You never know when or where it’s going to happen. It’s everyone’s responsibility to be vigilant, prepared and ready to act.

**Biological and Chemical Threats**

**Steps to take**

- Quickly move away from the source of the threat
- Cover your mouth and nose with fabric, tissues or paper towels that still allow for breathing
- Isolate the area until emergency personnel arrive
- Get medical attention
- Follow emergency decontamination protocols
- Following directions from emergency personnel, evacuate or shelter in place
- When exiting the building, stay clear of the affected area

**Cyber Attacks**

**Steps to take**

- Shut your computer down
- Contact IT or network administrator immediately
- Follow their directions

**Explosions**

**Steps to take**

- If building materials and contents are falling, move under a table or desk
- Move quickly - keep low if there's smoke
- If trapped in the building, signal rescuers with tapping, a flashlight or a whistle
- Limit shouting and movement that stirs up dust dangerous to inhale
- Cover your nose and mouth with fabric, tissues or paper towels
- Don't take an elevator, only use the stairs
- Exit the building through a designated emergency route
- Move as far away from the building as possible
- Keep away from windows and glass panes