

EKU Emergency Guide



Fire / Fire Alarm

E.A.C.H. person is responsible for their own safety. If you discover smoke, fire, or hear a fire alarm, you should:

- E — Evacuate the building.** Do not use elevators.
- A — Alert others.** Activate the alarm (if necessary). Assist others as you leave. Report to emergency personnel any individuals with loss of mobility, sight or hearing, of which you are aware.
- C — Call 911 for help.** Report relevant information about the smoke/fire/alarm.
- H — Have a plan.** Be knowledgeable about fire safety. Take every alarm seriously.

A building occupant is required by law to evacuate the building when a fire alarm sounds. Know at least two escape routes. Never use elevators to evacuate. Use the stairs. Do not re-enter a building or work area until you have been instructed to do so by emergency responders. Individuals in wheelchairs, move to a safe location, and call 911 to report your location. Individuals with hearing loss can call Public Safety via TDD at 859-622-6279 and/or text message someone who can inform authorities.

If you are behind a closed door, feel the door before opening. If the door is hot, do not open. If it is cool, open it slowly and check that fire and/or smoke is not blocking your escape route.



Bomb Threats

If you receive a bomb threat (i.e. telephone call) - ask about it:

- When is the bomb going to explode?
- Where is the bomb located?
- What does it look like?
- What kind of bomb?
- What will make it explode?

Make note of as many details about the conversation as possible.

Call 911 and report any bomb threats received or any suspicious packages that you observe. Do not use cellular phones or radios in close proximity to any suspicious package.

Protect yourself. Evacuate the area being mindful that explosive devices could be placed along your exit path.

If you received the threat in written or electronic form, preserve it, and notify law enforcement officials immediately.

For more information, consult the ECU Emergency Action Plan, which is available online at <http://www.emergency.ecu.edu>.



Severe Weather

In order to protect yourself, it is important to know the difference between severe weather watches and warnings.

Watch—Severe weather is possible due to weather conditions. Remain alert and monitor television, radio, or other weather media.

Warning—Severe weather has been reported. Warnings mean danger is imminent. **SEEK SHELTER IMMEDIATELY.**

If a **tornado warning** has been issued, go to a pre-designated shelter area or the lowest level of the building. Go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and exterior walls. Get under a sturdy table (if possible) and use your arms to protect your head and neck. Do not open windows. If you are in a vehicle or mobile home, get out immediately and seek shelter in a nearby building. If you are outside and shelter is not available, lie flat in a ditch and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or a bridge.



Hostile Intruder

A hostile intruder can be in the form of a verbally or physically aggressive person, a hostage taker, or an active shooter. **If you find yourself involved in a hostile intruder situation, only you can determine the best course of action to ensure your safety.**

Ways that you can protect yourself include:

- **Call 911** as soon as possible.
- Secure your immediate area. Lock and/or barricade doors. Turn the lights down. Close blinds and block windows. Turn off or silence electronic devices. Keep the occupants calm, quiet, and out of sight.
- If you determine the best course of action is to leave the immediate area, consider your risks prior to evacuating. You should only attempt to rescue others if it can be accomplished without further endangering people in the area.
- Be prepared to change your actions as the situation changes. Possible actions may include running, hiding, complying, or fighting.

Emergency: 911

On Campus Telephone: 911

EKU Police/Public Safety 859-622-1111



Medical Emergencies

In the event that someone is in need of emergency medical attention, you can render assistance and protect yourself by following these procedures:

Check — Check the scene for safety. If it is safe, check the victim for consciousness.

Call — **Call 911** and report the medical emergency. Provide as much information as you can about the person's illness or injury.

Care — Care for the illness or injury within the scope of your training. Provide only the care that you are trained or certified to provide.

Do not move the injured or ill person unless it is necessary for safety reasons. Moving the person could cause further injuries.



Chemical Incidents

Chemical Spills:

- Evacuate the spill area immediately.
- Secure the location (if possible).
- Isolate exposed individuals for decontamination, evaluation, and treatment.
- **Call 911** and report the spill. Provide as much information as possible.

Chemical Release (Blue Grass Army Depot / Rail / Etc.):

Zones 2E and 2D could be instructed to either shelter-in-place or evacuate.

Shelter-in-Place—Close and lock all windows and doors. Turn off heating and cooling units. Campus buildings which have been improved for shelter-in-place are: Alumni Coliseum, Combs Classroom, Model Gymnasium, Perkins Building, Thompson Hall, University Building, and Whitlock Building. If possible, seek shelter in these.

Evacuation—If evacuation or relocation is ordered, the Madison County Emergency Management Agency will determine the best available location for ECU to go to.

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