue Assistance or nearest stairwell if you can.

Assist those who need help
but carefully consider whether you may put yourself at risk. Alert authorities to those who may need assistance or any missing or trapped persons.

If you are not able to evacuate or you are a person with a disability
 go to the designated Area of Rescue Assistance or nearest stairwell if you can. If conditions deteriorate, move into the stair landing or area adjacent to the stairwell if the stair landing is already full.

Security Threat (Lockdown)
• Immediately move yourself and others from an open or unsecured space, to a safer area which can be locked or secured. If that is not possible, do your best to hide.
• Lock the door if possible. If unable to be locked, barricade the doorway with heavy, solid objects (desks, tables, cabinets).
• Close blinds and turn off lights and computer monitors. Place mobile phones on silent; monitor for UIC ALERT updates.
• DO NOT open the door until a KNOWN law enforcement officer advises, or credible information is given that threat is over (i.e., UIC ALERT).
• DO NOT evacuate a secure space if a fire alarm is activated during an incident, unless you observe evidence of fire (fire or smoke) or an “all clear” message is given that the threat is over (i.e., UIC ALERT).

Severe Weather
• Proceed to the identified Storm Refuge Area or the lowest, most interior area of the building away from doors, windows, and hazardous equipment or materials.

HAZMAT Incidents
• Close all windows, doors, and other inlets. Shut down the HVAC system if possible.
• Seek shelter in an interior room above ground. Await instructions from emergency responders.