

## **EMERGENCY PROCEDURE GUIDES - In the event of...**

### **Fire...**

- Know the location of the fire alarms, fire extinguishers and evacuation routes and exits.
- Evacuate when the alarm sounds.
- Help ensure everyone evacuates.
- Assist others during the evacuation.
- Call University Police (2911 if you are using a campus phone or 899.2911) if you or others need assistance or if someone is trapped in an elevator.

### **Severe Weather...**

- Know the location of your Storm Safe Area.
- Listen for announcements via the campus public address system.
- Follow instructions.
- Help ensure everyone is aware and follows instructions.

### **Medical Emergency...**

- Immediately call University Police (989.2911)
- Immediately call 9-911 (if you are using a campus phone or 911 if you are using a cell phone) if an ambulance is needed.

### **Power Failure...**

- If it lasts more than a few seconds...secure your space and go to the first floor.
- Listen for announcements via the campus public address system.
- Follow instructions.
- Help ensure everyone follows instructions.
- REMEMBER...emergency lighting is limited in duration...it is intended to help you evacuate safely...it is not intended to help you keep working.

### **Elevator Failure...**

- If you are trapped, activate the elevator alarm and use the emergency telephone to contact University Police.
- If you hear someone who is trapped in an elevator, reassure them that you will call University Police (989.2911).

### **Criminal Activity...**

- Call University Police (989.2911) immediately if you observe a crime, note a suspicious person or have knowledge of a crime previously committed. The confidential hotline number for reporting suspicion of criminal behavior is 989-2912.

### **Dangerous Individuals...**

- Call University Police (989.2911) immediately if you observe someone demonstrating apparently irrational or harmful behavior.
- Also please take note of the campus resources that are available should you believe that a student may benefit from intervention that could prevent a potential emergency situation:

**Dean of Students office:** 989-4141

**Counseling Center:** 989-2366

### **Hazardous Condition...**

- If you see, smell, touch or hear something that is a hazard or has the potential to become a hazard call University Police (989.2911).

### **Sounds like gunshot...**

- Turn off lights to the room.
- Lock or barricade the door.
- Hide where you can't be seen.
- Call the University Police (989.2911)
- Wait for Police to arrive.

**WHEN IN DOUBT...CALL UNIVERSITY POLICE AT 989.2911**