

- Stay calm.
- Locate flashlights.
- Open windows, shades, blind or doors for extra light and air.
- Call utility provider if phones are working. If not, go to another office or building to report outage.
- Notify _____ in _____ at _____.
Maintenance/Facilities Supervisor Office # Work/Mobile/Page #
- Notify _____ in _____ at _____
Crisis Team Coordinator Office # Work/Mobile/Page #
and Supervisor.
- If a gas odor is present, immediately evacuate entire building.
- If there is a water/sewer leak, protect important documents/items and use caution if electrical objects are near standing water. Notify security of electrical hazards and seal off dangerous areas.