



GREEN

BLUE

YELLOW

- Be familiar with your work area's emergency exit procedures, including how notice of evacuation requirement is distributed, location of exits, safe assembly areas, identity of building and evacuation coordinators, and personal responsibilities related to emergency evacuation.
- Cooperate in and take seriously any campus emergency drill.
- Know your department's emergency contact procedures.
- Report to the University Police or your supervisor:
 - ◆ Suspicious personnel, particularly those carrying cases or other containers, and people observing, photographing, or asking questions about operations or security measures.
 - ◆ Unidentified vehicles parked or operated in a suspicious manner on, or in the vicinity of buildings and grounds.
 - ◆ Abandoned parcels, cases, or containers.
 - ◆ Any activities considered suspicious.
- Review mail handling and delivery procedures.
- Ensure that keys assigned to you are properly secured and notify your supervisor immediately if your keys are missing.
- Ensure your family is prepared for security threats with emergency home supplies (e.g., nonperishable food, bottled water, flashlights/batteries, candles, radio, prescription medications, etc.).
- Monitor campus communications and news sources for Homeland Security Alerts and terrorist activities.
- Lock your vehicle any time it is unattended.

ORANGE - HIGH RISK

- Continue activities implemented to respond to previous threat conditions (Green/Blue/Yellow).
- Monitor closely campus communications and news sources for alerts and changes in conditions.
- Review inventories of critical supplies and reorder if necessary.
- Review security and inspection procedures at your work location.
- Carry & wear University identification at all times while at work. Be prepared to present campus identification when requested by campus officials.
- Examine your vehicle for unusual objects or conditions before opening doors.
- Contact the University Police and your supervisor if mail packages appear unusual (i.e., irregular shapes, improper titles or names on the address label, something received that was unusual/unexpected, etc.).

RED - SEVERE RISK

- Continue activities implemented to respond to previous threat conditions (Green/Blue/Yellow/Orange).
- Report immediately any suspicious or unusual activity to the University Police and your supervisor.
- Avoid repeating unsubstantiated information and rumors.
- Be prepared that certain site and building access may be limited or closed.
- Be prepared that certain parking areas may be closed.
- Be prepared to leave the campus with little notice.
- Take personal security precautions: be observant of your environment at all times.