

Protective Action Decisions

In a dangerous, or potentially dangerous, situation, you must quickly determine the most reasonable way to protect your own life. You should seek a safe environment, without endangering others, through evacuation or sheltering. The concept of seeking shelter is to provide protection from an outside atmosphere or condition that may be immediately dangerous to life, health, or safety.

Eastern Kentucky University Public Safety / University Police
(859) 622-1111 | 911

Environmental Health & Safety / Emergency Management
(859) 622-2421 | (859) 622-8987 | www.emergency.eku.edu/

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 Tornadoes

- 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. <http://www.madisoncountyea.net/>
- Monitor <http://www.eku.edu/> 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.