



# Emergency Guidelines

## Call 9-9-1-1

To report an emergency and then follow directions provided by EMS dispatcher

## Call 911 for ANY EMERGENCY...

That includes: fire, explosion, leaks and spills of hazardous materials, bomb threats, suspicious letters or packages, civil disorder, life threatening injuries, life safety issues, or a crime in progress (which could include physical/verbal assault or theft).

**CAMPUS SAFETY: ext. 224, 428-1224, cell 690-1477**

## EVACUATION GUIDELINES

### For Fire or Explosions:

**Pull the Fire Alarm** located by the nearest marked exit.

**Leave** the Building by the nearest marked exit. DO NOT USE ELEVATOR.

#### Meet at the Rally Site:

- Check in with your supervisor or emergency response team member
- Wait at the rally site for further information
- Follow directions of the Emergency Response Team Member (will be wearing orange vest) or police/fire personnel
- Do not return to the building until you receive official notice from campus safety or an emergency response team member.

## For Spills and Leaks of Hazardous Materials:

Emergency Response Team Members or Campus Safety will advise and assist you in the event of a hazardous materials emergency. If it becomes necessary to evacuate the building, you will be instructed which routes and exits from the building to use and where the safest rally site will be.

If the emergency requires you to stay in the building you may be instructed to:

1. Close and seal off all exterior doors and windows
2. Shut off any room air sources like window air conditioners or fume hoods
3. Remain in the building until advised of further action
4. Be prepared to move to a safe area in the building or to eventually evacuate

## Guidelines for assisting people with disabilities.

For **blind and visually impaired** and for **deaf and hard of hearing**

- please assist as needed. DO NOT USE ELEVATOR.

For **mobility impaired** or for **persons who use a wheelchair** and who are not on a ground floor. DO NOT USE ELEVATOR.

1. Assist in locating the nearest/safe fire rated stairway.
2. Inform the nearest police or fire responder to their location.
3. If you must move them up or down stairs be careful.



## PHONES

### Emergency Towers and Courtesy Phones

Emergency phone towers are tall, slender metal columns that are topped by a blue light at night. There are seven on campus. The phone towers are connected directly to emergency operators and CANNOT be used to contact any other numbers.

**Emergency Phone Towers** are located:

- Main Building (3)**
  - Main entrance, southeast of flag poles
  - West wing, near handicap parking
  - Library, sidewalk north towards portables
- Early Childhood Development Center (2)**
  - NW corner in front of building
  - SW corner next to Nosotros
- Fitness Education Center (2)**
  - South of front entrance
  - East parking lot, south of building

**Courtesy Phones** are located in hallways adjacent to the following rooms:

- Room 220
- Room 308
- Room 325
- Room 421
- Room 500
- Room 582
- Room 713
- Room 734
- Room 2012
- Room 2017
- West wing foyers (200,300)