

WHAT TO DO IN CASE OF AN EMERGENCY

FIRE

In the Case of a Fire Condition:

1. Pull the nearest fire alarm to begin an evacuation.
2. Check for individuals in immediate danger or who need assistance and report this to Campus Security.

When an Alarm is Sounded:

1. Check for heat and smoke on and under the door prior to exiting a room.
2. Open the door slowly and check for smoke or fire in the corridor. If there is no smoke, close all doors behind you and proceed to the nearest unblocked exit.
3. If you see smoke and it's too dangerous to exit, shut the door and prevent smoke from entering. **Dial 911** and call Campus Security.

Do Not Use the Elevators:

1. Direct individuals requiring assistance to the designated areas of rescue assistance.
2. Report their location to Campus Security upon exiting the building.
3. Continue evacuation out of the building as directed by emergency responders.

Blocked Stairways or Exits:

1. Take shelter in the nearest room and place a cloth under the door to prevent smoke from entering.
2. Notify Campus Security of your location.
3. If possible, signal your location to emergency responders by waving an object in front of the window.

BOMB THREAT/SUSPICIOUS ITEMS

In the Case of a Phone Call:

1. Maintain communication with the caller, inquiring about their identity, location, and description of the device.
2. Advise someone else to **dial 911** and Campus Security while talking to the individual.
3. Report the details of the call to an officer upon evacuating the building.

When a Suspicious Item is Found:

1. Do not touch, move, or disturb it. Avoid using cell phone or radio communication.
2. Call Campus Security.
3. Direct people away from the area until help arrives.

SEVERE WEATHER CONDITION

In the Case of a Severe Weather Alert:

1. Listen for instructions from the SAIC emergency communication system and take protective covering in one of the following areas:
 - a. Restrooms without windows
 - b. Interior corridor
2. Avoid these areas:
 - a. Lobbies
 - b. Atriums
 - c. Rooms with windows
 - d. Auditoriums

MEDICAL EMERGENCY

In the Case of a Medical Emergency:

1. **Dial 911.**
2. Contact Campus Security.
3. If possible, alert others of the emergency.
4. Stay with the individual(s) until assistance arrives.
5. Until help arrives:
 - a. Do not move the individual.
 - b. Watch for changes in their breathing and consciousness.
 - c. Assure them that medical assistance is coming.

INCIDENT INVOLVING A WEAPON

If an Individual Armed with a Weapon Threatens Harm to Self or Others:

1. Stay calm and **immediately or as soon as possible call 911** and Campus Security.
2. If possible, evacuate or retreat to a place of safety, warning others of the danger.
3. Keep your hands visible. Leave your belongings behind.
4. If evacuation is not possible, go to a room that can be locked or barricaded with available furniture.
5. Move away from corridor windows, turn off lights and computers; hide out of view.
6. Silence phones.
7. Remain in the room until the "all clear" is given through campus emergency communication systems.
8. Do not leave or unlock the door to "see what is happening."
9. As a last resort, if your life is in danger, attempt to incapacitate the individual; act with aggression and throw items at the person.

SUSPICIOUS OR DISTURBING BEHAVIOR

If an Individual is Displaying Suspicious or Disturbing Behavior:

1. If you feel threatened immediately call 911.
2. Report the individual to Campus Security.

UTILITY OR POWER FAILURE

In the Case of a Utility Failure:

1. Turn off electrical equipment.
2. Do not unplug the phone.
3. Remain in place, unless there is a threat to your safety.
4. Await instructions relayed over the SAIC emergency communication system or by the fire department.
5. Notify Campus Security if you or others require evacuation assistance.
6. Emergency lighting will be activated in stairways and at exits.

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