

## What is a Reference Guide?

The purpose of the Emergency Quick Reference Guide is to educate you on the proper procedures for handling a crisis situation.

## How to Use this Reference Guide








In the Table of Contents located on page 1, you will see a listing of types of emergencies with an icon for each type on the left side. These icons are located throughout this guide and are highlighted to show which type of emergency is being displayed. You can also search for a specific type of emergency by the page numbers shown on the right of each page.

Once you have located the type of emergency for which you need information, follow the basic procedures listed. Remember that each emergency is unique and will require the use of common sense in addition to these guidelines.

Please familiarize yourself with this information now, so that you are able to quickly find the information you need when an emergency does occur.

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