



# EMERGENCY PROCEDURES — 2016

## EVACUATION

- Use the nearest exit. **Do not use the elevator.**
- Move quickly, **remain calm.**
- **Take** personal items (coat, shoes, wallet, medications, phone, etc.)
- **Secure** any hazardous materials.
- **Close** door when you exit.
- Go to **assembly point** (See - Evacuation Procedures)
- **Report** to officials, regarding casualties, trapped victims, injuries, or hazardous conditions.
- **Do not** leave campus until roads and bridges are safe.
- **Do not** re-enter buildings until the fire alarm stops and until advised by safety personnel.
- **Check in** with officials **before leaving campus.**
- **Verify** that disabled persons have **evacuated.**

## BUILDING FIRE

- **Activate** the nearest fire alarm.
- **Evacuate** the building (See - Evacuation Procedures)
- **Call 9-1-1.**
- **If trapped** in building, stay near floor to avoid toxic fumes, signal emergency personnel.

## WILDFIRE

- **Activate** the nearest fire alarm, and call 9-1-1.
- **Close** windows, **do not** evacuate building unless safe to do so.
- If building is on fire, follow evacuation procedures.

## EARTHQUAKE

- **If indoors**, stay calm, don't rush for the door.
- **Drop!, Cover!, & Hold On!** Get under a table or desk - not in a doorway - turn away from windows.
- **Protect** your head and neck with your arms, close your eyes.
- **Keep away** from objects that might fall.
- **After the shaking stops**, check yourself and others for injuries and move toward the nearest exit. Remember that aftershocks can occur at anytime.
- **If outdoors**, move to a clear area away from trees, poles, buildings, and wires.

## POWER OUTAGE

- **Turn off and unplug all** computers and other voltage-sensitive equipment.
- For information about a prolonged outage, check with authorities, listen to radio **KGY 1240 AM/96.9 FM.**

## SUSPICIOUS PERSON

- **Do not** physically confront the person.
- **Do not** let anyone into a locked building or office.
- **Do not** block the person's access to an exit.
- **Call 9-1-1.** Provide as much information as possible about the person, direction of travel, etc.

## SUSPICIOUS OBJECT

- **Do not** touch or disturb object.
- **Call 9-1-1.**
- **Notify** your supervisor and/or the building monitor.
- Be prepared to evacuate.
- When told to evacuate by safety personnel, follow evacuation procedures.

## SHOOTING INCIDENT

- **Run** if safe, make a run for it, do not run in straight line.
  - **Hide** behind something that stops bullets. Wait for emergency personnel.
  - **Fight** the shooter.
- General:
- When police arrive, put your hands up to show that you are not a threat to them.

If shooter is outside building:

- **Turn off lights**, lock windows and doors, close curtains.
- **Get on floor** out of line of fire.
- Move to a central area **if safe.**
- **Follow** directions of uniformed officers.

If shooter is inside building:

- **If safe** to exit, RUN-FLEE.
- **When it is safe, Call 9-1-1** to give location.
- **Do not** pull fire alarm.
- If flight not possible, lock doors, get on floor, remain silent.
- **Barricade** door with something heavy.
- **Hide** behind something that stops bullets.

If shooter comes into class/office:

- **Call 9-1-1** if it is safe to do so.
- **Hide** behind something that stops bullets.
- **Fight** the shooter, rush with lots of people, throw things, use improvised weapons to take the shooter to the ground.