Utility Outage and Building Equipment Failure
- Report outages and equipment failures (ex. elevators) to the Office of Safety and Security
- If an emergency exists, CALL 9-1-1
- Elevators will not be operational during an electrical outage. If trapped in an elevator, use the elevator’s emergency telephone to contact the Office of Safety and Security or activate the elevator’s emergency alarm button
- If evacuation of a building is necessary, use the stairs, walk quickly to the nearest available exit that can be reached safely, alert others to do the same, and help persons requiring assistance (always ask how you can help before giving assistance)
- After exiting the building, go to the nearest evacuation area (Evacuation Area Maps posted in each building) and remain in the evacuation area until notified the emergency has been resolved

Gas Leak
Natural gas is a non-toxic, colorless, odorless, and combustible. For safety and detection, Washington Gas adds an unpleasant odorant called mercaptan (smells like rotten eggs) to the natural gas traveling through most of the pipelines.

If you suspect a natural gas leak or other gas emergency situation:
- Evacuate the area immediately; warn others as you exit a building or leave the area, if possible
- Do nothing that could create an ignition source. Do not use any type of phone or battery-powered equipment. Do not turn electrical equipment or light switches on or off.
- From a safe location, contact the Office of Safety and Security
- Do not attempt to locate the source of the odor or re-enter the area

Hazardous Material Spill or Release
If a spill or release of hazardous materials should occur within a building:
- Contact the Office of Safety and Security and provide the name and quantity of the material, if known
- Evacuate all persons from the affected area and secure area to prevent further contamination
- Do not attempt to clean up the spill unless you have related training
- Anyone who is contaminated by a spill should wash off the contamination with water, remain in the vicinity, and provide their names to the Security officers

If a spill or release of hazardous materials should occur outside a building:
- Contact the Office of Safety and Security and provide the name and quantity of the material, if known
- Security officers or members of the Campus Response Team (designated facilities staff who provide support to Safety and Security during emergencies) may request persons to shelter-in-place
- If sheltering-in-place, select interior rooms with the fewest windows.
- Continue to shelter-in-place until receiving further instructions from a Security officer or a member of the Campus Response Team.