

EMERGENCY PROCEDURES

**Emergency Call
Center
572-2911**

SEVERE WEATHER TORNADO

IF INDOORS:

- Move quickly to a safe interior area without windows (e.g., hallways, basements, restrooms.)
- Move to the lowest levels using stairways, NOT elevators.
- If possible, close all doors as you leave an area.
- Stay away from windows, doors, and exterior walls.
- Do NOT go outdoors.

IF OUTDOORS:

- Get inside if possible.
- Stay away from trees, power lines, utility poles, and other hazards.
- Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck.

SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into locked building/office.
- Do not block the person's access to an exit.
- Call **572-2911**.
- Provide as much information as possible about the person and their direction of travel.
- The Blue Light Emergency phones located outside may be used to report an emergency or suspicious person.

SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Do NOT use a cell phone!
- Report to Information Center or nearest reception area.
- Notify your instructor or supervisor.
- Be prepared to evacuate.

EARTHQUAKE

- "Drop, Cover and Hold" under a table or desk or against an inside wall, not in a doorway, until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- Evacuate the building.
- Do not leave the area/campus without reporting your status to your instructor or supervisor.

HAZARDOUS MATERIALS RELEASE

- If an emergency exists or if anyone is in danger, move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

ACTIVE SHOOTER

RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

HIDE

- Hide in an area out of the shooter's view.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone and/or pager.

FIGHT

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the shooter.

POWER OUTAGE

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area.
- Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.
- For more information about a prolonged outage, call Maintenance at **572-2468**.

EVACUATION

- Remain calm.
- Evacuate using the nearest safe stairs and safe exit.
- Do NOT use elevators!
- Follow directions given by emergency personnel.
- Go to identified assembly points.
- Assist persons with disabilities or injuries without jeopardizing your safety.
- If you are unable to evacuate due to a physical disability, go to a safe location (e.g., stairwell) and wait for assistance. Ask others to inform emergency personnel of your location.
- Do not stop to gather belongings or turn off equipment: **EVACUATE IMMEDIATELY.**

FIRE

- Remain calm.
- Activate the nearest fire alarm pull station.
- Evacuate the building.
- Do NOT use elevators!
- Do NOT re-enter the building until authorized by emergency personnel.