

## CHAPTER 7      EMERGENCY PROCEDURES GUIDE

### 7.1      Campus Emergency Guidelines

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

### 7.2      Reporting Emergencies

- A.      Campus Emergency Services: ON CAMPUS dial 2515, OFF CAMPUS dial 282-2515.
- B.      In a medical or police emergency in which Public Safety cannot be reached, dial 911.
- C.      When calling, stay calm and carefully explain the problem and location to the Dispatcher.
- D.      Do not hang up until told to do so.
- E.      Keep calm. Keep others calm.

The following should be filled in by individuals at each location of this manual.

Building Emergency Coordinator: \_\_\_\_\_

Location: \_\_\_\_\_

Telephone: \_\_\_\_\_

Building Emergency Team Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT:** After any evacuation, report to your designated assembly point. Stay there until an accurate head count is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.