

# EMERGENCY PROCEDURES

When reporting an incident, your location is:

Bldg. name \_\_\_\_\_ Room # \_\_\_\_\_

## Evacuation Information

- Follow directions of authorities.
- Secure hazardous materials or equipment.
- Take personal belongings (keys, purse, wallet, cell phone, etc).
- Use the nearest exit or, if it is blocked, an alternate exit.
- Do not use elevators!
- Assist persons with disabilities or special needs.
- Account for all individuals.
- Move a safe distance away from buildings.

## Shelter in Place

You may be safer where you are.

- Stay quiet and calm.
- Pay attention to your surroundings.
- Follow directions from authorities.
- Seek information from campus media sources.

## Fire

- Activate the nearest fire alarm and evacuate the building.
- Call 911 and do not re-enter the building until authorized by emergency personnel.

## Violent Incident

- If you know the location of assailant or danger, consider escaping if a safe escape route is immediately available to you. Call Campus Security at 434-947-8000, Ext. 0, or dial 911.

If it is unsafe to escape:

- Immediately seek protection.
- Secure area by locking or barricading door using whatever means available.
- Stay behind solid objects away from the door.
- Call Campus Security at 434-947-8000, Ext. 0, or dial 911.
- Minimize noise that may draw attention to your location. Turn off lights, computers, and radios and put cell phones on vibrate.
- Follow all directions of authorities, do not challenge law enforcement.

## Suspicious Person

- Do not let anyone into a locked building/office or "tailgate" into the building behind you.
- Do not contact the person or block the person's exit.
- Call Campus Security at 434-947-8000, Ext. 0, or dial 911 and provide as much information as possible.

## Suspicious Object

- Do not touch or disturb object.
- Call Campus Security at 434-947-8000, Ext. 0, or dial 911.
- Be prepared to evacuate.

## Tornado

**TORNADO WATCH** means conditions are right for tornados and to remain alert to weather conditions.

**TORNADO WARNING** means a tornado has been sighted within a 25-mile radius; warnings are typically available 3-15 minutes in advance of the tornado.

- Go to an internal, lowest area of safety: hallways or basement away from windows and glass.
- Do not use elevators during a tornado warning. Persons with mobility concerns should go to a safe place at the time of a tornado watch. Do not wait for a tornado warning!
- Close all doors, including main corridors.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If outside, lie down in a low area such as a ditch and cover your head.
- Be alert for fire and use the fire plan if needed.

## Explosion

- Evacuate the building as quickly and calmly as possible.
- Call 911.
- If items are falling, get under a sturdy table or desk.
- If fire is present, stay low to the floor and exit the building as quickly as possible.
- If trapped in debris, tap on a pipe or wall to alert rescuers.
- Help others exit the building and move to designated evacuation areas.
- Untrained persons should not try to rescue people who are inside a collapsed building; wait for emergency personnel.

## Infrastructure Failure

- In case of water, power, heat, or cooling outages call Buildings & Grounds at 434-947-8109.
- In case of internal telephone systems outage, use cell to call the Switchboard at 434-947-8000 or Ext. 0.
- In case of a critical incident relating to computer systems call the IT Help Desk at Ext. 4005 or Ext. 8103.
- If it is after hours contact the Switchboard at 434-947-8000 or Ext. 0.

## Hazardous Materials Release

For major spills:

- Call 911.
- Evacuate, assemble at a safe distance and designate someone to communicate with the Fire Department.
- Notify emergency personnel if you have been exposed or have information about the spill.
- All spills should be reported to Campus Security at 434-947-8000, Ext. 0, or dial 911.

For additional information see <http://www.randolphcollege.edu/security>

Randolph College Department of Safety and Security