

In case of a **CAMPUS EMERGENCY** REMAIN CALM and follow these instructions



Earthquake

- DROP to the ground; take COVER by getting under a sturdy table and HOLD ON until the shaking stops.
- Stay away from glass, windows, outside doors and walls, and anything that could fall.
- Use a doorway for shelter only if it is in close proximity to you.
- Stay inside until the shaking stops and it is safe to go outside.
- DO NOT use elevators!



Hazardous Materials

- Move away and upwind from the hazard to a safe location.
- In an emergency or if anyone is in danger, call 911.
- Follow instructions from staff or emergency personnel.
- When possible, alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed to the hazard or have information about the release.



Power Failure

- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and voltage-sensitive equipment.
- For localized outages, contact Facilities at 745-9789.



If told to SHELTER IN PLACE

- Get indoors.
- Shut and lock all doors and windows.
- Turn off air conditioners, fans, and heaters.
- Stay inside until informed it is safe to go outside.
- Follow instruction from staff or emergency personnel.



Declared Health Emergency

- If there is advanced notice, contact your doctor for advice.
- Practice social isolation, wash hands frequently, and use personal protective equipment.
- If you witness people showing signs of illness, encourage them to seek medical help.
- Do not share prescription medications, even if you think they may help.



Suspicious Person or Violent Act

- Do not physically confront the person and do not block his or her access to an exit.
- Do not let anyone into a locked building or office.
- Call 911 and provide as much information as possible about the person and his or her direction of travel.
- Follow instructions from staff or emergency personnel.
- If told to seek safe shelter, get inside immediately and lock doors.



If told to Evacuate

- Move calmly to exits. Do not run or push.
- Follow instructions from staff or emergency personnel.
- Alert personnel if someone needs help evacuating.
- Bring your Emergency Kit, cell phone, and special medications you may need.
- Stay together with your group



Fire

- Activate the nearest fire alarm, exit the building .
- If there are no fire alarms , knock on doors and yell "fire" as you exit the building.
- Immediately evacuate the building and DO NOT use elevators!
- Close doors as you leave.
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Move well away from the building when evacuating.



Suspicious Package, Bomb Threat, or Explosion

- Do not touch or disturb object.
- Call 911. Provide as much information as possible about the threat or object.
- Notify your supervisor or instructor.
- Be prepared to evacuate. Look around for anything suspicious and report to authorities.