

What to Do In An Emergency...

Fire

- Activate the nearest fire alarm and call 911.
- Everyone must leave immediately when a fire alarm is activated, even if there are no obvious signs of an emergency.
- Do not use the elevator.
- Remain calm and assist others in safely getting out.
- Confine the fire by closing all doors and windows if possible.
- Follow directions given by emergency personnel and go to the location designated by your building coordinator.

Dangerous Person

- Remain calm, do not engage the intruder.
- A quick and quiet escape is suggested, if it can be done safely.
- If attempting to escape, keep your hands elevated with open palms visible, especially if encountering law enforcement officers. Follow all instructions given.
- If you cannot safely exit the building, seek secure shelter.
- Close and lock windows, lower blinds, remain out of sight, and turn off the lights.
- Once secured, take cover behind concrete walls, thick desks, and filing cabinets that are away from windows and doors.
- Remain quiet and turn off cell phone ringers.

Medical Emergency

- If the person is seriously injured or non-responsive, CALL 911.
- Give key information to the 911 operator (location/address, type of injury/illness etc.) and stay on the line until help arrives.
- Ask others to assist (directing emergency personnel to your location, crowd control, etc.).
- Remain calm.
- If the person is not seriously injured, contact the College Health Center at x 6538 or Campus Security at x6222 for assistance.
- Always report injuries on campus to the Office of the Vice President for Business & Finance.
- Please note that Automated Electronic Defibrillators (AED's) are available on campus in the following locations:
 - Campus Security
 - King Center Athletic Training Room
 - McGlothlin Street Hall 139
 - Wiley Hall 121

Tornado

- Listen for the siren. A single siren blast will sound to alert you to check for emergency message via email and the Campus Alert System.
- Seek shelter inside a building until notified by College officials that it is safe to leave.
- An "all-clear" e-alert will be sent when the danger has passed.