



# EMERGENCY PROCEDURES

Office of Public Safety - Campus Police

Emergency dial 9-1-1

Non-Emergency dial x2461 or 246-4708

## QUICK REFERENCE

Never assume someone has already called the authorities.

### FIRE SAFETY

- \* Activate the nearest fire alarm pull station.
- \* If possible, dial 911 first. Then Call Campus Police at x2461 or dial 246-4708.
- \* If possible, notify occupants and provide assistance as you are able.
- \* Evacuate the building via the nearest safe exit.
- \* Follow the directions of Campus Police and Evacuation Marshals.
- \* DO NOT use elevators.
- \* DO NOT re-enter the building until authorized to do so

### BOMB THREAT

- \* Remain calm.
- \* Write down as much information as possible from the threatening caller.
- \* Dial 911. The 911 Dispatcher will dispatch Campus Police and other necessary authorities.
- \* Follow the instructions from emergency personnel.

### MEDICAL EMERGENCIES

- \* Dial 911. Notify the 911 Dispatcher of your location, building and floor, and the name and condition of the patient.
- \* Remain on the phone with the dispatcher until help arrives.

### HAZARDOUS MATERIAL SPILLS/RELEASE

- \* Call Campus Police at x2461 or dial 246-4708 immediately.
- \* Move away from the site of the hazard to a safe location.
- \* Stay upwind of the material if possible.
- \* Alert others to stay clear of the area.
- \* Notify emergency personnel if you have been exposed.

### GAS LEAKS, FUMES, VAPORS

If you detect natural gas, fumes or vapors:

- \* DO NOT pull fire alarm.
- \* DO NOT touch light switches or electrical equipment.
- \* Call x2461 or dial 246-4708 immediately.
- \* Follow directions of emergency personnel.

### SUSPICIOUS BEHAVIOR/PERSON OF CONCERN

- \* DO NOT physically confront the person exhibiting the behavior.
- \* DO NOT let anyone into a locked room or building.
- \* DO NOT block a person's access to an exit.
- \* Call Campus Police at x2461 or dial 246-4708 immediately.

### SUSPICIOUS PACKAGE/OBJECT

- \* DO NOT touch or disturb the object.
- \* Evacuate the area immediately.
- \* Call Campus Police at x2461 or dial 246-4708 immediately.

### BUILDING EVACUATION PROCEDURES

- \* Evacuate the building as quickly as possible using the nearest exit (or alternate in nearest exit is blocked).
- \* DO NOT use elevators.
- \* Take personal belongings (keys, purses/wallet, ID, etc.) and dress appropriately for the weather.
- \* Close doors as you exit.
- \* Follow direction of emergency personnel.

### ACTIVE SHOOTER/VIOLENT PERSON

If possible, exit the building immediately and dial 911. The 911 Dispatcher will dispatch Campus Police and other authorities.

1. If you cannot safely exit the building, barricade yourself and others in a locked room when possible. Stay low and away from windows.
2. Remain calm and quietly dial 911. The 911 Dispatcher will dispatch Campus Police and other authorities. Never assume someone has already called the authorities.
3. DO NOT attempt to confront or apprehend the shooter.
4. DO NOT leave or unlock the door to see what is happening.
5. Stay where you are unless emergency personnel give instructions to exit. You may be asked to take shelter-in-place.

### SHELTER-IN-PLACE

Upon the recommendation of public safety officials, or when there is a significant security concern, the safest course of action may be to shelter-in-place. Stay as calm as possible and follow these procedures:

1. First, ensure your own safety.
  - a. Move to the nearest location that can be secured by a locked door.
  - b. If a locked door is not available, move as far away from the threat as possible.
  - c. Remain quiet and do not do anything that will draw attention to you.
2. Notify Campus Police
  - a. Campus Phone: x2461 or dial 246-4708
3. Assis others if possible
  - a. Allow other trusted individuals into your secure location.
  - b. Instruct them to stay calm and quiet.
  - c. If you know where the intruder (or source of the security threat) is, contact Campus Police immediately.
4. When the security threat is over, Campus Police will move through the entire building and notify everyone that the threat is gone.

### WEATHER EMERGENCIES

1. If possible, check the College website and monitor local television and radio stations for announcements.
2. Determine where you will take shelter if instructed to do so.
  - \* Basements provide the best protection.
  - \* If underground shelter is not available (or not advisable due to the situation), go to an interior room, or hallway on the lowest floor possible.
  - \* Stay away from windows, doors, and outside walls. Go to the center of the room. Stay away from corners because they attract debris.
3. Stay in the shelter location until the danger has passed.
4. You may be instructed to drop and cover under a table or desk or against an inside wall –NOT in a doorway

### POWER OUTAGE

- \* Remain calm.
- \* Move cautiously to a lighted area.
- \* Follow instructions of emergency personnel.