EMERGENCY PROCEDURES

Evacuation Information:
- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Do not use elevators!
- Take personal belongings (keys, shoes, wallet/purse, and emergency go-kit).
- Follow directions given by Building and Floor Marshals, or campus or emergency officials.
- Go to designated evacuation point.
- Assist persons with disabilities or special needs.

Shelter in Place:
- Stay in the building. Close windows and doors.
- Move to an interior room or building space away from as many windows as possible. It may be necessary to move to a higher or lower floor and into a hallway.
- Do not use elevators.
- Follow instructions of emergency/housing personnel.
- Remain in the shelter until emergency personnel notify you that it’s safe to leave. Do not contact parents or friends to come to campus to pick you up.

Earthquake:
- Drop, Cover, Hold under a table or desk or against an inside wall—not in a doorway—until the shaking stops.
- After shaking stops, check yourself and others for injuries and more toward the nearest exit or alternate.
- Evacuate the building.
- Do not leave the area/campus without reporting your status to your Building or Floor Warden.
- Go to designated evacuation point.
Fire:
- Activate the nearest fire alarm and call 911 from a campus phone or 278-6851 from non-campus phone.
- Evacuate the building.
- Do not enter building until authorized by emergency personnel.

Hazardous Materials Release:
- If an emergency occurs or if anyone is in danger, call 911 from campus phone or 278-6851 from non-campus phone.
- Move away from hazard site to safe location. Follow the instructions of emergency/housing personnel.
- Alert others to stay clear of area.
- Notify emergency personnel if you’ve been exposed or have information about the release.

Power Outage:
- Remain calm. Provide assistance to others if necessary.
- Move cautiously and retrieve a flashlight. Proceed to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off or unplug computers and other voltage-sensitive equipment.
- For information about a prolonged outage contact 278-6851.

Suspicious Person:
- Do not physically confront the person.
- Do not let anyone into a locked building / apartment / office.
- Do not block the person’s access to an exit.
- Call 911 from a campus phone, or 278-6851 from a non-campus phone. Provide as much detail as possible about the person and their direction of travel.

Suspicious Object:
- Do not touch or disturb object.
- Call 911 from a campus phone or 278-6851 from a non-campus phone.
- Notify your Building or Floor Marshal.
- Be prepared to evacuate.