Campus Emergency Procedures

General Evacuation Information
- In the event of a building alarm or official notification, evacuate the building using the nearest exit or alternate if nearest exit is blocked.
- Do not use elevators!
- If possible, take personal belongings (keys, wallets, etc.)
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by emergency personnel and/or police.
- Gather at designated area from the building unless otherwise instructed by emergency personnel.
- Assist persons with disabilities or special needs.
- Do not return to the building or move to another side of the building unless told to do so by emergency personnel.

Fire
- Activate the nearest fire alarm pull station and call 911 from a cell or campus phone.
- Evacuate the building using the nearest exit or alternate if nearest exit is blocked.
- Gather at designated area from the building unless otherwise instructed by emergency personnel.
- Do no re-enter the building until authorized by emergency personnel.

Tornados
- If an underground or designated shelter is not available, move to an interior room or hallway on the lowest floor and get beside not under a sturdy piece of furniture.
- Stay away from windows. DO NOT open windows.
- Remain in the safe area until all danger has passed.
- If the facility is damaged, evacuate to the designated area after the storm passes and stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks.
- Follow directives of emergency personnel.

Bomb Threat
- Evacuate the building
- Do not use cell phones or radios within 300 feet of the area suspected of containing the explosive device.
- Faculty/Staff should check for, but not disturb, unusual objects as they depart the classroom or offices. Report these unusual objects to the Police and Emergency Personnel.
- Gather at designated area from the building unless otherwise instructed by emergency personnel.
- Do not enter a building until authorized by Emergency Personnel or Police.