EMERGENCY GUIDELINES

POTENTIAL SITUATIONS

Dangerous Person/Intruder
• Dial 911; then contact Campus Security.
• Do not approach the person. Remove yourself from danger.
• Lock and barricade room door. Turn off lights and equipment.
• Remain in secured area until ‘all clear’ has been given by law enforcement.
• Do not confront suspicious persons, or block their exit. Call Campus Security.

Medical Emergency
• Dial 911; then contact Campus Security. Remain calm.
• Do not move injured person unless it is absolutely necessary; reassure that help is on the way.
• If you are certified in First Aid, provide care.
• Follow all instructions of public safety responders and Campus Security.

Fire
• If the alarm sounds, remain calm and IMMEDIATELY evacuate the building by the nearest safe exit.
• If you observe smoke or a fire and the alarm is not sounding, leave the building immediately; activate the fire alarm at a pull station on your way out.
• Dial 911; then contact Campus Security.

Power Outage
• Contact Campus Security. Remain calm; carefully move to a lighted area.
• Assist individuals with special needs.
• Unplug computers, appliances and other voltage-sensitive equipment.
• DO NOT tamper with or test fuses or switches. DO NOT light candles.

Suspicious Item – out-of-place/unattended backpack, bag, box
• Do not touch it. Immediately leave area; warn others of the possible danger.
• Do not use a cell phone near the area.
• Contact Campus Security; provide all details you can.
• Follow instructions of public safety responders and Campus Security.

Hazardous Spill
• Immediately leave area; go to safe location. Remain calm.
• Dial 911; then contact Campus Security. Provide as much information as possible.
• Follow instructions of public safety responders and Campus Security.

RESPONSE ACTIONS – IF SAFE TO DO SO

Building Evacuation – May be ordered in specific circumstances via building fire alarm, ZagAlert or other communication
• Leave area IMMEDIATELY. Close doors; do not lock.
• Shut down any hazardous operations quickly. Do not use elevators. Assist disabled persons. Go to assigned meeting area.
• Notify Fire Department and Campus Security if you know people may be trapped inside.
• DO NOT RETURN TO BUILDING unless instructed by public safety responders or Campus Security.

Lockdown/Modified Lockdown – May be ordered in specific circumstances via ZagAlert or other communication
• Remain calm. Lock doors; close and lock windows; shut blinds.
• Inform others in immediate area of lockdown; assist others as possible.
• Use all available items including desks, tables, chairs to barricade doors.
• Stay low on the floor away from windows, doors; hide under desks if possible.
• Turn off all lights. Turn off devices that emit sound; silence cell phones.
• If YOU or others are in IMMEDIATE danger, call 911.
• Do not leave the area unless you are in imminent danger or told to do so by public safety responders or Campus Security.
• In the case of Modified Lockdown, movement is allowed within a building ONLY. Follow instructions.

Shelter in Place – May be ordered by ZagAlert or other communication if buildings or areas around buildings become unstable; or the outdoors become dangerous
• If you are indoors; stay where you are.
• If you are outdoors, proceed quickly to the closest building or follow instructions from emergency personnel.
• Inside buildings: seek interior room, above ground level, without windows or with few windows;
• Close and lock all windows and close exterior doors; turn off air conditioners, heaters, fans; cover or close vents if able.
• Stay inside until you are told it is safe to come out by public safety responders or Campus Security.