

# **BUILDING EMERGENCY INFORMATION**

## **SEVERE WEATHER:**

**When notified of severe weather, seek shelter on the lowest building level in areas away from glass on exterior walls. This process is called “shelter in place”. Remain there until notified “all clear” by Campus Police, a Building Manager, or the local weather station. Do not go outdoors until the weather event has subsided. Call Physical Plant (ext. 3-6200) if the building sustains damage.**

## **FIRE EMERGENCY:**

**In the event you encounter an uncontrollable fire within your building, close the nearest door behind you and walk to the nearest exit. Alert other building occupants to evacuate on your way out (or pull the alarm station, if present). Move 500 feet away from the building and call 911. Account for other building occupants at the assembly area and provide information to responders as they arrive.**

## **MEDICAL EMERGENCY:**

**Call 911. Provide as much information as needed until you are released by the operator. Ask someone to call Campus Police (ext. 3-6222) to report the emergency or call them once you have completed the 911 call.**

**Also see: Campus Emergency Response Guide.**