

Life-Threatening Emergencies:

**911**

All Emergencies/Campus Security:

**509.313.2222**



# EMERGENCY GUIDELINES

## **POTENTIAL SITUATIONS**

### **Dangerous Person/Intruder**

- Dial 911; then contact Campus Security.
- Do not approach the person. Remove yourself from danger.
- Lock and barricade room door. Turn off lights and equipment.
- Remain in secured area until 'all clear' has been given by law enforcement.
- Do not confront suspicious persons, or block their exit. Call Campus Security.

### **Medical Emergency**

- Dial 911; then contact Campus Security. Remain calm.
- Do not move injured person unless it is absolutely necessary; reassure that help is on the way.
- If you are certified in First Aid, provide care.
- Follow all instructions of public safety responders and Campus Security.

### **Fire**

- If the alarm sounds, remain calm and IMMEDIATELY evacuate the building by the nearest safe exit.
- If you observe smoke or a fire and the alarm is not sounding, leave the building immediately; activate the fire alarm at a pull station on your way out.
- Dial 911; then contact Campus Security.

### **Power Outage**

- Contact Campus Security. Remain calm; carefully move to a lighted area.
- Assist individuals with special needs.
- Unplug computers, appliances and other voltage-sensitive equipment.
- DO NOT tamper with or test fuses or switches. DO NOT light candles.

### **Suspicious Item – out-of-place/unattended backpack, bag, box**

- Do not touch it. Immediately leave area; warn others of the possible danger.
- Do not use a cell phone near the area.
- Contact Campus Security; provide all details you can.
- Follow instructions of public safety responders and Campus Security.

### **Hazardous Spill**

- Immediately leave area; go to safe location. Remain calm.
- Dial 911; then contact Campus Security. Provide as much information as possible.
- Follow instructions of public safety responders and Campus Security.

## **RESPONSE ACTIONS – IF SAFE TO DO SO**

### **Building Evacuation** – *May be ordered in specific circumstances via building fire alarm, ZagAlert or other communication*

- Leave area IMMEDIATELY. Close doors; do not lock.
- Shut down any hazardous operations quickly. Do not use elevators. Assist disabled persons. Go to assigned meeting area.
- Notify Fire Department and Campus Security if you know people may be trapped inside.
- DO NOT RETURN TO BUILDING unless instructed by public safety responders or Campus Security.

### **Lockdown/Modified Lockdown** – *May be ordered in specific circumstances via ZagAlert or other communication*

- Remain calm. Lock doors; close and lock windows; shut blinds.
- Inform others in immediate area of lockdown; assist others as possible.
- Use all available items including desks, tables, chairs to barricade doors.
- Stay low on the floor away from windows, doors; hide under desks if possible.
- Turn off all lights. Turn off devices that emit sound; silence cell phones.
- If YOU or others are in IMMEDIATE danger, call 911.
- Do not leave the area unless you are in imminent danger or told to do so by public safety responders or Campus Security.
- In the case of Modified Lockdown, movement is allowed within a building ONLY. Follow instructions.

### **Shelter in Place** – *May be ordered by ZagAlert or other communication if buildings or areas around buildings become unstable; or the outdoors become dangerous*

- If you are indoors; stay where you are.
- If you are outdoors, proceed quickly to the closest building or follow instructions from emergency personnel.
- Inside buildings: seek interior room, above ground level, without windows or with few windows;
- Close and lock all windows and close exterior doors; turn off air conditioners, heaters, fans; cover or close vents if able.
- Stay inside until you are told it is safe to come out by public safety responders or Campus Security.