

BUILDING RALLY POINT:

EHS Building:

Lot 56 located on the west side of the EHS Building.

Emergency Guideline Quick Chart



BUILDING EVACUATION PROCEDURES

- Take your personal belongings (if time permits).
- Do not use the elevators.
- Leave the building.
- Meet at the Rally Point located **in Lot 56 on the west side of EHS Building.**
- Wait at the Rally Point.
- Follow the directions of Police or Fire Department.

SUSPICIOUS/VIOLENT PERSON

- Use your best judgment when assessing the situation; determine whether it is something that can be resolved with intervention. NEVER put yourself into a situation that can become harmful to you.
- If the situation is dangerous (weapons are visible or implied, individual's actions appear to be altered by drugs/alcohol, or individual is doing damage to property or assaulting another), immediately call the Police (911) and inform them of the location and actions of the individual(s) creating the disturbance.

BOMB THREATS

- Record the date and time.
- Record where the call came from (off campus/on campus).
- Write down exactly what was said.
- Note the gender and age of the caller.
- Listen for any background noises such as music, children, traffic, etc.
- Call the Police at 911.

Call 911

FOR ANY EMERGENCY...

That includes: fire, explosions, leaks and spills of hazardous materials, bomb threats, suspicious letters or packages, civil disorder, life threatening injuries, life safety issues, a tornado sighting, or a crime in progress (which could include physical/verbal assault or theft).

FIRE

- Immediately exit the building, closing doors between you and the fire.
- Meet at the rally point located at: **The west side of the EHS building in Lot 56.**
- When you are in a safe place contact Fire at 911.
- Notify Police/Fire if you know of people trapped in the building.
- Remain outside until instructed otherwise by Police/Fire.

How to use a Portable Extinguisher

- Only use an extinguisher to attempt to extinguish a small fire and only if you have been trained.
- Do no attempt to extinguish a fire if it is between you and an exit.
- Remember the four basic steps to operating a fire extinguisher:
 - P: Pull the pin.
 - A: Aim at the base of the fire.
 - S: Squeeze the trigger.
 - S: Sweep from side to side at the base of the fire.

Hazardous Materials Release

Emergency Building Coordinators or building administrators will advise and assist you in the event of a hazardous materials emergency. If it becomes necessary to evacuate the building, you will be instructed which routes and exits from the building to use and where the safest rally site will be.

If the emergency requires you to stay in the building you may be instructed to:

1. Close and seal off all exterior doors and windows.
2. Shut off any room air sources like window air conditioners or fume hoods.
3. Remain in the building until advised of further action.
4. Be prepared to move to a safe area in the building or to eventually evacuate.

WEATHER EMERGENCY

Emergency announcements may come through:

- Weather sirens (exterior only)
- NOAA Weather Radios
- TV/Internet

Tornado Watch

- Conditions are favorable for a tornado to develop.
- Be prepared to evacuate to a shelter area.

Tornado Warnings

- Issued by the National Weather Service when a tornado has been observed on radar or in person. **TAKE SHELTER** in the following areas:

FIRST FLOOR: MEN'S AND WOMEN'S BATHROOMS.

Keyed Access: Near room 112A, 116, 134B, 136, 137 A, B, D, E, F, G, I, J, areas in 148 and 149.

SECOND FLOOR: MEN'S AND WOMEN'S BATHROOM.

Keyed Access: Rooms 214, 227, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 254, 256, 264, 266, 270A, 270B, and 283.

THIRD FLOOR: MEN'S AND WOMEN'S BATHROOM.

Keyed Access: Rooms 310, 314, 315, 331, 332, 336, 337, 341, 343, 345, 349, 358, 359, 360, 361, 363, 364, and 369.

FOURTH FLOOR: MEN'S AND WOMEN'S BATHROOM.

