Evacuate (Fire or Alarm)
If you discover smoke or a fire, do the following:
• Activate the fire alarm using a manual pull station.
• Notify others and evacuate the building.
• Do not use elevators during a fire.
• Call 911 for help.
• Assemble at the designated assembly area and await further instructions from emergency response personnel.
Note: It is a violation of State Law to ignore a sounding fire alarm.

Shelter-In-Place
During severe weather, a hazardous materials spill, or an armed intruder emergency, do the following:
• Warn others in the area about the emergency.
• Move to an interior room. Close the doors and windows.
• Lock (or barricade) the doors and windows if appropriate.
• Do not exit the area until the emergency has passed or you are instructed to do so by emergency response personnel.

Severe Weather and Tornados
• Monitor television, radio, or weather radio for information about approaching storms.
• If severe weather is expected to impact your area, seek shelter in a hardened structure and follow shelter-in-place procedures (above).
• Stay away from large objects that may fall during a storm, e.g. book cases and shelves.
• If you are unable to find shelter, lie down flat and cover your head and neck with your hands and arms.

Medical Emergency
• Contact Public Safety, provide information about the injury and the location of the victim(s).
• Provide first aid or medical assistance if trained and necessary.
• Remain with the victim and ask someone to meet emergency response personnel when they arrive.
• If a victim is unconscious, call 911, and if they are not breathing, begin CPR.
• If available, locate an AED, turn it on, and follow the instructions provided by the unit.

Armed Intruder or Active Violence
• If a person enters a building with a weapon, immediately evacuate the building.
• If a person is seen with a weapon outdoors, immediately seek shelter in the nearest unsecured building.
• Contact University Police, when you are safe, and provide as much info as possible about the situation.
• Warn other people in the area, provide assistance as you are able, and try to remain calm.
• Protect yourself. Hide out, by seeking shelter, and taking cover, in a secure place within a building (see the shelter-in-place procedures above). If you are away from the area involved, stay away.
• Follow instructions provided by emergency response personnel.

Power Outage or Utility Failure
• Contact Facilities Services at (859) 622-2966 to report a power or utility outage.
• Remain calm, turn off sensitive equipment, exit the area if unsafe, and provide assistance to others if needed.

Hazardous Materials Release
• Report all hazardous material spills and releases to Public Safety.
• Evacuate the area, and building, if necessary.
• Assemble at the designated assembly area and remain upwind of the chemical spill.
• If a chemical spill occurs outdoors, shelter-in-place, and listen for instructions from emergency personnel.
• ESIP Buildings on campus are: Alumni Coliseum, Combs Building, Model Gym, Perkins Building, Thompson Hall, University Building, and Whitlock Building
• Notify Public Safety if you are exposed to a chemical.

Suspicious Person or Package
• Do not physically confront a suspicious person or handle a suspicious package.
• Contact University Police and provide as much information as possible about the situation.
• Notify your supervisor or professor.
• Leave the area or await further instruction from Public Safety.

Regional Emergency
• Check local news media for updates regarding evacuation, evacuation routes, and emergency shelters.
• Monitor http://www.madisoncountyema.net/ for closing or operational modifications.
• Make an emergency plan and keep an emergency supply kit at home, at work, and in your car.
• Visit http://www.emergency.eku.edu/ for an emergency plan template and tips on building emergency kits.