

Responding to Emergencies in the CIB

This is a quick checklist to help respond to emergencies in the CIB. Please consult the CIB Emergency Action Plan for more detailed and comprehensive information.

Severe Weather:

- when outdoor sirens, weather radio, or building audio system activate, proceed to shelter
- DO NOT use elevators
- basement shelter locations are preferred
- upper floor shelter locations can be used if time is of the essence
- north wing (wing A) occupants proceed to central stairwells (north stairwell does NOT go to basement)
- DO NOT leave shelter until the tornado warning expires or the all clear is given

Fire:

- if you see smoke or fire, yell "Fire!"
- activate nearest fire alarm (pull station)
- when fire alarm is activated, immediately evacuate the building
- DO NOT use elevators
- move to the parking lot east of the Innovation Center (in front of Stone Belt), away from arriving emergency vehicles
- once outside, call 911 to report the fire
- obey all emergency personnel
- alert emergency personnel if someone is in the building and where they are located
- DO NOT re-enter the building until all clear is given by emergency personnel

Earthquake:

- take shelter under a sturdy piece of furniture
- stay away from windows, hanging objects, and heavy furniture
- stay where you are until the shaking stops
- after shaking stops, evacuate the building (or when requested by emergency personnel)
- DO NOT use elevators
- DO NOT re-enter the building until all clear is given by emergency personnel