If an explosion occurs somewhere in your building:

1. From a safe location, pull the nearest fire alarm to evacuate the building.

2. From a safe location, dial 9-911 and advise the Operator of the location of the explosion and, if known, its seriousness and any possible injuries to personnel. Be sure to give the Operator your name, office number, and telephone extension. Do not hang up until the Operator releases you.

3. Wait a safe distance outside the building until help arrives.

4. Advise emergency personnel about the explosion area and any personnel who may have been injured.