



# EMERGENCY PROCEDURES

## Severe Weather/Tornado

### Indoors:

- Move quickly to a safe interior area without windows (e.g., hallways, basements, restrooms).
- Move to the lowest level of the building. Tornado shelters are marked.
- If possible, close all doors as you leave an area.
- Stay away from windows, doors, and exterior walls.
- Do not go outdoors.

### Outdoors:

- Get inside, if possible.
- Stay away from trees, power lines, utility poles, and other hazards.
- Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck.

## Fire

- Remain calm.
- Activate the nearest fire alarm pull station and call 911.
- Evacuate the building.
- Do not use elevators!
- Do not enter the building until authorized by emergency personnel.

## Suspicious Person

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 911 or 423.677.7927.
- Provide as much information as possible about the person and his/her direction of travel.

## Suspicious Object

- Do not touch or disturb the objects.
- Do not use a cell phone!
- Move away from object and call 911 or 423.677.7927 on a landline phone.
- Notify your instructor or supervisor.
- Be prepared to evacuate.

## Shooter/Intruder/Hostage Situation

- Shelter in place.
- Clear all hallways and stairs.
- Lock all interior doors.
- Turn off all lights.
- Remain calm, quiet, and out of sight.
- Make a plan!
- Await further instructions from authorities.

## Hazardous Material Release

- If an emergency exists, or if anyone is in danger, move away from the site of the hazard to a safe location and call 911 or 423.677.7927.
- Follow the instructions of emergency personnel.
- Alert other to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

## Evacuation

- Remain calm.
- Evacuate using the nearest exit.
- Do not use elevators!
- Gather person belongings (medication, keys, purses, wallets, etc.), but only if safe to do so.
- Follow directions given by emergency personnel.
- Assist persons with disabilities or injuries without jeopardizing your safety.
- If you are unable to evacuate due to a physical disability, go to a safe location (e.g., stairwell next to an elevator) and wait for assistance. Ask others to inform emergency personnel of your locations.

## EMERGENCY:

Call 911 or 423.677.7927

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